Prairie State College
Illinois Community College District 515

Main Campus
202 South Halsted Street, Chicago Heights, IL 60411
(708) 709-3500

Matteson Area Center
4821 Southwick Drive, Matteson, IL 60443
(708) 709-3750

prairiestate.edu

Serving the communities of:
Beecher, Chicago Heights, Crete, Flossmoor, Ford Heights,
Glenwood, Homewood, Matteson, Monee, Olympia Fields,
Park Forest, Richton Park, Sauk Village, South Chicago
Heights, Steger, University Park, plus portions of Country
Club Hills, Hazel Crest, Lynwood, Tinley Park, and adjacent
unincorporated areas of Cook and Will Counties.
Our Mission
Prairie State College is a richly diverse community college dedicated to student-centered instruction that fosters success in adult, transfer, and workforce education.

Our Core Values
• Teaching and Learning
• Community
• Diversity
• Excellence
• Caring and Concern

Notices
This catalog describes programs, classes and regulations in effect as of June 1, 2010. All are subject to change, and the College reserves the right to modify program offerings and rules without prior notification. Interested individuals are advised to examine carefully all program and class listings in order to remain current with Prairie State College's most recent additions. This catalog also is available via our Web site, where course and program updates can be found. Substantive changes and the respective semester’s offerings are announced in the fall, spring, and summer schedules, available in printed form (on campus, at public libraries, mailed to district residents), or online. All tuition and fees are subject to change by Board of Trustees’ actions.

Prairie State College recognizes the diversity of students, faculty, staff, and community as an integral part of lifelong learning. We are committed to building and maintaining an inclusive, accessible, and supportive environment on campus. Prairie State College embraces the diversity of individual beliefs and opinions, and supports diversity in religion, gender, ethnicity, race, sexual orientation, physical and mental ability, age, and socioeconomic status. The College will adhere to policies and procedures which discourage harassment and other behaviors that infringe upon the freedom and respect every individual deserves.

Prairie State College does not discriminate on the basis of race, religion, color, age, gender, disability, ancestry, marital status, military discharge status, national origin, veteran status, sexual orientation, or other non-merit factors in educational programs, activities, or employment practices. Inquiries may be directed to the Affirmative Action Officer, Prairie State College.

The Board of Trustees recognizes the importance of conserving natural resources and properly disposing of waste. Therefore, and in compliance with Illinois Public Act 86-1363, it supports PSC’s Waste Reduction Program of source reduction, recycling, and the purchasing of products with a recycled content.

The College’s financial statements are available for public viewing upon request through the Freedom of Information Act.
Disclosure Statement
The College makes every effort to ensure accuracy of information and believes the information in this catalog is accurate as of publication. For the most up-to-date information on PSC courses and programs, check the Web site at prairiestate.edu.

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Overview
Consider some facts about Prairie State College and the excellent Illinois community college system:

• PSC was the first community college in the state to guarantee that credits will transfer to other Illinois colleges, an assurance that has grown through the Illinois Articulation Initiative.
• Our Adult Training and Outreach Center is one of the only buildings in the country dedicated to Adult Education.
• More than 75 colleges and universities are represented by the graduate degrees of our faculty.
• 95% of full-time faculty have a master’s or doctorate degree in their field.
• The number of athletes who receive the Academic All Conference designation continues to grow every year. In 2008-09, the College had three students named Academic All Americans, the first time in the College’s history that this designation was earned by our athletes.
• Students in PSC’s health profession programs have a near-perfect pass rate on certification exams.
• In 2009 the U.S. Dept. of Education awarded PSC a Predominantly Black Institution Grant (PBI) to begin the Excellence = Men of Color in 2 Programs initiative.
• The first community college in the nation, Joliet Junior College, was established in Illinois in 1901. Co-founder William Rainey Harper, who had founded the University of Chicago 10 years before that, came up with the “two + two” transfer idea, that students would first attend a “junior college” and then transfer to a “senior college.”
• Community colleges in Illinois enroll 60 percent of all undergraduate students in Illinois public higher education.

At Prairie State College, we mean what we say: Start near. Go far.

Educational Options
Whether you're a high school student, an adult juggling family and work responsibilities, a career-changer needing to retrain, someone in need of English-language training or a GED, or a lifelong learner seeking a personal interest class, we are your community college.

We have the people and the programs to help you define and achieve your goals. Here are the highlights of our credit and non-credit programs. Use the Contents page and the Index in the back to find out more about a particular topic.

Transfer Education: Starting a Bachelor's Degree
If a bachelor’s degree is your goal, PSC can be a great place to start. The combination of high-quality education, small class size, well-equipped facilities, and low tuition make us an excellent first choice for many. In fact, about one-fifth of the graduates from district high schools enroll at PSC each year.

Take care of general education requirements while deciding on your major. The Student Success Center, advisors and counselors, excellent professors, ease of transferring credits, and a host of other services move you toward the undergraduate degree you want. We offer four degrees with which you can transfer as a junior and earn a Bachelor of Arts, Bachelor of Science, or Bachelor of Fine Arts.

Associate in Arts (A.A.). Choose from more than 20 majors in the arts, humanities and social sciences, including Criminal Justice, Education, English, pre-Law, Mass Communication, and Political Science.

Associate in Science (A.S.). We offer more than 15 majors in the sciences, including Astronomy, Biological Sciences, Chemistry, Computer Science, Geology, Engineering, Mathematics, pre-Medicine, Nursing, pre-Physical Therapy, and Physics.

Associate in Fine Arts: Art (A.F.A.). The A.F.A. allows you to take the same sequence of studio art courses that art majors take at four-year colleges and universities. Excellent instruction and facilities help you earn the credits and develop that portfolio needed for admittance to B.F.A. programs.

Associate of Arts in Teaching: Secondary Mathematics (A.A.T.). The newest of our degrees is designed for students preparing for careers in secondary education, teaching mathematics.

Career Education: Training and Retooling
Whether you’re a recent high school graduate or between jobs and needing to retool for today’s (and tomorrow’s) workplace, PSC’s career programs provide what you need. Up-to-date, well-equipped facilities and experienced faculty members provide real world training that expands beyond the classroom.

Associate in Applied Science (A.A.S.). The A.A.S. degree requires a minimum of 60 credit hours. Programs cover nearly every career field from auto tech to info tech to the health professions.

Certificates. Short-term programs are the perfect way to gain new skills to boost your earnings and your career potential. We offer more than 60 certificates, including Accounting, CAD, Networking, Industrial Electrician, Surgical Technology, Personal Trainer, Photography, and Web Design.
Associate in General Studies: Learning for Life
The A.G.S. degree allows students to create, within certain broad requirements, their own 62-credit-hour degree program. Although this degree is good for enrichment, it is not intended for transfer or for preparation for a specific occupation. Thus most students are better served by selecting another kind of degree.

Instructional Programs
Each semester the College prints a schedule with the course offerings for that semester. This schedule is mailed to district residents, but it is also available on campus and can be viewed on the Prairie State College Web site. The College offers credit courses in following formats:

Regular 16- and Eight-Week courses. These start at the beginning and mid-point of the semester.

Late Start courses. Students who are unable to start at the beginning of the semester may take advantage of Late Start courses. These accelerated courses begin the fifth week of the semester and run for 12 rather than 16 weeks. A broad selection of such courses is available each semester.

Evening/Weekend courses. Because many students have family and work responsibilities that make it difficult to attend class during the day, the College offers courses in the evening and on Saturday mornings.

Friday College. This program is designed so students can take classes one day per week. Classes are offered in the morning and afternoon so students can take up to two courses a day.

Online Courses. A growing number of credit courses are offered online. Self-directed students with computers connected to the Internet may take advantage of these courses.

Fast Track Degree in Business. The Fast Track Business Program is designed for busy adults who are committed to continuing their education. With this degree option, students can earn an Associate of Arts degree in two years and then transfer into most bachelor’s degree programs as a junior. The classes follow a recommended course sequence and are offered during the evening, online, or as hybrid courses combining live and online instruction. For more information or to enroll, contact the Counseling and Academic Advising Center at (708) 709-3506.

Honors Program. The Honors Program offers qualified students enhanced learning and transfer opportunities. Its benefits include smaller classes and a stimulating learning environment with guest speakers, field trips, and other enrichment activities. Honors classes are special sections of regular courses and are designated as “Honors” on your transcript. To begin taking Honors courses, you must have college-level placement scores in Reading and English or qualifying scores on the ACT or COMPASS test, or 12-credit hours of college level course work and a minimum grade point average (GPA) of 3.5. Recent offerings have included courses in Astronomy, Art, Biology, Communication, English (Composition and Literature), Humanities, Philosophy, Political Science, and Psychology, but offerings vary by semester. For a list of current offerings, see the Honors listing in the Fall and Spring schedules. For more information, contact the Honors Enrollment Advisor at (708) 709-3641.

Learning in Community (LinC). In a LinC course, you enroll in courses in two different disciplines that are team-taught by professors specializing in those disciplines. The curriculum is organized in a way that promotes connections across disciplines and fosters a sense of community among students and faculty. These courses also encourage active and collaborative learning. As a result, students interact more intensely with each other and with the faculty members teaching the course. Students also learn team work as they collaborate in small groups to solve problems and serve as resources for one another. For more information, contact an advisor at (708) 709-3622.

Study Abroad. Because Prairie State is an active member of the Illinois Consortium for International Studies and Programs (ICISP), our students have opportunities to study abroad and experience living and studying in a different culture. ICISP is a consortium of 40 community colleges and small liberal arts colleges that offers semester-long or summer study abroad programs in countries like Costa Rica, Ireland, Austria, and England. For more information call (708) 709-3643.

Adult Education Department
Through the support of state and federal grants, Prairie State College offers several programs that are free of charge to eligible students in need of basic education. Classes are offered during days, evenings, and on weekends in the Adult Training and Outreach Center, as well as at locations throughout the PSC district.

All programs are open to persons 16 years of age or older who are not enrolled in public school. Based on an assessment of needs and skill levels, students are placed in the proper program.

Adult Basic Education. Classes offer opportunities for students to improve their basic skills in reading, mathematics, and writing. Call (708) 709-7880 or (708) 709-7931 for more information.

Adult Literacy. Trained volunteer tutors are matched with students for one-on-one and/or small group reading, writing, and math instruction. Call (708) 709-3724 for more information.

English as a Second Language (ESL). Classes offer non-English speaking adults an opportunity to develop listening, speaking, reading, and writing skills in English. This class is designed to help students learn English skills for work, community participation, and education. Preparation is also offered for the U.S. Citizenship Test. Call (708) 709-7922 or (708) 709-3790 for more information.
Continuing and Professional Education . . . and More

The opportunities to be trained—or entertained—continue with other programs of Prairie State College. Each semester’s classes are described on our Web site, and in the class schedule. All these programs are coordinated through PSC’s Matteson Area Center, 4821 Southwick Drive, Matteson, IL 60443.

Opened as a convenient satellite campus, the Matteson Area Center has a variety of classrooms, meeting rooms, available for rent, and computer labs. Call (708) 709-3750 for more details.

Non-Credit Classes. Whether you’re pursuing a hobby, trying to understand personal finances, or seeking new vocational skills, these classes meet your needs. They are offered at the Matteson Area Center, the main campus in Chicago Heights, and at other locations throughout the district. Online noncredit courses are also available at ed2go.com/mac.

Non-Credit Vocational Certificates. Although you won’t be earning college credit, you will soon be earning more in salary. In as little as one semester, you can open the door to excellent jobs. Topics include Medical Billing/Coding Specialist, Home Inspection, Real Estate, Security Officer Training, and more.

Kids@College. Children in 2nd through 7th grade can enjoy our Kids@College classes, which are usually held in July.

During the fall and spring semesters, a limited number of youth and teen classes are offered. They are listed in the class schedule and on the Matteson Area Center Web page.

Professional Speakers Bureau. Speakers are available to address a professional audience or employees. A program can be designed to match your audience’s needs. Presentations vary from one hour to full day seminars.

Continuing Education Units (CEU). Prairie State College is an approved provider of CEUs and Continuing Professional Development Units (CPDUs). PSC will design CEU/CPDU programs to meet your professional requirements for both individuals and groups.

Responding to the Community

Prairie State College has grown in many ways over its 50-year history—in size, in facilities, in breadth and depth of educational options, and in reputation. Always we have responded to the needs and concerns of the district’s residents and businesses while maintaining strong partnerships with the area’s other educational, cultural, social service, and civic organizations.

Our History: The Sum of Many Stories

Founded in 1957 as Bloom Township Junior College, Prairie State College held its first classes the next year in a local church. Originally established to offer only transfer liberal arts courses and occupational-technical courses, the College was reorganized in 1967 as a Class I junior college. With the combining of four high school districts into an enlarged territory, the College was renamed Prairie State College. In 1989, the Beecher Community High School district was added to District 515 by the Illinois Community College Board.

In 1968, the College was housed in 10 interim buildings on its campus at Halsted Street and Vollmer Road. Construction of permanent facilities began in the fall of 1972 and was completed for the 1975-76 academic year.

A vocational-technical addition to the Main Campus Building, housing classrooms and laboratories, was dedicated in August 1979. A new Library, the Christopher Art Gallery, and the Community Instructional Center (later renamed the Business and Community Education Center) opened in 1996.

In 1999, the Matteson Area Center opened as a convenient off-campus location to accommodate district residents. The Health/Tech Center, home to the Dental Hygiene, Surgical Technology and Networking programs, opened in 2000. The Fitness Complex, a unique partnership among Prairie State College, the Chicago Heights Park District, and St. James Hospital and Health Centers, opened in 2001. Ground was broken in May 2002 for the Adult Training and Outreach Center and Children’s Learning Center; the dedication ceremony was held two years later.

In 2008, Prairie State College celebrated its 50th anniversary. As we move forward, the College will continue to focus on the needs of the community and to make changes to enhance the success of its students.

Workforce Development

To prepare and train employees and support the businesses of Chicago’s south suburbs, the College encompasses a number of departments and programs, as well as hosting two or more job fairs each year.

Here are a few of the services within the Division of Community and Economic Development:

Corporate Education and Training. Trained professionals provide customized solutions to the training needs of businesses and organizations large and small, including the popular Computers-on-the-Go program, technical training, leadership skills, Industrial and Environmental Safety Training Institute, ISO 9000, ISO 14000 and TS 16949 training, customer service, quality skills, and more. Call (708) 709-3795 for more information.
Business and Community Education Center. The center includes a 487-seat auditorium for lectures, concerts, and other events, as well as four break-out rooms for meetings. Space is available for rental, with a customer-service-oriented staff. Call (708) 709-3782 for more information.

Illinois workNet Center. The Illinois workNet Center at PSC is an affiliate of the Cook County President's Office of Employment Training. Housed in the Adult Training and Outreach Center, it offers a wide array of employment services and resources to help both workers and employers. Call (708) 709-3911 for more information.

Truck Driver Training Program (CDL). Affordable training with a near-guarantee of employment is available through PSC. In four or eight weeks, graduates are eligible to take the state-administered Class A road test. Call (708) 709-7811 for more information.

Accreditations and Memberships
Prairie State College is one of the 39 community college districts (comprising 48 colleges) in Illinois.

The College is accredited by The Higher Learning Commission and a member of the North Central Association (ncahlc.org, (312) 263-0456).

It is recognized by the Illinois Community College Board and is approved by the State Approval Agency for Veterans Education, Illinois Department of Veteran Affairs.

The College is affiliated with numerous organizations including the following:
- American Association of Community Colleges
- Association of Community College Trustees
- Illinois Community College Board
- Illinois Community College Trustees Association
- Illinois Skyway Collegiate Conference
  (athletics, music, art, College Bowl, writing)
- National Junior College Athletic Association

Additionally, the following programs are accredited by the agency listed:
- Dental Hygiene American Dental Association, Commission on Dental Accreditation
- Surgical Technology Commission on Accreditation of Allied Health Education Programs
- Automotive Technology National Automotive Technical Education Foundation
- Nursing National League for Nursing Accrediting Commission (NLNAC)

61 Broadway
New York, NY 10006
(212) 363-5555, extension 153
Directions

To Main Campus

From the North: Drive south on I-94 to I-80 west exit. Follow I-80 west about two miles to Halsted Street south exit (Route 1). Take Halsted Street south about three miles to the campus.

From the North/West: Take the Tri-State Tollway (294) south to I-80/94 east. Follow I-80/94 east about one mile to Halsted Street south exit (Route 1). Take Halsted Street south about three miles to the PSC campus.

From the South: Drive north on I-57 to the Vollmer Road exit. Follow Vollmer Road east about five miles to the PSC campus on your right.

From the East: Follow I-80 west to Halsted Street south exit (Route 1). Take Halsted Street south about three miles to the campus.

To Matteson Area Center

From Lincoln Highway (Route 30) turn south on Cicero Avenue. Turn right at the second traffic light onto Southwick Drive. The Matteson Area Center will be on your left.

Maps and More

Printable maps, directions, and floor plans are available on our Web site. From prairiestate.edu click on Maps and Directions.
Enrollment
Admissions and Registration

Prairie State College is a comprehensive community college with an open-door admissions policy for high school graduates and recipients of a GED (or the equivalent). Currently enrolled high school students are also eligible to register for courses with the written approval of their high school principal and parents plus approval from one of their guidance counselors. All entering students will meet with a counselor or advisor who will help them explore their interests and select a program that best meets their needs.

General Admission Requirements
All new students entering college for the first time must provide evidence of a high school diploma or GED, are required to take the COMPASS test, and meet with an advisor prior to registering for classes. Please note that ACT scores may be used in place of COMPASS. Students need to meet with an academic advisor for further information.

PSC provides a full range of developmental courses and support services to prepare students for enrollment in baccalaureate transfer or career/technical programs.

New students, students on academic probation, and students who want to enroll in developmental courses must get the signature of a PSC counselor or advisor prior to registering for classes. This step enables the counselor or advisor to help students with course selection and ensure they meet program and degree requirements. Visit the Counseling and Academic Advising Center or call (708) 709-3506 for more information.

Transfer Degree Admission Requirements:
Students applying for admission to a baccalaureate (bachelor’s) transfer program must have 15 high school credits distributed in the following:

• 4 credits in English (written and oral communication, literature)
• 3 credits in Mathematics (introductory through advanced algebra and geometry)
• 3 credits in Social Studies (emphasizing history and government)
• 3 credits in Science (laboratory science)
• 2 credits in electives (foreign language, art, music, vocational education) (Illinois Public Act 86-0954)

Students who do not meet these minimum requirements can satisfy these deficiencies upon successful completion of 24 transferable credit hours (with a minimum GPA of “C”), which must include ENG 101: Composition I (3), COMM 101: Principles of Communication (3), one social science course, one 4-credit laboratory science course and one mathematics course (MATH 112 General Education Mathematics (3), MATH 115 General Education Statistics (3), or higher).

Complete information is found in the section Degrees, Certificates, Courses.

Career Program Admission Requirements:
A.A.S. Degrees and Certificate Programs
Students may enroll in any career programs for which they meet requirements. A few programs have special admissions requirements, including Dental Hygiene, Nursing, LPN-ADN Progression Track, Paramedicine, and Surgical Technology. All other programs are open admissions.

Contact the Enrollment Services Office for information about the following programs:

Dental Hygiene. The Dental Hygiene program typically has a February 15 application deadline and begins its academic year during the summer session (usually in early June). You may begin only at this time and must be at least 18 years of age. You must complete the full application process by the deadline date. If you wish to apply, contact the Enrollment Services Office for an application packet at (708) 709-3515 or visit Room 1160.

Nursing. The Associate Degree Nursing program typically has a February 1 application deadline for its fall semester classes. You must complete the full application process by the deadline date. Those who wish to apply should contact the Enrollment Services Office at for an application packet at (708) 709-3517 or visit Room 1160.

LPN-ADN Progression Track. The LPN-ADN Progression Track is a program designed for LPNs to become RNs. Students must pass the proficiency test to receive credit for NURS 101. Interested LPNs should contact the Enrollment Services Office at (708) 709-3517 for information or visit Room 1160.

Surgical Technology. The Surgical Technology program has an application deadline of March 1. Students must be 18 years of age, complete COMPASS placement testing, and submit transcripts and proof of high school diploma or GED by the application deadline. Contact the Enrollment Services Office for an application packet at (708) 709-3517 or visit Room 1160.

Honors Program. Special sections of regular courses offer enhanced learning and transfer opportunities. Students are eligible based on COMPASS score or GPA. For more information, contact the Honors Program Advisor at (708) 709-3641.
Registration Process for New Credit Students

Step 1. Apply. Complete an enrollment application online, or complete one in person in Enrollment Services. If you have questions about the enrollment process, contact Enrollment Services at (708) 709-3516. Allow three days for processing the online application.

Step 2. COMPASS Test or ACT Scores. Students are advised to take the COMPASS Assessment Test for transfer programs and for correct placement in prerequisite programs, or bring in ACT scores that are within the past five years. The COMPASS Assessment Test determines your placement in English, math, and reading. No appointment necessary. Contact the testing center for times at (708) 709-3558, or select COMPASS Testing from the “Choose a Link” menu from our Web site.

Step 3. Transcripts. Send your official high school transcripts* to the Enrollment Services Office.

Step 4. Advisor. Meet with an advisor to select courses and complete the registration form. No appointment necessary.

Step 5. Register. Register in person for courses in Enrollment Services.


*Official transcripts are not required for enrollment at PSC. It is recommended that official transcripts be received and evaluated as soon as possible to ensure adequate advising and progress towards a degree or certificate.

In some cases, the College recognizes knowledge obtained by means other than formal classroom learning. Depending on the area, this knowledge can be assessed by examination or other appropriate methods. Call the Testing Center at (708) 709-3558 for details.

Registration Planning
To find out what courses are offered each semester and the times and places they are taught, consult the course schedule for that semester. For questions about registration, call the Enrollment Services Office at (708) 709-3516. New students who have completed their assessment testing and met with advisors may register any time during open registration. Continuing students and those currently enrolled at PSC, may register during open or priority registration. Online registration is available for qualified continuing students.

WebAdvisor
WebAdvisor is your convenient online window to PSC’s course offerings and more. Find out courses and sections offered, credit hours for that course, when and where the class meets, the number of seats left in the section, and who is teaching the course. Once you're registered, you’ll be given a user ID and password. Then you can view your own class schedule, grades, GPA, unofficial transcript, and financial aid status. After your first semester, qualified students can register via WebAdvisor.

International Students
Prior to enrolling at Prairie State College, international students must have successfully completed the equivalent of 12 years of schooling, consisting of primary and secondary levels.

You must comply with the following requirements without exceptions:

1. Educational Records. You must present official records of all schoolwork completed or attempted. All records must list the subjects taken, grades earned or examination results in each subject, as well as all certificates and diplomas. If these are in a language other than English, they must be accompanied by an official English translation. The credentials presented must be certified by an official of the school issuing the documents or by a United States consulate official. Uncertified copies are not acceptable.

2. English Proficiency. You must demonstrate a proficiency in English at a college level as indicated by a Test of English as a Foreign Language (TOEFL) score of 500 (paper-based) or a score of 173 (computer-based). The TOEFL may be waived if the national language of your home country is English. You may contact PSC’s International Student Advisor for more information on English proficiency at (708) 709-3641. Contact the nearest American Consulate in your home country for dates when TOEFL will be administered.

3. Financial Resources. In order to be considered for admission, you must furnish documented evidence that adequate provision for all financial needs has been made while pursuing studies in the United States.

4. Local Sponsor. If you have a local sponsor, you must indicate who the local sponsor is. The local sponsor must be an American citizen or a permanent resident who will be financially responsible for you while you attend Prairie State College.

5. Application Deadline. All credentials need to be submitted at least four months prior to the proposed admission date. The College does not provide housing. You must indicate that housing arrangements have been made by your local sponsor.

You must register for a full-time (at least 12 credit hours) load for each semester while in attendance at Prairie State College to comply with immigration regulations. No more than six semesters will be allowed to complete all requirements toward a degree. It may not be possible for international applicants to secure financial aid on the basis of federal and state regulations. If you knowingly defraud the government, you may be subject to legal consequences.

For more information, visit the Counseling and Academic Advising Center or call the International Student Advisor at (708) 709-3641.
Current High School Students
If you are a high school junior or senior, you may be admitted to Prairie State College on the written recommendation of your high school principal or guidance counselor. The College reserves the right to make the final determination on whether to admit a high school student.

Qualifying high school students in District 515 may be eligible to take one free course. See “Tuition-free Classes for High School Seniors” in the “Tuition and Fees” section.

The Career Preparation Network allows qualified high school students in PSC’s district to take classes in areas such as automotive technology, information technology, manufacturing technology, and CAD/mechanical design that transfer to PSC. For more information, see the section on Tech Prep in Degrees, Certificates, Courses.

General Information
A full-time student must take at least 12 credit hours during a fall or spring semester. Anything less than that is considered part-time. If you wish to enroll in more than 18 credit hours, during a fall or spring semester you must have the approval of the Dean of Student Services. Students attending PSC during a summer semester are considered full-time if enrolled in six or more credit hours. Students interested in enrolling for more than nine hours must receive approval from the Dean of Student Services.

As a student at Prairie State College, you will be classified as follows:

- Freshman. Any student who has completed less than 30 credit hours of college work.
- Sophomore. Any student who has completed 30 credit hours or more of college work.

During the registration period and at designated times during the first week of classes, you may add or drop courses. An additional fee may be charged for changes made after the beginning of classes.

Courses or particular sections of courses are occasionally canceled due to insufficient enrollment. In such cases, the College will make every attempt to notify you so you may enroll in another section or another course. Refunds are automatically approved for canceled classes.

Student Residency Verification Process (District 515)
Prairie State College requires that all credit students certify their permanent residence, which is used to determine the applicable tuition rate. The residency information is obtained from the student at the time of application and registration. Upon signing the appropriate form, the student certifies that the residency information provided is true and correct to the best of their knowledge.

If the College receives returned mail from the postal service which reflects an undeliverable status or one which would impact the tuition rate, the student will be required to provide two documents to verify their residency.* The following are acceptable forms of documentation to verify a student’s residency status:

- Valid driver’s license or state identification card
- Voters registration card
- Current apartment lease or property tax bill
- Current utility bill
- Mail delivered to the residential address with a postmark date no older than four weeks

Please note that all proof of residency documents listed above must reflect the student’s first and last name and the student’s current residential address. Also, it is important to note that a student may be limited in their registration activity until proof of residency is received by the College.

*If the college continues to receive returned mail after the current address has been verified, the Office of Enrollment Services may require a student to submit additional forms of verification.
Tuition and Fees
In order to pay in-district tuition, a student must live in Prairie State College District 515 thirty days immediately proceeding the first day of the term.

A list of the communities within Prairie State College’s district may be found on the title page of this catalog. In addition, full-time employees of in-district companies may be eligible for in-district rates. High school seniors and senior citizens are eligible for additional tuition and fee discounts (see “Special Tuition Discounts” below for more information). Generally, if you live in Illinois but do not reside in the district, you will be charged out-of-district rates. If you are a Lake County, Ind., resident, however, you will be eligible for a special rate (see below). If you live outside of Illinois and outside of Lake County, Ind., you will be charged the out-of-state rate.

To view the current tuition rates, visit prairiestate.edu.
From the “Choose a Link” menu, select “Tuition & Fees”.
Consult the course schedule and PSC Web site each semester for current tuition rates. Visit the Business Office or call (708) 709-3577 for more information.

Please note that you are responsible for the charges on your student account. If you apply early, financial aid may be available. You may also set up an installment payment plan to resolve the balance. However, if you do not make arrangements or pay the balance by the date published in the course schedule, you may be dropped from all your classes for non-payment and have to re-register.

Installment Payment Plan
Prairie State College utilizes the services of Nelnet e-cashier for payment plans. The non-refundable charge for setting up the plan is $30 and will be processed immediately. If a down payment is required, it also will be processed immediately. Failure to make the minimum down payment or to make payments by the deadlines will result in a late-payment fee. Payment is due even if you do not receive a bill.

For more information call the Business Office at (708) 709-3577, e-mail businessoffice@prairiestate.edu, or go to prairiestate.edu and select Business Office from the “Choose a Link” menu to download a payment plan brochure.

Special Tuition Discounts
For all discounts, the registration and late registration fee still apply and must be paid by the student.

Tuition for Senior Citizens. Senior citizens (65 years of age or older) who reside in District 515 are permitted to enroll in any credit course (on a graded basis only) offered at PSC at no charge for tuition. However, if you wish to audit a class, full tuition payment is required. Payment will be required for any necessary books, laboratory fees or materials used in classes. You must present proof of age at the Enrollment Services Office in Room 1160.

Tuition for Employees of In-District Companies. If you are employed on a full-time basis by an in-district employer but live outside of our district, you may attend PSC at the lower in-district tuition rates. A signed affidavit is required. Contact our Enrollment Services Office at (708) 709-3516 or visit Room 1160 for more information.

Tuition-free Classes for High School Seniors. High-achieving high school seniors may take one college-credit class at PSC with no charge for tuition. To be eligible, you must attend a high school in the PSC district, have a GPA of at least 2.5 on a 4.0 scale, and have permission from your appropriate school authority. If you take a class in either the summer before your senior year or the fall semester and earn a “B” or better, you may take a second college-credit course tuition-free in the next semester of your senior year. Students who have graduated from high school are not eligible for this waiver.

Online classes, registration fees, laboratory fees, books, and supplies are not included in this waiver. Placement testing is required. For more information, visit or contact the Counseling and Academic Advising Center at (708) 709-3506.

Cooperative Agreements
If your local Illinois community college district does not offer a program that is offered by Prairie State College, you may be eligible to receive assistance from your district’s community college. You must obtain a “Cooperative Agreement” form from your local community college. If approved by your community college, you must present this signed form to Prairie State College at registration, and you will be billed at PSC’s in-district rates.

Prairie State College has cooperative agreements with several community college districts that enable PSC district residents to enroll in career programs not currently offered by Prairie State College. For more information, see “Cooperative Programs” in the section Degrees, Certificates, Courses. For more information, visit or contact the Counseling and Academic Advising Office at (708) 709-3504.
Additional Fees

Course Fees. Certain courses require additional fees. These are indicated in the Credit Course Schedule issued for each semester and include lab fees and Internet course fees. Courses also may require special supplies and materials, field trips, and additional expenses might be incurred through enrollment. Check with individual instructors concerning such costs.

“Bad Check” Fee. A service fee of $25 will be charged for each check that is returned by the bank for non-payment. Persons who do not make good on bad checks within two weeks of notification of default will have their accounts placed with a credit bureau for collection. If your check is returned due to stop payment or account closed, the College will not accept checks on your account for ten years.

Graduation Fee. A fee of $20 will be charged upon petitioning for graduation. This fee is assessed for each degree application. Students who earn a certificate will have that information posted to their college transcript free of charge. However, if you wish to participate in the graduation ceremonies and receive a diploma, you will also be charged a fee of $20.

Students petitioning for graduation after the published deadline date will be charged a $20 late fee.

Late Registration Fee. If your initial registration occurs after the deadline for open registration, you will be charged a $20 late registration fee. In addition, tuition and fees are due the day you register.

Refunds

If you withdraw from a credit class or classes, you may receive a full or partial refund of your tuition and student fees. Registration fees and some lab fees are not refundable. The refund percentage is based on your withdrawal date as follows:

• By the end of the first business day after the course start date—100%
• Within one week of the course start date—80%
• Within two weeks of the course start date—50%

Consult the Refund Table for Credit Courses in each semester’s credit course schedule for exact dates. (Please note that you must withdraw from non-credit courses 48 business hours before the start date to receive a refund.) The College issues refund checks once a week beginning with the third week of the term. If you would like a refund made to your credit card, please contact the Business Office. No refunds will be made in cash. Refunds are made directly to the student, even if the payment was made by a third party.
Policies and Guidelines
Policies and Guidelines

Student Rights and Responsibilities
All students at Prairie State College are considered to be responsible adults. Therefore, they are accountable for their own personal behavior. The College expects students to be informed about and obey local, state, and federal laws and conform to the College’s standards of conduct. In affirming the rights of its students, the College also affirms the obligations to preserve an atmosphere of orderly behavior and free exchange of ideas and a respect for the rights and dignity of all of its members.

Prairie State College supports student rights of free inquiry, expression, association, peaceful assembly, redress of grievances, and due process. The exercise and preservation of these freedoms and rights require a respect for the rights of all in the community. Students enrolling in the College assume an obligation to conduct themselves in a manner that is civil and compatible with the College’s function as an educational institution. It is clear that in a community of learning, willful disruption of the educational process, destruction of property and interference with the orderly process of the College, or with the rights of other members of the College, cannot be tolerated. In order to fulfill its functions of imparting and gaining knowledge, the College has the authority and responsibility to maintain order within the College and to exclude those who are disruptive of the educational process.

The College President shall be authorized to establish administrative procedures to safeguard these rights and ensure the discharge of these responsibilities.

Student Conduct (Board Policy F-15)
Prairie State College shall require a Code of Student Conduct whereby persons attending or visiting the College assume an obligation to conduct themselves in a manner compatible with the College’s functioning as an educational institution.

In accordance therewith, the College shall institute the following Code of Student Conduct:
A. Children are not to accompany students to classes or be left unattended on campus, in College buildings, or at any College event.
B. Food, beverages, sleeping, card-playing, playing of personal radios/cassette/CD players, disruptive activity, misuse of furniture or other property, and/or inappropriate interpersonal conduct for a public area are not permitted in the Atrium or other designated areas.
C. The College shall be designated as a “Clean Air/Smoke-Free” environment.
D. The College shall be designated as a “Safe School Zone” with zero tolerance for any violations of the law committed on the campus or at any College activity. The College operates according to the Safe School Act of 1984, which allows for a “Safe School Zone,” thereby prohibiting criminal activities from occurring within the boundaries of the College campus.
E. Misconduct for which students may be asked to leave the College premises and be subject to official College disciplinary actions fall into the following categories:
   1. False Information. Furnishing false, incomplete or misleading information to the College on official records or altering official documents;
   2. Obstruction of College Business and Activities. Obstruction, unauthorized interruption or disruption of the business of the College or any College activity including but not limited to testing, research, teaching, or of the classroom setting;
   3. Abuse/Assault/Harassment. Physical or verbal abuse, assault or harassment against a student, employee or any other person on the campus or at any College event; conduct or expression that intimidates, threatens or endangers the health or safety of any person on the campus or at any College event;
   4. Destruction of College Property. Unwarranted damage or destruction of property belonging to the College or to a member or guest of the College, including that which is rented or leased;
   5. Theft. Unauthorized taking, embezzlement, misappropriation or possession of any College-owned property, the property of others, or property maintained by the College by any person on the campus or persons attending a College event;
   6. Unauthorized Entry and Use of College Facilities. Unauthorized use, entry or occupancy of any College room, building or area of the College or any unauthorized or improper use of the College property, facility and equipment;
   7. Computer Information. Unauthorized use or misuse of computers, including damaging or altering records, furnishing false information, unauthorized use of files, programs or data without permission or any unauthorized use of computer hardware, software, accounts, passwords or keys;
   8. Unauthorized Use or Possession of Keys. Unauthorized possession, duplication or use of keys of the College;
   9. Alcoholic Beverages. Possession, distribution, or use of alcoholic or intoxicating beverages on College property, except as authorized in accordance with College policy;
   10. Illicit Drugs and Controlled Substances. Use, unlawful manufacture, sale, possession or distribution of illicit drugs and controlled substances on the campus or at any College event in accordance with local, state and federal laws;
   11. Weapons on Campus. Use or possession of firearms, ammunition, other dangerous weapons, or materials (except as expressly authorized by Board policy), and the use of instruments to simulate such weapons in acts which endanger or are reasonably likely to endanger any person;
12. **Fire Safety.** Tampering with fire safety equipment, setting or causing unauthorized fires, or calling in or setting off false fire alarms on campus or at any College event;

13. **Bribery.** Bribery, accepting a bribe, or failure to report a bribe by any member of the College community;

14. **Rights of Others.** Interference with the lawful rights of others to any College activity or College event;

15. **Conduct/Behavior.** Disorderly behavior and/or lewd, indecent, dangerous, violent, unlawful or obscene conduct or expression as defined in federal, state or local statutes on the campus or at any College event;

16. **College Policies and Regulations.** Violation of College policies or regulations;

17. **Failure to Comply with College Officials.** Failure to comply with directions of College officials, including faculty in assigned courses, when these officials are acting in performance of their duties and responsibilities and are requesting the student behave in accordance with College policies and regulations;

18. **Motor Vehicles.** Violation of properly constituted rules and regulations governing the use of motor vehicles on the campus or at any College event, or the operation of a vehicle in a manner that endangers the safety of others;

19. **Obligations or Debts.** Incurring obligations or debts in the name of the College;

20. **Distribution of Unauthorized Materials.** Distribution of unauthorized materials, including literature, handbills, posters or other such printed matter;

21. **Hazing.** Any action or situation intended or created intentionally to produce emotional or physical discomfort, embarrassment, harassment, or ridicule;

22. **Gambling.** Betting of money on the outcome of a game, contest or other event or activity; playing games of chance or skill (such as cards, dice-throwing, and coin-tossing, etc.) for money or other stakes; and

23. **Electronic Devices.** The use of personal pagers, cell phones, and other electronic communication and entertainment devices (e.g., CD players, tape recorders, video-graphic recorders, any such contrivance with photographic capability, etc.) in classes, labs and the library is prohibited. Pagers, cell phones, and other electronic equipment should be turned off and put away prior to entering classes, labs, or the library. Students with legitimate reasons for using this equipment can do so only after receiving explicit consent of the instructor or a librarian.

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**Discipline of Students (Board Policy F-16)**

In accordance with the College’s right to establish standards of student conduct, Prairie State College possesses the corollary disciplinary responsibility to enforce said standards when methods of example, counseling, guidance, and admonition are deemed ineffectual or inappropriate.

The enforcement of the College’s standards of student conduct will adhere to the following provisions and principles:

A. A student may not be disciplined for conduct or actions which do not occur on College property and are unrelated to the College or its activities.

B. Any employee, student, or other person who feels that a student or group of students has violated a policy, rule or regulation of the College which would warrant disciplinary action, is to report the incident for appropriate referral. If in doubt as to the appropriate referral, report should be made to the Vice President of Student Affairs. The incident is then to be promptly investigated and appropriate disciplinary measures taken, as warranted.

C. Types of disciplinary action include:

1. **Warning.** Notice to students that continuation or repetition of specified conduct may be cause for other disciplinary action;

2. **Reprimand.** Official statement to the student that he/she has been found guilty of misconduct. Such reprimand may be entered upon the student's College record, either permanently or for a specific period of time, and may also include the loss of certain campus privileges for a designated period of time.

3. **Restitution of Damages.** The student may be directed to pay for damages caused by his/her action. Such restitution may also include the loss of certain campus privileges for a designated period of time. Failure to pay damages will result in additional disciplinary actions being applied.

4. **Behavioral Contract.** Written agreement whereby the student consents to modify his/her behavior. Failure to fulfill terms of the contract could result in additional disciplinary actions being applied.

5. **Probation.** An official warning regarding a student’s behavior that may result in the withdrawal of one or more of the following student privileges:
   a. The holding of an office in a campus organization;
   b. The attending of non-academic activities at the College; or
   c. The representation of the College in any intercollege events; Probation shall be imposed for a specific period of time and the student shall be automatically removed from probation when the imposed period expires. Any subsequent violation of conduct, as described in the Board of Trustees’ policy on Student Conduct, during the probationary period may result in more severe disciplinary actions.
6. Suspension. Exclusion from classes and other activities for reasons set forth in a notice of suspension:
   a. Suspension is not to exceed seven (7) days pending the final determination of an alleged violation; and
   b. The President, through the College’s judicial officer, as designated by the College President, may impose suspension immediately for reasons relating to the student’s physical or emotional safety and well-being or for reasons relating to the safety and well-being of other students, employees or College property;

7. Dismissal. Termination of student status for a period not to exceed one (1) term. After the period of dismissal, the student must appeal in writing to the judicial officer for reinstatement. This action may be imposed only after review by the College President.

8. Expulsion. Termination of student status for a period not to exceed one (1) calendar year. After the expulsion period, the student must appeal in writing to the judicial officer who will act on the appeal or refer the matter to the Student Appeals Committee. Reinstatement is not automatic and decisions must be reviewed by the College President.

D. In the role as judicial officer and in keeping with the Mission of the College, the primary emphasis shall be on the student’s learning of responsible behavior, acceptance that there are consequences for actions, and effective resolution of conflict. The judicial officer shall attempt to handle student misconduct matters within the counseling/guidance mode. However, he/she is empowered to impose disciplinary actions as outlined.

E. The disciplinary action taken should be appropriate to the nature and severity of the particular infraction.

F. Disciplinary actions imposed are subject to appeal in accordance with the Board of Trustees’ policy or Student Due Process.

G. The student who violates the law may incur penalties prescribed by civil authorities; however, College authority shall never be used merely to duplicate the function of general laws. Only where the interest of the College as an academic community is distinctly and clearly involved will the special authority of the College be asserted.

H. Disciplinary actions as a result of violations of this policy should be taken independent of and free from community pressure. Such actions should be guided by institutional and student interests.

I. Discipline for violation of College policies, on College campuses/locations, or at College functions may be imposed whether or not such violations are violations of civil or criminal law.

Student Due Process (Board Policy F-17)
Prairie State College shall recognize that all students have the right to due process when charged with an alleged violation of a rule, policy, or regulation of the College. In the event that an alleged infraction cannot be resolved within the counseling/guidance mode, the College’s judicial officer, as designated by the College President, may impose disciplinary actions. Should the student wish to appeal the decision and imposed actions, he/she may request a hearing to review the matter. The judicial officer may also mandate such a hearing.

The due process for handling student disciplinary matters shall be as follows:

A. Upon receipt of a report of an alleged violation, the student shall be informed by the judicial officer (or designee) that such a report has been received. The student shall be advised that he/she must respond to the notification of alleged misconduct within seven (7) days whereupon the judicial officer will seek to rectify the situation informally (via the counseling/guidance mode).

B. In the event that the matter cannot be rectified normally, the judicial officer may impose appropriate disciplinary actions or mandate that a judicial hearing be conducted. Notification of disciplinary actions or of a hearing will take place within five (5) days.

C. The student has the right to appeal the decision by requesting in writing to the judicial officer within five (5) days of receipt of the notification of disciplinary action that a judicial hearing be conducted.

D. The judicial officer will convene the hearing in accordance with established procedures. Said hearing is to be conducted in a manner consistent with procedural due process and “fair play;” however, it is not to be unduly restricted by rules of evidence or judicial formalities. The object of the hearing is to ascertain the truth of the allegations at hand and to do so with dispatch, propriety, and respect for the rights of all parties involved.

E. The Student Appeals Committee, appointed by the Vice President of Academic Affairs, shall serve as the judicial board for formal hearings. All actions taken by this body are to be decided by a majority vote.

F. The Student Appeals Committee shall be comprised of five (5) members: two (2) faculty representatives, two (2) student representatives, and one (1) administrative representative. The Student Appeals Committee shall establish its own internal operating procedures consistent with due process.

G. In the event that the student is found to be responsible for the charges brought against him/her, the Student Appeals Committee will uphold the disciplinary actions imposed by the judicial officer and/or have the authority to recommend the imposition of other actions.
H. Upon official receipt of notification of the appeal outcome, the student may then appeal this decision by submitting a written request within five (5) days to the College President. The written appeal must state the reason for the appeal and supply information to substantiate the reason(s) stated. Such an appeal will only be considered for any one or more of the following reasons:
   a. The disciplinary action was too severe;
   b. Additional pertinent information is available which was previously not available;
   c. College regulations were not correctly applied; and/or
   d. The College’s due process procedures were not followed correctly.
I. Upon receipt of a legitimate request for appeal, the President will either review the matter himself/herself and make a determination or form an ad hoc appeal committee to review the matter and submit a recommendation.
J. Should the President determine that a rehearing is called for, he/she shall convene such a hearing as soon as possible. Individuals present shall include the student, his/her advisor (if any), a representative of the judicial board, and others designated by the President. If the student’s advisor is an attorney, the College may have legal counsel present. The outcome of this second hearing will be one of the following:
   1. An affirmation of the original decision of the Student Appeals Committee;
   2. An acceptance of the appeal and a decision to return the case to the Student Appeals Committee for a rehearing within seven (7) days; or,
   3. A modification of the decision and/or disciplinary action.
K. Requests for review of the decision rendered from this second appeal are to be submitted in writing within five (5) days to the Board of Trustees whose decisions are final.

Grievances/Complaints by Students
(Board Policy F-13)
PSC shall provide an avenue through which students may request the review and consideration of an alleged, unjust, or improper practice or harassment on the part of the College, a member of the Board of Trustees, one or more employees, or other student(s).

Efforts to address and resolve grievances/complaints are done in a timely manner and in accordance with the following principles and general sequence:
A. Every attempt is to be made to resolve the matter at the point of origin.
B. If resolution is not forthcoming at the point of origin, the matter is to be appealed to the supervisor/coordinate of the area concerned.
C. If the matter is yet unresolved, a written appeal (outlining the nature of the situation, steps taken to resolve it, and the outcome of these efforts) is to be submitted to the director or dean responsible for the area concerned.
D. If the situation is yet unresolved, the student may submit a written appeal and related correspondence/records to the executive officer responsible for the area concerned. Appeals which allege capricious grading will be addressed by following the procedures for the review of alleged capricious grading.
E. Following receipt of a written response from the appropriate vice president, and if still dissatisfied, the student may submit a written appeal and related correspondence/records to the College President for consideration.
F. As a final College recourse, the student may appeal the decision of the President by submitting the matter in writing to the Board of Trustees.

The Vice President of Student Affairs, or designee, shall serve to assist students, as necessary, in implementing or utilizing this policy. Confidentiality shall be maintained.

Student Appeal Process
Concerns with College policies and procedures can be addressed through an appeal process. Student appeal forms are obtained from and then submitted to the Counseling and Academic Advising Center. For more information, call (708) 709-3506 or visit the Center.

Student Records and Directory Information
Student Records. Prairie State College shall develop and maintain a permanent educational record of each student’s course work at the College. Transcripts of academic records shall contain only information regarding the academic status of the student and official actions regarding the student while at the College or upon leaving the College.

The College shall safeguard and keep confidential all academic and personal information contained in such records which is not otherwise considered to be public information.

Student Directory Information. Student directory information shall be defined to include a student’s name, address, telephone number, date and place of birth, major field of study, class schedules, participation in officially recognized College activities, current enrollment status, dates of attendance, and degrees and awards received.

Student directory information shall be subject to public release by the Office of Enrollment Services. Students who object to public release must notify the Office of Enrollment Services in writing no later than Friday of the second week of any term. Such restriction will remain in effect during the term for which it is filed.

Access to student information by College staff members shall be governed by legitimate educational interests. Decisions regarding the release of such information shall reside with the appropriate official, as designated by the College President.

The College shall comply with limitations of the Family Educational Rights and Privacy Act (FERPA) in matters related to the release of student information.
Privacy Rights of Parents and Students

PSC complies with all rules and regulations issued by the United States Department of Health and Human Services with respect to privacy rights of parents and students.

1974 Family Educational Rights and Privacy Act (FERPA). For students 18 years or older or are attending an institution of post secondary education, the Family Educational Rights and Privacy Act forbids the College from releasing any information (for example, registration, records, payment, grades, classroom performance, attendance) to anyone other than the student unless the student has signed a “Release of Confidentiality Form.” This form is available in Academic Advising, Enrollment Services, the Business Office, and the Financial Aid Office.

As amended, FERPA requires that students be advised of their rights concerning education records and of certain categories of public information that the College has designated “directory information.”

Students have the right to inspect and review all records that meet the act’s definition of “education records,” which are all records maintained by the College about each student. The following are exceptions:

• employment records
• medical, psychological and counseling records used solely for treatment
• records of the Police Department
• financial records of a student’s parents
• confidential letters and statements of recommendations placed in records prior to Jan. 1, 1975
• confidential letters and statements of recommendation for admission, employment or honorary recognition placed in records after Jan. 1, 1975.

Requests to review records must be made separately to each office that maintains records. Requests must be made in writing and presented to the appropriate office. That office will have up to 45 days to honor requests. For most students these offices include the Business Office; Barnes & Noble College Bookstore; Enrollment Services, Career Development Services; Office of Financial Aid and Veterans Affairs; Counseling and Academic Advising Center; Library; Student Success Center; and Office of Disability Services.

Students may challenge any information contained in education records that may be misleading or inappropriate. This right does not extend to reviewing grades unless the grade assigned by an instructor was inaccurately recorded. To challenge information in a file, students must make a written request for a hearing to the Vice President of Student Affairs.

The hearing will be held within a reasonable period of time after the administration has received the request. The student shall be given notice of the day, place and time well in advance of the hearing. The hearing will be conducted by three staff members and two students appointed by the Vice President of Student Affairs. A decision of the panel will be final and based solely on the evidence presented.

If the hearing is not conducted according to the student’s expectation, he or she may insert a note of exception in the record. The institution will correct or amend any documented record in accordance with the decision of the hearing panel.

Under the act, prior written consent must be obtained before information may be disclosed to third parties unless they are exempted from this provision. These exemptions include the following:

• requests from the College staff with a legitimate educational “need to know”
• requests in accordance with a lawful subpoena or court order
• requests from representatives of agencies or organizations from which students have received financial aid
• requests from officials of other educational institutions in which students enroll
• requests from other persons specifically exempted from the prior consent requirement by the act (certain federal and state officials, organizations conducting studies on behalf of the College, accreditory organizations)
• requests for directory information

In accordance with the act, the College has designated the following categories of information as public. This information will be released to any inquirer with the approval of the Dean of Student Services unless students request that all or part of this list be withheld. These categories are the following:

• name
• city/town of residence
• major field of study
• participation in officially recognized activities and sports
• weight and height of members of athletic teams
• dates of attendance (including current classification and year, matriculation and withdrawal dates)
• degrees and awards received (type of degree and date granted)

If students wish to file a request withdrawing some or all of the information in the directory classification, they should report to the Enrollment Services Office and complete the necessary form. After students file this form, the Enrollment Services Office will notify the appropriate College offices and begin to comply as soon as possible.

If students have questions regarding the provisions of FERPA, they may contact the Office of the Dean of Student Services at (708) 709-3518.

Americans with Disabilities Act:
Student Accommodation (Board Policy F-24)

Prairie State College shall recognize and comply with the Americans with Disabilities Act (ADA), PL-101-36, and with Section 504 of the Rehabilitation Act, which apply to post-secondary education programs and activities.

With regard to recruitment, admission, academic programs, occupational training, counseling, placement, financial aid, physical education, athletics, intercollegiate activities and clubs, Prairie State College shall provide reasonable accommodation and/or program modification to all qualified disabled students to afford them an equal opportunity to participate in those programs or activities for which they demonstrate an ability to benefit. A qualified disabled student is an individual with a disability who meets the academic and technical standards requisite to admission or participation in the College educational programs or activities.
It is generally the responsibility of the student who requires accommodations to request such accommodation through the College’s Director of Disability Services & Testing or designee.

**Clean Air/Smoke-Free Environment (Board Policy C-11)**
Prairie State College shall contribute to a healthy environment for its students, employees, and the public by fully complying with, or exceeding, the Smoke Free Illinois Act.

To eliminate air contamination and the harmful effects and unsanitary conditions caused by smoking and smokeless tobacco products, the College shall establish and maintain a “Clean Air/Smoke-Free” environment and shall prohibit the use of tobacco products in its buildings, facilities, selected grounds, and vehicles, and in those spaces leased for its use.

Open flames create a serious fire and personal injury hazard. This policy restricts the use of open flame sources in College facilities.

1. The use of candles and the burning of incense in Prairie State College facilities, including all offices, classrooms, and public assembly areas, is prohibited.
2. The use of open flame sources for institutional purposes - e.g., Bunsen burners or torches for welding or soldering - is permitted in laboratories and other instructional spaces where appropriate safety precautions have been implemented.
3. Open flame food warming sources used by personnel of the Pioneer Café must be placed on a non-combustible surface.

Persons in violation of this policy shall be subject to the appropriate disciplinary policies relating to employees, students, and visitors.

Primary enforcement shall be the responsibility of the Office of Campus and Public Safety.

Further, the College shall offer tobacco-use cessation assistance to its employees.

**Drug-Free and Alcohol-Free Workplace (Board Policy G-40)**
Prairie State College shall provide a drug-free workplace. Accordingly, the College shall prohibit the use, unlawful manufacture, distribution or possession of controlled substances in its workplace in accordance with the Drug-Free Workplace Act of 1988. The College shall also prohibit the distribution, consumption, use, possession or being under the influence of alcohol while on College premises or while performing work for the College except during certain special events taking place on College property and properly approved in advance consistent with Board policy C-14, Alcoholic Beverages on College Property, and approved by the College President. However, all College employees in attendance at such special events as a part of their assigned College duties, shall be prohibited from consumption, use, possession or being under the influence of alcohol.

Alleged violations of this policy shall be reported to the Campus and Public Safety Office, and a written report shall be forwarded to the College President or designee. A conference will be conducted to discuss an alleged violation(s) with the employee(s).

Prairie State College certifies that it will provide a drug-free and alcohol-free workplace by:

A. Posting this policy in a place where other information for employees is posted;
B. Publishing this policy and distributing a copy of it to all employees;
C. Notifying each employee that as a condition of their employment they shall abide by the policy statement;
D. Conducting periodic seminars/workshops for all employees to educate them about the dangers of drug/alcohol abuse in the workplace;
E. Making a good-faith effort to continue to maintain a drug-free and alcohol-free workplace for the overall health and safety of its employees;
F. Requiring employees to report any convictions of a state or federal criminal statutory drug offense occurring in the workplace within five (5) days of the event to the Human Resources Office;
G. Reporting employee convictions to the appropriate federal grant agency within ten (10) days and issuing appropriate disciplinary action against such employee within thirty (30) days; and
H. Making a good faith effort to continue to maintain a drug-free workplace for the overall health and safety of its employees.

As a condition of employment, each employee shall:

A. Abide by this policy statement; and
B. Notify his/her supervisor of his/her conviction under any criminal drug statute for a violation occurring on the College premises or while performing work for the College, no later than five (5) days after such conviction.

Violations of this policy may result in one or more of the following disciplinary actions:

A. Mandatory participation in a drug/alcohol rehabilitation program approved by the College and the state/local health board;
B. Written reprimand; or
C. Suspension or termination of employment.

The College shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.
Sexual Harassment (Board Policy C-9)

Prairie State College shall support and protect the right of all employees and students to work and learn in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment is, therefore, unacceptable conduct for College employees and students and is subject to sanctions and disciplinary actions up to and including dismissal or expulsion. Sexual harassment is illegal under state and federal law.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of an unwelcome, sexual nature shall constitute sexual harassment. Typically, sexual harassment occurs when such conduct would be deemed hostile or abusive by a reasonable person, and/or when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or education;
B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting an employee/student;
C. Such conduct has the purpose or effect of substantially interfering with professional or academic performance; and/or
D. Such conduct creates an intimidating, hostile, or offensive environment.

A violation of this policy may result in discipline up to, and including, discharge, suspension or expulsion. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge, suspension or expulsion.

The College President shall be responsible for causing administrative procedures to be developed by which an employee or student may file a complaint based upon perceived sexual harassment conduct; such practices shall be developed to protect the confidentiality of complaints and responses pending disciplinary action.

Information and communication of this policy shall be made a part of the orientation materials for employees and students and shall be published in appropriate College documents for the information of employees and students. Furthermore, the President shall be authorized to initiate the development of employee codes of conduct, the inclusion of sexual harassment policy statements in negotiated agreements and grants, and the further dissemination of the policy through appropriate student and employee awareness programs.

Possession of Weapons (Board Policy C-8)

No employee, student, or visitor shall possess, on the Prairie State College campus or in any other location during College-sponsored activities, any dangerous or deadly weapon as enumerated in Section 24-1 of Chapter 38 of the Illinois Criminal Code. This prohibition shall extend to carrying such weapon(s) about the person, in any vehicle, or in any place of storage on the campus.

A violation of this policy by an employee or student shall be an irremediable offense warranting disciplinary action up to and including dismissal or expulsion. Any violator of this policy shall be subject to being reported promptly to appropriate authorities.

The prohibition set forth in this policy does not apply to current or retired sworn peace officers with proper credentials, College personnel who are required as a condition of employment to carry a weapon, or anyone who obtains express written approval in advance from the College President.

Student Classroom Responsibilities

The following guidelines have been established by the PSC faculty in an effort to ensure the best learning environment for everyone:

1. Do your homework; be prepared for class; turn your work in on time.
2. Arrive to class on time and don’t leave early.
3. Pay attention, listen, ask questions, and take notes during class.
4. Respect the rights of the professors and other students.
5. Attend class regularly.
6. Be a positive and active participant in the learning process.
7. Avoid disruptive behaviors; private conversations with friends are not permitted.
8. Actively contribute in class discussions.
9. Take responsibility for your own learning. Seek help from faculty or tutorial staff.
10. Bring necessary textbooks and equipment to class.

Academic Code of Conduct (Board Policy F-25)

Education at Prairie State College is a right that comes with responsibilities toward the academic community. For this community to flourish, all members are obliged to create and uphold an environment conducive to the free exchange of ideas and the preservation of the rights of others.

Violations of the Academic Code of Conduct

Faculty members define, communicate, and enforce reasonable standards of behavior in classrooms, laboratories, offices, library, and other instructional areas. When a student’s behavior interferes with an effective learning climate, the student shall be subject to the loss of the right to attend or receive credit in the course and may be subject to more severe disciplinary actions, including suspension or expulsion from the College.

Violations of the Academic Code of Conduct include:

A. Academic Dishonesty: Any activities which constitute a misrepresentation of the student’s work, including, but not limited to, the following:
   1. Plagiarizing: submitting any work as one’s own which contains any part that is not one's own and not properly cited.
   2. Cheating: using any source not permitted on a particular assignment or test; knowingly furnishing any false or misleading information (such as data or sources) to fulfill an assignment; or helping someone else to cheat.
   3. Fabricating: providing false information in an attempt to avoid evaluation of academic work.


For more information on academic dishonesty, refer to the Faculty Senate’s Statement for Students on Academic Honesty.

**B. Disruptive Behavior:** Any behaviors which interrupt classroom or laboratory activities, including, but not limited to, the following:
1. Tardiness, leaving and returning during class, or leaving class early without permission from the professor;
2. Any use of electronic devices such as cellular phones, pagers and music devices in the classroom or laboratory;
3. Personal conversations during class;
4. Bringing children into the classroom, laboratory or other instructional areas;
5. Abusive language or epithets directed towards other persons;
6. Refusing to comply with the directions of the professor.

**C. Unauthorized Use or Misuse of Equipment:**
Theft or abuse of equipment, computer software, hardware, and network resources including, but not limited to, the following:
1. Unauthorized installation, use, modification, or copying of software;
2. Using the network to gain unauthorized access to remote systems or disrupt the security of the network;
3. Sending obscene, abusive or inappropriate messages over the network;
4. Unethical, unlawful, or irresponsible use of equipment or the network; and
5. Use of equipment or computers for personal or business purposes.

**Sanctions for Violation of the Academic Code of Conduct**
In instances of Academic Dishonesty, the faculty member shall determine the academic sanction, which may include a failing grade on the test or assignment and/or a failing grade for the course. All cases of Academic Dishonesty may be reported in writing to the Dean of Student Services.

In instances of Disruptive Behavior or Unauthorized Use or Misuse of Equipment, the faculty member may discuss the matter with the student, issue verbal or written warnings, or refer the student to the appropriate College official for disciplinary action, in accordance with Policy F-16, Discipline of Students.

The severity of the disciplinary action shall be determined on a case-by-case basis and may not require progressive discipline.

**Academic Honesty: Statement for Students**

1. Why is academic honesty important?
   A. Academic honesty is vital to the whole Prairie State College community. Our reputation and our self-respect as a college depend on our commitment to academic honesty. All students, faculty, and staff participate in this commitment. Academic dishonesty undermines both our reputation and our shared goals as a college community.
   B. Academic honesty is vital to your work as a student. The credit, certificate, and/or degree that you earn must reflect the work that you do. If you commit an act of academic dishonesty, you will always know that your grade, certificate, and/or degree was not honestly earned. In addition, academic dishonesty is a very serious offense that could have damaging consequences for you as a student and later in life, ranging from a lowered grade on one assignment to suspension from the College. For this reason, professors will report cases of academic dishonesty to the Dean of Student Services.

2. What do I have to do to be academically honest?
   A. Academic honesty means that:
      1. Any work you hand in with your name on it is your own work.
      2. If you have used any outside sources, whether written sources or help from another person in writing your assignment, you must cite them. Your professor may or may not require specific forms for citation of sources, but it is never honest to omit this step.
   B. In order to practice academic honesty, it is important to:
      1. Make sure you understand what is expected for each assignment.
      2. Ask your professor when you don’t understand.

3. How can I avoid academic dishonesty?
   The number one way to avoid academic dishonesty is by understanding what it is. All students are expected to have read and understand the PSC Academic and Student Codes of Conduct (printed in the Prairie Planner, the PSC Catalog, and online at prairiestate.edu). You are responsible for understanding what is and is not honest college work.

   The two main kinds of academic dishonesty are the following:
   A. Plagiarism means handing in any work as your own which contains any part that is not your own and not properly cited. It includes any copying or paraphrasing of others’ words or ideas, whether another student’s, or printed or internet sources, without clearly and accurately identifying it and its source.
   B. Cheating means using any source not permitted on a particular assignment or test. Sources might include someone else’s test or help, or printed, photographed, or written material when not permitted. Cheating also includes knowingly furnishing any false information (such as data or sources) to fulfill an assignment or helping someone else to cheat.
Too much help can lead to academic dishonesty. It is ok, and sometimes very useful, to study and discuss assignments with your classmates, and to help each other edit and improve your work. It is also useful to work with a tutor to improve your work. However, you have received too much help on an assignment when another person has:

- Written or revised your homework for you rather than with you, or rather than helping you to do it yourself.
- Corrected your mistakes for you rather than discussing them with you.
- Lent you their homework for you to copy.

### Grading and Other Academic Policies

#### Grade Definitions
The following letter grades are used on semester grade reports and transcripts for credit courses:

- **A**—Superior work (4 grade points).
- **B**—Above average work (3 grade points).
- **C**—Average work (2 grade points).
- **D**—Inferior work (1 grade point).
- **F**—Failing work (0 grade points).
- **W**—Official withdrawal. Student officially withdrew from class prior to the 12th week of classes during the fall and spring semester (6th week in the summer semester); not counted in student’s grade point average.
- **I**—Incomplete. An “I” grade will only be given in special circumstances in which a student has completed most of the work for the course with a passing grade but was unable to complete the course due to extenuating circumstances (e.g., hospitalization, death in the family). The “I” is given only with prior arrangement and agreement of the course professor. Once an “I” is assigned, deficient work must be completed satisfactorily and the grade change processed during the following semester, excluding summer, or the grade of “I” will automatically become an “F.”
- **U**—Audit. Students may elect to audit a course (no credit, no grade points, not figured in grade point average). When auditing a course, you attend class but are not required to take examinations, write papers or complete other academic course requirements. If you enroll for credit, you may change from credit to audit through the fourth week of classes in the fall and spring semesters by filling out the proper form in the Enrollment Services Office in Room 1160. However, you may not change from audit to credit during the semester.
- **R**—Credit by Proficiency Test (no grade assigned).
- **L**—Credit by Prior Learning Experience (no grade assigned).

Note: Students’ grades are ONLY available online through WebAdvisor, accessed via prairiestate.edu. Grades are not mailed to students. Help with WebAdvisor is available in the Student Success Center.

### Withdrawals
You may request an official withdrawal (grade of “W”) from one or more credit courses without grade penalty until 75 percent of the course has elapsed. To do so, you must fill out a course withdrawal form in person in the Enrollment Services Office (Room 1160). It is your responsibility to keep a copy of the completed withdrawal form as proof.

If you do not officially withdraw from a course, and if you do not complete the coursework required for the professor to assign a passing grade, you will be assigned the grade of “F”. A grade of “F” cannot later be changed to “W”.

Withdrawing from classes may have an adverse effect on financial aid, and may result in your being billed for your classes, and/or not being able to receive financial aid in the future. Students are strongly advised to discuss the academic impact of withdrawing from classes with a counselor; and/or the Financial Aid Office prior to withdrawing from classes.

### Calculating Grade Point Average (GPA)
Each academic term, the college calculates two grade point averages for a student. First, your semester’s grades will be combined in the term GPA. This includes all courses graded on the A-F basis as outlined in the section above. Second, the College calculates your cumulative GPA. This calculation includes only those courses numbered 100 and above and excludes developmental courses, since they do not count toward meeting degree or certificate requirements. All academic honors and decisions about academic standing are based on your cumulative GPA. A student’s cumulative GPA is calculated by using total grade points divided by total credit hours attempted.

For the purpose of your official transcript, honors at graduation, and the Dean’s and Part-Time Honors Lists, the GPA calculation will not include developmental courses. For the purposes of Illinois Veteran Grants, financial aid, and Standards of Academic Progress, the GPA calculation will include developmental courses.

### Grade Appeal Process
Information about the grade appeal process may be obtained from the office of the appropriate dean. Students may not appeal a grade for an individual assignment or examination in a course. Only the final course grade may be appealed.
Probation and Dismissal
This policy is designed to encourage academic excellence and provide assistance in improving a student's performance if necessary. At the end of each term, if you have a cumulative grade point average of less than 2.0 ("C") after completing nine or more credit hours, you will be placed on Academic Probation.

You may also be placed on Academic Probation or dismissed for unsatisfactory attendance, unacceptable scholarship, or unacceptable conduct as specified in the College Policies and Procedures Manual and the Student Handbook.

Once you are placed on Academic Probation, you will be given the next two semesters of enrollment to raise your cumulative grade point average to at least 2.0 ("C"). Failure to do so will jeopardize your continued enrollment at the College.

Students placed on Academic Probation will be notified through a letter from the College that explains your status and spells out assistance that is available to you to help you improve your academic performance. If you fail to earn the necessary 2.0 ("C") cumulative GPA at the end of the probationary period, you will be subject to Academic Dismissal. Copies of the complete policies are available in the Enrollment Services Office.

Typically, students placed on Academic Dismissal will maintain this status for at least one term. However, those students whose cumulative GPA has shown significant and substantial improvement during their probationary period, or those who have already been away from their studies for at least one term, may file a written petition for readmission to the Dean of Student Services. Those readmitted to PSC under such circumstances return on Academic Probation and are given the next semester to reach "good standing."

Academic Forgiveness
The College allows students to make up for poor past academic performance on a credit-hour by credit-hour basis. After a period of five years of non-enrollment at PSC, you may use grades earned in more recent course work to obtain grade point average relief for past academic performance.

You may use the academic forgiveness policy only once during your tenure at PSC. Note that while this policy provides a mechanism for deleting grades from grade point average calculations, all grades, including those forgiven, will continue to appear on your academic transcript. For details, contact an enrollment advisor at (708) 709-3506.

Course Repeat Policy
If you receive a grade less than "C," you can retake that class in order to increase your learning and earn a higher grade. In such cases, all completed courses and earned grades will appear on your transcript; however, the later grade for a particular course will be the only one used to calculate your cumulative grade point average. If you retake a course for which you received a grade lower than a "C," you may do so only once at the regular tuition rate. For more than one retake, you must pay tuition plus a course repeat fee. This policy only applies to courses that are not designated for multiple enrollments. Courses deemed by the state to be repeatable (such as aerobics, private music lessons) may be taken up to four times at regular tuition charges.

Academic Honors
Each fall and spring, students who have demonstrated high academic achievement will be recognized in one of the following ways:

• Dean's List: To be eligible for this recognition, a student must be "in good standing" and have (1) completed a minimum of twelve (12) credit hours in the semester; (2) earned a semester GPA of 3.75 or better; (3) maintained a cumulative GPA of 3.5 ("B+") or better; and (4) completed a minimum of twelve (12) credit hours at Prairie State College (excluding courses transferred in to PSC).

• Part-Time Honors List: To be eligible for this recognition, a part-time student must be "in good standing" and have (1) completed a minimum of three credit hours in the semester; (2) earned a semester GPA of 3.75 or better; (3) maintained a cumulative GPA of 3.5 ("B+") or better; and (4) completed a minimum of twelve (12) credit hours at Prairie State College (excluding courses transferred in to PSC).

Other honors that the college offers include Trustee Scholars (for high school seniors), Phi Theta Kappa (community college honor society), the Honors Program (honors credit for some courses) as well as three categories of Graduation Honors: Cum Laude (3.30-3.64 GPA); Magna Cum Laude (3.65-3.84 GPA); and Summa Cum Laude (3.85-4.0 GPA). Grade point averages for graduation honors are based on course work completed by the fall semester prior to the May graduation ceremony. Grade point averages are not rounded. Additional information about these honors is available by calling the Office of the Vice President of Student Affairs at (708) 709-3507.

Professional Honor Societies
Students at Prairie State College can belong to several professional honor societies. Phi Theta Kappa is the international honor society for community college students. Alpha Beta Gamma is the national honor society for students in business-related disciplines. Sigma Phi Alpha is the national honor society for students in dental hygiene. There also is the Prairie State College Nursing Honorary Society.
Attendance
Regular class attendance is an essential component of successful learning. Students are responsible for prompt attendance and participation in all class meetings of every course for which they are registered. You have the responsibility to contact professors in case of unavoidable absence. Make-up work will be arranged at the professors’ discretion.

The specific attendance policy of each professor will be included in the course syllabus distributed on the first day of class. Students who do not regularly attend class are strongly advised to officially withdraw from the course by the designated date for the semester. Those who do not officially withdraw will be given a grade of “F” for the course.

Course Load
The College reserves the right to make decisions on the maximum amount of credit to be carried on the basis of your previous academic record and your obligations beyond the instructional program. If you have a full-time job, you should not attempt to take a full-time load of classes (12 or more credit hours).

Please note that the maximum course load changes during the summer sessions, which are shorter. Consult with an advisor at (708) 709-3506.

Our Educational Guarantees
Prairie State College stands behind the service we provide—that’s why PSC was the first community college in Illinois to guarantee its product. As part of our commitment to students, PSC guarantees the effectiveness of our educational programming.

The College guarantees to students earning an Associate in Arts (A.A.), Associate in Science (A.S.), or Associate of Arts in Teaching (A.A.T.: Secondary Mathematics), degree that transfer courses will transfer to IAI-participating institutions in Illinois.

The College additionally guarantees to students earning an Associate in Applied Science (A.A.S.) degree that they will be properly trained for entry into their respective professions.

Also, if Dental Hygiene, Nursing, Surgical Technology, and Paramedicine graduates do not pass the state board licensing examinations, the College will provide remedial help to prepare them to re-take the exams.
Student Services
From Counseling and Academic Advising to Multicultural Student Affairs, Prairie State College is here to help you. We have the services you need to help you with program requirements, financial aid, daycare, tutoring, studying, research, and more. We're here to help you succeed!

**Counseling and Academic Advising**

Staffed with caring, experienced advisors and counselors, the Counseling and Academic Advising Center is your one-stop shop for all your advising, counseling, career search, and educational planning needs. It is located on the first floor adjacent to the library. The phone number is (708) 709-3506.

Services provided include the following:

- **Pre-Enrollment Counseling.** Students planning to attend Prairie State College are encouraged to take advantage of all counseling and advising services. The staff is available to assist students with COMPASS testing and placement, explore which program best suits their needs and interests, and answer questions about all aspects of PSC.

- **Orientation.** A prepared student is a well-informed student. At orientation, new students get to know each other, meet faculty and staff, receive information on key departments, and have an opportunity to tour the College. Students meet with their advisor or counselor to receive their assessment results, select classes, and discuss college requirements.

- **Personal Counseling.** Licensed professional counselors are available to listen to students’ personal concerns and to assist them confidentially in resolving their personal problems, including providing referrals when appropriate.

- **Transfer Advising.** The staff is available to assist students in selecting a transfer college or university and in planning courses that will transfer to other schools. Numerous college guides and catalogs are available for student use in the Counseling and Academic Advising Center. Representatives from various colleges and universities visit the campus regularly. Contact the Counseling and Academic Advising Center at (708) 709-3506 or stop by the office.

**Career Development Services**

Prairie State College Career Development Services, located inside the Counseling and Academic Advising Center, Room 1202, provides a variety of employment related services to students, including job fairs and workshops.

Career Development Services is proud to announce its partnership with College Central Network (CCN). CCN allows Prairie State College students who are looking for employment the opportunity to post their résumés and receive job preparation information.

**Benefits for Students:**

- 24-hour access to hundreds of local and national job postings that are available from any computer
- Free to students
- Secure password protected site
- Students may post their résumé for CCN employers to search and contact
- Receive personal alerts of Career Development Service events
- Online video library of career preparation topics

Visit collegecentral.com/prairiestate to register and begin using CCN.
Career Development Services provided to students include:
• College Central Network (CCN)
• Résumé and interview assistance
• Job fairs
• One-on-one consultation
• Employer recruitment visits
• Day and evening workshops
• Career speech project

Financial Aid and Veterans Affairs
Financial aid is available to Prairie State College students who prove eligibility and are enrolled in approved programs. Types of funding available to assist students include the following:
• Grants: Federal Pell, Illinois Student Assistance Commission’s Monetary Award Program, Federal Supplemental Educational Opportunity (SEOG)
• Loans: Federal Stafford, Unsubsidized Federal Stafford, Federal PLUS, Federal Family Educational Loan Program (FFELP)
• Work Opportunities: Federal Work-Study jobs on campus

How to Apply for Credit Courses
Step 1. Apply
Complete an enrollment application online, or complete one in person in Enrollment Services. If you have questions about the enrollment process, contact Enrollment Services at (708) 709-3516. Allow three days for processing the online application.

Step 2. COMPASS Test or ACT Scores
Students are advised to take the COMPASS Assessment Test for transfer programs and for correct placement in prerequisite programs, or bring in ACT scores that are within the past five years. The COMPASS Assessment Test determines your placement in English, math, and reading. No appointment necessary.
Contact the testing center for times at (708) 709-3558, or visit COMPASS Assessment Testing and Placement online.

Step 3. Transcripts
Send your official high school transcripts* to the Enrollment Services Office.

Step 4. Advisor
Meet with an advisor to select courses and complete the registration form. No appointment necessary.

Step 5. Register
Register in person for courses in Enrollment Services.

Step 6. Payment
Pay tuition and fees in the Business Services Office. Don’t let financial concerns stop you from enrolling at Prairie State College. Over half of PSC students receive financial aid. Talk to a financial aid representative at (708) 709-3735.

*Official transcripts are not required for enrollment at PSC. It is recommended that official transcripts be received and evaluated as soon as possible to ensure adequate advising and progress towards a degree or certificate.

Student Eligibility for Financial Aid
In order to qualify for financial aid through any of the programs listed above, you must meet the following criteria:
1. High School Equivalence: You must hold a high school diploma, a GED, or, if you are 17 years of age or older, pass the placement test with scores approved by the U.S. Department of Education.
2. Citizenship: To be eligible for aid, you must be (a) a citizen or national of the United States, (b) a permanent resident (FORM I-151 or I-551), or (c) an eligible noncitizen with a Department Record (I-94) from the United States Immigration and Naturalization Service showing any one of the following designations: “Refugee,” “Asylum Granted,” or “Cuban-Haitian Entrant.”
3. Satisfactory Progress: Under federal and state regulation, if you receive financial assistance you must fulfill the requirements of the Satisfactory Academic Progress guidelines. Failure to meet this requirement will result in financial aid termination. Details of the College’s Satisfactory Academic Progress guidelines are available from the Office of Financial Aid and Veterans Affairs in Room 1359. Contact the office at (708) 709-3735.
4. Defaults/Repayments: If you are in default or owe a repayment for any Title IV program, you are not eligible for any further aid.
5. Selective Service Registration: If you are a male age 18-25, you must comply with Selective Service Registration.
6. Social Security Number: You must have a valid social security number.
7. Satisfactory Academic Progress: You must make satisfactory academic progress toward a degree or certificate. Certificate programs must be at least two semesters long.
Scholarships
Various scholarships are available through PSC, local, state, and federal programs. Availability will vary by term and donors. Information is available in the Office of Financial Aid and Veterans Affairs.

- Abby Foundation
- Anonymous Family Donor
- Chester Michalowski Memorial
- Claire Luecke
- David Berezin Memorial
- Dr. Timothy & Deborah Lightfield Returning Student
- Father William O’Connor (Latino Heritage)
- First Generation
- Florence Kaplan Foundation
- Flossmoor Service League
- Ford Motor Company EEOC Endowment
- Francis Meyer/Bank Calumet
- Gena Richardson Memorial (nursing)
- Harriet S. Murray
- Hoekema
- Homewood Rotary Foundation
- ICSSF—Illinois Health Improvement Association
- James Campbell Memorial
- Jay Marshall Memorial (performing arts)
- Kabbes Family
- Kiwanis Club of Chicago Heights
- Kline Family
- Lynn Rudy Memorial Scholarship (performing arts)
- Lynn Sherman & Dr. James Sherman Memorial
- Michele Bogdan (nursing)
- National Council of Jewish Women (book scholarship)
- Nick Zenzen Memorial (biology)
- Olympia Fields Woman’s Club (nursing)
- Osantowski (textbooks)
- Photographer of the Year
- PSC Faculty Federation
- PSC Foundation Scholarships
  - Books for Scholars
  - New Beginnings
  - Returning Student
  - Student Athletes
- PSC Board of Trustees
  - Achievement
  - Athlete (male & female)
  - GED Salutatorian
  - GED Valedictorian
  - Honor
  - Salutatorian
  - Technical
  - Valedictorian
- Rachel Reich Memorial (disabilities)
- Robert Christopher GED
- South Suburban Association of Chiefs of Police (James Wade Memorial)
- Suburban Service League
- Vivien J. Costello Memorial

Assistance to Veterans
In addition to the financial aid programs above, the Office of Financial Aid and Veterans Affairs provides administrative assistance to veterans enrolled at Prairie State College. Some of the benefits available to veterans include:

- Illinois Veterans Grant
- Illinois National Guard Grant
- Illinois MIA/POW Scholarship
- Montgomery GI Bill Educational Benefits (Chapter 30, 33, 1606, and 1607)
- Federal Vocational Educational Benefits for Disabled Veterans (Chapter 31)
- Federal Education Benefits for Dependents of Veterans (Chapter 35)

Assistance to Spouses and Dependents of Veterans
Veterans Affairs provides education and training opportunities to eligible spouses and dependents of veterans who are permanently and totally disabled due to a service-related condition, or who died while on active duty or as a result of a service-related condition.

- Illinois MIA/POW Scholarship (Veteran must have entered service from Illinois and returned to Illinois after being discharged)
- Federal Education Benefits for Dependents of Veterans (Chapter 35)

Prairie State College extends in-district tuition rates to all veterans in appreciation of your service to this country. Eligibility: The in-district rate is extended to all veterans from any branch of the United States Armed Forces including National Guard and Reserves who are pursuing a certificate or degree program at Prairie State College. Proof of service is required at time of application. Please submit a copy of your Member-4 and a copy of your DD-214 (Certificate of Release or Discharge from Active Duty) to the Veterans Affairs advisor for consideration.

General Eligibility Requirements

- Served at least one year active duty in the armed forces
- Discharge rating of “honorable,” “under honorable conditions,” “general” or “service-connected medical.”
- Entered service from Illinois and returned to Illinois after being discharged. (IVG, ING, MIA only)

Veterans may still be available for state assistance even if their Montgomery G.I. Bill has expired. Veterans who wish to enroll should contact the Office of Financial Aid and Veterans Affairs before registering so that applications for veterans’ benefits can be processed in a timely manner. Records of military service, other college academic transcripts, service schools attended, and GED scores, if pertinent, should be submitted so they may be evaluated. Call (708) 709-3562 or visit room 1359 for information on veterans affairs.
Other Programs
Other forms of assistance are available to PSC students, including:

- **UPS Earn & Learn:** Generous tuition reimbursement for part- and full-time UPS employees.
- **Hope Scholarship Tax Credit Plan:** Can cut your income taxes by up to $1,500 spent toward tuition and fees.
- **Teacher Education & Compensation Helps (TEACH):** Pays for 80 percent of the cost of tuition and books for child-care employees.
- **Lifetime Learning Tax Credit:** For those taking classes part time to improve their job skills, the family will receive a 20-percent tax credit for the first $10,000 of tuition and fees.
- **Chicagoland Regional College Program (CRCP):** Through the CRCP, students attend college part time at Prairie State, and work part time at UPS in Hodgkins, Illinois. CRCP students receive books, fees, and transportation allowances.

Prairie State College Foundation
Established in 1973, the Prairie State College Foundation is a 501c3 not-for-profit organization and supports PSC by promoting excellence through fundraising and fundraising. Governed by a volunteer board of directors that includes business and community leaders, this group serves as an advocate of the College and provides financial support for PSC student scholarships.

The PSC Foundation offers numerous scholarships to assist PSC students who demonstrate financial need. PSC Foundation scholarships help students who may not qualify under federal student aid guidelines. Because of application volume and student need, scholarship recipients are expected to contribute toward their educational costs. Scholarship applications are available on the PSC Web site and in the PSC Office of Financial Aid and Veterans Affairs, which can provide assistance with questions about eligibility and deadlines. All scholarship applicants must file FAFSA and have a current SAR (Student Aid Report) on file for consideration. Awards are contingent upon available funds.

Named scholarships are also funded by businesses, civic groups, student organizations at PSC, as well as local individuals and families. The PSC Foundation welcomes these offers of support and invites the community to participate as partners in education. For more information about naming opportunities (scholarships, classrooms, or facilities), planned giving, or other donations, contact the Foundation Office at (708) 709-3636.

Other Services

Student Life and Multicultural Affairs
Prairie State College’s Office of Student Life and Multicultural Affairs serves all minorities, including Hispanic/Latino, African-American, Native American, Asian, Pacific Islander, biracial, and multiracial students as part of the College’s solid commitment to a multicultural environment. Moreover, PSC has been recognized by The Hispanic Outlook in Higher Education as one of the top colleges and universities nationwide to offer outstanding opportunities to students.

The staff develops recruitment, retention, mentoring for students of different racial and ethnic backgrounds, with services including information on financial aid, scholarships, academic and career advising. For more information, call (708) 709-3503 or stop by the office in Room 1180.

Si desea Información en español sobre nuestros programas, llame (708) 709-3503 o (708) 709-3567.

Office of Disability Services
Prairie State College is committed to providing reasonable accommodations for enrolled or admitted students with documented disabilities, under Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990 (ADA). The office seeks to maintain academic standards while providing equal access and support services to students who are able to benefit from college-level course work, have the commitment to succeed, and have a documented disability.

Reasonable accommodations are determined on an individual case by case basis to meet the needs presented by the student’s disability. Students must submit current documentation before accommodations can be provided. Special parking privileges and elevator service also are available.

For more information, contact the Director of Disability Services at (708) 709-3603 or visiting Room 1192. Early arrangements will enable PSC to provide comfortable and supportive classrooms from the first day of class.

Children’s Learning Center
The College provides child care and pre-kindergarten services for our students, faculty, staff, and district residents, as space allows. With an expanded capacity to serve 76 children, the 11,426-square-foot Children’s Learning Center is capable of providing the best in care and education for youngsters ages 24 months through 12 years.

The center’s pre-kindergarten program can accommodate 40 students. It also helps provide ongoing preschool screening, parent workshops, and a toy-lending library. For more information, call (708) 709-3725, or visit prairiestate.edu and from the “Choose a Link” menu select “Children’s Learning Center”, or call for an appointment to visit the center. It’s at the northwest corner of the main campus just south of Vollmer Road.
Vehicles on Campus

Parking. Although parking is free, it requires a vehicle registration sticker to park in certain lots. This sticker is issued to a student as part of the Student Activities and Services Fee. Replacement or second stickers are available for $5 each. The stickers should be displayed as indicated in the parking pamphlet.

You may park in Lots C, D, or E and in the Student Parking section of Lot A (identified by the yellow lines). Parking in “no parking” areas may result in being towed away and/or fined. Reserved parking for handicapped students is available to those displaying a handicapped placard or plate. If your automobile or motorcycle is parked improperly or operated in the immediate environs of the College in such a way as to create a hazard or disturbance, you will be subject to disciplinary action.

Escort Program. The Office of Campus and Public Safety offers a free escort service to your vehicle. The service provides assistance to faculty, staff, students and visitors to the Prairie State College campus.

Vehicle Assistance Program. The vehicle assistance program provides jump starts and lock-out assistance to individuals with PSC identification cards and valid parking permits.

For more information on any policy or service related to vehicles, call the Office of Campus and Public Safety at (708) 709-3756.

Student Identification Cards

The Prairie State College Office of Campus and Public Safety (CPS) issues identification cards to all faculty, staff, and students. There is no charge for the first card; replacement cards are $5. Student cards are punched with the current academic semester following proof of payment of registration fees. Identification cards are issued at the CPS station in Room 1102 during registration and during posted hours throughout the semester.
When you go to Prairie State, you have the opportunity to make the most of your education through a variety of activities, clubs, and events. Find out the latest news and announcements via the electronic marquees on Halsted Street and Vollmer Road, notices and posters around campus, the PSC Student Review newspaper, and the College Web site at prairiestate.edu.

The Campuses
The services and programs of Prairie State College have grown remarkably— in quality and size—in its 50-year history. Its attractive buildings and state-of-the-art facilities help us serve the community that is District 515.

Main Campus
Bordered by Halsted Street on the east, Vollmer Road on the north, Coolidge Street on the west, and Joe Orr Road on the south, the 137-acre main campus incorporates several buildings and departments. The largest of all PSC buildings is referred to as the main building.

Main Building. Reaching up all four floors of the Main Building, the Atrium is a central meeting spot and at the heart of the campus’s dynamic architecture. From there you can move easily to other areas of the first floor, including:

- Business Office
- College Bookstore (a Barnes & Noble store)
- Counseling and Academic Advising Center
- Enrollment Services
- Financial Aid and Veterans Affairs
- Information Center
- Library
- Pioneer Café, offering a diverse menu featuring daily hot food specials, soups, sandwiches, salads, desserts and beverages. Vending services are also provided in all PSC buildings.
- Student Leadership Center
- Student Life and Multicultural Affairs
- Tech Wing (west side of the Main Building, includes many of the departments of Industrial Technology)

On the second through fourth floors of the Main Building you’ll find classrooms, numerous computer labs, science labs, the Student Success Center, music rooms, photography studio, faculty and staff offices, and more. Throughout each of the four floors, floor plans are posted to help you find your destination.

Adult Training and Outreach Center. Located immediately north of the BCEC, the ATOC is home to Adult Education programs, the Illinois Employment Training Center (IETC) and Corporate Education and Training.

Business and Community Education Center. The BCEC hosts many College, community and business events in the auditorium and four breakout rooms. All rooms are equipped with state-of-the-art audiovisual and wireless computer capabilities. Another highlight of the BCEC is the Christopher Art Gallery, which features many art exhibitions.

Children’s Learning Center. The CLC is a licensed facility providing quality childcare for children ages 15 months to 12 years. It can be accessed from Coolidge Street.

Prairie and Nature Preserve. Located just south and east of Parking Lot A, the natural beauty of this area provides a restful spot and a reminder of why “the Prairie State” is a close second after “Land of Lincoln” among the nicknames of Illinois. The preserve also includes a fitness trail that measures nearly a mile.
North Campus
North campus is the area of PSC’s campus located just north of the main campus, across Vollmer Road. In addition to art and music studios in the K building, North campus features athletic facilities and modern computer labs.

Health/Tech Center is situated on Vollmer Road, directly across from the Adult Training and Outreach Center. The state-of-the-art facility houses the College's Dental Hygiene and Surgical Technology Departments, spacious classrooms and labs, and the Prairie Tech computer labs.

Fitness Complex is a unique partnership among PSC, St. James Hospital and Health Centers, and the Chicago Heights Park District. The modern, 64,000-square-foot facility houses the St. James Health and Wellness Institute (health club), the Aquatic Center, and the Pioneer Fieldhouse.

The Pioneer Fieldhouse includes a running track and is home to several of our intercollegiate teams. The annual commencement (graduation) ceremony is also held in the fieldhouse.

Pioneer Recreation and Sports Park is located on the far north end of North Campus and accessed via 197th Street off Halsted Street. This prime venue includes tennis courts, a 1/4 mile walking track, and baseball, softball, and soccer fields for both intramural and intercollegiate competition.

Matteson Area Center
A fully equipped educational facility, the Matteson Area Center opened in 1998, was completely renovated in 1999, and is operated by the Corporate and Continuing Professional Education. It is located at 4821 Southwick Drive off Cicero Avenue, directly west of Lincoln Mall.

Numerous non-credit, continuing and professional education courses are held there. In addition, room and computer lab rental is available to area businesses and organizations.

Activities and Clubs
Campus life is alive and well, from personal interest groups to community service projects to student dances. The Student Leadership Center is the hub for all these activities; for more information on any student organization, stop by the Center, located in Room 1260 on the first floor of the College’s main building or call the Coordinator of Student Life at (708) 709-3910.

New Student Convocation
An excellent introduction to college life, New Student Convocation is usually held during the first week of classes during the fall semester. The event begins with a program to introduce the people and services of the College, then continues with a student involvement fest, where you can learn about student government, intercollegiate and intramural sports, and all other student clubs and organizations. New Student Convocation culminates in a picnic lunch.

Student Government
How can you get involved and have a say in what goes on at Prairie State College? Join the Student Government Association (SGA), the governing body of students and student organizations. SGA has many functions, one of which is to approve and allocate funds for student organizations. If you're interested in meeting new people, building leadership skills, and having your voice heard, get involved in SGA.

Clubs and Organizations
Student clubs and organizations cover a wide range of interests and activities. Current organizations include the following:
- All Latin Alliance (ALA)
- Art Club/Exposure Magazine
- Auto Club
- Black Student Union (BSU)
- Campus Programming Board
- The Crave
- Dental Hygiene Club (Freshmen and Senior)
- Film Club
- Label Us Able (disability awareness organization)
- Math Club
- Nursing Club
- Phi Theta Kappa (Community college honorary; sponsors numerous community service and special events throughout academic year. For more information on our Nu Sigma chapter, named in 2004 one of the 100 best nationwide, visit ptk.prairiestate.edu.)
- Photo Society
- Political Science Club
- Protégé Program
- PSC Student Review (newspaper; all students are welcome)
- Student Government Association
Fitness, Athletics, and Academic Competition

Whether your goal is basic fitness or participating on one of our intercollegiate athletic teams, we have the staff and programs to meet your needs. A variety of physical education courses are also offered; course descriptions are included later in this catalog.

For more information on the Physical Education program contact (708) 709-3929; for information on Intercollegiate Athletics and Intramural Sports contact (708) 709-7836.

Fitness Center and Prairie Center

Located in the Tech Wing on the west side of the Main Building, our Fitness Center provides you with treadmills, stairclimbers, recumbent bikes, ellipticals, and Magnum strength equipment. Individual fitness levels are assessed by our well-trained, friendly staff, and a personalized program is designed to help you achieve fitness-related goals. The program is a 1-credit hour course with a pre-test and post-test evaluation, plus attendance and lecture requirements. There is a small lab fee.

The Prairie Center, located across the hall from the Fitness Center, features an indoor training field and a basketball court.

An approximately one-mile fitness trail is part of the Prairie and Nature Preserve, located to the south and east of Parking Lot A on the main campus.

Intercollegiate Athletics

Experienced coaches, great facilities and motivated student athletes have combined to grow a winning program at PSC. Several scholarship opportunities are available, as is help if you’re planning to transfer to a four-year institution to earn a bachelor’s degree.

Men’s sports:
- Baseball
- Basketball
- Cross Country
- Golf
- Soccer
- Tennis

Women’s sports:
- Basketball
- Cheerleading
- Cross Country
- Soccer
- Softball
- Volleyball

Prairie State College is a proud member of the National Junior College Athletic Association (NJCAA), which promotes and fosters community college athletics on regional and national levels. The Pioneers often compete against junior varsity teams from four-year colleges and universities as well.

We are also a member of the Illinois Skyway Collegiate Conference, along with seven other community colleges in northern Illinois: College of Lake County, Elgin Community College, McHenry County College, Moraine Valley Community College, Morton College, Oakton Community College, and Waubonsee Community College.

Consider these recent accomplishments:
- Ten of Prairie State’s sports teams have had representatives on the All-Illinois Skyway Collegiate Conference and NJCAA All-Region IV teams. In addition, volleyball, men’s basketball, women’s basketball, men’s soccer, and baseball have had student-athletes named as the NJCAA National Player of the Week.
- PSC has seen an increase in the number of student athletes who have earned NJCAA Academic All-American and Academic All-Illinois Skyway Collegiate Conference honors as a result of their successes in the classroom as well as in intercollegiate competition.
- Student-athletes on the men’s golf, men’s cross country, and women’s cross country teams have qualified as individuals to the NJCAA Nationals.
- Since its inception in Fall 2006, volleyball has established itself as one of the top teams in the country. The Pioneers, who have won numerous tournaments, have been ranked in the NJCAA Top 20 poll and consistently contend for the conference and region titles.
- Many Prairie State student-athletes receive academic and athletic scholarships to attend four-year universities.

Intramural Sports

Through the Department of Physical Education and Athletics, the College organizes recreational activities through its popular intramural sports program. Recent competition has included volleyball, flag football, basketball, softball, table tennis, swimming, bean bags, and table games.

Speech Team and College Bowl

Prairie State College has a winning tradition in academic competition as well. Our Forensics team competes well at local, regional, and national tournaments through Phi Rho Pi, the national honor society for speech competitors in two-year colleges. PSC students have received individual and team medals in categories including dramatic interpretation, poetry interpretation, impromptu speaking, and program oral interpretation and often go on to compete after transferring to four-year schools. During the last several years, the team has captured numerous gold medals at local, regional, and national competitions, including a national championship win at the Phi Rho Pi national competition.

As members of the Illinois Skyway Collegiate Conference, the College participates in three college bowl conferences: The Illinois Community College Trustees Association, the Illinois Community College Student Activities Association, and the Illinois Skyway Collegiate Conference. They compete in rounds of “Jeopardy”-style quizzes. Students test their knowledge in subjects such as science, current events, fine arts, and history. In recent years, the team won two regional tournaments and captured the state crown.

The Illinois Skyway Collegiate Conference also sponsors events in art, jazz, writing, and S.T.E.M. (science, technology, engineering, and math). In recent years, PSC students have entered and won first place in these competitions.
Cultural Life and Special Events

From formal ties to the community’s arts and cultural scene to the student sponsored events in the atrium, the vitality of life on the Prairie State campus is evident all year long.

Christopher Art Gallery
The PSC Foundation supervises the operation of the Christopher Art Gallery, located on the first floor of the main building, in the Business and Community Education Center. The 1,300-square-foot gallery holds six to eight shows annually, which include PSC student shows, a juried show of District 515 high school art, and themed exhibitions by local and national artists. Each has an opening reception that is free and open to the public.

The gallery is open Monday through Thursday from 9 a.m. to 3 p.m., Wednesday and Thursday from 5 to 7 p.m., and by appointment. It is closed on weekends, College holidays, and other times when classes are not in session. There is no charge for admission.

For more information or to schedule an appointment, call (708) 709-3636.

Jazz Fest and Other Concerts
Top among PSC’s musical events is the annual Jazz Festival, held in the Business and Community Education Center, in February. Beginning with two days of clinics led by renowned musicians for middle school and high school jazz bands, the event culminates in a Friday night concert, which has played to a sold out crowd for the last several years.

Other concerts feature the PSC Vocal Jazz Ensemble, the PSC Wind Ensemble, and the Extreme Big Band.

Speakers and Other Special Events
Throughout the year—whether the venue is the Business and Community Education Center auditorium, the Atrium, or the lawns of the main campus—PSC is also host to speakers on topics ranging from the arts to international politics, movie screenings, benefits, comedy and variety shows, leadership workshops, poetry readings, and more.

Annual events include the following:
• Black History Month Events
• Commencement
• Community Halloween Party
• Gem and Mineral Show
• Health Fairs
• Hispanic Heritage Month Events
• Holiday Cheer Week
• Job Fairs
• Latino Student Leadership Conference
• Student Leadership Awards Dinner
• Vendor Fairs
Graduation and Transferring
Graduation

As outlined in the opening Overview section, PSC grants certificates and the following six associate’s degrees:

• Associate in Arts (A.A.)
• Associate in Science (A.S.)
• Associate in Fine Arts (A.F.A.)
• Associate of Arts in Teaching (A.A.T.)
• Associate in Applied Science (A.A.S.; career and technical degree)
• Associate in General Studies (A.G.S.; not intended for career program or a bachelor’s degree)

Specific curriculum requirements for a particular degree or certificate program are found in Degrees, Certificates, Courses. Consult that section of the catalog and the index for detailed information. The next section gives an overview of graduation requirements.

Graduation Requirements

To earn a degree or certificate, you must complete the academic requirements shown in the catalog for the year in which you entered Prairie State College. If the degree or certificate requirements are changed during your attendance, you may elect to satisfy either the new requirement or the ones in force when you enrolled. If you withdraw from Prairie State College for either a fall or spring semester, you must satisfy requirements in force at the time you re-enroll. A student must also satisfy the applicable residency requirements prior to the degree or certificate being conferred.

When submitting a graduation petition, you will be asked to identify the year of the catalog from which you are graduating. Any petition for alteration of graduation requirements must be submitted in writing on a Course Substitution Form—available from the dean over the academic program—at least one semester prior to graduation. Graduation petitions must be submitted to the Enrollment Services Office no later than the following dates:

Fall graduation: October 1
Spring graduation: March 1
Summer graduation: July 1

Graduation petitions submitted after these deadlines will be subject to an additional charge.

December, May, and August candidates may choose to participate in the annual May Commencement ceremony (see following section, “Commencement Ceremony”).

Students planning to receive a degree and/or certificate at PSC must request an official evaluation of their credits in the Office of Enrollment Services, by completing the "Transcript Evaluation Request Form" at least one or two semesters prior to degree and/or certificate completion in order to ensure correct course selections. The form is also available on the College Web site and may be printed and mailed to the Office of Enrollment Services at the main campus address or completed online.

Perhaps your time at Prairie State College has numbered a few months while you earn a certificate to boost your earnings potential. Or, you might be among the many who have worked for years toward an associate’s degree while juggling other responsibilities.

Whatever you have accomplished, we’re pleased and proud to have been part of your educational journey. We wish you well with your next step, whether it is on your career path or on the path toward a bachelor’s degree or graduate school.
Commencement Ceremony
A commencement (graduation) ceremony is held once a year, at the end of the spring semester in May. Graduates from the previous fall, current spring, and forthcoming summer terms are invited to participate.

Note: This is the only ceremony held all year, though you may be certified as a graduate at the end of any semester of the academic year. The deadline to apply for the ceremony is March 1, no matter which semester you actually fulfill the requirements for graduation.

For each degree application, a fee of $20 will be charged upon petitioning for graduation (this includes the cost of a degree diploma); there is no additional fee to participate in the ceremony. Students who earn a certificate will have that information posted to their college transcript free of charge; however, if a certificate recipient wishes to participate in the graduation ceremonies and therefore receive a diploma, a fee of $20 will be charged for each diploma.

For more information on academic honors, see “Grading and Other Academic Policies” within the section policies and guidelines. For information on the ceremony, please call the Office of the Vice President of Student Affairs at (708) 709-3507.

Transferring to Other Colleges
If you wish to transfer from Prairie State College to another college, you must follow the admissions procedure for the institution you wish to attend. No matter what transfer hopes and plans you might have, recognize that each college or university has its own unique policies, selection process, and admissions requirements.

It is the responsibility of students to be familiar with transfer policies at other institutions. Visit the Web site or obtain a catalog and application packet from the schools you are interested in attending. The PSC Counseling and Academic Advising Center can assist you in the transfer process. Contact the Transfer Coordinator at (708) 709-3508, or talk with any of PSC’s advisors and counselors for more information.

A transfer student agreement (commonly called the Compact Agreement) is established with a number of public universities in Illinois. This compact states that a transfer student who has completed an associate’s degree based on a baccalaureate-oriented sequence is considered to have attained junior standing and to have met lower-division general educational requirements.

Illinois Articulation Initiative (IAI)
PSC is part of the Illinois Articulation Initiative, a statewide agreement allowing transfer of the completed Illinois Transferable General Education Core Curriculum (IAI GECC) between participating institutions. Completion of the transferable IAI GECC at any participating college or university in Illinois ensures transferring students that lower-division general education requirements for an associate’s or bachelor’s degree have been satisfied.

Here is good advice on transferring—one of many resources and tips found on the IAI Web site (www.itransfer.org):
1. Even though the Illinois Articulation Initiative (IAI) agreements and Web site are meant to make transfer smoother, you still need to see an academic advisor or admissions counselor.
2. To transfer as a junior, you need a minimum of 60 (and usually not more than 64) semester credits. Plan to earn an associate’s degree before transferring: at PSC, we offer Associate in Arts, Associate in Science, Associate in Fine Arts, and Associate of Arts in Teaching.
3. If you already know where you will transfer, see that school’s catalog and a counselor for specific advice.
4. Every participating school does not offer all majors or all specialties in a major.
5. No two majors are alike; courses in one major are unlikely to meet requirements for a different major.
6. Changing your major will likely increase the time needed to complete your degree.
7. Be sure to check to see if any specific Illinois Transferable General Education Core Curriculum (IAI GECC) courses are recommended by your major. A few majors, like music and engineering, suggest you not finish the IAI GECC before transferring.
8. Most majors require at least a “C” for a course to count towards major requirements, and most schools won’t accept pass/fail.
9. Since admission is often competitive, completing the IAI Majors’ recommended courses will not by itself guarantee admission.
10. When selecting courses for your major, always seek advice from an academic advisor at your current school and a counselor at the transfer school. More information on IAI and transferring is found in Degrees, Certificates, Courses. Consult that section and the Index.

Transcripts
The Office of Enrollment Services issues official transcripts; a nominal fee is charged for each transcript. Students and former students must make a request in writing to order a transcript. The “Transcript Request Form” is available in the Enrollment Services Office Room 1160 or on the College Web site.

A transcript will not be issued to a student or former student if a record encumbrance has been placed on his or her academic record (indicating a past-due monetary obligation to the College such as unpaid tuition, fees, fines, or financial aid repayment). Students may also need to provide additional documentation to verify identity prior to a transcript being released from the College.

For more information on transcripts, please call (708) 709-3514.
Degrees and Certificates
Academic Degrees and Certificates

Prairie State College offers associate’s degrees that prepare students for transfer to four-year institutions, associate’s degrees and certificates that prepare students for specific careers, and an associate’s degree that recognizes completion of a broad range of college-level courses.

Transfer Degrees

The Associate in Arts degree (A.A.) includes the first two years of study for students who plan to pursue a bachelor’s degree in liberal arts.

The Associate in Science degree (A.S.) covers the first two years of study for students pursuing a bachelor’s degree in engineering, mathematics, or science.

The Associate in Fine Arts: Art degree (A.F.A.) is designed to prepare students to transfer as juniors into a bachelor’s degree program (B.F.A.) in Studio Art. Students are encouraged to complete their core courses in art before enrolling in media specific studio courses. A portfolio review is usually required for transfer to a four-year institution.

The Associate of Arts in Teaching degree (A.A.T.) is a two-year program designed for students preparing for careers in secondary education. It provides a foundation in teacher education, field-based experiences, and discipline-specific content. Current A.A.T. degrees are designed to facilitate transfer for students who intend to teach in high-need disciplines.

General Studies Degree

The Associate in General Studies degree (A.G.S.), while not intended for transfer or directed at a specific occupation, allows students to design their own two-year program. See the section about A.G.S. degrees.

Career Program Degrees and Certificates

The Associate in Applied Science (A.A.S.) represents completion of a minimum of 60 credit hours in a technical or career program.

Certificates are awarded after completion of up to 50 credits that focus on specific occupational or technical areas of study. For detailed information about career degree and certificate programs, see the Career Programs section later in the catalog.

Illinois Articulation Initiative (IAI)

www.itransfer.org

Prairie State College participates in the Illinois Articulation Initiative (IAI), a statewide transfer agreement among more than 100 participating colleges, universities, or community colleges in Illinois. IAI works best for students who know they are going to transfer but undecided on the college or university that will grant their baccalaureate degree. All colleges and universities participating in the IAI agree to accept a “package” of IAI general education courses in lieu of their own comparable lower-division general education requirements. It is important to keep in mind that the IAI General Education Core Curriculum transfers as a package. Course-to-course transfer is not guaranteed. IAI also includes major recommendations for the first two years of college in several popular majors. Faculty panels, which have expertise in the major field of study, created these recommendations. IAI major recommendations work best for students who have chosen their majors, are going to eventually transfer, but are undecided on the college or university that will grant their baccalaureate degree.

Understanding IAI

1. The IAI Agreement and the iTransfer Web site are designed to simplify transferring to any participating school. Always seek the advice of academic advisors at Prairie State College and the school you plan to attend when making transfer plans.

2. Articulation is the process of transferring courses from one school to another and identifying the way the classes will be used at the receiving school.

3. The Illinois General Education Core Curriculum is for transfer students only.

4. To guarantee that you receive full credit, you should complete the Illinois General Education Core Curriculum package before transferring. When it is not completed before transfer, each college or university decides how to apply each individual course.

5. The Illinois General Education Core Curriculum requires a total of 12 to 13 courses (37 to 41 semester credits).

6. The General Education requirements at Prairie State College are aligned with the five major areas (fields or categories) within the Illinois General Education Core Curriculum: Area A-Communication, Area B-Humanities and Fine Arts, Area C-Mathematics, Area D-Physical and Life Sciences, and Area E-Social and Behavioral Sciences.


8. Application of credit earned prior to summer 1998 is the decision of the receiving institution. For information about IAI and graduation requirements, see page 48.

9. There are two types of undergraduate degrees: the associate’s degree and the bachelor’s degree.

10. The IAI identifies courses which will apply to specific majors. Prairie State College students are encouraged to complete an Associate in Arts, Associate in Science, Associate in Fine Arts, or Associate of Arts in Teaching degree prior to transfer.
IAI Participating Schools
There are 95 schools in Illinois that are currently recognized by IAI as full-participating schools, and 18 schools currently recognized as a receiving-only schools. In addition to two-year public colleges (48 schools), there are two-year independent institutions, and four-year public and independent institutions. The following list of four-year institutions is provided to assist in transfer planning. Institutions identified as [R] are receiving institutions only.

Four-Year Public Institutions
• Chicago State University
• Eastern Illinois University
• Governors State University [R]
• Illinois State University
• Northern Illinois University
• Southern Illinois University at Carbondale
• Southern Illinois University at Edwardsville
• University of Illinois at Chicago
• University of Illinois at Springfield
• University of Illinois at Urbana
• Western Illinois University

Four-Year Independent Institutions
• American InterContinental University [R]
• Argosy University [R]
• Aurora University
• Benedictine University
• Blackburn College
• Bradley University
• Concordia University
• DePaul University
• DeVry University, Chicago and DuPage
• Dominican University
• East-West University [R]
• Ellis College of New York Institute of Technology [R]
• Elmhurst College
• Eureka College [R]
• Illinois Institute of Art - Chicago [R]
• Illinois Institute of Technology
• ITT Technical Institute [R]
• Judson College
• Kendall College
• Knox College [R]
• Lake Forest College [R]
• Lakeview College of Nursing [R]
• Lewis University
• Lexington College
• Lincoln Christian University
• Lincoln College
• MacMurray College
• McKendree College [R]
• Midstate College
• Milliken University
• NAES College [R]
• National-Louis University
• North Central College
• North Park University
• Olivet Nazarene University
• Quincy University
• Robert Morris College
• Rockford College
• Roosevelt University
• Saint Anthony College of Nursing [R]
• Saint Augustine College
• Saint Francis Medical Center, Nursing [R]
• Saint Xavier University
• St. Augustine College
• Trinity Christian College
• University of St. Francis
• West Suburban College of Nursing [R]

Additional information about the IAI is available from the Prairie State College Transfer Coordinator or by visiting the IAI Web site at www.itransfer.org.

IAI Course Codes
IAI has its own course numbering sequence for the Illinois Transferable General Education Core Curriculum. Here is an example of an IAI GECC course – S7 903D: Racial and Ethnic Relations
This code would be noted for a PSC course listed in this catalog as follows:
SOCIO 220 Race Relations: A Multicultural Perspective
(IAI: S7 903D)
The first letter in the IAI GECC code indicates the discipline field for the course. The letter S, for example, indicates Social/Behavioral Sciences. IAI letter codes and their corresponding disciplines are as follows:

General Education Core Curriculum Course Codes:
IAI: C Communications
IAI: F Fine Arts
IAI: H Humanities
IAI: HF Interdisciplinary Humanities/Fine Arts
IAI: HS Interdisciplinary Humanities/Fine Arts and Social/Behavioral Sciences
IAI: L Life Sciences
IAI: LP Interdisciplinary Physical and Life Science
IAI: M Mathematics
IAI: P Physical Sciences
IAI: S Social/Behavioral Sciences
The first number after the letter indicates the sub-area of the discipline. The S7 in this example represents the Sociology subarea of Social/Behavioral Sciences. The next numbers represent the unique content category within this subdiscipline. Letters at the end of course numbers identify specific perspectives related to the course. The D in S7 903D, for example, represents courses that examine aspects of human diversity within the United States. Other end-of-course letters include:
N for courses designed to examine aspects of human diversity from a non-U.S./non-European perspective.
L for laboratory courses
R for research paper courses
Transfer Degree Guidelines


Transfer Degree Admissions Requirements

Students applying for admission to a baccalaureate transfer program must have 15 high school credits distributed as follows:

- 4 credits in English (written and oral communication, literature)
- 3 credits in Mathematics (introductory through advanced algebra plus geometry)
- 3 credits in Social Studies (emphasizing history and government)
- 3 credits in Science (laboratory science)
- 2 credits in electives (foreign language, art, music, vocational education)

(Illinois Public Act 86-0954)

Students who have academic deficiencies in these minimum requirements can satisfy these deficiencies upon successful completion of 24 transferable credit hours (with a minimum GPA of 2.0) which must include ENG 101 Composition I (3), COMM 101 Principles of Communication (3), one social science course, one four-credit laboratory science course, and one college-level mathematics course.

Transfer Degree Graduation Requirements

Prairie State College offers four transfer degrees:

- Associate in Arts (A.A.),
- Associate in Science (A.S.),
- Associate in Fine Arts: Art (A.F.A.), and

Candidates for these degrees must fulfill the following requirements:

1. Enrolled at Prairie State College for the two semesters immediately preceding graduation, successfully completing at least 15 credit hours at Prairie State College (excluding proficiency credits).
2. Candidates for the A.F.A. Degree must complete 61-62 credit hours including the Transferable General Education Core Curriculum of 31-32 credits. Candidates for the A.A. or A.S. Degree must complete 62 semester hours of college credit as specified, including Transferable General Education Core Curriculum of 37-41 credits.
3. Attained a minimum cumulative grade point average of 2.0 on a 4.0 scale in all Prairie State College courses for A.A., A.S. and A.F.A. degrees, and a minimum cumulative grade point average of 2.5 for A.A.T. degrees.
4. Filed appropriate evidence of high school graduation or GED certification with the Enrollment Services Office.

Transfer Degree Components

There are three components of degree programs: The Transferable General Education Core Curriculum, the area of concentration or major field, and electives.

I. Transferable General Education Core Curriculum Requirements

A.A./A.S. Degrees: 37-41 credit hours
A.F.A. Degree: 31-32 credit hours
A.A.T. Degree: 39-40 credit hours

The General Education Core

The goal of general education is to help students understand the world they live in. The core curriculum consists of liberal arts courses in five key areas: communication, humanities and the fine arts, social sciences, mathematics, and science. Education in these disciplines develops habits of mind like curiosity, critical thinking and introspection that help one adapt to the changing world. Courses in English and Communication foster the ability to read critically and speak and write effectively. Those in the humanities and social science broaden understanding of different cultures and lead to an appreciation of the diversity of human experience. Mathematics and science courses develop the ability to analyze problems and find solutions, while courses in literature, music, and the fine and performing arts enrich understanding of human nature, enhance aesthetic appreciation, and broaden understanding of human nature and society. Taken together, study in these traditional academic disciplines leads to a better understanding of the key issues that face our society and helps students become more responsible citizens.

Prairie State College’s General Education Core is designed to ensure that all our students develop competencies in the following areas:

Communication

Students will read with comprehension, listen critically, and speak and write effectively.

Critical Thinking

Students will analyze problems, develop solutions, and evaluate results, forming a self-conscious habit of inquiry as a foundation for a lifetime of continuous learning and personal transformation.

Knowledge

Students will be able to organize and apply discipline-specific ways of knowing.

Social and Cultural Awareness

Students will understand and recognize the values and ethics of Western and non-Western cultural traditions, and appreciate the diversity of human experience both within the United States and throughout the world.

Literacy

Students will function with competence in writing, working with numbers, speaking in large and small groups, using basic technology for learning, and evaluating information from a range of sources.
Area A: Communication

To facilitate development of these essential abilities, students take courses in the following areas:

The purpose of courses in writing and speaking is to foster the ability to communicate effectively with others, whether in speech or writing. The complexities of the modern world require the ability to think independently and express ideas clearly. Because these courses provide such important foundation skills, students should complete them early in the degree program so what they learn can improve their performance in other courses. Satisfactory completion of the required writing course sequence, ENG101 Composition I and ENG102 Composition II, will mean a grade of "C" or better in both courses.

The following 3 courses (9 credit hours), including a two-course sequence in writing and one course in oral communication, are required:

**Writing Course Sequence [IAI Code]**
ENG 101  [C1 900] Composition I - with a grade of C or better (3)
Note: All students must write a passing English 101 Portfolio in order to pass ENG101
ENG 102  [C1 901R] Composition II - with a grade of C or better (3)

**Oral Communication [IAI Code]**
COMM 101  [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts
- A.A., A.S., A.A.T.: 6 credit hours
- A.F.A.: 6 credit hours from Humanities only

Study in the Humanities, Fine Arts, and Philosophy helps develop an understanding of what it means to be human. These courses expose students to great works of literature, art, music, and theater, enhancing their appreciation and understanding of the arts. They also examine the religious traditions and cultural expressions of people in a variety of cultures who have struggled to understand the basic questions that confront human beings – questions about good and evil, identity, courage, love, truth, justice, and morality.

Select 2 or 3 courses (6 or 9 credit hours), with at least one course selected from fine arts and at least one course from the humanities:

**Fine Arts Courses [IAI Code]**
ART121  [F2 901] History of Western Art I (3)
ART122  [F2 902] History of Western Art II (3)
ART126  [F2 904] History of Photography (3)
ART129  [F2 909] Art Appreciation III (3)
[not accepted for A.F.A. Degree]
ART131  [F2 903N] Survey of Non-Western Art (3)

**Music [IAI Code]**
MUSIC 130  [F1 900] Music Appreciation (3)
MUSIC 132  [F1 904] American Music (3)

**Theatre [IAI Code]**
THTRE 101  [F1 907] Understanding Theatre (3)

**Foreign Languages [IAI Code]**
SPAN 202  [H1 900] Spanish IV (4)*

*Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.

Area C: Mathematics (3-6 credit hours)

Mathematics focuses on quantitative reasoning as a basis for understanding the relationships found in both work and everyday life.

Mathematics provides the tools and skills necessary to organize thinking, apply problem-solving strategies and recognize patterns and processes across many different fields.

Mathematics is also used to determine reasonableness, identify alternatives and select optimal results. Select 1 to 2 courses (3 to 6 credit hours) from:

**Mathematics [IAI Code]**
MATH 112  [M1 904] General Education Math (3)
MATH 115  [M1 902] General Education Statistics (3)
MATH 112 and 115 are recommended for A.A. and A.F.A. students who do not intend to take higher levels of mathematics.

MATH 115 and 113 are intended for students with advanced math skills; it may be taken in place of MATH 115. Students can receive credit for only one of BUS 240, MATH 113 and 153.

MATH 153  [M1 902] Elementary Statistics (4)
MATH 153 is intended for students with advanced math skills; it may be taken in place of MATH 115. Students can receive credit for only one of BUS 240, MATH 113 and 153.

MATH 155  [M1 906] Finite Mathematics (4)
MATH 157  [M1 900-B] Calculus for Business and Social Science (4)
MATH 171  [M1 900-I] Calculus with Analytic Geometry I (5)
MATH 172  [M1 900-2] Calculus with Analytic Geometry II (5)
MATH 173  [M1 900-3] Calculus with Analytic Geometry III (5)
MATH 210  [M1 905] Discrete Mathematics (3)**

**Prerequisite: MATH 200 Mathematics for Elementary Teaching I (4)**

**MATH 206 fulfills general education requirements only for students seeking state certification as elementary teachers. Students must complete both MATH 200 and 206 prior to transfer.**
### Area D: Physical and Life Sciences

The study of science helps students learn how the scientific method is used to discover new truths and re-assess old ones. In science courses, students learn how scientists formulate and test hypotheses to investigate and understand phenomena in the natural world. By participating in laboratory sessions where they use the scientific method themselves, students get first hand experience in how scientists think. Students also become familiar with the physical and biological concepts developed through scientific study. Familiarity with these scientific principles promotes understanding of the natural world and enhances the ability to make informed decisions about environmental, health, and technological problems.

Select two courses (7-8 credit hours), with one course selected from the life sciences and one course from the physical sciences and including at least one laboratory course from:

(The “L” in the IAI code indicates a “lab science” course.)

#### Life Science Courses [IAI Code]
- **Biol 100 [L1 900L]** General Education Biology (4)
- **Biol 103 [L1 901L]** Plants and Society (3)
- **Biol 105 [L1 905L]** Environmental Biology (3)
- **Biol 106 [L1 906L]** Heredity and Society (4)
- **Biol 112 [L1 900L]** Organismal Biology (4)*

*This course is intended for science majors only and should not be selected by non-science majors to meet general education science requirements. Students cannot receive credit for both BIOL 100 and 112. Students who demonstrate successful completion of BIOL 111 may use this course to fulfill their general education life science requirement.

#### Physical Science Courses [IAI Code]
- **Astro 101 [P1 906]** Guide to the Universe (3)
- **Astro 104 [P1 906L]** The Solar System and Beyond (4)
- **Chem 105 [P1 902L]** Survey of General Chemistry (4)
- **Chem 110 [P1 902L]** General Chemistry I (5)*

*This course is intended for science majors only and should not be selected by non-science majors to meet general education science requirements. Student cannot receive credit for both CHEM 105 and 110.

### Area E: Social and Behavioral Sciences
- **A.A., A.S., A.A.T.: 9 credit hours**
- **A.F.A.: 6 credit hours**

The Social Sciences focus on an appreciation of human continuity and change on both the personal and societal level. Through analysis of historical, political, cultural and economic institutions, students become better able to understand themselves and their own society. They also develop insights into contemporary life including a broader understanding of how society works and what good citizenship means. They also become more self-aware and more attuned to issues relating to the environment, diversity, and social justice. In these courses, students are encouraged to become more reflective and use their new insights to think about how to address contemporary problems. Select two or three courses (6 or 9 credit hours), with courses selected from at least two disciplines, from:

#### Anthropology [IAI Code]
- **Anth 215 [S1 900N]** Introduction to Anthropology (3)
- **Anth 222 [S1 901N]** Introduction to Cultural and Social Anthropology (3)

#### Economics [IAI Code]
- **Econ 201 [S3 901]** Macroeconomic Principles (3)
- **Econ 202 [S3 902]** Microeconomic Principles (3)

#### Geography [IAI Code]
- **Geog 101 [S4 900N]** Cultural Geography (3)

#### History [IAI Code]
- **Hist 111 [S2 912N]** World History: Origins to 1714 (3)
- **Hist 112 [S2 913N]** World History: 1714 to Present (3)
- **Hist 115 [S2 906N]** African Civilizations I (3)
- **Hist 116 [S2 907N]** African Civilizations II (3)
- **Hist 140 [S2 910N]** History of Latin America (3)
- **Hist 151 [S2 902]** History of Western Civilization I (3)
- **Hist 152 [S2 903]** History of Western Civilization II (3)
- **Hist 201 [S2 900]** U.S. History 1492-1877 (3)
- **Hist 202 [S2 901]** U.S. History 1877 to Present (3)

#### Political Science [IAI Code]
- **Polsci 101 [S5 903]** Principles of Political Science (3)
- **Polsci 140 [S5 900]** Introduction to U.S. Government and Politics (3)
- **Polsci 152 [S5 902]** U.S., State and Local Government (3)
- **Polsci 230 [S5 905]** Introduction to Comparative Government (3)
- **Polsci 240 [S5 904]** Introduction to International Relations (3)

#### Psychology [IAI Code]
- **Psych 101 [S6 900]** Introduction to Psychology (3)
- **Psych 102 [S6 902]** Human Growth and Development: Life-Span (3)
- **Psych 215 [S7 900]** Social Psychology (3)

#### Sociology [IAI Code]
- **Soci 101 [S7 900]** Introduction to Sociology (3)
- **Soci 111 [S7 901]** Contemporary Social Issues (3)
- **Soci 210 [S7 902]** Marriage and the Family (3)
- **Soci 215 [S7 904D]** Sex, Gender and Power (3)
- **Soci 220 [S7 903D]** Race Relations: A Multicultural Perspective (3)
II. Area of Concentration/Major Field
A.A., A.S.: 12 credit hours
A.F.A.: 21 credit hours
A.A.T.: 25-26 credit hours
The Associate in Fine Arts Degree requires 21 credits of 100-level or above transfer courses from any of the following areas of concentration. The Associate of Arts and Associate in Science degrees require 12 credits from the same group of courses (of 100-level or above transfer courses from any of the following areas of concentration). To review the suggested curriculum for specific areas of concentration, see Transfer Degree Areas of Concentration earlier in this section. Depending upon the chosen course of study, additional credit hours may be recommended in the area of concentration, reducing the elective courses.

III. Electives (9-13 credit hours)
The A.F.A. Degree requires 9 semester hours of media specific courses to meet a total of 61 credits. The A.A. and A.S. Degrees require an additional 9-13 credit hours to meet a degree total of 62 credits. The elective courses must be selected from transfer courses of 100 level or above. Developmental, community service, and vocational/technical courses cannot be used to satisfy degree requirements in the A.F.A. or A.A./A.S. degree. No more than four credits of physical education courses can be applied to a degree.

Required Transfer Degree Credit Hours:

Dual Degree Graduation Requirement
Students who wish to receive both the Associate in Arts and the Associate in Science degrees must complete an additional 12 credit hours in the second concentration area that is selected.

Transfer Credit Guarantee
Courses taken by students who earn an Associate in Fine Arts: Art (A.F.A.) Degree or an Associate in Arts (A.A.), or Associate in Science (A.S.) Degree will transfer to Illinois state colleges or universities (including Purdue University Calumet at Hammond) as identified and defined in the Course Equivalency Tables (CET) on file at PSC’s Transfer Center. If a course is taken and successfully completed in compliance with the CET and not accepted in transfer, Prairie State College will refund the tuition for the course. Call (708) 709-3508 for details.
Transfer Degree Areas of Concentration

A suggested curriculum of study is proposed for each transfer degree area based on PSC degree requirements, IAI majors panels and/or articulation agreements with specific four-year institutions.

degree
Art (A.F.A.)
Art/Art History (A.A.)
Art Education (A.A.)
Astronomy (A.S.)
Biological Sciences (A.S.)
Business (A.A.)
Chemistry (A.A.)
pre-Clinical Laboratory Science (A.S.)
Communication Disorders (A.A.)
Computer Science: Information Systems Emphasis (A.S.)
Computer Science: Technical Emphasis (A.S.)
Criminal Justice (A.A.)
pre-Dentistry (A.S.)
Education: Early Childhood Education (A.A.)
Education: Associate of Arts in Teaching:
  Secondary Mathematics (A.A.T.)
Education: Teacher Education (A.A.)
Engineering (A.S.)
English/Literature (A.A.)
General Math/Science (A.S.)
Geology (A.S.)
Health Administration (A.A.)
History (A.A.)
Industrial Technology (A.A.)
pre-Law (A.A.)
Liberal Arts (A.A.)
Mass Communication: Advertising/Public Relations (A.A.)
Mass Communication: Multimedia (A.A.)
Mass Communication: Radio/TV/Film (A.A.)
Mathematics (A.S.)
pre-Medicine (A.S.)
Music Education (A.A.)
Music Performance (A.A.)
pre-Nursing (A.S.)
pre-Occupational Therapy (A.S.)
pre-Pharmacy (A.S.)
Photography (A.A.)
Physical Education (A.A.)
Physical Science (A.S.)
pre-Physical Therapy (A.S.)
Physics (A.S.)
Political Science (A.A.)
Psychology (A.A.)
Social Work (A.A.)
Sociology (A.A.)
Speech Communication (A.A.)
Theatre Arts (A.A.)

For information about the Associate in General Studies degree, turn to page 80.

For information about Career Programs, both A.A.S. degrees and certificates, turn to pages 81.

Please refer to the General Education Core on pages 48 to 51 for course selection information.
Art

Associate in Fine Arts: Art

A.F.A. Degree • Suggested Curriculum

The Associate in Fine Arts degree (A.F.A.) is designed to prepare students to transfer as juniors into a bachelor’s degree program (B.F.A.) in Studio Art. Students are encouraged to complete their core courses in Art before enrolling in media specific studio courses. A portfolio is usually required for transfer to a four-year institution. Students are strongly encouraged to consult with their instructors and with the PSC Counseling and Academic Advising Center (or with the university where they expect to transfer) for information regarding the most appropriate courses to take while at Prairie State College.

I. General Education Core (31-32)

Area A: Communication (9 credits)
ENG 101  [C1 900] Composition I - with a grade of C or better (3)
ENG 102  [C1 901R] Composition II - with a grade of C or better (3)
COMM 101  [C2 900] Principles of Communication (3)

Area B: Humanities & Fine Arts (6 credits)
Select two IAI humanities courses from the list for Area B

Area C: Mathematics (3 credits)
MATH 112  [M1 904] General Education Mathematics (3)
or
MATH 115  [M1 902] General Education Statistics (3)

Area D: Physical & Life Sciences (7-8 credits)
Select one life science course and one physical science course from the list for Area D. One course must have a lab component.

Area E: Social & Behavioral Sciences (6 credits)
Select two courses from different disciplines from the list for Area E.

II. Area of Concentration/Major Field (21)

ART 101  Two Dimensional Design (3)
ART 102  Three Dimensional Design (3)
ART 104  Drawing I (3)
ART 106  Drawing II (3)
ART 121  History of Western Art I (3)
ART 122  History of Western Art II (3)
ART 162  Life Drawing (3)

III. Electives/Studio Courses (9)
Select 9 credits of media specific studio courses from at least two media. Choose from the following areas of concentration in consultation with an art department advisor:

Art:
ART 109  Ceramics (3)
ART 201  Painting I (3)
ART 202  Painting II (3)
ART 205  Printmaking (3)

Graphic Design:
ART 115  Introduction to Computer Art (3)
GC 151  Principles of Graphic Design (3)

Photography:
PHOTO 171  Introduction to Black & White Photography (3)

Required A.F.A. Degree Program Total: 61 credits

Art/Art History

A.A. Degree • Suggested Curriculum

PSC offers the foundation courses in art appreciation, art history, and studio art required in the first two years of the Art major. Through painting, drawing, graphic design, and photography, students may pursue a variety of interests. Students planning to pursue a baccalaureate degree should be aware that transfer admission to art-related programs is competitive, and a portfolio is generally required for admission to the major as well as for registration in advanced art courses and for scholarship consideration. Each senior institution has its own transfer policies; we cannot guarantee the accuracy of this information in regard to every individual school. Consult the school of your choice and/or a PSC advisor to discuss the transferability of courses.

I. General Education Core (37-38)

Area A: Communication (9 credits)
ENG 101  [C1 900] Composition I - with a grade of C or better (3)
ENG 102  [C1 901R] Composition II - with a grade of C or better (3)
COMM 101  [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)
Select three courses other than Art History from the list for Area B with at least one course from humanities and one course from fine arts.

Area C: Mathematics (3 credits)
Select one math course from:
MATH 112  [M1 904] General Education Mathematics (3)
MATH 115  [M1 902] General Education Statistics (3)

Area D: Physical and Life Sciences (7-8 credits)
Select one life science course and one physical science course from the list for Area D. One course must have a lab component.

Area E: Social and Behavioral Sciences (6 credits)
Select three courses in at least two different disciplines from the list for Area E.

II. Area of Concentration/Major Field (24-25)

ART 101  Two Dimensional Design (3)
ART 102  Three Dimensional Design (3)
ART 104  Drawing I (3)
ART 106  Drawing II (3)
ART 121  History of Western Art I (3)
ART 122  History of Western Art II (3)
ART 162  Life Drawing (3)

Completion of the Art Core courses is recommended before enrolling in Media-Specific studio courses. Select studio art courses from at least two media. Students should complete the core courses listed above before enrolling in studio courses. (6-7 credits)

Art:
ART 109  Ceramics (3)
ART 162  Life Drawing (3)
ART 201  Painting I (3)
ART 202  Painting II (3)
ART 205  Printmaking (3)

Graphic Design:
ART 115  Introduction to Computer Art (3)
GC 151  Principles of Graphic Design (3)

Photography:
PHOTO 171  Introduction to Black & White Photography (3)

Required A.A. Degree Program Total: 62 credits

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.
Art Education

A.A. Degree • Suggested Curriculum

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

I. General Education Core (38)

Area A: Communication (9 credits)

ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)

Select three courses from the list for Area B with at least one course selected from humanities and one course from fine arts.

ART 121 [F2 901] History of Western Art I (3)
ART 122 [F2 902] History of Western Art II (3)
ENG (200 Level) Select any Literature Course (3) or
HUMAN 101 [H5 904N] Comparative Religions (3)

Area C: Mathematics (3 credits)

Select one math course from:
MATH 112 [M1 904] General Education Mathematics (3)
MATH 115 [M1 902] General Education Statistics (3)

Area D: Physical and Life Sciences (8 credits)

Select one life science course and one physical science course from the list for Area D. One course must have a lab component.

Area E: Social and Behavioral Sciences (9 credits)

HIST 201 [S2 900] U.S. History: 1492 to 1877 (3) or
HIST 202 [S2 901] U.S. History: 1877 to Present (3)
POLSC 140 [S5 900] Introduction to U.S. Government & Politics (3)
PSYCH 101 [S6 900] Introduction to Psychology (3)

II. Area of Concentration/Major Field (15-21)

Art Core Courses (12 credits)

ART 101 Two Dimensional Design (3)
ART 102 Three Dimensional Design (3)
ART 104 Drawing I (3)
ART 106 Drawing II (3)
Media-Specific Studio Art Course (3-9 credits)
Select at least one studio art course from the following:
ART 109 Ceramics (3)
ART 162 Life Drawing (3)
ART 201 Painting I (3)
ART 205 Printmaking (3)
GC 151 Principles of Graphic Design (3)
PHOTO 171 Introduction to Black & White Photography (3)

III. Electives (3-9)

Select from the following teacher education electives:
ED 100, 101, 160, 212 (3)
Additional non-Western course from: ART 131, GEOG 101, HUMAN 101, or HIST 115, 116, 140 (3)

Required A.A. Degree Program Total: 62 credits
Astronomy
A.S. Degree • Suggested Curriculum

The astronomer is concerned with the Earth and its position in the solar system and the universe. Employment opportunities include the National Aeronautics and Space Administration (NASA), air traffic control, and weather forecasting and monitoring. In the typical four-year curriculum, the first two years are spent studying the basic sciences, including mathematics and physics. The last two years emphasize advanced mathematics and science courses. Prairie State College offers courses comparable to the first two years of the curriculum required for a major in astronomy and will grant the Associate in Science degree to successful students.

I. General Education Core (39-40)
Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles Communication (3)

Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one course from fine arts.

Area C: Mathematics (5 credits)
MATH 171 [M1 900-1] Calculus with Analytic Geometry I (5)

Area D: Physical and Life Sciences (7-8 credits)
ASTRO 104 [P1 906L] The Solar System and Beyond (4)
Life Science Elective (3-4)

Area E: Social and Behavioral Sciences (9 credits)
Select three courses in at least two different disciplines from the list for Area E.

II. Area of Concentration/Major Field (17)
MATH 172 Calculus with Analytic Geometry II (5)
PHYSI 210 University Physics I (4)
PHYSI 220 University Physics II (4)
PHYSI 230 University Physics III (4)

III. Electives (5-6)
Select additional science, calculus, and foreign language courses or other general education core courses.

Required A.S. Degree Program Total: 62 credits

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.

Biological Sciences
A.S. Degree • Suggested Curriculum

Biology, the study of living organisms, is an extremely large and diverse field. Career opportunities exist in many areas such as research, government agencies (conservation department, environmental protection, etc.), industry, sales, and teaching at all educational levels. In addition, the biology curriculum provides the pre-professional foundation for many of the health career areas. Baccalaureate biological science programs are diverse. Some programs emphasize cell and molecular biology, whereas others emphasize organismal, ecological, and evolutionary biology. Research universities offer specific programs of study, optional tracks, or specializations within biology. Students should decide the direction or specialization within biology as early as possible, preferably by the beginning of sophomore year. Students are strongly encouraged to complete the Associate in Science degree prior to transfer.

I. General Education Core (41)
Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one course from fine arts.

Area C: Mathematics (5 credits)
MATH 171 [M1 900-1] Calculus with Analytic Geometry I (5)

Area D: Physical and Life Sciences (9 credits)
BIOL 112 [BIO 910] Organismal Biology (4)
CHEM 110 [CHM 911] General Chemistry I (5)

Area E: Social and Behavioral Sciences (9 credits)
Select three courses in at least two different disciplines from the list for Area E.

II. Area of Concentration/Major Field (19)
Select a minimum of 19 credits from the foundation courses listed below.
BIOL 111 [BIO 910] Cellular and Molecular Biology (4) required
CHEM 130 [CHM 912] General Chemistry II (5) required
CHEM 203 [CHM 913] Organic Chemistry I (5)
CHEM 204 [CHM 914] Organic Chemistry II (5)

III. Electives (2-6)
Select one course from CHEM 203, 204, or PHYSI 210, 220 if not already selected from Area II above, or any additional BIOL course. Courses such as microbiology and human anatomy and physiology sometimes will transfer for credit in allied health majors, but most often do not transfer as biology major credit.

Required A.S. Degree Program Total: 62 credits

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.
Business
A.A. Degree • Suggested Curriculum

Business programs at community colleges and bachelor’s degree institutions include courses and majors in general business, accounting, finance, marketing, and management. The following recommendations apply to programs in all of these fields. These are suggested courses which are designed to satisfy requirements in the Associate in Arts Degree at Prairie State College and to provide the basis for transferring to a four-year institution.

I. General Education Core (38-40)

Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one course from fine arts.
PHILO 202 [H4 904] Ethics (3) recommended

Area C: Mathematics (4-5 credits)
Select one math course from:
MATH 157 [M1 900-B] Calculus for Business & Social Science (4)
MATH 171 [M1 900-I] Calculus with Analytic Geometry I (5)

Area D: Physical and Life Sciences (7-8 credits)
Select one life science course and one physical science course from the list for Area D. One course must have a lab component.

Area E: Social and Behavioral Sciences (9 credits)
Select three courses in at least two different disciplines from the list for Area E.
ECON 201 [S3 901] Macroeconomic Principles (3)
ECON 202 [S3 902] Microeconomic Principles (3)

II. Area of Concentration/Major Field (14)
BUS 131 [BUS 903] Financial Accounting (4)
BUS 132 [BUS 904] Managerial Accounting (3)
BUS 240 [BUS 901] Elementary Statistics (4)
ITAPP 101 [BUS 902] Introduction to Computers (3)

III. Electives (8-10)
BUS 101 Introduction to Modern Business (3)
BUS 201 Business Law (3)
or
BUS 210 Business Law and Its Environment (3)
Select any other business course (2-4)

Special note: Courses such as Principles of Management, Principles of Marketing, Principles of Finance, Intermediate Accounting, and Cost Accounting, etc., are considered junior-level or upper-division courses at most universities. Some universities, though, will accept these courses as elective credit (but it often will not count toward the hours you need for a major in business). Some have provisions for validating this credit. In this case, a student may be requested to take a proficiency examination, take the next course in sequence, or take a specific CLEP subject examination. Students are strongly advised to consult the information for the school of their choice before registering for these courses.

Required A.A. Degree Program Total: 62 credits

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.

Chemistry
A.S. Degree • Suggested Curriculum

The chemist is concerned with the application of scientific principles to practical problems. Employment opportunities for chemists include, among others, theoretical research activities, and problem-solving in management, marketing, and production. Bachelor’s programs in chemistry are built on an in-depth foundation of sequential courses in science and math, while upper division courses provide the preparation necessary for graduate studies and/or work in industry.

I. General Education Core (39-40)

Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one course from fine arts.

Area C: Mathematics (5 credits)
MATH 171 [M1 900-I] Calculus with Analytic Geometry I (5)

Area D: Physical and Life Sciences (7-8 credits)
Select one life science from the list for Area D. (3-4)

Area E: Social and Behavioral Sciences (9 credits)
Select three courses in at least two different disciplines from the list for Area E.

II. Area of Concentration/Major Field (22-23)
Select a minimum of 22-23 credits from the foundation courses listed below. Be aware that because of differences among schools in the number of credits for which various courses are offered, and the possible need for prerequisite courses, it may be difficult to complete an Associate in Science degree without taking more credits than will be accepted in transfer.
CHEM 110 [CHM 911] General Chemistry I (5)
CHEM 130 [CHM 912] General Chemistry II (5)
CHEM 203 [CHM 913] Organic Chemistry I (5)
CHEM 204 [CHM 914] Organic Chemistry II (5)
Other recommended courses:
MATH 172 [MTH 902] Calculus with Analytic Geometry II (5)
MATH 173 [MTH 903] Calculus with Analytic Geometry III (5)
PHYSI 220 University Physics II (4)

Required A.S. Degree Program Total: 62 credits

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.
pre-Clinical Laboratory Science
A.S. Degree • Suggested Curriculum

Clinical laboratory scientists play an important role in the detection, diagnosis and treatment of many diseases. Baccalaureate programs in the field are called clinical laboratory science or medical laboratory science and prepare students to perform complex analyses and manage all areas of the laboratory as a Level III practitioner.

I. General Education Core (39-40)
Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one from fine arts.

Area C: Mathematics (3-4 credits)
Select one math course from:
MATH 115 [M1 902] General Education Statistics (3)
MATH 153 [M1 902] Probability and Statistics (4)

Area D: Physical and Life Sciences (9 credits)
BIOL 112 [L1 900L] Organismal Biology (4)
CHEM 110 [P1 902L] General Chemistry I (5)

Area E: Social and Behavioral Sciences (9 credits)
Select three courses in at least two different disciplines from the list for Area E.

II. Area of Concentration/Major Field (22-23)
BIOL 211 Microbiology (4) required
CHEM 130 General Chemistry II (5) required
CHEM 203 Organic Chemistry I (5)
CHEM 204 Organic Chemistry II (5)
Select two biology courses from the following:
BIOL 221 Cellular and Molecular Biology (4)
BIOL 222 Human Anatomy & Physiology I (4)

Required A.S. Degree Program Total: 62 credits

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.

Communication Disorders
A.A. Degree • Suggested Curriculum

This program is for students who plan to transfer to Governors State University (GSU) for a Bachelor of Health Science Degree in Communication Disorders. The undergraduate major in Communication Disorders at GSU offers pre-professional education in speech-language pathology, audiology, and related areas. The Associate of Arts Degree at PSC and Bachelor of Health Science Degree at GSU do not qualify students for state teaching and national certification, but rather provide the foundation necessary for the graduate curriculum which leads to certification. Students will begin taking the general education and professional education requirements for Illinois teaching certificates (Type 10 or Type 03/09) endorsed as Speech and Language Impaired, or the School Service Personnel certificate (Type 73), endorsed as Speech-Language Pathologist. Please note: Each senior institution has its own transfer policies. Consult the school of your choice and/or a PSC advisor.

I. General Education Core (38)
Area A: Communication (9 Credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)
Select from three courses from the list for Area B with at least one course selected from humanities and one from fine arts.

Area C: Mathematics (3 credits)
MATH 115 [M1 902] General Education Statistics (3)

Area D: Physical and Life Sciences (8 credits)
Select one life science and physical science course from the list for Area D. One course must have a lab component.

Area E: Social and Behavioral Sciences (9 credits)
POLSC 140 Introduction to U.S. Government and Politics (3)
PSYCH 101 [S6 900] Introduction to Psychology (3)
HIST 201 [S2 900] U.S. History: 1492-1877 (3)

II. Area of Concentration/Major Field (9)
ED 100 Foundations of American Public Education (3)
ED 101 Child Growth and Development (3)
ED 212 Exceptional Child (3)

III. Electives (15)
ECED 103 Health, Safety and Nutrition (3)
HILTH 101 Health and Human Development (2)
ECED 201 Sign Language I (3) suggested
ECED 202 Sign Language II (3) suggested
One Non-Western Culture Course (3)
One English literature course (3)
Any additional general education course from the list at the front of this section.

Required A.A. Degree Program Total: 62 credits

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.
Computer Science - Information Systems Emphasis
A.S. Degree • Suggested Curriculum

The study of computer science and business focuses on the development of problem-solving skills and tools, and the ability to analyze situations and effectively use these tools. Career opportunities exist for business and financial analysts and information systems specialists. Students are strongly encouraged to complete the Associate in Science degree prior to transfer.

I. General Education Core (38-40)
Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one course from fine arts.
Area C: Mathematics (4-5 credits)
Select one math course from:
MATH 155 [M1 906] Finite Mathematics (4)
MATH 157 [M1 900-B] Calculus for Business and Social Sciences (4)
MATH 171* [M1 900-1] Calculus with Analytic Geometry I (5)
Area D: Physical and Life Sciences (7-8 credits)
Select one life science course and one physical science course from the list for Area D. One course must have a lab component.
PHYSI 210 [P2 900L] University Physics I (4) recommended
Life Science Course (3-4)
Area E: Social and Behavioral Sciences (9 credits)
Select three courses from the list for Area E with at least two different disciplines from the list for Area E including:
ECON 201 [S3 901] Macroeconomic Principles (3)
ECON 202 [S3 902] Microeconomic Principles (3)
Select one course other than ECON (3)

II. Area of Concentration/Major Field (12)
ITAPP 101 Introduction to Computers (3)
MATH 210 [CS 915] Discrete Mathematics (3)
Select one programming language sequence from the following:
ITPRG 142 Introduction to Visual Basic Programming (3)
and ITPRG 24 Advanced Visual Basic Programming (3)
or
ITPRG 144 Introduction to C++ Programming (3)
and ITPRG 244 Advanced C++ Programming (3)
or
ITPRG 147 Introduction to JAVA Programming (3)
and ITPRG 247 Advanced JAVA Programming (3)

III. Electives (10-12)
BUS 131 [BUS 903] Financial Accounting (4)
BUS 132 [BUS 904] Managerial Accounting (3)
BUS 240 [BUS 901] Elementary Statistics (4)
Select additional general education courses from the list at the front of this section, or contact the planned transfer institution for additional course recommendations.

Required A.S. Degree Program Total: 62 credits
* Students should complete the entire sequence of MATH 171, 172, and 173 in the same school prior to transfer, since topics are covered in different order by different schools.

Computer Science - Technical Emphasis
A.S. Degree • Suggested Curriculum

The Computer Science-Technical Emphasis curriculum focuses on algorithms, theoretical foundations of computer science, and development of software. A strong foundation in mathematics and science is needed for this emphasis. Graduates of this emphasis will be prepared to work for a variety of companies including those that have a software, engineering, scientific or mathematical focus. Baccalaureate schools may have multiple computer degree programs, often located in different departments, which build on the recommendations for the Computer Science-Technical Emphasis. This major is typically found in a department named Computer Science or Mathematics and Computer Science or within a College of Engineering. Some schools may not require all of the courses listed below. Consult the baccalaureate schools you are considering and an advisor to select the appropriate courses for you.

I. General Education Core (39-40)
Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)
Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course selected from humanities and one from fine arts.
Area C: Mathematics (3 credits)
MATH 210 [M1 905] Discrete Mathematics (3)
Area D: Physical and Life Sciences (7-8 credits)
PHYSI 210 [P2 900L] University Physics I * (4)
Life Science course (3-4)
Area E: Social and Behavioral Sciences (9 credits)
Select three courses from the list for Area E with at least two different disciplines from the list for Area E including:
ECON 201 [S3 901] Macroeconomic Principles (3)
ECON 202 [S3 902] Microeconomic Principles (3)
Select one course other than ECON (3)

II. Area of Concentration/Major Field (9)
MATH 171* [M1 900-1] Calculus with Analytic Geometry I* (5)
MATH 172* [MTH 902] Calculus with Analytic Geometry II* (5)
MATH 173 [MTH 903] Calculus with Analytic Geometry III* (5)
PHYSI 220 [EGR 912] University Physics I* (4)
PHYSI 230 [EGR 914] University Physics II* (4)

III. Electives (13-14)
Students should select electives from the general education course list at the front of this section.

Required A.S. Degree Program Total: 62 credits
* Students should complete the entire calculus and physics sequences at the same school prior to transfer, since topics are covered in different order by different schools. Second and third courses in each sequence can be used as electives.
Criminal Justice
A.A. Degree • Suggested Curriculum

This curriculum is designed for students pursuing baccalaureate degrees in the fields of corrections, criminal justice, law enforcement and security management. Students are strongly encouraged to complete the Associate in Arts degree prior to transfer.

I. General Education Core (37-38)
Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one from fine arts.

Area C: Mathematics (3 credits)
Select one math course from:
MATH 112 [M1 904] General Education Mathematics (3)
MATH 115 [M1 902] General Education Statistics (3)

Area D: Physical and Life Sciences (7-8 credits)
Select one life science course and one physical science course from the list for Area D. One course must have a lab component.

Area E: Social and Behavioral Sciences (9 credits)
Select three courses in at least two different disciplines.
PSYCH 101 [S6 900] Introduction to Psychology (3) recommended
SOCIO 101 [S7 900] Introduction to Sociology (3) recommended

II. Area of Concentration/Major Field (12)
CJ 101 [CRJ 901] Introduction to Criminal Justice (3)
CJ 102 [CRJ 912] Introduction to Criminology (3)
CJ 106 [CRJ 911] Introduction to Corrections (3)
CJ 204 [CRJ 914] Juvenile Justice (3)

III. Electives (12-13)
Select additional general education electives or refer to the program requirements for the university you plan to attend.
CJ 201 Introduction to Criminal Law (3) recommended
ITAPP 101 Introduction to Computers (3) recommended

Required A.A. Degree Program Total: 62 credits

pre-Dentistry
A.S. Degree • Suggested Curriculum

This program provides the foundation coursework in biology, chemistry and math for students who plan to apply to dental school. Admission to dental school is very competitive. These courses also help prepare students to take the Dental Admission Test (DAT), which is required as part of the admissions screening program.

I. General Education Core (41)
Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one from fine arts.

Area C: Mathematics (5 credits)
MATH 171 [M1 900-1] Calculus with Analytic Geometry I (5)

Area D: Physical and Life Sciences (9 credits)
BIOL 112 [L1 900L] Organismal Biology (4)
CHEM 110 [P1 902L] General Chemistry I (5)

Area E: Social and Behavioral Sciences (9 credits)
PSYCH 101 [S6 900] Introduction to Psychology (3)
Select two additional courses from the list for Area E. At least one course must be from a discipline other than PSYCH.

II. Area of Concentration/Major Field (14)
BIOL 111 Cellular and Molecular Biology (4)
CHEM 130 General Chemistry II (5)
MATH 172 Calculus with Analytic Geometry II (5)
PHYSI 120 College Physics I (4)
PHYSI 130 College Physics II (4)

III. Electives (7) Select at least 7 credits from:
BIOL 221 Human Anatomy and Physiology I (4)
BIOL 222 Human Anatomy and Physiology II (4)
CHEM 203 Organic Chemistry I (5)
CHEM 204 Organic Chemistry II (5)

Required A.S. Degree Program Total: 62 credits
**Education - Early Childhood Education**  
**A.A. Degree • Suggested Curriculum**

This curriculum has been designed to help students select courses which are likely to apply to a major in Early Childhood Education. Students should obtain a copy of the Associate in Arts Degree Worksheet and should visit the IAI Web site at www.itransfer.org to get specific transfer course equivalencies for participating Illinois colleges and universities.

**State Certification Requirements in Early Childhood Education**

To teach young children (birth to age 8) in Illinois public schools, teachers must be certified by the State of Illinois upon completion of their baccalaureate degree program. To transfer into an approved baccalaureate program in Early Childhood Education as a junior, students must complete a minimum of 60 semester credits. Since admission is competitive, completion of the courses recommended below does not guarantee admission. Community college students are strongly encouraged to complete an Associate in Arts degree prior to transfer. A minimum grade point average of 2.5 on a 4.0 scale is usually required for program admission, and passage of a basic skills test (reading, writing, grammar, and math) also is required.

**I. General Education Core (42-43)**

**Area A: Communication (9 credits)**
- ENG 101 [C1 900] Composition I - with a grade of C or better (3)
- ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
- COMM 101 [C2 900] Principles of Communication (3)

**Area B: Humanities and Fine Arts (9 credits)**
Select three courses from the list for Area B with at least one course selected from humanities and one course from fine arts, including one English course numbered 200 or above.

**Area C: Mathematics (8 credits)**
- MATH 200 Mathematics for Elementary Teaching I (4)
- MATH 206 [M1 903] Mathematics for Elementary Teaching II (4)

**Area D: Physical and Life Sciences (7-8 credits)**
Select one life science course and one physical science course from the list for Area D. One course must have a lab component.

**Area E: Social and Behavioral Sciences (9 credits)**
- HIST 201 [S2 900] U.S. History: 1492 to 1877 (3)
- or
- HIST 202 [S2 901] U.S. History: 1877 to Present (3)
- POLSC 140 [S5 900] Introduction to U.S. Government and Politics (3)
- PSYCH 101 [S6 900] Introduction to Psychology (3)

**II. Area of Concentration/Major Field (9)**

Professional Early Childhood Education Courses
- ED 100 Foundations of American Public Education (3)
- ED 101 Child Growth and Development (3)
- ECED 104 Introduction to Early Childhood Education (3)*

Select one course from:
- ED 160 Technology for Teachers (3)
- ED 212 Exceptional Child (3)
- PSYCH 202 Educational Psychology (3)

**III. Electives (7-8)**

ECED 103 Health, Safety and Nutrition (3)* recommended
- or
- HLTH 101 Health and Wellness (2)
- EDU 120 Child, Family and Community (3) recommended
- Additional Humanities course (3)
- Additional Science course (4)

Select one non-Western or Third World Cultures course: ART131, GEOG101, HUMAN101, HIST111, 112, 115, 116, or 140 (3)

Additional general education course from the lists at the front of this section.

*Note: Before enrolling in any additional courses with an ECED or EDU prefix at Prairie State College, consult the Transfer Guides in the Counseling & Academic Advising Center to determine the transferability of these courses.

**Required A.A. Degree Program Total: 62 credits**

Please note: Each senior institution has its own transfer policies. We strongly urge you to consult the school of your choice early in your program and/or the Prairie State College Counseling and Academic Advising Center to discuss the transferability of courses.
Education - Associate of Arts in Teaching: Secondary Mathematics

A.A.T. Degree • Required Curriculum

The A.A.T. in Secondary Mathematics is a two-year transfer degree program designed for students preparing for careers as secondary education mathematics teachers. The program incorporates foundation coursework in teacher education, field based experiences and content coursework in mathematics. Students who successfully complete the program should be able to begin their upper-division coursework upon transfer. A minimum cumulative GPA of 2.5 is required for graduation.

I. General Education Core (39-40)

Area A: Communication (9 credits)
- ENG 101 [C1 900] Composition I - with a grade of C or better (3)
- ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
- COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)**
Select three courses from the list for Area B with at least one from humanities and one fine arts.

Area C: Mathematics (5 credits)
- MATH 171* Calculus with Analytic Geometry I (5)

*Note: The Calculus sequence (MATH 171, 172, 173) must be completed prior to transfer.

Area D: Physical and Life Sciences (7-8 credits)
Select one life science course and one physical science course from the list for Area D. One course must have a lab component.

Area E: Social and Behavioral Sciences (9 credits)**
Select three courses in at least two disciplines from the list for Area E.**

II. Program Requirements (25-26)

Choose one professional education course from the following courses (3)
- ED 100 Foundations of American Public Education (3)
- MATH 172 Calculus with Analytic Geometry II* (5)
- MATH 173 Calculus with Analytic Geometry III* (5)
- MATH 220 Linear Algebra (3)

Select one mathematics course from the following (3-4)
- MATH 153 Probability and Statistics (4)
- MATH 216 Differential Equations (3)

Select one additional course (3-4):

Select either one mathematics course from
- MATH 153 Probability and Statistics (4)
- MATH 216 Differential Equations (3)

or

one professional education course from
- ED 101 Child Growth and Development (3)

or

one course from
- PSYCH 102 Human Growth and Development: Life Span (3)
- ED 212 Exceptional Child (3)
- PSYCH 202 Educational Psychology (3)

Required A.A.T. Degree Program Total: 64 credit hours
Education - Teacher Education
A.A. Degree • Suggested Curriculum

This curriculum suggests courses likely to apply to a major in Elementary, Secondary, or Special Education meeting the guidelines of the Illinois Articulation Initiative General Education Core. Students should obtain a copy of the Associate in Arts Degree Worksheet and visit the IAI Web site at www.itransfer.org to get transfer course equivalencies for participating Illinois colleges and universities.

State Certification Requirements
To teach in Illinois public schools, teachers must be certified by the State of Illinois. To transfer into a baccalaureate program in education as a junior, students must have 60-64 semester credits. Admission to teacher preparation programs is competitive; completion of recommended courses does not guarantee acceptance. Students must pass the Illinois Basic Skills test, which includes reading, writing, grammar, and math, as a requirement for program admission. Students should consult their advisor and an advisor at the university early and often.

I. General Education Core (42-43)
Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)**
ART 131 [F2 903N] Survey of Non-Western Art (3) recommended
Select any English literature course (ENG 200 level courses) (3)
Select any additional course from the list for Area B. (3)

Area C: Mathematics (8 credits)
MATH 200 Mathematics for Elementary Teaching I (4)
MATH 206 [M1 903] Mathematics for Elementary Teaching II (4)
Note: Students should consult advisors to determine the appropriate math course for their area of interest.

Area D: Physical and Life Sciences (7-8 credits)
Select one life science course and one physical science course from the list for Area D. One course must have a lab component.

Area E: Social and Behavioral Sciences (9 credits)**
HIST 201 [S2 900] U.S. History: 1877 to Present (3)
HIST 202 [S2 901] U.S. History: 1877 to Present (3)
POLSC 140 [S5 900] Introduction to U.S. Government and Politics (3)
PSYCH 101 [S6 900] Introduction to Psychology (3)

II. Area of Concentration/Major Field (19-20)
Select 19 credits from:
ED 100 Foundations of American Public Education (3)
ED 101 Child Growth and Development (3)
Note: Secondary Education majors should select PSYCH 102 in place of ED 101.
ED 160 Technology for Teachers (3)
ED 212 Exceptional Child (3)
PSYCH 202 Educational Psychology (3)
HLTH 101 Health and Human Development (2)
Additional Humanities course (3)
Additional Science course (4)
Select 3-6 credits in one academic discipline at the 200 level in consultation with an academic advisor.

Note: Select at least one course designated by IAI as non-Western (N) or Diversity (D) from either Social and Behavioral Sciences or Humanities and Fine Arts: Any of these courses will fulfill this requirement: ANTHR 215, 222; ART 131; ENG 215, 243; GEOG 101; HIST 111, 112, 115, 116, 140; HUMAN 101; PHILO 205; SOCIO 215, 220

Required A.A. Degree Program Total: 62 credits

Engineering
A.S. Degree • Suggested Curriculum

The engineer is concerned with the application of scientific principles to practical problems. Employment opportunities for engineers include the complete spectrum of the workforce and theoretical research activities. In the typical four-year curriculum, the first two years concentrate on the basic sciences including mathematics, chemistry and physics. The last two years emphasize advanced mathematics and science courses. Prairie State College offers courses applicable to the first two years of the curriculum and will grant an Associate in Science degree to successful students.

I. General Education Core (39-40)
Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one course from fine arts.

Area C: Mathematics (5 credits)
MATH 171 [M1 900-1] Calculus with Analytic Geometry I (5)

Area D: Physical and Life Sciences (7-8 credits)
PHYSI 210 [P2 900L] University Physics I (4)
Select one life science course (3-4)

Area E: Social and Behavioral Sciences (9 credits)
Select 3 courses in at least two different disciplines from list for Area E.
ECON 201 [S3 901] Microeconomic Principles (3) recommended
ECON 202 [S3 902] Microeconomic Principles (3) recommended
Select one Social & Behavioral Science Course, other than ECON (3)

II. Area of Concentration/Major Field (22-23)
Essential Engineering prerequisite courses:
CHEM 110 General Chemistry I (5)
MATH 172 Calculus with Analytic Geometry II (5)
MATH 173 Calculus with Analytic Geometry III (5)
MATH 216 Differential Equations (3)
PHYSI 220 University Physics II (4)
Suggested IAI Engineering Specialty Courses for Chemical Engineering:
CHEM 130 General Chemistry II (5)
CHEM 203 Organic Chemistry I (5)
CHEM 204 Organic Chemistry II (5)
For Civil, Industrial, and Mechanical Engineering:
CADMD 245 Computer Aided Design (3)

Required A.S. Degree Program Total: 62 credits

Required A.A. Degree Program Total: 62 credits
English/Literature
A.A. Degree • Suggested Curriculum

Four-year degree programs in English emphasize study of literature and literary criticism. Specializations in creative and/or technical writing prepare a student for certification as a high school English teacher as well as for writing jobs. Students seeking a bachelor's degree in English are encouraged to complete an A.A. or A.S. degree prior to transfer. All literature courses require substantial formal writing; it is recommended students complete the two-course writing sequence before enrolling in literature courses.

I. General Education Core (37-38)
Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)
Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one course from fine arts.
Area C: Mathematics (3 credits)
Select one math course from:
MATH 112 [M1 904] General Education Mathematics (3)
MATH 115 [M1 902] General Education Statistics (3)
Area D: Physical and Life Sciences (7-8 credits)
Select one life science course and one physical science course from the list for Area D. One course must have a lab component.
Area E: Social and Behavioral Sciences (9 credits)
Select three courses in at least two different disciplines from the list for Area E.

II. Area of Concentration/Major Field (21)
Select up to three courses from the following survey courses:
ENG 211 [H3 914] American Literature I (3)
ENG 212 [H3 915] American Literature II (3)
ENG 231 [H3 912] British Literature I (3)
ENG 232 [H3 913] British Literature II (3)
In addition to the survey courses, select one course from the following genre courses:
ENG 221 Introduction to Poetry (3)
ENG 240 Introduction to Fiction (3)
ENG 252 Introduction to Drama (3)
ENG 256 Film and Literature (3)

III. Electives (12-13)
Some universities require multidisciplinary dimensions within the major. The following courses will fulfill that requirement:
ENG 215 [H3 910D] African-American Literature (3)
ENG 243 Non-Western Literature in Translation (3)
Universities offering a creative writing specialization will accept the following course in the creative writing specialization only:
ENG 110 Creative Writing: Poetry (3)
ENG 111 Creative Writing: Nonfiction Prose (3)
Foreign Language* (4-16)

Required A.A. Degree Program Total: 62 credits

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.

General Math/Science
A.S. Degree • Suggested Curriculum

This curriculum has been designed for students who plan to transfer into a bachelor of science degree program but are undecided about their specific major. It provides the basic foundation in math, the sciences, and general education required by universities for entry into math/science-related programs.

I. General Education Core (41)
Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)
Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one course from fine arts.
Area C: Mathematics (5 credits)
MATH 171 [M1 900-1] Calculus with Analytic Geometry I (5)
Area D: Physical and Life Sciences (9 credits)
Select one life science course and one physical science course from the list for Area D. One course must have a lab component.
BIOL 112 [L1 900L] Organismal Biology (4) recommended
CHEM 110 [P1 902L] General Chemistry I (5) recommended
Area E: Social and Behavioral Sciences (9 credits)
Select three courses in at least two different disciplines from the list for Area E.

II. Area of Concentration/Major Field (21)
Select 21 credits from college-level transfer-oriented courses such as:
Science and math foundation courses
Suggested science/math foundation courses include:
BIOL 111 Cellular and Molecular Biology (4)
CHEM 130 General Chemistry II (5)
MATH 172 Calculus with Analytic Geometry II (5)
MATH 173 Calculus with Analytic Geometry III (5)
PHYSI 210 University Physics I (4)
PHYSI 220 University Physics II (4)

III. Electives
Additional general education core courses from Areas B through E.
Entry level courses in baccalaureate majors you wish to explore
Foreign language courses*

Required A.S. Degree Program Total: 62 credits

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.
Geology
A.S. Degree • Suggested Curriculum

Geologists study the Earth, the processes that shape it, the resources we get from it, and the impact of human action on it. Geologists work in petroleum and mineral exploration, researching and predicting natural disasters, and teaching. An increasing number of geologists focus on environmental work, ensuring adequate water supplies and reducing pollution. In the typical four-year curriculum, the first two years are spent studying basic sciences, including mathematics, chemistry, and physics. The last two years emphasize advanced science courses. Students are strongly encouraged to complete the Associate in Science degree prior to transfer.

I. General Education Core (39-40)
Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)
Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course selected from the humanities and at least one course from the fine arts area.
Area C: Mathematics (5 credits)
MATH 171 [M1 900-I] Calculus with Analytic Geometry I (5)
Area D: Physical and Life Sciences (7-8 credits)
GEOLO 101 [P1 907L] Physical Geology (4)
Select one life science course (3-4)
Area E: Social and Behavioral Sciences (9 credits)
Select three courses in at least two different disciplines from the list for Area B.

II. Area of Concentration/Major Field (22-23)
Select a minimum of 22 hours from the following courses. Check with the school you plan to transfer to before selecting courses in this area.

CHEM 110 General Chemistry I (5)
CHEM 130 General Chemistry II (5)
MATH 172 Calculus with Analytic Geometry II (5)
MATH 173 Calculus with Analytic Geometry III (5)
PHYSI 120 College Physics I (4)*
PHYSI 130 College Physics II (4)*
PHYSI 210 University Physics I (4)*
PHYSI 220 University Physics II (4)*
Foreign Language Courses (4-16)

Required A.S. Degree Program Total: 62 credits

*Some universities require algebra-based physics (PHYSI 120, 130). Others require calculus-based physics (PHYSI 210, 220)

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.

Health Administration
A.A. Degree • Suggested Curriculum

This curriculum is designed for students who plan to transfer into a Bachelor of Health Science program in Health Administration. Health administrators develop and manage health services organizations and programs. Graduates of bachelor's degree programs become unit or department heads in large and complex health care institutions such as hospitals, clinics, nursing homes, insurance companies, ambulatory care facilities, and medical group management teams.

Please note: Each senior institution has its own transfer policies. We strongly urge you to consult the school of your choice and/or the Prairie State College Counseling and Academic Advising Center to discuss the transferability of courses in relation to the school and major selected.

I. General Education Core (37-38)
Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)
Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course selected from humanities and one course from fine arts.
Area C: Mathematics (3 credits)
MATH 115 [M1 902] General Education Statistics (3)
Area D: Physical and Life Sciences (7-8 credits)
Select one life science and one physical science course from the list for Area D. One course must have a lab component.
Select one life science course (3-4)
Area E: Social and Behavioral Sciences (9 credits)
ECON 201 [S3 901] Macroeconomic Principles (3)
ECON 202 [S3 902] Microeconomic Principles (3)
Select one additional course from an area other than ECON from the list for Area E.

II. Area of Concentration/Major Field (24-25)
BUS 101 Introduction to Modern Business (3)
BUS 131 Financial Accounting (4)
BUS 132 Managerial Accounting (3)
ITAPP 101 Introduction to Computers (3)
Any additional courses in Business
Any general education course from the lists at the beginning of this section. Other elective courses recommended by the senior institution to which this degree will transfer.

Required A.S. Degree Program Total: 62 credits

This program represents an Articulation Agreement between Prairie State College and Governors State University. Students transferring to other universities should consult their institution of choice for course recommendations in each area.

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.
History
A.A. Degree • Suggested Curriculum

This transfer program is designed for students pursuing a baccalaureate degree in various areas of history. The history curriculum at Prairie State College provides students with the background in history and general education courses necessary for advanced work at a four-year institution. Students are strongly encouraged to complete the Associate in Arts degree prior to transfer.

I. General Education Core (37-38)
Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and at least one from fine arts.

Area C: Mathematics (3 credits)
Select one math course from:
MATH 112 [M1 904] General Education Mathematics (3)
MATH 115 [M1 902] General Education Statistics (3)

Area D: Physical and Life Sciences (7-8 credits)
Select one life science course and one physical science course from the list for Area D. One course must have a lab component.

Area E: Social and Behavioral Sciences (9 credits)
Select three courses in at least two different disciplines from the list for Area E. Students seeking certification as high school history teachers should select the following social and behavioral science courses:
GEOG 101 [S4 900N] Cultural Geography (3)
POLSC 140 [S5 900] Introduction to U.S. Government and Politics (3)
PSYCH 101 [S6 900] Introduction to Psychology (3)

II. Area of Concentration/Major Field (12)
HIST 201 [S2 900] U.S. History: 1492 to 1877 (3)
HIST 202 [S2 901] U.S. History: 1877 to Present (3)
Select one of the following sequences depending on recommendations at the intended transfer school:
HIST 114 [S2 912N] World History: Origins to 1914 (3)
and HIST 113 [S2 913N] World History: 1914 to 1991 (3)
or
HIST 151 [S2 902] History of Western Civilization I (3)
and HIST 152 [S2 903] History of Western Civilization II (3)

III. Electives (12-13)
Additional history courses may transfer either for history major credit or as general education credits, depending upon the transfer school. Minor Field: Students who have decided on a minor field may complete one or more courses in their minor.
High School Teacher Certification: Students planning to seek high school teacher certification may complete one or more of the following professional education courses:
ED 100 Foundations of American Public Education (3)
PSYCH 102 Human Growth & Development: Life-Span (3)
PSYCH 202 Educational Psychology (3)
HLTH 101 Health and Human Development (2)
Foreign Language: Competency through the fourth semester of a single foreign language is required for the B.A. degree in History in some schools, and for all majors in the College of Arts and Sciences at many schools.

Required A.A. Degree Program Total: 62 credits

Industrial Technology
A.S. Degree • Suggested Curriculum

Industrial Technology is a combination of a technical (math/science) education with hands-on skills. It is a field of study that specializes in the application of manufacturing concepts, principles and processes to plan, design, and manage machines and people. Employment in manufacturing industries in Illinois accounts for nearly 17 percent of Illinois’ non-farm employment. Three subcategories of durable goods manufacturers—primary metals, fabricated metals, and industrial machinery—together employ more than 300,000 Illinoisans. Programs of study as described in this recommendation include machining standards that comply with those outlined by the National Institute for Manufacturing Skills and the Illinois Occupational Skills Standards Machining Skills Cluster.

I. General Education Core (37-38)
Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one from fine arts.

Area C: Mathematics (3 credits)
Select one math course from:
MATH 115 [M1 902] General Education Statistics (3)

Area D: Physical and Life Sciences (7-8 credits)
Select three courses from the list for Area B with at least one course from humanities and one from fine arts.

Area E: Social and Behavioral Sciences (9 credits)
Select three courses in at least two different disciplines from the list for Area E.

II. Area of Concentration/Major Field (24-25)
CADMD 243 [IND 911] Introduction to AutoCAD (3)
Consult an advisor when selecting from the following courses:
CADMD 203 Statics and Strengths of Materials (4)
CADMD 244 Intermediate AutoCAD (3)
CET 101 Fundamentals of Electricity (2)
CET 114 Digital Fundamentals (4)
DRAFT 115 Blueprint Reading for Mechanical Trades (2)
HYDR 101 Fundamentals of Hydraulics (2)
HYDR 106 Pneumatics (2)
MT 120 Industrial Safety (2)
MT 210 CNC Programming I (3)
MT 211 CNC Programming II (3)
MT 214 CAD/CAM Systems (3)
MT 215 Manufacturing Systems (4)
WELD 101 Principles of Flat Welding (2)

Required A.S. Degree Program Total: 62 credits

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.
pre-Law
A.A. Degree • Suggested Curriculum

This transfer program is designed to provide students with the background necessary for advanced work at a four-year institution. A baccalaureate degree from an accredited college and a satisfactory score on the Law School Admission Test (LSAT) are required for admission to most law schools. Most law schools have no specific requirements with regard to the courses chosen in pre-legal study. Common majors among pre-law students include business, history, political science, psychology, sociology, and English. These subject areas help develop skills in close reading, critical thinking, and logical argument. Proficiency in these skills is considered essential for a career in law. Students are strongly encouraged to complete an Associate in Arts degree prior to transfer.

I. General Education Core (37-38)
Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)
Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one from fine arts.
Area C: Mathematics (3 credits)
Select one math course from:
MATH 112 [M1 904] General Education Mathematics (3)
MATH 115 [M1 902] General Education Statistics (3)
Area D: Physical and Life Sciences (7-8 credits)
Select one life science course and one physical science course from the list for Area D. One course must have a lab component.
Area E: Social and Behavioral Sciences (9 credits)
Select three courses in at least two different disciplines from the list for Area E.

II. Area of Concentration/Major Field (12-16)
Select four courses from college-level transfer-oriented courses such as additional general education core courses from Areas B through E at the front this section, or beginning-level courses in baccalaureate majors you wish to explore, or foreign language courses. Liberal Arts Elective or Entry-Level Major Course or Foreign Language (12-16)

III. Electives (8-13)
Select any additional courses from general education core courses listed in Areas B through E.

Required A.A. Degree Program Total: 62 credits

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.

Liberal Arts
A.A. Degree • Suggested Curriculum

This curriculum is designed for students who plan to transfer into a bachelor of arts degree program but are undecided about their specific major. It provides the basic foundation in the humanities, fine arts, social and behavioral sciences, mathematics, communication, and physical and life sciences that is required by universities for entry into arts-and sciences-related programs.

I. General Education Core (37-38)
Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)
Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one from fine arts.
Area C: Mathematics (3 credits)
Select one math course from:
MATH 112 [M1 904] General Education Mathematics (3)
MATH 115 [M1 902] General Education Statistics (3)
Area D: Physical and Life Sciences (7-8 credits)
Select one life science course and one physical science course from the list for Area D. One course must have a lab component.
Area E: Social and Behavioral Sciences (9 credits)
Select three courses in at least two different disciplines from the list for Area E.

II. Area of Concentration/Major Field (12-16)
Select four courses from college-level transfer-oriented courses such as additional general education core courses from Areas B through E at the front this section, or beginning-level courses in baccalaureate majors you wish to explore, or foreign language courses. Liberal Arts Elective or Entry-Level Major Course or Foreign Language (12-16)

III. Electives (8-13)
Select any additional courses from general education core courses listed in Areas B through E.

Required A.A. Degree Program Total: 62 credits

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.
Mass Communication: Advertising/Public Relations
A.A. Degree • Suggested Curriculum

It is recommended that students complete the entire mass communication core at one institution. Mass Communication students who wish to concentrate in Advertising/Public Relations should complete a minimum of nine credit hours in the major in addition to the General Education Core Curriculum. Remaining credits needed to complete an associate's degree should be chosen with the assistance of an academic advisor. Some schools have specific requirements for admission to the major (e.g., minimum GPA, portfolio review, or other forms of assessment). Check with an advisor.

I. General Education Core (37-38)

Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one course from fine arts

Area C: Mathematics (3 credits) recommended
Select one math course from:
MATH 112 [M1 904] General Education Mathematics (3)
MATH 115 [M1 902] General Education Statistics (3)

Area D: Physical and Life Sciences (7-8 credits)
Select one life science course and one physical science course from the list for Area D. One course must have a lab component.

Area E: Social and Behavioral Sciences (9 credits)
Select three courses in at least two different disciplines from the list for Area E.

II. Area of Concentration/Major Field (9)
COMM 111 [MC 911] Introduction to Mass Communication (3)
BUS 261 [MC912] Advertising (3)
JRNL 101 [MC 919] Introduction to Journalism (3)

III. Electives (15-16)
The following courses are recommended for students in the advertising/public relations concentration:
COMM 102 Persuasive Public Speaking (3)
COMM 103 Group Discussion (3)
COMM 115 [MC 914] Introduction to Broadcasting (3)

Students should select additional electives from the list at the front of this section.

Required A.A. Degree Program Total: 62 credits

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.

Mass Communication: Multimedia
A.A. Degree • Suggested Curriculum

It is recommended that students complete the entire sequence at one institution. Mass Communication students who wish to concentrate in Multimedia should complete a minimum of nine credit hours in the major in addition to the General Education Core Curriculum. Remaining credits needed to complete an associate's degree should be chosen with the assistance of an academic advisor. Some schools have specific requirements for admission to the major (e.g., minimum GPA, portfolio review, or other forms of assessment). Check with an advisor.

I. General Education Core (37-38)

Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one course from fine arts

Area C: Mathematics (3 credits) recommended
Select one math course from:
MATH 112 [M1 904] General Education Mathematics (3)
MATH 115 [M1 902] General Education Statistics (3)

Area D: Physical and Life Sciences (7-8 credits)
Select one life science course and one physical science course from the list for Area D. One course must have a lab component.

Area E: Social and Behavioral Sciences (9 credits)
Select three courses in at least two different disciplines from the list for Area E.

II. Area of Concentration/Major Field (9)
COMM 111 [MC 911] Introduction to Mass Communication (3)
Select two of the following courses:
GC 162 Introduction to Web Site Development (3)
same as ITWEB 103
GC 175 Animation (3)
ITWEB 105 Multimedia Writing (3)

III. Electives (15-16)
The following courses are recommended for students in the multimedia concentration:
GC 115 Introduction to Computer Art (3) same as ART 115
ITWEB 203 Flash/Interface Design (3) same as GC 262

Students should select additional electives from the list at the front of this section.

Required A.A. Degree Program Total: 62 credits

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.
Mass Communication: Radio/TV/Film
A.A. Degree • Suggested Curriculum

It is recommended that students complete the entire mass communication core at one institution. Mass Communication students who wish to concentrate in Radio/TV/Film should complete a minimum of nine credit hours in the major in addition to the General Education Core Curriculum. Remaining credits needed to complete an associate’s degree should be chosen with the assistance of an academic advisor. Some schools have specific requirements for admission to the major (e.g., minimum GPA, portfolio review, or other forms of assessment). Check with an advisor.

I. General Education Core (37-38)
Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one course from fine arts.

Area C: Mathematics (3 credits) recommended
Select one math course from:
MATH 112 [M1 904] General Education Mathematics (3)
MATH 115 [M1 902] General Education Statistics (3)

Area D: Physical and Life Sciences (7-8 credits)
Select one life science course and one physical science course from the list for Area D. One course must have a lab component.

Area E: Social and Behavioral Sciences (9 credits)
Select three courses in at least two different disciplines from the list for Area E.

II. Area of Concentration/Major Field (9)
COMM 111 [MC 911] Introduction to Mass Communication (3)
COMM 115 [MC 914] Introduction to Broadcasting (3)
ENG 256 Film and Literature (3)

III. Electives (15-16)
The following courses are recommended for students in the radio/TV/film concentration:
COMM 102 Persuasive Public Speaking (3)
COMM 103 Group Discussion (3)
GC 115 Introduction to Computer Art (3) same as ART 115
GC 182 Digital/Video (2)

Students should select additional electives from the list at the front of this section.

Required A.A. Degree Program Total: 62 credits

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.

Mathematics
A.S. Degree • Suggested Curriculum

It is recommended that students complete the entire sequence at one institution. Bachelor’s degree programs in mathematics prepare students with diverse career goals by developing rigorous, logical thinking; an appreciation and familiarity with complex structures and algorithms; and the ability to learn technical material and abstract concepts. Students are strongly encouraged to complete an Associate in Arts or Associate in Science degree prior to transfer into a baccalaureate Mathematics program. Since admission is competitive, completing the courses recommended below does not by itself guarantee admission.

I. General Education Core (39-40)
Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one course from fine arts.

Area C: Mathematics (5 credits)
MATH 171 [M1 900-1] Calculus with Analytic Geometry I (5)

Area D: Physical and Life Sciences (7-8 credits)
PHYSI 210 [P2 900L] University Physics I (4)
Select one life science course from the list for Area D.

Area E: Social and Behavioral Sciences (9 credits)
Select three courses in at least two different disciplines from the list for Area E.

II. Area of Concentration/Major Field (16)
MATH 172 [MTH 902] Calculus with Analytic Geometry II (5)*
MATH 173 [MTH 903] Calculus with Analytic Geometry III (5)*
MATH 201 Engineering Computer Programming (3)
MATH 216 [MTH 912] Differential Equations (3)
or
MATH 220 Linear Algebra (3)

III. Electives (6-7)
Select additional general education electives from the list at the front of this section or refer to the recommended curriculum for Computer Science or Secondary Education for additional course choices.

Required A.S. Degree Program Total: 62 credits

Note: Students who intend to teach mathematics at the secondary level should pursue the A.A.T. degree in Secondary Mathematics.

* It is recommended that students complete the entire calculus sequence at a single institution.
pre-Medicine
A.S. Degree • Suggested Curriculum

This program provides the foundation course work in biology, chemistry, and mathematics for students who plan to apply to medical school. Admission to medical school is highly competitive, and it is important for students to maintain a high overall grade point average, as well as to excel in laboratory science courses. This course work also helps to prepare the student to take the Medical College Admissions Test (MCAT), which is required as part of the admissions screening program.

I. General Education Core (41)
   Area A: Communication (9 credits)
   ENG 101 [C1 900] Composition I - with a grade of C or better (3)
   ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
   COMM 101 [C2 900] Principles of Speech Communication (3)
   Area B: Humanities and Fine Arts (9 credits)
   Select three courses from the list for Area B with at least one course from humanities and one from fine arts.
   Area C: Mathematics (5 credits)
   MATH 171 [M1 900-1] Calculus with Analytic Geometry I (5)
   Area D: Physical and Life Sciences (9 credits)
   BIOL 112 [L1 900L] Organismal Biology (4)
   CHEM 110 [P1 902L] General Chemistry I (5)
   Area E: Social and Behavioral Sciences (9 credits)
   Select three courses in at least two different disciplines from the list for Area E.
   PSYCH 101 [S6 900] Introduction to Psychology (3) recommended

II. Area of Concentration/Major Field (21)
   BIOL 111 Cellular and Molecular Biology (4)
   BIOL 221 Human Anatomy & Physiology I (4)
   BIOL 222 Human Anatomy & Physiology II (4)
   CHEM 130 General Chemistry II (5)
   CHEM 203 Organic Chemistry I (5)
   CHEM 204 Organic Chemistry II (5)
   MATH 172 Calculus with Analytic Geometry II (5)

Required A.S. Degree Program Total: 62 credits

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.

Music Education
A.A. Degree • Suggested Curriculum

This curriculum has been designed for students who plan to transfer into a Bachelor of Arts degree program with a major in music education. A broad background in music theory, literature, keyboarding skills, aural skills, ensemble performance, and applied music instruction is offered at the community college level to provide a foundation for advanced study in music at a senior institution. Transfer admission in music education is competitive. Students may need to demonstrate their skill level through auditions and/or placement testing at the senior institution.

To teach music in the Illinois public schools, teachers must be certified by the State of Illinois. All senior institutions require passage of basic skills tests in reading, writing, grammar, and math.

I. General Education Core (38)
   Area A: Communication (9 credits)
   ENG 101 [C1 900] Composition I - with a grade of C or better (3)
   ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
   COMM 101 [C2 900] Principles of Communication (3)
   Area B: Humanities and Fine Arts (9 credits)
   Select three courses from the list for Area B with at least one course from humanities and one from fine arts, including one English course numbered 200 or above.
   ART 131 [F2 903N] Survey of Non-Western Art (3) recommended
   Area C: Mathematics (3 credits)
   Select one math course from:
   MATH 112 [M1 904] General Education Mathematics (3)
   MATH 115 [M1 902] General Education Statistics (3)
   Area D: Physical and Life Sciences (8 credits)
   Select one life science course and one physical science course from the list for Area D. One course must have a lab component.
   Area E: Social and Behavioral Sciences (9 credits)
   Select three courses in at least two different disciplines from the list for Area E. The following courses are recommended to fulfill teacher certification requirement:
   HIST 201 [S2 900] U.S. History: 1492 to 1877 (3)
   or
   HIST 202 [S2 901] U.S. History: 1877 to Present (3)
   POLS 140 [SS 900] Introduction to U.S. Government and Politics (3)
   PSYCH 101 [S6 900] Introduction to Psychology (3)

Continued
Music Education

A.A. Degree • Suggested Curriculum

Continued from previous page

II. Area of Concentration/Major Field (min. of 24)
Take one musicianship course each term for a total of 16 credits.
MUSIC 101 Musicianship I (4)
MUSIC 102 Musicianship II (4)
MUSIC 201 Musicianship III (4)
MUSIC 202 Musicianship IV (4)
Select from Ensemble Groups I-IV: Take one each term for a total of 4 credits.
MUSIC 110 Community Chorus (1)
MUSIC 120 Wind Ensemble (1)
MUSIC 152 Jazz Ensemble I (1)
MUSIC 153 Jazz Ensemble II (1)
MUSIC 162 Vocal Jazz Ensemble I (1)
MUSIC 163 Vocal Jazz Ensemble II (1)
Select from Applied Music Instruction I-IV (Private Music Lessons):
Take one each term for a total of 8 credits.
MUSIC 191 Private Applied Music I (2)
MUSIC 192 Private Applied Music II (2)
MUSIC 291 Private Applied Music III (2)
MUSIC 292 Private Applied Music IV (2)

Required A.A. Degree Program Total: 62 credits

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.

Music Performance

A.A. Degree • Suggested Curriculum

This curriculum is designed for students who plan to transfer into a Bachelor of Arts degree program with a major in music performance. A broad background in music theory, literature, keyboarding skills, aural skills, ensemble performance, and applied music instruction is offered at the community college level to provide a foundation for advanced study in music at a senior institution. Transfer admission in music is competitive, and most senior colleges require auditions and placement testing as part of the transfer admissions process.

I. General Education Core (37-38)

Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one from fine arts, including one English course numbered 200 or above.

Area C: Mathematics (3 credits)
Select one math course from:
MATH 112 [M1 904] General Education Mathematics (3)
MATH 115 [M1 902] General Education Statistics (3)

Area D: Physical and Life Sciences (7-8 credits)
Select one life science course and one physical science course from the list for Area B. One course must have a lab component.

Area E: Social and Behavioral Sciences (9 credits)
Select three courses in at least two different disciplines from the list for Area E.

II. Area of Concentration/Major Field (min. of 24-25)
Take one musicianship course each term for a total of 16 credits.
MUSIC 101 Musicianship I (4)
MUSIC 102 Musicianship II (4)
MUSIC 201 Musicianship III (4)
MUSIC 202 Musicianship IV (4)
Select from Ensemble Groups I-IV: Take one each term for a total of 4 credits.
MUSIC 110 Community Chorus (1)
MUSIC 120 Wind Ensemble (1)
MUSIC 152 Jazz Ensemble I (1)
MUSIC 153 Jazz Ensemble II (1)
MUSIC 162 Vocal Jazz Ensemble I (1)
MUSIC 163 Vocal Jazz Ensemble II (1)
Select from Applied Music Instruction I-IV (Private Music Lessons):
Take one each term for a total of 8 credits.
MUSIC 191 Private Applied Music I (2)
MUSIC 192 Private Applied Music II (2)
MUSIC 291 Private Applied Music III (2)
MUSIC 292 Private Applied Music IV (2)

Required A.A. Degree Program Total: 62 credits

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.
pre-Nursing
A.S. Degree • Suggested Curriculum

A registered nurse (RN) supervises, teaches and delegates nursing care to health team members and delivers direct care and treatment. The RN also prepares patients for surgery, administers intravenous therapy, establishes patient care plans, assesses and evaluates patient needs, and supervises nursing care. Students who earn a bachelor’s degree in nursing are also licensed RN’s by the Illinois Department of Financial and Professional Regulation. For optimum transfer, students should take courses in chemistry, math, and humanities.

I. General Education Core (39)
Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)
Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one from fine arts.
Area C: Mathematics (3 credits)
MATH 115 [M1 902] General Education Statistics (3)
Area D: Physical and Life Sciences (9 credits)
BIOL 112 [L1 900L] Organismal Biology (4)
CHEM 110 [NUR 906] General Chemistry I (5)
Area E: Social and Behavioral Sciences (9 credits)
PSYCH 101 [S6 902] Introduction to Psychology (3)
PSYCH 102 [S6 900] Human Growth & Development: Life-Span (3)
One course other than PSYCH from the list for Area E.

II. Area of Concentration/Major Field (23)
BIOL 111 Cellular & Molecular Biology (4)
BIOL 211 Microbiology (4)
BIOL 221 Human Anatomy & Physiology I (4)
BIOL 222 Human Anatomy & Physiology II (4)
CHEM 130 General Chemistry II (4)
CHEM 203 Organic Chemistry I (5)

Required A.S. Degree Program Total: 62 credits

pre-Occupational Therapy
A.S. Degree • Suggested Curriculum

This curriculum is designed to help students select courses which are likely to apply to a major in Occupational Therapy. The courses listed are suggested courses which are designed to satisfy requirements in the Associate in Science degree program at Prairie State College and to provide the basis for transferring to a four-year institution.

Occupational therapists are concerned with people’s ability to perform their work, self-care, and play in a competent, self-satisfying manner. When disease, trauma, or stress interferes with performance, the occupational therapist uses various methods of mutual problem-solving, environmental modification, and adaptive devices to support and enhance performance. This program provides the foundation course work necessary for admission to an occupational therapy program. Occupational therapy programs are masters degree level programs which require two years of prerequisite course work followed by four years in an approved occupational therapy program. Admission to occupational therapy programs is very competitive.

I. General Education Core (39-40)
Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)
Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one from fine arts.
Area C: Mathematics (3-4 credits)
Select one math course from:
MATH 115 [M1 902] General Education Statistics (3)
MATH 153 [M1 902] Probability and Statistics (4)
Area D: Physical and Life Sciences (9 credits)
BIOL 112 [L1 900L] Organismal Biology (4)
CHEM 130 [P1 902L] General Chemistry I (5)
Area E: Social and Behavioral Sciences (9 credits)
PSYCH 101 [S6 900] Introduction to Psychology (3) recommended
SOCIO 101 [S7 900] Introduction to Sociology (3) recommended
One additional course from the list for Area E.

II. Area of Concentration/Major Field (22-23)
BIOL 221 Human Anatomy & Physiology I (4)
BIOL 222 Human Anatomy & Physiology II (4)
ED 101 Child Growth and Development (3)
or
PSYCH 102 Human Growth and Development: Life-Span (3)
PSYCH 203 Abnormal Psychology (3)
Other courses recommended by the senior institution (8-9)

Required A.S. Degree Program Total: 62 credits

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.

Please note: Each senior institution has its own transfer policies. Consult the school of your choice and/or the Prairie State College Counseling & Academic Advising Center to discuss the transferability of courses in relation to the school you have selected.
pre-Pharmacy
A.S. Degree • Suggested Curriculum

This curriculum is designed to help students select courses which are likely to apply to a pre-Pharmacy program. The courses listed are suggested courses which are designed to satisfy requirements in the Associate in Science degree program at Prairie State College and to provide the basis for transferring to a four-year institution.

The practice of clinical pharmacy promotes optimal, safe and appropriate drug use by patients. The clinical pharmacist is trained in all aspects of drug therapy management and patient drug education. The pre-Pharmacy program provides students with the foundation course work necessary to meet the prerequisites for admission to a school of pharmacy. Pharmacy schools require applicants to complete two years of pre-pharmacy course work. The colleges of Pharmacy then offer the final four years of a six-year program leading to the Doctor of Pharmacy degree (PharmD). Admission to these programs is very competitive.

I. General Education Core (41)

Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one from fine arts.

Area C: Mathematics (5 credits)
MATH 171 [M1 900-1] Calculus with Analytic Geometry (5)

Area D: Physical and Life Sciences (9 credits)
BIOL 112 [L1 902L] Organismal Biology (4)
CHEM 110 [P1 902L] General Chemistry I (5)

Area E: Social and Behavioral Sciences (9 credits)
ECON 201 [S3 901] Macroeconomic Principles (3) recommended
ECON 202 [S3 902] Microeconomic Principles (3) recommended
Select one course from a discipline other than ECON from the list for Area B.

II. Area of Concentration/Major Field (min. of 21)
Select from:
BIOL 111 Cellular & Molecular Biology (4)
BIOL 221 Human Anatomy & Physiology I (4)
BIOL 222 Human Anatomy & Physiology II (4)
CHEM 130 General Chemistry II (5)
CHEM 203 Organic Chemistry I (5)
CHEM 204 Organic Chemistry II (5)
PHYSI 120 College Physics I (4)
PHYSI 130 College Physics II (4)

Required A.S. Degree Program Total: 62 credits

Please note: Each senior institution has its own transfer policies. We strongly urge you to consult the school of your choice and/or the Prairie State College Counseling and Academic Advising Center to discuss the transferability of courses in relation to the school you have selected.

Photography
A.A. Degree • Suggested Curriculum

This curriculum is designed for students who plan to pursue a baccalaureate program in fine arts photography, photojournalism or professional photography. The program provides basic courses for building technical competency as well as the general education foundation needed to enhance creativity and appreciation for aesthetics. Students are encouraged to begin development of a substantial portfolio. Students should complete the Associate in Arts degree prior to transfer. Admission to baccalaureate programs is highly competitive.

I. General Education Core (37-38)

Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)
ART 126 [P2 904] History of Photography (3)
ART 121 History of Western Art I (3)
or
ART 122 History of Western Art II (3) recommended
Select one humanities course from the list for Area B.

Area C: Mathematics (3 credits)
Select one math course from:
MATH 112 [M1 904] General Education Mathematics (3)
MATH 115 [M1 902] General Education Statistics (3)

Area D: Physical and Life Sciences (7-8 credits)
Select one life science course and one physical science course from the list for Area D. One course must have a lab component.

Area E: Social and Behavioral Sciences (9 credits)
Select three courses in at least two different disciplines from the list for Area E.

II. Area of Concentration/Major Field (12)

ART 101 Two Dimensional Design (3)
ART 102 Three Dimensional Design (3)
PHOTO 171 Introduction to Black & White Photography (3)
PHOTO 291 Survey of Contemporary Photography (3)

III. Electives (12-13)
Select any additional electives in photography or general education in consultation with an advisor. Some recommended courses include:
PHOTO 170 Digital Camera Skills (1)
PHOTO 174 Digital Darkroom Techniques (2)
PHOTO 175 Basic Lighting Skills (2)
PHOTO 180 Photoshop I (2)
PHOTO 275 Photographic Design (3)
PHOTO 285 Digital Color Production (3)
PHOTO 286 Independent Photo Project (3)
PHOTO 297 Professional Portfolio (3)

Any additional general education course from the list at the front of this section.

Required A.A. Degree Program Total: 62 credits

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.
Physical Education  
A.A. Degree • Suggested Curriculum

The course of study identifies courses which are likely to apply to a major in Physical Education (with specializations in P.E. Teacher Education, Athletic Coaching, Athletic Training, Exercise Science, Kinesiology, Personal Trainer, etc.). Students should consult the school to which they plan to transfer to discuss the variety of their program and course offerings and to determine which courses to take at the freshman/sophomore level at Prairie State College. Many of these programs have a competitive admissions process and require a specific minimum GPA for admission. Kinesiology and exercise science programs usually require a strong foundation in mathematics (such as statistics) and sciences (such as anatomy and physiology and physics).

I. General Education Core (37-38)

Area A: Communications (9 credits)
- ENG 101  [C1 900]* Composition - with a grade of C or better (3)
- ENG 102  [C1 901R]* Composition II - with a grade of C or better (3)
- COMM 101  [C2 900] Principles of Communication - with a grade of C or better (3)

Area B: Humanities and Fine Arts (9 credits)
Select three courses from Area B with at least one course from humanities and one from fine arts.
- Humanities: ENG course recommended for Illinois teacher certification
- Fine Arts: ART 131 recommended for Illinois teacher certification

Area C: Mathematics (3 credits)
- MATH 112  [M1 904] General Education Mathematics (3)
  or
- MATH 115  [M1 902] General Education Statistics (3)

Area D: Physical and Life Sciences (7-8 credits)
Select one life science course and one physical science course from the list for Area D. One course must have a lab component.
- BIOL 112  [L1 900L] Organismal Biology (4) recommended
- Physical Science Course (3-4)*

Area E: Social and Behavioral Sciences (9 credits)
Select three courses in at least two different disciplines from the list for Area E.
- PSYCH 101  [S6 900] Introduction to Psychology (3) recommended
- PSYCH 102  [S6 902] Human Growth and Development: Lifespan (3) recommended

Any additional course other than PSYCH from the list for Area E.
- POLSC 140 or HIST 201 or 202 recommended for Illinois teacher certification.

II. Area of Concentration/Major Field (24-25)
Select a minimum of 24 credit from the following:
- BIOL 111  Cellular and Molecular Biology (4)
- BIOL 221  Human Anatomy & Physiology I (4)
- BIOL 222  Human Anatomy & Physiology II (4)
- ED 100  Foundations of American Public Education (3)
- HLTH 101  Health and Wellness (2)
- PES 200  Officiating Sports (3)
- PES 201  Introduction to Physical Education (2)

Select up to 4 credits from the following physical education activity courses:
- PE 101, 102, 103, 104, 105, 106, 107, 108, 151, 161, 162, 163, 164, 165 (1)
- SPAN 101, 102, 201, 202 (3)*

Additional academic or PE courses as recommended by the school to which you plan to transfer.
Any additional general education course from the list at the front of this section.

Required A.A. Degree Program Total: 62 credits

*Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school, or four semesters in college, will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.
Physical Science
A.S. Degree • Suggested Curriculum

This program provides the foundation work for students planning to transfer to upper-division physical science programs or to teach physical science at the high school level. Students are strongly encouraged to complete the Associate in Science Degree prior to transfer.

I. General Education Core (39-40)
Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one from fine arts.

Area C: Mathematics (5 credits)
MATH 171 [M1 900-1] Calculus with Analytic Geometry (5)

Area D: Physical and Life Sciences (7-8 credits)
PHYSC 111 Physical Science (4)
One life science course from the list for Area D. (3-4)

Area E: Social and Behavioral Sciences (9 credits)
Select three courses in at least two different disciplines from the list for Area E.

II. Area of Concentration/Major Field (12)
Select courses from Astronomy, Geology, Meteorology, or Physical Science:
ASTRO 101 Guide to the Universe (3)
ASTRO 104 The Solar System and Beyond (4)
GEOG 105 Introduction to Physical Geography (3)
GEOL 101 Physical Geology (4)
METEO 150 Introduction to Meteorology (3)
PHYSC 112 Earth Science (4)

III. Electives (10-11)
Select any additional courses from the general education core courses listed above. Students planning to teach at the high school level should also refer to the recommended curriculum for Secondary Education for additional course choices.

Required A.S. Degree Program Total: 62 credits

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.

pre-Physical Therapy
A.S. Degree • Suggested Curriculum

Physical therapy is the promotion of optimum human health and function through the application of scientific principles to prevent, identify, correct or alleviate dysfunctions originating in anatomy. This program provides the student with a sound background in the basic sciences and mathematics necessary for admission to a physical therapy program. Admission to these programs is very competitive! Physical therapy programs look for students with high grade point averages, especially in the science and math courses. In addition, documented clinical experience is a prerequisite for admission to most programs.

I. General Education Core (41)
Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one from fine arts.

Area C: Mathematics (5 credits)
MATH 171 [M1 900-1] Calculus with Analytic Geometry (5)

Area D: Physical and Life Sciences (9 credits)
BIOL 112 [L1 902L] Organismal Biology (4)
CHEM 110 [P1 902L] General Chemistry I (5)

Area E: Social and Behavioral Sciences (9 credits)
PSYCH 101 [S6 900] Introduction to Psychology (3)
Select two remaining courses from the list for Area E. One course must be in a discipline other than PSYCH.

II. Area of Concentration/Major Field (21)
BIOL 111 Cellular & Molecular Biology (4)
CHEM 130 General Chemistry II (5)
MATH 153 Probability and Statistics (4)
PHYSI 120 College Physics I (4)
PHYSI 130 College Physics II (4)

III. Electives (0)
Although no elective hours are required for this degree, two semesters of Anatomy and Physiology are highly recommended for students who wish to gain admission to a physical therapy program.

Required A.S. Degree Program Total: 62 credits

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.
Physics  
A.S. Degree • Suggested Curriculum

The physicist is concerned with theoretical scientific principles. Employment opportunities for engineers and physicists include theoretical research activities plus many other options. In the typical four-year curriculum, the first two years concentrate on the basic sciences including mathematics, chemistry, and physics. The last two years emphasize advanced mathematics and science courses. Prairie State College offers courses applicable to the first two years of the curriculum, and will grant an Associate in Science degree to successful students.

I. General Education Core (40-41)  
Area A: Communication (9 credits)  
ENG 101 [C1 900] Composition I - with a grade of C or better (3)  
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)  
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)  
Select three courses from the list for Area B with at least one course from humanities and one from fine arts.

Area C: Mathematics (5 credits)  
MATH 171 [M1 900-1] Calculus with Analytic Geometry I (5)

Area D: Physical and Life Sciences (8-9 credits)  
CHEM 110 [P1 902L] General Chemistry I (5)  
One life science course from the list for Area D (3-4).

Area E: Social and Behavioral Sciences (9 credits)  
Select three courses in at least two different disciplines from the list for Area E.

II. Area of Concentration/Major Field (21-22)  
Physics core courses:  
PHYSI 210 [PHY 911] University Physics I (4)  
PHYSI 220 [PHY 912] University Physics II (4)  
PHYSI 230 University Physics III (4)

Support courses:  
CHEM 130 General Chemistry II (5)  
MATH 172 Calculus with Analytic Geometry II (5)  
MATH 173 Calculus with Analytic Geometry III (5)  
MATH 201 Engineering Computer Programming (3)  
MATH 216 Differential Equations (3)

Required A.S. Degree Program Total: 62 credits

Political Science  
A.A. Degree • Suggested Curriculum

This curriculum is designed for students pursuing a baccalaureate degree in Political Science. The transfer program provides students with a broad background to examine all aspects of public life, and prepares them to be alert and well-informed participants in a wide variety of local, state, national, and international issues. Students are strongly encouraged to complete the Associate in Arts degree prior to transfer.

I. General Education Core (37-38)  
Area A: Communication (9 credits)  
ENG 101 [C1 900] Composition I - with a grade of C or better (3)  
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)  
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)  
Select three courses from the list for Area B with at least one course from humanities and one course from fine arts.

Area C: Mathematics (3 credits)  
Select one math course from:  
MATH 112 [M1 904] General Education Mathematics (3)  
MATH 115 [M1 902] General Education Statistics (3)

Area D: Physical and Life Sciences (7-8 credits)  
Select one life science course and one physical science course from the list for Area B. One course must have a lab component.

Area E: Social and Behavioral Sciences (9 credits)  
Select three courses in at least two different disciplines from the list for Area E.

II. Area of Concentration/Major Field (9)  
POLSC 140 [S5 900] Introduction to U.S. Government and Politics (3)  
POLSC 230 [S5 905] Introduction to Comparative Government (3)  
POLSC 240 [S5 904] Introduction to International Relations (3)

III. Electives (15-16)  
POLSC 152 U.S., State and Local Government (3)  
Select additional courses as recommended by the senior institution you plan to attend. Typical elective courses include, but are not limited to, economics, foreign language, geography, history, etc.

Required A.A. Degree Program Total: 62 credits

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.
Psychology  
A.A. Degree • Suggested Curriculum

The Psychology transfer program provides a broad general education background and prepares students for the specialized coursework undertaken during the last two years of a baccalaureate program. Students who plan to major in psychology are encouraged to complete foundation coursework in sciences and mathematics in addition to completing a core of basic psychology courses. It is recommended that students complete the Associate in Arts degree prior to transfer.

I. General Education Core (37-40)

Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course selected from the humanities area and one course from the fine arts area.

Area C: Mathematics (3-5 credits)
Select one math course from:
MATH 115 [M1 902] General Education Statistics (3)
MATH 153 [M1 902] Probability & Statistics (4)
MATH 155 [M1 906] Finite Mathematics (4)
MATH 171 [M1 900-1] Calculus with Analytic Geometry I (5)

Area D: Physical and Life Sciences (7-8 credits)
Select one life science course and one physical science course from the list for Area D. One course must have a lab component.

Area E: Social and Behavioral Sciences (9 credits)
Select two additional courses from the list for Area E.
At least one course must be from a discipline other than psychology.

II. Area of Concentration/Major Field (9)

Psychology core course:
PSYCH 102 [S6 902] Human Growth & Development: Life-Span (3)
Select two of the following courses:
PSYCH 203 [PSY 905] Abnormal Psychology (3)
PSYCH 204 [PSY 906] Industrial/Organizational Psychology (3)
PSYCH 212 [PSY 907] Theories of Personality (3)
PSYCH 215 [S8 900] Social Psychology (3)

III. Electives (13-16)

Select any additional courses as recommended by the senior institution you plan to attend. Students who plan to major in psychology are encouraged to complete additional foundation courses in sciences (e.g., biology, chemistry, physics, anatomy, and physiology) and mathematics (e.g., college algebra, calculus, and statistics). The number of psychology courses taken at the freshman/sophomore level should generally not exceed 12 credits and should be limited to the courses recommended above. Other recommended electives include foreign language, social science, and sociology.

Required A.A. Degree Program Total: 62 credits

Social Work  
A.A. Degree • Suggested Curriculum

The profession of social work is devoted to helping people function optimally in their environment by providing direct and indirect services to individuals, families, groups, and communities and by working to improve social conditions. Bachelor's degree programs in social work prepare students for careers in public and private agencies such as child welfare, mental health, corrections, shelters, and many other workplaces. Community college students interested in completing bachelor's degrees in social work are strongly encouraged to complete an Associate in Arts degree prior to transfer. Students should see their advisors about particular social work baccalaureate programs for specific entry requirements since admission to these programs is competitive and completion of courses does not guarantee admission to a program at a senior institution.

I. General Education Core (37-38)

Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)
PHILO 201 [H4 900] Introduction to Philosophy (3) recommended
PHILO 202 [H4 904] Ethics (3) recommended
Select an additional course in fine arts or interdisciplinary humanities/fine arts from the list for Area B.

Area C: Mathematics (3 credits)
MATH 115 [M1 902] General Education Statistics (3)

Area D: Physical and Life Sciences (7-8 credits)
Select one life science course and one physical science course from the list for Area D. One course must have a lab component.

Area E: Social and Behavioral Sciences (9 credits)
Select 3 courses in at least two different disciplines from the list for Area E.
The following are recommended:
ANTHR 222 [S1 901N] Introduction to Cultural & Social Anthropology (3)
PSYCH 101 [S6 900] Introduction to Psychology (3)
SOCIO 101 [S7 900] Introduction to Sociology (3)

II. Area of Concentration/Major Field (15)

Recommended Social Work Core Courses:
PSYCH 102 Human Growth and Development: Life-Span (3)
PSYCH 203 Abnormal Psychology (3)
PSYCH 215 Social Psychology (3)
SOCIO 111 Contemporary Social Issues (3)
SOCIO 201 Introduction to Social Work (3)

III. Electives (10-11)

Select additional courses as recommended by the senior institutions you plan to attend. Typical elective courses include:
ECON 201 Macroeconomic Principles (3)
PHILO 203 Introduction to Logic (3)
POLS 140 Introduction to U.S. Governments and Politics (3)
PSYCH 217 Human Sexuality (3)
SOCIO 220 Race Relations: A Multicultural Perspective (3)
Foreign Language (4-16)
Other elective courses recommended by the senior institution of your choice.

Required A.A. Degree Program Total: 62 credits
Sociology
A.A. Degree • Suggested Curriculum

This curriculum is designed for students who plan to pursue a bachelor's degree in such fields as behavioral science, and sociology. The Sociology transfer program provides students with a broad, general education background and prepares them for the specialized coursework undertaken during the last two years of a baccalaureate program and for eventual graduate level study in social work. Students are strongly encouraged to complete the Associate in Arts degree prior to transfer.

I. General Education Core (37-39)
Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one from fine arts.

Area C: Mathematics (3-4 credits)
Select one math course from:
MATH 115 [M1 902] General Education Statistics (3)
MATH 153 [M1 902] Probability & Statistics (4)
MATH 155 [M1 906] Finite Mathematics (4)

Area D: Physical and Life Sciences (7-8 credits)
Select one life science course and one physical science course from the list for Area D. One course must have a lab component.

Area E: Social and Behavioral Sciences (9 credits)
ANTHR 215 [S1 900N] Introduction to Anthropology (3)
or
ANTHR 222 [S1 901N] Introduction to Cultural and Social Anthropology (3)
Select one additional course in a discipline other than ANTHR from the list for Area E.

II. Area of Concentration/Major Field (12)
SOCIO 101 [S7 900] Introduction to Sociology (3)
SOCIO 111 [S7 901] Contemporary Social Issues (3)
SOCIO 210 [S7 902] Marriage and the Family (3)
SOCIO 215 [S7 904D] Sex, Gender, and Power (3)
SOCIO 220 [S7 903D]Race Relations: A Multicultural Perspective (3)

III. Electives (11-13)
Select any additional courses from the general education core courses, foreign language, or courses which are non-Western or multicultural in content. Students planning to teach at the high school level should refer to the Recommended Curriculum for Secondary Education for additional elective choices.

Required A.A. Degree Program Total: 62 credits

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.

Speech Communication
A.A. Degree • Suggested Curriculum

This program provides the foundation for students planning to transfer to speech communication programs and specializing in such areas as interpersonal, organization, or persuasive communication; speech performance; or high school teaching. It is recommended that students complete a well-rounded general education core curriculum. Students are strongly encouraged to complete the Associate in Arts degree prior to transfer.

I. General Education Core (37-38)
Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one course from fine arts.

Area C: Mathematics (3 credits)
Select one math course from:
MATH 112 [M1 904] General Education Mathematics (3)
MATH 115 [M1 902] General Education Statistics (3)

Area D: Physical and Life Sciences (7-8 credits)
Select one life science course and one physical science course from the list for Area D. One course must have a lab component.

Area E: Social and Behavioral Sciences (9 credits)
Select three courses in at least two different disciplines from the list for Area E.

II. Area of Concentration/Major Field (9)
Recommended Speech Communication Courses
COMM 102 Persuasive Public Speaking (3)
COMM 103 Group Discussion (3)
COMM 108 Interpersonal Communication (3)

III. Electives (15-16)
Select additional courses as recommended by the senior institution you plan to attend. Typical elective courses include, but are not limited to:
COMM 111 Introduction to Mass Communication (3)
COMM 196 Applied Forensics I (1)
COMM 197 Applied Forensics II (1)
COMM 198 Applied Forensics III (1)
COMM 199 Applied Forensics IV (1)

Foreign Language courses (4-16)

Other elective courses

Required A.A. Degree Program Total: 62 credits

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.
Theatre Arts

A.A. Degree • Suggested Curriculum

Students planning to pursue a baccalaureate degree are encouraged to complete an Associate in Arts degree prior to transfer. Transfer admission to theatre arts-related programs is competitive and some schools require an audition for admission to the program. Because each senior institution has its own transfer policies, we cannot guarantee the accuracy of this information for every school. Consult the school of your choice and/or the Prairie State College Counseling and Academic Advising Center to discuss the transferability of courses.

I. General Education Core (37-38)

Area A: Communication (9 credits)
ENG 101 [C1 900] Composition I - with a grade of C or better (3)
ENG 102 [C1 901R] Composition II - with a grade of C or better (3)
COMM 101 [C2 900] Principles of Communication (3)

Area B: Humanities and Fine Arts (9 credits)
Select three courses from the list for Area B with at least one course from humanities and one course from fine arts (other than THTRE).

Area C: Mathematics (3 credits)
Select one math course from:
MATH 112 [M1 904] General Education Mathematics (3)
MATH 115 [M1 902] General Education Statistics (3)

Area D: Physical and Life Sciences (7-8 credits)
Select one life science course and one physical science course from the list for Area D. One course must have a lab component.

Area E: Social and Behavioral Sciences (9 credits)
Select three courses in at least two different disciplines from the list for Area E.

II. Area of Concentration/Major Field (3)
THTRE 111 [TA 914] Fundamentals of Acting (3)

III. Electives (18-19)
Select additional courses as recommended by the senior institution you plan to attend. Typical elective courses include but are not limited to:
ENG 271 [H3 905] Introduction to Shakespeare (3)
HUMAN 202 [HF 900] Form and Structure in the Arts (3)
THTRE 101 [F1 907] Understanding Theatre (3)
THTRE 112 Theatre Practicum/Acting (3)
Foreign Language courses (4-16)
Other elective courses

Required A.A. Degree Program Total: 62 credits

Foreign Language Requirements: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire sequence at one institution.
Associate in General Studies Degree (A.G.S.) Guidelines

The Associate in General Studies (A.G.S.) degree, while not intended for transfer or directed at a specific occupation, allows students to design their own two-year program. It provides an opportunity to complete an associate’s degree of one’s own making. This degree has minimal general education requirements and thus allows one considerable freedom in designing and pursuing a course of study that meets individualized learning goals. Note, however, this degree is not recommended as a stepping-stone toward a baccalaureate degree, nor is it covered by the College’s Educational Guarantee. A student considering the Associate in General Studies degree should meet with an advisor to determine whether this degree is well suited to his/her educational goals and needs.

A.G.S. Degree Requirements
A student will be recommended for an Associate in General Studies degree upon completion of the following requirements:
1. Enrolled at Prairie State College for one semester immediately preceding graduation, with passing grades in at least 15 semester hours of credit at Prairie State College (excluding proficiency credits).
2. Completed 62 semester hours of college credit, 20 of which are specified below.
3. Attained a minimum grade point average of 2.0.
4. Completed at least one course in each of the major General Education components (communication, humanities and fine arts, science and mathematics and the social sciences).
5. Completed the remaining 47 credit hours for the degree based on the student’s area of interest, and including any baccalaureate or occupationally oriented courses offered by the College and numbered 100 or higher.

Certificate Requirements

Certificate Guidelines

Certificates are awarded after completion of up to 50 credits that focus on specific occupational or technical areas of study.

A.A.S. Degree Components

The A.A.S. degree is composed of a general education component, a core concentration of occupational/technical courses, and other program electives.

I. General Education Core Curriculum for the A.A.S. Degree

AREA A: Communication (6 semester hours)
ENG 101 [C1 900] Composition I - with a grade of C or better
COMM 101 [C2 900] Principles of Communication

AREA B: Humanities and Fine Arts (3 semester hours)
One course, specified by program or selected from list for Area B at the front of this section.

AREA C: Mathematics - demonstrate competence by:
  a) Placing into MATH 095 or above on the Prairie State College Assessment Test; or
  b) Completing MATH 090 - with a grade of C or better; or
  c) Completing a math course(s) as specified by the degree program.

AREA D: Physical and Life Sciences (3-4 semester hours)
One course, specified by program or selected from the list for Area D at the front of this section.

AREA E: Social and Behavioral Sciences (3 semester hours)
One course, specified by program or selected from the list for Area E at the front of this section.

II. Area of Concentration/Program Requirements

Program requirements are established by each department to reflect the core competencies expected in the workplace for specific occupations.

III. Electives

Electives are determined by each department based on options for specialization within a program or to provide students with choices related to their career goals.

Certificate Requirements

1. Completed the certificate requirements as specified in the certificate program.
2. Attained a minimum grade point average of 2.0 in the courses identified in the certificate program.
3. Completed 15 credit hours or one-half of the required credit hours for programs that exceed 30 credit hours, as a student at Prairie State College and enrolled at Prairie State College during the regular semester immediately preceding the awarding of the certificate.
Career Programs
The following list designates career degree and certificate programs by specific areas of study. Consult each program for the required curriculum. Curriculum for career programs reflects current workforce trends, skills standards, and licensure/accreditation standards where applicable.

Automotive
Automotive Technology (A.A.S.)
Automotive Alignment Specialist (Cert.)
Automotive Brake Specialist (Cert.)
Automotive Drivability Specialist (Cert.)
Automotive Engines Specialist (Cert.)
Automotive Heating/Air Conditioning Specialist (Cert.)
Automotive Parts Specialist (Cert.)
Automotive Service Management Specialist (Cert.)
Automotive Services Technology (Cert.)
Automotive Transmission Specialist (Cert.)

Business
Management (A.A.S.)
Accounting Technician (Cert.)
Bookkeeping (Cert.)
Business Essentials
E-Business (see Information Technology)

Computer Aided Design (CAD)
CAD/Mechanical Design Technology (A.A.S.)
CAD/Mechanical Design Technology (Cert.)
CAD Drafter (Cert.)
CAD Technician (Cert.)

Computer Electronics
Computer Electronics Technology (A.A.S.)
Computer Electronics Technician (Cert.)

Criminal Justice
Criminal Justice Services (A.A.S.)
Criminal Justice Services (Cert.)

Early Childhood
Child and Family Studies (A.A.S.)
Child Care Assistant (Cert.)
Early Childhood Director (Cert.)
Early Childhood Teacher Basic (Cert.)

Education–Paraprofessional
Paraprofessional Educator (A.A.S.)
Paraprofessional Educator (Cert.)

Emergency Services
Paramedicine (A.A.S.)
Emergency Medical Technician (Cert.)
First Responder (Cert.)

Fire Science
Fire Science Technology (A.A.S.)
Fire Science Technology (Cert.)
Firefighter II (Cert.)
Firefighter/EMT (Cert.)

Fitness
Fitness and Exercise (A.A.S.)
Group Fitness Instructor (Cert.)
Personal Trainer (Cert.)

Graphic Communications
Graphic Communications (A.A.S.)
Digital Design (Cert.)
E-Business (see Information Technology)
Web Designer (Cert.)

Health Professions
Dental Hygiene (A.A.S.)
Nursing (A.A.S.)
Advanced Bedside Care Provider (Cert.)
CNA/Nurse Assistant (Cert.)
RN First Surgical Assistant (Cert.)
Surgical Technology (Cert.)

Industrial Technology
CNC Programmer/Operator (Cert.)
Heating, Ventilation, A/C & Refrigeration (Cert.)
Hydraulics (Cert.)
Industrial Electrician (A.A.S.)
Industrial Electrician (Cert.)
Industrial Maintenance Technician (Cert.)
Machinist (Cert.)
Manufacturing Technology (A.A.S.)
Manufacturing Technology (Cert.)
Millwright (Cert.)
Tool & Die Making (A.A.S.)
Tool & Die Making (Cert.)
Welder Technician (Cert.)
Welding Specialist (Cert.)

Information Technology
Information Technology (A.A.S.)
Computer Repair Specialist (Cert.)
Desktop Publishing (Cert.)
Digital Mass Communication (Cert.)
E-Business (Cert.)
Game Design and Development (Cert.)
Network Security Specialist (Cert.)
Networking Specialist (Cert.)
Office Assistant (Cert.)
Programming (Cert.)
Software Specialist (Cert.)
Software Technician (Cert.)
Software User (Cert.)
Web Developer (Cert.)
Web Designer (Cert.)
Webmaster (Cert.)

Music
Music Production (A.A.S.)
Music Technology (Cert.)

Personal Trainer
(see Fitness)

Photography
Photographic Studies (A.A.S.)
Photography (Cert.)
Portrait Photography (Cert.)
Automotive Technology
Automotive Technology (A.A.S.)
Automotive Alignment Specialist
Automotive Brake Specialist
Automotive Drivability Specialist
Automotive Engines Specialist
Automotive Heating/Air Conditioning Specialist
Automotive Parts Specialist
Automotive Service Management Specialist
Automotive Services Technology
Automotive Transmission Specialist

Our Automotive Technology program is certified by the National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE). Certification was awarded in automatic transmission and transaxles, brakes, electrical/electronic systems, engine performance, engine repair, heating and air conditioning, manual drive train and axles, and suspension.

Automotive Technology
A.A.S. Degree
This program provides the balance of theory and practical knowledge necessary for students preparing for careers in the automotive technology industry. Service technicians are trained to maintain and repair cars, vans, small trucks, and other vehicles. Using both hand tools and specialized diagnostic test equipment, they learn to pinpoint problems and make necessary repairs or adjustments. In addition to forming complex and difficult repairs, technicians handle a number of routine maintenance procedures such as oil changes, tire rotation and battery replacement. Technicians also interact with customers to explain repair procedures and discuss maintenance needs.

I. General Education Core (20)
Area A: Communication (6 credits)
ENG 101 Composition I - with a grade of C or better (3)
COMM 101 Principles of Communication (3)
Area B: Humanities and Fine Arts (3 credits)
Select one course from Area B on pages 50-52 (3)
Area C: Mathematics (4 credits)
MATH 151 College Algebra (4) required
Area D: Physical and Life Sciences (4 credits)
PHYSI 120 College Physics I (4) required
Area E: Social and Behavioral Sciences (3 credits)
Select one course from Area E (3)

II. Area of Concentration/Program Requirements (47)
AUTO 101 Basic Automobile Service and Systems (3)
AUTO 102 Automotive Engines (4)
AUTO 107 Automotive Electricity/Electronics I (4)
AUTO 108 Suspension and Steering Systems (4)
AUTO 202 Automotive Brake Systems (4)
AUTO 205 Manual Transmissions and Transaxles (4)
AUTO 206 Automotive Engine Performance (4)
AUTO 207 Automotive Heating/Air-Conditioning (4)
AUTO 208 Automotive Transmissions/Transaxles (4)
AUTO 210 Automotive Electricity/Electronics II (4)
AUTO 211 Automotive Engine Performance II (4)
AUTO 215 Advanced Automotive Service and Systems (4)

Program Total: 67 credits

Automotive Alignment Specialist Certificate
This short-term program trains students to function as front end mechanics. Students learn to align and balance wheels, as well as repair steering mechanisms and suspension systems.

Program Requirements
AUTO 101 Basic Automobile Service and Systems (3)
AUTO 108 Steering and Suspension Systems (4)

Program Total: 7 credits

Automotive Brake Specialist Certificate
Students in this program are trained to work on drum and disk braking systems, parking brakes and their hydraulic systems. Students learn to inspect, adjust, remove, repair and reinstall brake shoes, disk pads, drums, rotors, wheel and master cylinders, and hydraulic fluid lines.

Program Requirements
AMATH 100 Basic Mathematics for the Skilled Trades (2)
AUTO 101 Basic Automobile Service and Systems (3)
AUTO 107 Automotive Electricity/Electronics I (4)
AUTO 202 Automotive Brake Systems (4)

Program Total: 13 credits
Automotive Drivability Specialist

Certificate
This short-term program trains students to diagnose drivability problems. Students learn the basics of the engine, engine performance, how the electronics work, as well as the computer system functions of the vehicle. Students are taught to adjust the ignition timing and valves, and adjust or replace spark plugs or other parts to ensure efficient engine performance. Electronic test equipment is used to adjust and locate malfunctions in fuel, ignition, and emissions control systems.

Program Requirements
AUTO 101 Basic Automobile Service and Systems (3)
AUTO 102 Automotive Engines (4)
AUTO 107 Automotive Electricity/Electronics I (4)
AUTO 206 Automotive Engine Performance (4)
AUTO 211 Automotive Engine Performance II (4)

Program Total: 19 credits

Automotive Engines Specialist

Certificate
This short-term program trains the student to function as an engine mechanic. Students learn to overhaul engines, as well as service the electrical needs of the engine.

Program Requirements
AMATH 100 Basic Mathematics for the Skilled Trades (2)
AUTO 101 Basic Automobile Service and Systems (3)
AUTO 102 Automotive Engines (4)
AUTO 107 Automotive Electricity/Electronics I (4)

Program Total: 13 credits

Automotive Heating/Air Conditioning Specialist

Certificate
This short-term program prepares technicians to install and repair air-conditioners as well as service components such as compressors and condensers.

Program Requirements
AMATH 100 Basic Mathematics for the Skilled Trades (2)
AUTO 101 Basic Automobile Service and Systems (3)
AUTO 107 Automotive Electricity/Electronics I (4)
AUTO 207 Automotive Heating/Air Conditioning (4)

Program Total: 13 credits

Automotive Parts Specialist

Certificate
This short-term program trains the student for positions in parts management. Students learn the parts management system as well as basic business management techniques and introductory computer skills.

Program Requirements
AMATH 100 Basic Mathematics for the Skilled Trades (2)
AUTO 101 Basic Automobile Service and Systems (3)
AUTO 223 Automotive Parts Management (2)
ITAPP 101 Introduction to Computers (3)
Business Elective: Select one course from BUS 107, 127, 170, or 241 (3)

Program Total: 13 credits

Automotive Services Technology

Certificate
This program prepares students for employment in automotive servicing and repair, engine testing, automotive field services, and automotive parts and shop management.

Program Requirements
AUTO 101 Basic Automobile Service and Systems (3)
AUTO 102 Automotive Engines (4)
AUTO 107 Automotive Electricity/Electronics I (4)
AUTO 108 Suspension and Steering Systems (4)
AUTO 202 Automotive Brake Systems (4)
AUTO 205 Manual Transmissions and Transaxles (4)
AUTO 206 Automotive Engine Performance (4)
AUTO 207 Automotive Heating/Air Conditioning (4)
AUTO 208 Automatic Transmissions and Transaxles (4)
AUTO 210 Automotive Electricity/Electronics II (4)
AUTO 211 Automotive Engine Performance II (4)
AUTO 215 Advanced Automotive Service and Systems (4)

Program Total: 47 credits
Automotive Service Management Technician

Certificate
Service management specialists are the link between the customers seeking repair or maintenance for their vehicles and the technicians who perform the work. Students are trained to write repair orders, inspect vehicles to determine work that needs to be done, determine costs of the work, and prepare itemized estimates. In addition, students learn basic computer skills and basic business management skills. After gaining experience in entry-level positions, successful students can go on to the management/supervisory levels in auto shops.

Program Requirements
AUTO 101  Basic Automobile Service and Systems (3)
AUTO 224  Automotive Services Management (2)
BUS 103  Business Mathematics (3)
BUS 127  Business Communications (3)
ITAPP 101  Introduction to Computers (3)
Business Elective: Select from BUS 105, 107, 109, 170, 241, 242 (3)

Program Total: 17 credits

Automotive Transmission Specialist Certificate
This short-term program trains mechanics to work on gear trains, couplings, hydraulic pumps, and other parts of automotive transmissions. Because these are complex mechanisms and include electronic parts, their repair requires considerable experience and training, including a knowledge of hydraulics.

Program Requirements
AUTO 101  Basic Automobile Service and Systems (3)
AUTO 102  Automotive Engines (4)
AUTO 205  Manual Transmissions and Transaxles (4)
AUTO 208  Automatic Transmissions/Transaxles (4)

Program Total: 15 credits
Business
Management (A.A.S.)
Accounting Technician
Bookkeeping
E-Business [see Information Technology]

Management
A.A.S. Degree
This program is designed for working adults who wish to
develop or enhance skills for positions of greater responsibility.
The program draws from business, finance, and economics
to give prospective supervisors and managers guidelines for
directing the work of others in a business environment and
institutional organizations. Students may specialize in the
functional areas of financial, marketing, human resources, or
supply chain management.

I. General Education Core (18-19)
Area A: Communication (6 credits)
ENG 101 Composition I - with a grade of C or better. (3)
COMM 101 Principles of Communications (3)
Area B: Humanities and Fine Arts (3 credits)
Select one course from Area B (3)
Area C: Mathematics (3 credits)
MATH 112 General Education Mathematics (3)
Area D: Physical and Life Sciences (3-4 credits)
Select one course from Area D (3-4)
Area E: Social and Behavioral Science (3 credits)
ECON 201 Macroeconomic Principles (3)

II. Area of Concentration/Program
Requirements (39-41)
BUS 101 Introduction to Modern Business (3)
BUS 103 Human Relations (3)
BUS 127 Business Communications (3)
BUS 131 Financial Accounting (4)
BUS 201 Business Law (3)
BUS 241 Principles of Management (3)
BUS 251 Principles of Marketing (3)
BUS 298 Seminar (1)
BUS 299 Internship (1-3)
ECON 202 Microeconomic Principles (3)
ITAPP 101 Introduction to Computers (3)
Select ONE of the Specialization Options listed below (9)

Option A:
Financial Management
BUS 132 Managerial Accounting (3)
BUS 138 Accounting Software I (1.5)
BUS 139 Accounting Software II (1.5)
BUS 165 Personal Asset Management (3)

Option B:
Marketing Management
BUS 120 Sales (3)
BUS 170 Small Business Management (3)
BUS 261 Advertising (3)

Option C:
Human Resources Management
BUS 109 Principles of Supervision (3)
BUS 209 Supervisors as Trainers (3)
BUS 242 Human Resources Management (3)

III. Electives (1-3)
Select any additional college-level course(s). (1-3)

Program Total: 60-64 credits

Accounting Technician
Certificate
This certificate program prepares students for entry-level
employment as an accounting assistant, junior accountant, junior
auditor, head or full-charge bookkeeper, or junior analyst. This
program is not designed for students who plan to become
professional accountants and CPAs. Students interested in these
careers should follow the Associate in Arts degree program for
pre-Business majors.

Program Requirements
BUS 101 Introduction to Modern Business (3)
BUS 103 Business Mathematics (3)
BUS 127 Business Communications (3)
BUS 131 Financial Accounting (4)
BUS 132 Managerial Accounting (3)
BUS 138 Accounting Software I (1.5)
BUS 139 Accounting Software II (1.5)
BUS 201 Business Law (3)
BUS 298 Seminar (1)
BUS 299 Internship (1-3)
ECON 201 Macroeconomic Principles (3)
ITAPP 125 Spreadsheet Applications - Level 1 (2)
ITAPP 126 Spreadsheet Applications - Level 2 (2)

Program Total: 29-31 credits
Bookkeeping

Certificate
This career certificate program is designed for individuals interested in pursuing careers as bookkeepers, accounts receivable or payable clerks, or payroll clerks. This program is not designed for students who plan to become professional accountants and CPAs. Students interested in these careers should follow the Associate in Arts Degree program for Pre-Business Majors.

Program Requirements
BUS 101 Introduction to Modern Business (3)
BUS 103 Business Mathematics (3)
BUS 107 Bookkeeping and Procedural Accounting (3)
BUS 138 Accounting Software I (1.5)
BUS 139 Accounting Software II (1.5)

Program Total: 12 credits

Business Essentials

Certificate
This certificate provides students with basic knowledge of business practices for entry-level employment.

Program Requirements
BUS 101 Introduction to Modern Business (3)
BUS 107 Bookkeeping and Procedural Accounting (3)
BUS 127 Business Communications (3)
BUS 241 Principles of Management (3)

Program Total: 12 credits
Computer Aided Design (CAD)
CAD/Mechanical Design Technology (A.A.S.)
CAD Drafter
CAD/Mechanical Design Technology
CAD Technician

CAD/Mechanical Design Technology
A.A.S. Degree
This program prepares students for careers as drafters, mechanical designers, and CAD technicians. Areas of potential employment include drafter, dealer, layout designer, design technician, CAD operator, and CAD technician. The courses emphasize basic drafting and drawing skills, design and analysis of mechanisms and mechanical parts, and the use of CAD systems to draw, design, and analyze mechanical devices.

I. General Education Core (20)
Area A: Communication (6 credits)
ENG 101 Composition I - with a grade of C or better (3)
COMM 101 Principles of Communication (3)
Area B: Humanities and Fine Arts (3 credits)
Select one course from Area B (3)
Area C: Mathematics (4 credits)
TECH 109 Technical Mathematics I (4)
Area D: Physical and Life Sciences (4 credits)
PHYSI 120 College Physics I (4)
Area E: Social and Behavioral Sciences (3 credits)
Select one course from Area E (3)

II. Area of Concentration/Program Requirements (39)
CADMD 141 Technical Drafting I (3)
CADMD 201 Mechanical Layout and Design I (3)
CADMD 203 Statics and Strength of Materials (4)
CADMD 243 Introduction to Auto-CAD (3)
CADMD 244 Intermediate Auto-CAD (3)
CADMD 245 Computer Aided Design (3)
MT 101 Metal Working Processes I (3)
MT 102 Metal Working Processes II (3)
MT 210 CNC Programming I (3)
MT 211 CNC Programming II (3)
MATH 151 College Algebra (4)
PHYSI 130 College Physics II (4)

III. Electives (2)
Select from CADMD 246, 247

Program Total: 61 credits

CAD Drafter
Certificate
This program is designed to prepare students for employment as entry-level CAD Drafters. Students will learn the skills and knowledge necessary to produce drawings, diagrams, charts, etc., using the Auto-CAD software. Hands-on experiences will include CAD system operation, drawing set-up, original drawings, copy, and modification of existing drawings and plotting.

Program Requirements
CADMD 141 Technical Drafting I (3)
CADMD 243 Introduction to Auto-CAD (3)
CADMD 244 Intermediate Auto-CAD (3)
TECH 109 Technical Mathematics I (4)

Program Total: 13 credits

CAD/Mechanical Design Technology
Certificate
This certificate program prepares students for entry-level positions in mechanical drafting and CAD. The skills developed will enable the student to work as a drafter, dealer, technical illustrator, and CAD operator.

Program Requirements
CADMD 141 Technical Drafting I (3)
CADMD 201 Mechanical Layout and Design I (3)
CADMD 203 Statics and Strength of Materials (4)
CADMD 243 Introduction to Auto-CAD (3)
CADMD 244 Intermediate Auto-CAD (3)
CADMD 245 Computer Aided Design (3)
CADMD 246 Architectural Desktop (2)
MT 101 Metal Working Processes I (3)
TECH 109 Technical Mathematics I (4)

Program Total: 28 credits

CAD Technician
Certificate
This program is designed to prepare students for a career as a CAD Technician and Designer. It provides a concentrated exposure in computer-aided drafting and design. This program is especially suitable for those currently employed in the field of mechanical design to update their design skills in the context of CAD systems. Persons seeking positions such as checker, layout designer, specifications writer, mechanical design technician, and CAD technician or designer will benefit from this program.

Program Requirements
CADMD 141 Technical Drafting I (3)
CADMD 201 Mechanical Layout and Design I (3)
CADMD 243 Introduction to Auto-CAD (3)
CADMD 244 Intermediate Auto-CAD (3)
CADMD 245 Computer Aided Design (3)
TECH 109 Technical Mathematics I (4)

Program Total: 19 credits
Computer Electronics
Computer Electronics Technology (A.A.S.)
Computer Electronics Technician

Computer Electronics Technology
A.A.S. Degree
This program prepares students to work with the electronics components of computers and related equipment.

I. General Education Core (18-20)
Area A: Communication (6 credits)
ENG 101 Composition I - with a grade of C or better (3)
COMM 101 Principles of Communication (3)
Area B: Humanities and Fine Arts (3 credits)
Select one course from Area B (3)
Area C: Mathematics (3-4 credits)
Select from the following courses:
ITPRG106, MATH 151, TECH 109, or AMATH 100 and 101 (3-4)
Area D: Physical and Life Sciences (3-4 credits)
Select one course from Area B (3-4)
Area E: Social and Behavioral Sciences (3 credits)
Select one course from Area E (3)

II. Area of Concentration/Program
Requirements (34)
CADMD  243 Introduction to Auto-CAD (3)
CET 101 Fundamentals of Electricity (or ELECT 101) (2)
CET 103 Alternating Current (2)
CET 114 Digital Fundamentals (or ELECT 201 and 202) (4)
ELECT 111 Electronic Principles I (2)
ELECT 112 Electronic Principles II (2)
ITNET 160 Computer Repair (4)
ITPRG 140 Introduction to Operating Systems (3)
Select a minimum of 3 credit hours in mathematics from the following courses: (3-4)
AMATH 100 Basic Mathematics for the Skilled Trades (2)
AMATH 101 Algebra for the Skilled Trades (2)
ITPRG 106 Mathematics for Computers (3)
MATH 151 College Algebra (4)
TECH 109 Technical Mathematics I (4)
Select from the following courses: (9)
ELECT 108, 109, 203, 204, 290
CADMD 244; ITWEB 101, 103, 201

Program Total: 34-35 credits

Computer Electronics Technician
Certificate
This program provides the electronics foundation for servicing computers and related electronics equipment.

Program Requirements
CADMD  243 Introduction to Auto-CAD (3)
CET 101 Fundamentals of Electricity (or ELECT 101) (2)
CET 103 Alternating Current (2)
CET 114 Digital Fundamentals (or ELECT 201 and 202) (4)
ELECT 111 Electronic Principles I (2)
ELECT 112 Electronic Principles II (2)
ITNET 160 Computer Repair (4)
ITPRG 140 Introduction to Operating Systems (3)
Select a minimum of 3 credit hours in mathematics from the following courses: (3-4)
AMATH 100 Basic Mathematics for the Skilled Trades (2)
AMATH 101 Algebra for the Skilled Trades (2)
ITPRG 106 Mathematics for Computers (3)
MATH 151 College Algebra (4)
TECH 109 Technical Mathematics I (4)
Select from the following courses: (9)
ELECT 108, 109, 203, 204, 290
CADMD 244; ITWEB 101, 103, 201

Program Total: 34-35 credits

Program Total: 62-64 credits
**Criminal Justice**
Criminal Justice Services (A.A.S.)
Criminal Justice Services

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**Criminal Justice Services**
**A.A.S. Degree**
This program provides a foundation in criminal justice for individuals planning careers in the fields of law enforcement, corrections, probation, parole, or private security. The core criminal justice classes focus on the major components and operations of our system of justice at the local, county, state, and federal levels. Students study criminal law and procedure, corrections, and the courts. They also review the administration, organization, and processes of the overall criminal justice system. Proficiency credits are available for actively working full-time police officers (and corrections officers) who are certified by the Illinois Law Enforcement Training and Standards Board as a Law Enforcement Officer or Corrections Officer. These officers must have completed the Approved Basic Law Enforcement (or Corrections) Officer Training Academies (400 or 480 hours) and have one year or more of full-time experience as a police (or corrections) officer, and they must have completed their probationary period.

**I. General Education Core (18-19)**

**Area A: Communication (9 credits)**
- ENG 101 Composition I - with a grade of C or better (3)
- ENG 102 Composition II - with a grade of C or better (3)
- COMM 101 Principles of Communication (3)

**Area B: Humanities and Fine Arts (3 credits)**
Select one course from the list for Area B (3)

**Area C: Mathematics** (demonstrated competence required)
Placement into MATH 095 or completion of MATH 090 - with a grade of C or better

**Area D: Physical And Life Sciences (3-4 credits)**
One course from the list for Area D

**Area E: Social and Behavioral Sciences (3 credits)**
- POLSC 140 Introduction to U.S. Government & Politics (3) required

**II. Area of Concentration/Program Requirements (42)**
- CJ 101 Introduction to Criminal Justice (3)
- CJ 102 Introduction to Criminology (3)
- CJ 103 Law Enforcement Organization and Administration (3)
- CJ 106 Introduction to Corrections (3)
- CJ 110 Community Based Policing (3)
- CJ 120 Introduction to Homeland Security (3)
- CJ 201 Introduction to Criminal Law (3)
- CJ 202 Civil and Criminal Laws/Procedures (3)
- CJ 203 Principles of Criminal Investigation (3)
- CJ 204 Juvenile Justice (3)
- CJ 208 Principles of Criminalities (3)
- CJ 270 Computer Forensics (3)
- ITAPP 101 Introduction to Computers (3)

Select one course from:
- CJ 299 Criminal Justice Internship (3)
- PSYCH 101 Introduction to Psychology (3)
- SOCIO 101 Introduction to Sociology (3)

**Program Total: 60-61 credits**

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**Criminal Justice Services Certificate**
This program is designed for part-time students already employed in the fields of law enforcement, corrections and private security. The curriculum prepares students to advance their careers as public police officers and investigators, correctional officers, 911 telecommunications, or private security officers and investigators.

**Program Requirements**
- CJ 101 Introduction to Criminal Justice (3)
- CJ 102 Introduction to Criminology (3)
- CJ 103 Law Enforcement Organization and Administration (3)
- CJ 120 Introduction to Homeland Security (3)
- CJ 201 Introduction to Criminal Law (3)
- CJ 204 Juvenile Justice (3)
- ENG 101 Composition I (3)
- ITAPP 101 Introduction to Computers (3)
- Select from CJ 106, 110, 202, 203, 270 (6)

**Program Total: 30 credits**
Early Childhood
Child and Family Studies (A.A.S.)
Child Care Assistant
Early Childhood Director
Early Childhood Teacher Basic

Child and Family Studies
A.A.S. Degree
The Child and Family Studies Associate in Applied Science degree program is designed for individuals who want to work directly with young children and their families in early care and education programs, human service organizations, or professional development services. The program provides both theoretical knowledge and practical skills.

Please note: Students interested in teaching in the elementary schools in Illinois should enroll in the Associate in Arts Degree in pre-elementary or pre-early childhood education. Consult a counselor or advisor for further information. Students interested in pursuing the Level 1 Illinois Director Credential from the Illinois Network of Child Care Resource and Referral Agencies (INCCRA) have up to two years following graduation to document 1200 hours of early childhood/school age management experience. Either while earning their A.A.S. degree or following its completion, students must demonstrate that they have made contributions to the profession in one of the areas described in the program brochure.

I. General Education Core (19)
Area A: Communication (6 credits)
ENG 101 Composition I - with a grade of C or better. (3)
COMM 101 Principles of Communication (3)
Area B: Humanities and Fine Arts (3 credits)
Select one course from Area B (3)
Area C: Mathematics (3 credits)
MATH 111 Mathematics for Paraprofessionals (3)**
Area D: Physical and Life Sciences (4 credits)
Select one laboratory science course from the courses for Area D (4)
Area E: Social and Behavioral Science (3 credits)
PSYCH 101 Introduction to Psychology (3)

Program Requirements (42)
ED 101 Child Growth and Development (3)
ED 212 Exceptional Child (3)
ECED 102 Observation and Guidance of Children (3)
ECED 103 Health, Safety, and Nutrition (3)
ECED 104 Introduction to Early Childhood Education (3)
ECED 120 Child, Family, and Community (3)
ECED 130 Guidance and Classroom Management (3)
ECED 205 Language Arts for Children (3)
ECED 213 Multicultural Education (3)
ED 220 Children’s Literature (3)
ECED 299 Early Childhood Education Internship (3)
Select 9 credit hours from the following courses:
ECED 105 Creative Activities for Children (3)
ECED 108 Science and Math for the Young Child (3)
ECED 110 Care and Education: Infants, Toddlers, 2-year olds (3)
ECED 214 Administration of Early Childhood Education Centers (3)
Required for students who plan to obtain the Illinois Director Credential
Program Total: 61 credits

Child Care Assistant Certificate
This program teaches the practical skills necessary to provide direct care to young children in day care and preschool centers, home day care sites, hospital child-life programs, and community-based centers. Students are prepared for employment as child care assistants, assistant teachers, and other entry-level positions in the child care field.
(According to the Department of Children and Family Service regulations, child care workers in Illinois must be at least 19 years of age and have a high school diploma or GED equivalency certificate).

Program Requirements
ECED 102 Observation and Guidance of Children (3)
ECED 103 Health, Safety, and Nutrition (3)
ECED 104 Introduction to Early Childhood Education (3)
ECED 299 Early Childhood Education Internship (3)
ED 101 Child Growth and Development (3)
ED 212 Exceptional Child (3)
ENG 101 Composition I (3)
MATH 111 Math for Paraprofessionals (3)
Select one of the following methods courses:
ECED 105 Creative Activities for Children (3)
ECED 108 Science and Math for the Young Child (3)
Select one course from the following:
ECED 120 Child, Family, and Community (3)
ECED 213 Multicultural Education (3)
Select one course from the following:
ECED 205 Language Arts for Children (3)
ED 220 Children’s Literature (3)
Note: Students seeking a Level 2 credential should substitute MATH 112 or MATH 115 for MATH 111.

Program Total: 33 credits
Early Childhood Director

Certificate
This program prepares students to meet basic requirements to be an Early Childhood Care Director. DCFS requires two years of college credit in any area, with at least 18 hours in Early Childhood Education.

Program Requirements
ED 101 Child Growth and Development (3)
ECED 102 Observation and Guidance of Children (3)
ECED 103 Health, Safety, and Nutrition (3)
ECED 104 Introduction to Early Childhood Education (3)
ECED 214 Administration of Early Childhood Education Centers (3)
ECED 299 Early Childhood Education Internship (3)

Program Total: 18 credits

Early Childhood Teacher Basic

Certificate
This program prepares students to meet basic requirements for day care teacher approval. DCFS requires two years of college credit in any area including at least 6 hours in Early Childhood Education. Students completing this work are eligible for entry-level teaching in early childhood programs.

Program Requirements
ED 101 Child Growth and Development (3)
ECED 104 Introduction to Early Childhood Education (3)

Program Total: 6 credits
Education – Paraprofessional
Paraprofessional Educator (A.A.S.)
Paraprofessional Educator

Paraprofessional Educator
A.A.S. Degree
The Paraprofessional Educator Associate in Applied Science Degree program is designed to prepare students to assist teachers in a variety of classroom settings, and to meet the standards for paraprofessional educators developed in response to the federal No Child Left Behind Act (NCLB). This curriculum is based on professional standards developed by the American Federation of Teachers, as well as the Paraprofessional Task Force convened by the Illinois State Board of Education (ISBE) and the Illinois Community College Board (ICCB).

Please note: This program is not for students planning to become regularly certified professional teachers in Illinois public schools. Consult an advisor for more information.

I. General Education Core (22)
Area A: Communication (9 credits)
ENG 101 Composition I - with a grade of C or better (3)
ENG 102 Composition II - with a grade of C or better (3)
COMM 101 Principles of Communication (3)

Area B: Humanities and Fine Arts (3 credits)
Select one course from Area B
Strongly recommended courses include ART 131; ENG 215; HUMAN 101

Area C: Mathematics (demonstrated competence required)

Area D: Physical and Life Sciences (4 credits)
Select one IAI approved laboratory science course from the courses for Area D (4)

Area E: Social and Behavioral Science (6 credits)
PSYCH 101 Introduction to Psychology (3) required
Select one additional course from Area E (3)
Strongly recommended courses include:
ANTHR 222 Introduction to Cultural and Social Anthropology (3)
HIST 112 World History: 1714 to Present (3)
HIST 115 African Civilizations I (3)
HIST 116 African Civilizations II (3)
HIST 140 History of Latin America (3)
HIST 201 U.S. History: 1492 to 1877 (3)
HIST 202 U.S. History: 1877 to Present (3)
POLSC 140 Introduction to U.S. Government & Politics (3)

Program Requirements (28)
ED 100 Foundations of American Public Education (3)
ED 101 Child Growth and Development (3)
ED 212 Exceptional Child (3)
ED 160 Technology for Teachers (3)
ED 220 Children’s Literature (3)
ECED 103 Health, Safety, and Nutrition (3)
EDU 111 Mathematics for Paraprofessionals (3)
EDU 221 Clinical Experience (3)

Program Total: 62 credits

Paraprofessional Educator Certificate
The Paraprofessional Educator Certificate program provides a foundation of important skills and standards that prepare paraprofessionals to work in non-Title I programs. Professional Education core requirements are combined with general education and special emphasis electives. Paraprofessionals who possess college credits that, when combined with this certificate total 60 credit hours, meet requirements of NCLB and are eligible to work in Title I positions.

Program Requirements
ENG 101 Composition I - with a grade of C or better (3)
ED 100 Foundations of American Public Education (3)
COMM 101 Principles of Communication (3)

Program Total: 33 credits
Emergency Services
Paramedicine (A.A.S.)
Emergency Medical Technician
Firefighter/EMT
First Responder

Paramedicine
A.A.S. Degree

This program prepares men and women for careers as advanced pre-hospital care providers, trained to administer care to clients who have experienced acute medical or trauma emergencies. As skilled health care providers, paramedics function independently in the field or under the guidance of standing medical orders. The program provides a combination of general education courses, core courses in paramedicine, and selected clinical and field experiences in hospitals and EMS departments. Upon successful completion, students will be eligible to write the National Registry licensing examination. No student will be permitted to write the licensing exam prior to completion of the Associate in Applied Science degree.

Prior to admission to the Paramedicine program, students must submit a Paramedicine Intent Form. The deadline for the intent form is June 1 of each year. To be eligible to enroll in the core paramedicine courses, students must have successfully completed the EMT-B course, passed the state licensing exam, presented documentation of a minimum of six months of field experience as an EMT-B and be “in good standing” with required continuing education credits. Students must also complete HLTH 105 General Medical Terminology, BIOL 221 Anatomy and Physiology I, and BIOL 222 Anatomy and Physiology II, all with a grade of C or better, before being eligible to enroll in EMS 200-level courses.

General Education Core (20)
Area A: Communication (6 credits)
ENG 101 Composition I - with a grade of C or better (3)
COMM 101 Principles of Communication (3)
Area B: Humanities and Fine Arts (3 credits)
Select one course from Area B.
Area C: Mathematics (4 credits)
Placement into MATH 095 or completion of MATH 090 with a grade of C or better.
Area D: Physical and Life Sciences (8 credits)
BIOL 221 Anatomy and Physiology I - with a grade of C or better (4)
BIOL 222 Anatomy and Physiology II - with a grade of C or better (4)
Area E: Social and Behavioral Sciences (3 credits)
PSYCH 101 Introduction to Psychology (3)

II. Area of Concentration/Program Requirements (42)
EMS 101 Emergency Medical Technician (7)
HLTH 105 General Medical Terminology - with a grade of C or better (1)
EMS 200 Paramedicine I (12)
EMS 205 Paramedicine: Field Practicum I (2)
EMS 210 Paramedicine: Hospital Practicum (2)
EMS 215 Paramedicine: Seminar I (1)
EMS 220 Paramedicine II (12)
EMS 225 Paramedicine: Field Practicum II (2)
EMS 230 Paramedicine: Leadership Practicum (2)
EMS 235 Paramedicine: Seminar II (1)

Program Total: 62 credits

Emergency Medical Technician Certificate
The EMT program provides students with the knowledge and skill needed to handle the critically ill and injured in a pre-hospital care environment. Areas covered include cardiac arrests, fractures, injuries, and childbirth. Students are prepared for the certification exam, which requires them to be at least 18 years of age. Students may obtain an information packet about prerequisite physical examination and immunizations from the Nursing Department at Prairie State College prior to the start of the course. Students must score a 78 or better on the reading portion of the COMPASS Placement Test to enroll in the course.

Program Requirements
EMS 101 Emergency Medical Technician (7)

Program Total: 7 credits

Firefighter/EMT
(See Fire Science Technology)

First Responder Certificate
This program trains citizens, fire fighters, police officers, and others to respond to emergency situations in the home, community, or workplace.

Program Requirements
FRESP 101 First Responder (3)

Program Total: 3 credits
Fire Science
Fire Science Technology (A.A.S.)
Fire Science Technology
Firefighter II
Firefighter/EMT

Fire Science Technology
A.A.S. Degree
This curriculum prepares the student for employment as a volunteer, paid-on-call part-time, or full-time municipal firefighter.

I. General Education Core (19)
Area A: Communication (6 credits)
ENG 101 Composition I - with a grade of C or better (3)
COMM 101 Principles of Communication (3)
Area B: Humanities and Fine Arts (3 credits)
Select one course from Area B
Area C: Mathematics (3 credits)
MATH 112 General Education Mathematics (3)
or
MATH 115 General Education Statistics (3)
Area D: Physical and Life Sciences (4 credits)
Select one course from:
BIOL 100 General Education Biology (4)
BIOL 112 Organismal Biology (4)
CHEM 105 Survey of General Chemistry (4)
PHYS 111 Physical Science (4)
PHYS 112 Earth Science (4)
PHYS 101 Conceptual Physics (4)
Area E: Social and Behavioral Sciences (3 credits)
PSYCH 101 Introduction to Psychology (3) required

Program Requirements
I. General Education Core (37)
BUS 127 Business Communications (3)
FST 101 Introduction to Fire Science Technology (3)
FST 102 Fire Prevention Principles I (3)
FST 104 Fire Tactics & Strategy I (3)
FST 105 Construction & Fire Systems (3)
FST 106 Hazardous Materials Operations (3)
FST 119 Firefighter II (7)
FST 202 Vehicle and Machinery Operations (3)
FST 204 Fire Tactics & Strategy II (3)
FST 210 Fire Apparatus Engineer (3)
FST 212 Fire Service - Instructor I (3)

III. Electives (6)
Select from EMS 101; FST 121, 201, 205, 207, 208, 209, 213, 218, 219;
FRESP 101; PHOTO 171 (6)

Program Total: 62 credits

Fire Science Technology
Certificate
This curriculum prepares the student for employment as a volunteer, paid-on-call part-time or full-time firefighter.

Program Requirements
FST 101 Introduction to Fire Technology (3)
FST 102 Fire Prevention Principles I (3)
FST 104 Fire Tactics & Strategy I (3)
FST 105 Construction & Fire Systems (3)
FST 106 Hazardous Materials Operations (3)
FST 207 Fire Department Management I (3)
FST 208 Fire Department Management II (3)
FST 210 Fire Apparatus Engineer (3)

Program Total: 24 credits

Firefighter II
Certificate
This program is designed for students seeking employment in fire service by preparing them for the State Firefighter II certification exam. Students receive training in areas that include fire behavior, safety, fire control, communication, hazardous materials, and fire prevention. Students demonstrate basic firefighter skills such as the use of ladders, hose, ropes, and breathing apparatus in a supervised setting.

Students must complete FST 101 Introduction to Fire Science Technology with a grade of C or better, or document current affiliation with a fire department prior to admission to this program.

Program Requirements
FST 119 Firefighter II (7)

Program Total: 7 credits

Firefighter/EMT
Certificate
The Firefighter/EMT certificate will provide the beginning student in the emergency response occupations with fundamental skills in basic fire fighting techniques and emergency medical care. Both areas have independent certification exams that must be successfully completed to obtain employment in the field.

Program Requirements
EMS 101 Emergency Medical Technician (7)
FST 119 Firefighter II (7)

Program Total: 14 credits
Fitness
Fitness and Exercise (A.A.S.)
Group Fitness Instructor
Personal Trainer

Fitness and Exercise
A.A.S. Degree
Fitness and exercise students will be taught the skills to pursue professions in fitness/exercise. Students will acquire an academic foundation in the fundamentals, principles of exercise and nutrition, as well as an understanding of human anatomy and physiology. Skills will focus on the development of expertise in fitness assessment, creative health and fitness programming, biomechanically sound exercise techniques, training methodology, lifestyle change prescription, personalized exercise leadership, and business practices. Courses in English, math, communication, exercise physiology, special populations, and administration of an exercise facility will prepare the student to be a qualified fitness professional.

I. General Education Core (16)
Area A: Communication (6 credits)
ENG 101 Composition I - with a grade of C or better (3)
COMM 101 Principles of Communication (3)
Area B: Humanities (3 credits)
Select one course from Area B on pages. (3)
Area C: Mathematics (demonstrated competence required)
Placement into MATH 095 or completion of MATH 090 - with a grade of C or better
Area D: Physical and Life Sciences (4 credits)
BIOL 111 Cellular and Molecular Biology (4) required
Area E: Social and Behavioral Sciences (3 credits)
PSYCH 101 Introduction to Psychology (3) required

II. Program Requirements (47)
BIOL 108 Essentials of Anatomy and Physiology (4)*
Note: Completion of BIOL 221 and 222, Anatomy and Physiology I and II with a grade of C or better will be accepted in place of BIOL 108.
BUS 101 Introduction to Modern Business (3)
FRESP 101 First Responder (3)
HLTH 101 Health and Wellness (2)
PES 210 Lifestyle Fitness Coaching (2)
PES 215 Group Fitness Instructor Training (3)
PES 220 Fitness Assessment/Program Design (3)
PES 225 Weight Training: Theory and Application (2)
PES 230 Nutrition for Sports and Exercise (3)
PES 235 Athletic Training Techniques (3)
PES 250 Kinesiology (3)
PES 255 Special Populations (3)
PES 260 Fitness/Exercise Facility Management (3)
PES 265 Physiology of Exercise (3)
PES 298 Internship Seminar (1)
PES 299 Internship (3)
PSYCH 212 Theories of Personality (3)

III. Electives (2)
Select two credits from the following group exercise courses:
PE 105, 106, 107, 108 (1); PES 202 (2)

Program Total: 65 credits

Group Fitness Instructor
Certificate
Group Fitness Instructor prepares students to provide group instruction in fitness. Students acquire basic knowledge of anatomy and physiology and nutrition as it relates to weight management. They are trained in first aid, CPR, and AED, and learn to motivate students using a full range of instructional strategies.

Program Requirements
BIOL 108 Essentials of Anatomy & Physiology (4)
FRESP 101 First Responder (3)
PES 215 Group Fitness Instructor Training (3)
PES 230 Nutrition for Sports & Exercise (3)
Select one course from:
PE 105, 106, 107, or 108 Aerobics I-IV (1)

Program Total: 14 credits

Personal Trainer
Certificate
Personal Trainers will acquire an academic foundation in the fundamental principles of exercise and nutrition, and a basic understanding of human anatomy and physiology. Practical skill training will focus on the development of expertise in fitness assessment, creative health and fitness programming, biomechanically sound exercise techniques, training methodology, lifestyle change prescription, personalized exercise leadership, and business practices.

Program Requirements
BIOL 108 Essentials of Anatomy and Physiology (4)
BUS 101 Introduction to Modern Business (3)
FRESP 101 First Responder (3)
HLTH 101 Health and Wellness (2)
PES 210 Lifestyle Fitness Coaching (2)
PES 215 Group Fitness Instructor Training (3)
PES 220 Fitness Assessment/Program Design (3)
PES 225 Weight Training: Theory and Application (2)
PES 230 Nutrition for Sports and Exercise (3)
PES 235 Athletic Training Techniques (3)
PES 250 Kinesiology (3)
PES 298 Internship Seminar (1)
PES 299 Internship for Personal Trainers (3)

Program Total: 35 credits
Graphic Communications
Graphic Communications (A.A.S.)
Digital Design
E-Business
Web Designer

Graphic Communications
A.A.S. Degree
This visual communication program prepares students for entry-level positions as digital designers and illustrators in the graphics publishing and multimedia industry. Students may choose to emphasize digital design, illustration, or interactive design.

I. General Education Core (15-16)
Area A: Communication (6 credits)
ENG 101 Composition I - with a grade of C or better. (3)
COMM 101 Principles of Communication
Area B: Humanities and Fine Arts (3 credits)
ART 131 Survey of Non-Western Art (3) recommended or select one course from Area B (3)
Area C: Mathematics (demonstrated competence required)
Placement into MATH 095 or completion of MATH 090 - with a grade of C or better
Area D: Physical and Life Sciences (3-4 credits)
Select one course from Area D (3-4)
Area E: Social and Behavioral Science (3 credits)
Select one course from Area E (3)

II. Program Requirements (36)
ART 101 Two Dimensional Design (3)
ART 102 Three Dimensional Design (3)
ART 104 Drawing I (3)
ART 106 Drawing II (3)
ART 115 Introduction to Computer Art (3)
ART 121 History of Western Art I (3)
ART 122 History of Western Art II (3)
GC 151 Principles of Graphic Design (3)
GC 299 Internship/Seminar (3)
or
ART 295 Portfolio Seminar (3)
Select one option for specialization from the list below: (9)

Option A:
Digital Design (9 hrs)
GC 160 Design for Publishing (3)
GC 287 Professional Design (3)
ART 205 Printmaking (3)

Option B:
Illustration (9 hrs)
GC 171 Illustration I (3)
ART 162 Life Drawing (3)
ART 201 Painting I (3)

Option C:
Web Designer Specialization (12 hrs)
GC 162 Introduction to Web Site Development (3)
GC 262 Flash/Interface Design (3)
ITWEB 101 Web Page Authoring (3)
ITWEB 105 Multimedia Writing (3)

III. Electives(9)
Select 9 credits from ART, GC, and/or PHOTO courses.
Recommended electives for the Web Designer option include:
GC 175 Animation Techniques (2)
GC 182 Digital Video (2)
GC 185 Digital Sound (2)

Program Total: 60 credits

Digital Design Certificate
This program provides a foundation in design and computer art and experience with specialized software and techniques required to work in the field of digital design. Students are prepared for entry-level or freelance work in electronic and print media.

Program Requirements
ART 115 Introduction to Computer Art (3)
ART 205 Printmaking (3)
GC 151 Principles of Graphic Design (3)
GC 160 Design for Publishing (3)
GC 287 Professional Design (3)

Program Total: 15 credits

E-Business
(See Information Technology)

Web Designer Certificate
This program develops Web design skills with an emphasis on graphic design and digital media, including animation.

Program Requirements
ART 115 Introduction to Computer Art (3)
GC 151 Principles of Graphic Design (3)
GC 162 Introduction to Web Site Development (3) (same as ITWEB 103)
GC 262 Flash/Interface Design (3) (same as ITWEB 203)
ITWEB 101 Web Page Authoring (3)
ITWEB 105 Multimedia Writing (3)

Program Total: 18 credits
Health Professions
Dental Hygiene (A.A.S.)
Nursing (A.A.S.)
Advanced Bedside Care Provider
CNA/Nurse Assistant
R.N. First Surgical Assistant
Surgical Technology

Dental Hygiene
A.A.S. Degree
This program prepares students for careers in dental hygiene. It combines courses in general education, basic science, dental science and clinical science with learning experiences in the Dental Hygiene Clinic. Graduates of this program are eligible to sit for the state and regional licensing examinations. Courses must be completed in sequence. Those who desire part-time college enrollment may enroll only in the general education courses prior to applying for entry into the Dental Hygiene program. Please note: This program begins during summer sessions only and has special admissions requirements. Contact Enrollment Services to obtain a copy of the Dental Hygiene Information Booklet.

I. General Education Core (19)
Area A: Communication (6 credits)
ENG 101 Composition I - with a grade of C or better (3)
COMM 101 Principles of Communication (3)
Area B: Humanities and Fine Arts (3 credits)
Select one course from Area B (3)
Area C: Mathematics (demonstrated competence required)
Placement into MATH 095 or completion of MATH 090 - with a grade of C or better
Area D: Physical and Life Sciences (4 credits)
CHEM 105 Survey of General Chemistry (4)
Area E: Social and Behavioral Sciences (6 credits)
PSYCH 101 Introduction to Psychology (3)
SOCIO 101 Introduction to Sociology (3)

II. Area of Concentration/Program Requirements (64)
BIOL 211 Microbiology (4)
BIOL 212 Human Anatomy and Physiology I (4)
BIOL 222 Human Anatomy and Physiology II (4)
DH 101 Histology (2)
DH 103 Head & Neck Anatomy and Tooth Morphology (5)
DH 104 Dental Radiology (4)
DH 105 Nutrition (2)
DH 106 General and Oral Pathology (2)
DH 107 Fundamentals of Dental Hygiene (2)
DH 108 Clinical Dental Hygiene I (4)
DH 109 Clinical Dental Hygiene II (4)
DH 116 Periodontology (2)
DH 120 Care of Special Populations (2)
DH 201 Clinical Dental Hygiene III (3)
DH 202 Clinical Dental Hygiene IV (5)
DH 203 Clinical Dental Hygiene V (5)
DH 204 Ethics, Law and Administration (2)
DH 205 Pharmacology (2)
DH 207 The Science and Application of Dental Material (4)
DH 220 Community Dental Health (2)

Program Total: 83 credits

Nursing
A.A.S. Degree
This program prepares students for careers in nursing. The program combines courses in general and nursing education with selected learning experiences in hospitals and health agencies. Students will be required to perform at a predetermined satisfactory level on a nationally normed comprehensive exit exam at the conclusion of the program. Graduates of the Associate in Applied Science degree program may apply to take the NCLEX-RN examination for licensure as a registered nurse.

Please note: This program has special admissions requirements! Contact Enrollment Services to obtain a copy of the Nursing Information Booklet. (starts fall only)

Prior to admission to the Nursing program, students must complete NURS 100 Nurse Assistant Training (7) with a grade of C or better or demonstrate current status on the Illinois Certified Nurse Assistant (CNA) Registry. Credit earned for NURS 100 is not included in the 66 credit hours required for the Nursing A.A.S. degree.

Students also must complete BIOL 221 Human Anatomy and Physiology I (4) with a grade of C or better prior to admission to the Nursing program. Credit earned for BIOL 221 is included in the 66 credit hours required. Students are encouraged to complete as many general education courses as possible before enrolling in the Nursing Core Courses listed below in Section II.

LPN Bridge Program
LPNs who are seeking the A.A.S. in Nursing degree should consult with the Nursing Advisor in the Admissions Office for information on bridging options.

I. General Education Core (22)
Area A: Communication (9 credits)
ENG 101 Composition I - with a grade of C or better (3)
ENG 102 Composition II (3)
COMM 101 Principles of Communication (3)
Area B: Humanities and Fine Arts (3 credits)
Select one course from Area B. (3)
Area C: Mathematics (demonstrated competence required)
Placement into MATH 095 or completion of MATH 090 - with a grade of C or better
Area D: Physical and Life Sciences (4 credits)
BIOL 221 Human Anatomy and Physiology I (4)
Area E: Social and Behavioral Sciences (6 credits)
PSYCH 101 Introduction to Psychology (3)
PSYCH 102 Human Growth & Development: Life-Span (3)

II. Area of Concentration/Program Requirements (46)
BIOL 211 Microbiology (4)
BIOL 222 Human Anatomy and Physiology II (4)
NURS 101 Basic Care Needs (6)
NURS 102 Acute Care Needs (7)
NURS 103 Nursing as a Profession (1)
NURS 201 Family Care Needs (11)
NURS 202 Advanced Care Needs (11)
NURS 211 Preparation for Professional Nursing (2)

Program Total: 68 credits
Advanced Bedside Care Provider
Certificate
This certificate program will provide students with theoretical background and psychomotor skills needed to provide basic bedside care. CNA competencies are enhanced by instruction in communication strategies and human behavior. This will prepare the bedside care provider to improve his/her ability to interact with clients, families and other members of the health care team.

Note: Students must be actively listed in the State of Illinois CNA Registry in order to complete this certificate. Students currently listed in the State of Illinois CNA Registry may qualify for proficiency credit for NURS 100. Contact the Dean of Health Professions for information.

Program Requirements
COMM 101  Principles of Communication (3)  NURS 100  Nurse Assistant Training (7)  PSYCH 101  Introduction to Psychology (3)

Program Total: 13 credits

CNA/Nurse Assistant
Certificate
The Nursing Assistant Training Program has been designed to provide students with the theory and skills necessary to give basic patient care in a nursing home or hospital. The course includes instruction in basic bedside skills such as bed baths, moving and lifting, enemas, and other techniques. Students will receive practice in a lab setting and in a nursing home. Successful completion of this program qualifies the student for the Illinois Basic Nursing Assistant Certificate and to take the state approved Competency Examination.

Program Requirements
NURS 100  Nurse Assistant Training* (7)

Program Total: 7 credits

* Along with regular lectures, students will have clinicals in some local facilities such as long-term care facilities, where they will perform basic nursing care under the guidance of a registered nurse.

R.N. First Surgical Assistant
Certificate
This program is designed for employed registered nurses with a minimum of two years current acute care setting operating room experience. It provides further training to enable nurses to competently assist the surgeon during surgical procedures requiring an assistant.

Note: Contact the Dean of Health Professions for additional enrollment requirements.

Program Requirements
RN 100  R.N. First Assistant (3)  RN 101  R.N. First Assistant Internship (3)

Program Total: 6 credits

Surgical Technology
Certificate
Please note: This program has special admissions requirements. Contact Enrollment Services to obtain a copy of the Surgical Technologist Application Procedures Booklet.

This program prepares students to work as surgical technologists in the operating room, labor and delivery, ambulatory care centers, cardiac catheterization laboratories, physician’s offices, or central supply units. Surgical technologists work under medical supervision to facilitate safe and effective performance of invasive surgical procedures aimed at optimizing patient safety. This program meets nationally established standards for Surgical Technology. It has been approved by the Commission on Accreditation of Allied Health Programs (CAAAHEP). Grads may sit for the Surgical Technologist national certification exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Program Requirements
(All courses must be completed with a C grade or better)
BIOL 115  Microbiology for Surgical Technologists (4)  HLTH 102  Workplace Issues for Allied Health (1)  SRT 102  Patient Care I (2)  SRT 103  Patient Care II (1)  SRT 110  Introduction to Surgical Technology (7)  SRT 120  Surgical Procedures I (5)  SRT 122  Applied Surgical Procedures I (1)  SRT 130  Surgical Procedures II (6)  SRT 132  Applied Surgical Procedures II (2)  SRT 140  Surgical Procedures III (6)  SRT 142  Applied Surgical Procedures III (2)  SRT 298  Surgical Technology Seminar (4)  SRT 299  Applied Surgical Procedures IV (2)

Program Total: 43 credits
Industrial Technology
CNC Programmer/Operator
Heating, Ventilation, Air Conditioning and Refrigeration
Hydraulics
Industrial Electrician (A.A.S.)
Industrial Electrician
Industrial Maintenance Technician
Machinist
Manufacturing Technology (A.A.S.)
Manufacturing Technology
Millwright
Tool & Die Making (A.A.S.)
Tool & Die Making
Welder Technician
Welding Specialist

Heating, Ventilation, Air Conditioning and Refrigeration
Certificate
This program prepares heating and cooling technicians to work on systems that control the temperature, humidity, and air quality of enclosed environments. Students learn to assemble, install, maintain and service climate control equipment. Typical entry-level positions include service technicians, new installation technicians, and sales positions.

Program Requirements
AMATH 100  Basic Math for the Skilled Trades (2)
HVACR 101  Fundamentals of Refrigeration (2)
HVACR 102  Advanced Refrigeration (2)
HVACR 103  Air Conditioning (2)
HVACR 104  Advanced Air Conditioning (2)
HVACR 105  Heating System Applications (2)
HVACR 107  Electrical Control Applications (2)
HVACR 108  Advanced Controls (2)
HVACR 109  Installation & Service of HVACR Systems (2)
HVACR 110  Troubleshooting HVACR Systems (2)
HVACR 112  Sheet Metal Layout and Fabrication (2)
Electives: Select from WELD 101; HVACR 114; or courses chosen with coordinator’s consent. (4)

Program Total: 26 credits

Hydraulics
Certificate
This program is designed for students who are working on machines in industry that have fluid control devices.

Program Requirements
AMATH 100  Basic Math for the Skilled Trades (2)
AMATH 101  Algebra for the Skilled Trades (2)
AMATH 103  Geometry for the Skilled Trades (2)
AMATH 106  Applied Trigonometry for the Skilled Trades (2)
AMATH 107  Trigonometry & Shop Applications I (2)
APHYS 100  Applied Physics (2)
DRAFT 101  Drafting Essentials (2)
DRAFT 102  Drafting Conventions and Symbols (2)
ELECT 100  Electric Wiring I (2)
ELECT 101  Fundamentals of Electricity I (2)
HYDR 101  Fundamental of Hydraulics (2)
HYDR 102  Hydraulic Pumps (2)
HYDR 103  Hydraulic Controls (2)
HYDR 104  Basic Hydraulic Circuits (2)
HYDR 106  Pneumatics (2)
MILL 101  Industrial Maintenance Techniques I (2)
PLUMB 101  Fundamentals of Plumbing (2)

Program Total: 34 credits

CNC Programmer/Operator
Certificate
This program is designed to prepare people to be CNC Programmers/Operators. The curriculum emphasizes programming and operation of both milling and turning CNC equipment. Additionally, the student will receive instruction in these important related areas: machine tool operation and applications, mathematics, and drafting/CAD.

Program Requirements
CADMD 243  Introduction to AutoCAD (3)
MT 101  Metal Working Processes I (3)
MT 102  Metal Working Processes II (3)
MT 210  CNC Programming I (3)
MT 211  CNC Programming II (3)
MT 214  CAD/CAM Systems (3)
TECH 109  Technical Mathematics I (4)
MATH 151  College Algebra (4)
Electives: Select from CADMD 244, 245; MT 212, 215 (6)

Program Total: 32 credits
Industrial Electrician

A.A.S. Degree
The industrial electrician degree program prepares students for work as electricians in industry. To meet the demands of changing technology, training encompasses electronics as well as electrician skills. Students pursuing the A.A.S. degree on a full-time schedule will be prepared for entry-level positions as industrial electricians. This training has been approved by the United States Bureau of Apprenticeship Training.

I. General Education Core (17-18)

Area A: Communication (6 credits)
ENG 101  Composition I - with a grade of C or better. (3)
COMM 101  Principles of Communication (3)

Area B: Humanities and Fine Arts (3 credits)
Select one course from Area B (3)

Area C: Mathematics (2)
AMATH 101  Algebra for the Skilled Trades (2)

Area D: Physical and Life Sciences (3-4 credits)
Select one course from Area D (3-4)

Area E: Social and Behavioral Science (3 credits)
Select one course from Area E (3)

II. Program Requirements (37)

ELECT 100  Electric Wiring I (2)
ELECT 101  Fundamentals of Electricity I (2)
ELECT 102  Fundamentals of Electricity II (2)
ELECT 103  Alternating Current (2)
ELECT 105  Power, Transformers, Polyphase Circuits (2)
ELECT 106  DC Motors and Generators (2)
ELECT 107  AC Motors and Generators (2)
ELECT 108  Electrical Control for Machines I (2)
ELECT 109  Electric Control for Machines II (2)
ELECT 111  Electronic Principles I (2)
ELECT 112  Electronic Principles II (2)
ELECT 113  Blueprint Reading for Electricians (2)
ELECT 114  National Electrical Code (2)
ELECT 120  Electrical Safety (2)
ELECT 203  Industrial Electronics I (2)
ELECT 204  Industrial Electronics II (2)
ELECT 208  Programmable Logic Controllers I (2)

III. Electives (10)
Select from ELECT 141, 150, 201, 202, 206, 207, 290; MATH 151; PHYSI 130 (10)

Program Total: 64-65 credits

Industrial Electrician
Certificate
Industrial Electricians are prepared to troubleshoot and maintain electrical devices used in a manufacturing industry; install electrical machines and wiring; and wire electrical panels.

Program Requirements

AMATH 101  Algebra for the Skilled Trades (2)
ELECT 100  Electric Wiring I (2)
ELECT 101  Fundamentals of Electricity I (2)
ELECT 102  Fundamentals of Electricity II (2)
ELECT 103  Alternating Current (2)
ELECT 106  DC Motors and Generators (2)
ELECT 107  AC Motors and Generators (2)
ELECT 108  Electrical Control for Machines I (2)
ELECT 109  Electric Control for Machines II (2)
ELECT 113  Blueprint Reading for Electricians (2)
ELECT 114  National Electrical Code (2)
ELECT 120  Electrical Safety (2)
ELECT 203  Industrial Electronics I (2)
ELECT 204  Industrial Electronics II (2)
ELECT 208  Programmable Logic Controllers I (2)

Select from ELECT 111, 112, 141, 201, 202, 206, 207, 209, 290; MATH 151: (9)

Program Total: 35 credits

Industrial Maintenance Electrician
Certificate
This program trains students for a company's individual workplace needs. Students complete a core program and then focus in one or several technical areas.

Program Requirements

AMATH 100  Basic Mathematics for the Skilled Trades (2)
AMATH 101  Algebra for the Skilled Trades (2)
ELECT 100  Electric Wiring I (2)
MILL 101  Industrial Maintenance Techniques I (2)
PLUMB 101  Fundamentals of Plumbing (2)
WELD 101  Principles of Flat Welding (2)

Select one drafting or blueprint reading course from the following: DRAFT 101, 102, 115; ELECT 113; CADMD 141 (2-3)
Select one OSHA mandated safety elective from ELECT 120 or MT 120 (2)
Select technical courses from the following areas: (18)
(Applied Math) AMATH 103, 106, 107, 108, 110
(Applied Physics) APHYS 100
(Business) BUS 109, 242
(Drafting) DRAFT 101, 102, 105; CADMD 141
(Heating/Ventilation/Air Conditioning) HVACR 101, 102, 104, 105, 107, 108, 109
(Hydraulics) HYDR 101, 103, 106
(Industrial Electricity) ELECT 101, 102, 103, 105, 106, 107, 109, 110, 111, 112, 113, 114, 120, 150, 201, 202, 203, 204, 206, 207, 208, 209, 298, 299
(Information Technology) ITAPP 101
(Manufacturing Technology) MT 101, 102, 120, 220, 221
(Millwright) MILL 102, 103, 105, 106, 107, 108
(Plumbing/Pipefitting) PLUMB 102, 103, 104
(Welding) WELD 102, 103, 104

Program Total: 34-35 credits
Machinist
Certificate
This program prepares students to enter machinist craft fields. Machinist training teaches students to custom build metal devices in both a job shop or a manufacturing establishment.

Program Requirements
AMATH 100  Basic Math for the Skilled Trades (2)
AMATH 101  Algebra for the Skilled Trades (2)
AMATH 103  Geometry for the Skilled Trades (2)
DRAFT 115  Blueprint Reading for Mechanical Trades (2)
CADMD 141  Technical Drafting I (3)
CADMD 243  Introduction to AutoCAD (3)
MT 101  Metal Working Processes I (3)
MT 102  Metal Working Processes II (3)
MT 105  Metal Working Processes III (3)
MT 210  CNC Programming I (3)
MT 211  CNC Programming II (3)
MT 212  Introduction to Robotics (3)
MT 214  CAD/CAM Systems (3)
MT 215  Manufacturing Systems (4)
MATH 151  College Algebra (4)
PHYSI 130  College Physics II (4)

Program Total: 31 credits

Manufacturing Technology
A.A.S. Degree
This program prepares personnel for a wide range of manufacturing related occupations. These include machine operator, machinist, CNC operator, CNC programmer, and robotics programmer. Coursework includes basic machine shop operations and processes, CNC machine operation and programming, CAD/CAM fundamentals, robotics and automated manufacturing applications. This program prepares technicians to operate, program, design and install manufacturing, assembly and materials handling equipment. Students who wish to pursue a bachelor’s degree in this program should consult an enrollment advisor regarding transfer information.

I. General Education Core (20)
Area A: Communication (6 credits)
ENG 101  Composition I - with a grade of C or better (3)
COMM 101  Principles of Communication (3)
Area B: Humanities and Fine Arts (3 credits)
Select one course from the list for Area B (3)
Area C: Mathematics (4 credits)
TECH 109  Technical Mathematics I (4) required
Area D: Physical and Life Sciences (4 credits)
PHYSI 120  College Physics I (4) required
Area E: Social and Behavioral Sciences (3 credits)
Select one course from the list for Area E (3)

II. Area of Concentration/Program Requirements (39)
CADMD 141  Technical Drafting I (3)
CADMD 243  Introduction to Auto-CAD (3)
MT 101  Metal Working Processes I (3)
MT 102  Metal Working Processes II (3)
MT 105  Metal Working Processes III (3)
MT 210  CNC Programming I (3)
MT 211  CNC Programming II (3)
MT 212  Introduction to Robotics (3)
MT 214  CAD/CAM Systems (3)
MT 215  Manufacturing Systems (4)
MATH 151  College Algebra (4)
PHYSI 130  College Physics II (4)

III. Electives (2)
Select from CADMD 244; HYDR 101; WELD 101 (2)

Program Total: 61 credits
Millwright

Certificate
This program trains students to move and install various metalworking machines according to a firm's management requests. Millwrights are high-skilled workers trained to dismantle, operate, repair, or lubricate industrial machinery. They are skilled in the use of basic tools and machinery and can read blueprints and schematic designs.

Program Requirements
AMATH 100  Basic Mathematics for the Skilled Trades (2)
AMATH 101  Algebra for the Skilled Trades (2)
DRAFT 101  Drafting Essentials (2)
DRAFT 102  Drafting Conventions & Symbols (2)
DRAFT 115  Blueprint Reading for the Mechanical Trades (2)
HYDR 101  Fundamentals of Hydraulics (2)
HYDR 106  Pneumatics (2)
MILL 101  Industrial Maintenance Techniques I (2)
MILL 102  Industrial Maintenance Techniques II (2)
MILL 103  Lubrication (2)
MILL 105  Rigging (2)
MILL 106  Power Train Elements (2)
MILL 107  Machine Vibration Analysis I (2)
WELD 101  Principles of Flat Welding (2)
WELD 102  Horizontal Welding and Brazing (2)
Select from MILL 108; PLUMB 101 (2)

Program Total: 32 credits

Tool and Die Making

A.A.S. Degree
The Tool and Die Making curriculum meets the standards of the United States Bureau of Apprenticeship which requires a minimum of 144 contact hours of related classroom instruction per year for an apprenticeship. The program is coordinated with area firms.

I. General Education Core (19-20)
Area A: Communication (6 credits)
ENG 101  Composition I - with a grade of C or better (3)
COMM 101  Principles of Communication (3)
Area B: Humanities and Fine Arts (3 credits)
Select one course from Area B (3)
Area C: Mathematics (4)
AMATH 100  Basic Math for the Skilled Trades (2)
AMATH 101  Algebra for the Skilled Trades (2)
Area D: Physical and Life Sciences (3-4 credits)
Select one course from Area D
Area E: Social and Behavioral Sciences (3 credits)
Select one course from Area E (3)

II. Program Requirements (41)
AMATH 103  Geometry for the Skilled Trades (2)
AMATH 106  Applied Trigonometry for the Skilled Trades (2)
AMATH 107  Trigonometry & Shop Applications for the Skilled Trades (2)
AMATH 108  Compound Angles for the Skilled Trades (2)
AMATH 110  Gearing & Cams for the Skilled Trades (2)
CADMD 141  Technical Drafting I (3)
CADMD 243  Introduction to Auto-CAD (3)
DRAFT 105  Design Applications for Mechanical Trades (2)
HYDR 101  Fundamentals of Hydraulics (2)
HYDR 106  Pneumatics (2)
MILL 101  Industrial Maintenance Techniques I (2)
MILL 102  Industrial Maintenance Techniques II (3)
MT 101  Metal Working Processes I (3)
MT 102  Metal Working Processes II (3)
MT 105  Metal Working Processes III (3)
MT 220  Metalurgy - Ferrous (2)
TOOL 101  Tool and Die Processes (2)
TOOL 102  Tool and Die Maintenance (2)
WELD 101  Principles of Flat Welding (2)

Program Total: 60-61 credits

Tool and Die Making

Certificate
This curriculum prepares students to reconstruct and rebuild dies, maintain old dies, replace punches and redress, make adjustments on draw dies, redress and keep equipment to quality performance while in production.

Program Requirements
AMATH 100  Basic Math for the Skilled Trades (2)
AMATH 101  Algebra for the Skilled Trades (2)
AMATH 103  Geometry for the Skilled Trades (2)
AMATH 106  Applied Trigonometry for the Skilled Trades (2)
AMATH 107  Trigonometry and Shop Applications for the Skilled Trades (2)
CADMD 141  Technical Drafting I (3)
CADMD 243  Introduction to Auto-CAD (3)
DRAFT 105  Design Applications for Mechanical Trades (2)
HYDR 101  Fundamentals of Hydraulics (2)
HYDR 106  Pneumatics (2)
MT 101  Metal Working Processes I (3)
MT 102  Metal Working Processes II (3)
MT 105  Metal Working Processes III (3)
MT 220  Metalurgy - Ferrous (2)
TOOL 101  Tool and Die Processes (2)
TOOL 102  Tool and Die Maintenance (2)
MT 101  Metal Working Processes I (3)
MT 102  Metal Working Processes II (3)
MT 105  Metal Working Processes III (3)
MT 220  Metalurgy - Ferrous (2)

Program Total: 37 credits
Welder Technician

Certificate
The curriculum prepares students to perform various welding jobs for maintenance manufacturing machines. The training also prepares students to custom build devices by working from machine drawings and specifications.

Program Requirements
AMATH 100 Basic Mathematics for the Skilled Trades (2)
AMATH 101 Algebra for the Skilled Trades (2)
AMATH 103 Geometry for the Skilled Trades (2)
AMATH 106 Applied Trigonometry for the Skilled Trades (2)
DRAFT 101 Drafting Essentials (2)
DRAFT 102 Drafting Conventions & Symbols (2)
DRAFT 103 Three Dimensional Shapes (2)
MT 220 Metallurgy - Ferrous (2)
WELD 101 Principles of Flat Welding (2)
WELD 102 Horizontal Welding and Brazing (2)
WELD 103 Metal Inert and Vertical Welding (2)
WELD 104 Tungsten Inert and Overhead Welding (2)
WELD 105 A.W.S. Structural Certification (2)
Select 8 credits from the following courses: APHYS 100; HYDR 101; MT 101, 221; PLUMB 103; WELD 106, 201, 202 (8)

Program Total: 34 credits

Welding Specialist

Certificate
This certificate program is designed to concentrate on welding skills utilizing processes that are most widely employed in business and industry. The welding proficiency and knowledge gained in this program supplement most skilled construction trades.

Program Requirements
AMATH 100 Basic Mathematics for the Skilled Trades (2)
DRAFT 101 Drafting Essentials (2)
WELD 101 Principles of Flat Welding (2)
WELD 102 Horizontal Welding and Brazing (2)
WELD 103 Metal Inert and Vertical Welding (2)
WELD 104 Tungsten Inert and Overhead Welding (2)
WELD 105 A.W.S. Structural Certification (2)
WELD 106 Pipe and Pressure Vessel Certification (2)
WELD 201 Advanced Gas Metal Arc Welding (2)
WELD 202 Advanced Gas Tungsten Arc Welding (2)

Program Total: 20 credits
## Information Technology

### Computer Electronics Technology (A.A.S.)
- Computer Electronics Technician
- Information Technology (A.A.S.)
- Administrative Assistant Option
- Networking Option
- Programming Option
- Software Application Option
- Webmaster Option
- Computer Repair Specialist
- Desktop Publishing
- Digital Mass Communication
- E-Business
- Game Design and Development
- Network Security Specialist
- Networking Specialist
- Office Assistant
- Programming
- Software Specialist
- Software Technician
- Software User
- Web Developer
- Web Designer
- Webmaster

### Information Technology

#### A.A.S. Degree
This program prepares students for the rapidly changing world of computers, computer applications and the office environment. After completing introductory courses, students may choose one of the following options: administrative assistant, networking, programming, software applications, or Webmaster. Career opportunities vary according to the option selected.

#### Information Technology: Administrative Assistant Option

#### I. General Education Core (18-19)

<table>
<thead>
<tr>
<th>Area</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Communication</td>
<td>6</td>
</tr>
<tr>
<td>B</td>
<td>Humanities and Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>D</td>
<td>Physical and Life Sciences</td>
<td>3-4</td>
</tr>
<tr>
<td>E</td>
<td>Social and Behavioral Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

**Select one course from Area B (3)**<br><br>**Select one course from Area D (3-4)**<br><br>**Select one course from Area E (3)**

#### II. Program Requirements (46)

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>BUS 101</td>
<td>Introduction to Modern Business (3)</td>
</tr>
<tr>
<td>ITAPP 101</td>
<td>Introduction to Computers (3)</td>
</tr>
<tr>
<td>BUS 107</td>
<td>Bookkeeping and Procedural Accounting (3)</td>
</tr>
<tr>
<td>ITOFS 299</td>
<td>Internship (2)</td>
</tr>
</tbody>
</table>

### Information Technology: Networking Option

#### I. General Education Core (18-19)

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**Select one course from Area B (3)**<br><br>**Select one course from Area D (3-4)**<br><br>**Select one course from Area E (3)**

#### II. Program Requirements (46)

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</tr>
<tr>
<td>ITNET 299</td>
<td>Internship (2)</td>
</tr>
</tbody>
</table>

### Networking Concentration Courses:
- ITNET 160 | Computer Repair (4) |
- ITNET 165 | Introduction to Networking (3) |
- ITNET 250 | Intro to LAN Administration (3) |
- ITPRG 103 | Intro to Programming (3) |
- ITPRG 140 | Intro to Operating Systems (3) |
- ITPRG 142 | Intro to Visual Basic Programming (3) |
- ITPRG 201 | Systems Design and Develop (3) |
- ITPRG 240 | Intro to Linux Operating System (3) |
| ITWEB 101 | Web Page Authoring (3) |

**Select from the following:**
- ITAPP 133, ITNET 260, 270, 280, ITOFS 100, ITPRG 144, 147, 205, 242, 244, 247, 248 (7)

### Program Total: 64 credits
Information Technology:
Programming Option

I. General Education Core (18-19)
Area A: Communication (6 credits)
ENG 101  Composition I - with a grade of C of better (3)
COMM 101  Principles of Communication (3)
Area B: Humanities and Fine Arts (3 credits)
Select one course from Area B (3)
Area C: Mathematics (3 credits)
ITPRG 106  Mathematics for Computers (3)
Area D: Physical and Life Sciences (3-4 credits)
Select one course from Area D (3-4)
Area E: Social and Behavioral Sciences (3 credits)
Select one course from Area E (3)

II. Area of Concentration/Program Requirements (46)
Core Courses:
BUS 101  Introduction to Modern Business (3)
ITAPP 101 Introduction to Computers (3)
BUS 131  Financial Accounting (4)
ITPRG 299  Internship (2)
Programming Concentration Courses:
ITPRG 103 Introduction to Programming (3)
ITPRG 140 Introduction to Operating Systems (3)
ITPRG 142 Introduction to Visual Basic Programming (3)
ITPRG 144 Introduction to C++ Programming (3)
or
ITPRG 147 Introduction to JAVA Programming (3)
ITPRG 201 Systems Design and Development (3)
ITPRG 248 Introduction to COBOL Programming (3)
Select from the following:
ITAPP 133; ITOFS 100; ITPRG 144, 147, 154, 205, 242, 244, 247, 249;
ITWEB 101, 103, 201 (16)

Program Total: 64 credits

Information Technology:
Software Applications Option

I. General Education Core (18-19)
Area A: Communication (6 credits)
ENG 101  Composition I - with a grade of C of better (3)
COMM 101  Principles of Communication (3)
Area B: Humanities and Fine Arts (3 credits)
Select one course from Area B (3)
Area C: Mathematics (3 credits)
ITPRG 106  Mathematics for Computers (3)
Area D: Physical and Life Sciences (3-4 credits)
Select one course from Area D (3-4)
Area E: Social and Behavioral Sciences (3 credits)
Select one course from Area E (3)

II. Program Requirements (46)
Core Courses:
BUS 101  Introduction to Modern Business (3)
ITAPP 101 Introduction to Computers (3)
BUS 131  Financial Accounting (4)
ITWEB 299  Internship (2)
Software Applications Concentration Courses:
ITAPP 109 Introduction to the Internet (1)
ITAPP 121 Word Processing Applications - Level 1 (3)
ITAPP 122 Word Processing Applications - Level 2 (3)
ITAPP 125 Spreadsheet Applications - Level 1 (2)
ITAPP 126 Spreadsheet Applications - Level 2 (2)
ITAPP 128 Database Applications - Level 1 (2)
ITAPP 129 Database Applications - Level 2 (2)
ITAPP 132 Desktop Publishing (3)
ITAPP 133 Presentation Applications (2)
ITAPP 240 Application Development in Database (2)
ITOF 100 Keyboarding (1)
ITPRG 103 Introduction to Programming (3)
ITPRG 140 Introduction to Operating Systems (3)
ITPRG 142 Introduction to Visual Basic Programming (3)
Select from the following:
BUS 201; ITAPP 130, 232; ITPRG 144, 205, 242 (3)

Program Total: 64 credits

Information Technology:
Webmaster Option

I. General Education Core (18-19)
Area A: Communication (6 credits)
ENG 101  Composition I - with a grade of C of better (3)
COMM 101  Principles of Communication (3)
Area B: Humanities and Fine Arts (3 credits)
Select one course from Area B (3)
Area C: Mathematics (3 credits)
ITPRG 106  Mathematics for Computers (3)
Area D: Physical and Life Sciences (3-4 credits)
Select one course from Area D (3-4)
Area E: Social and Behavioral Sciences (3 credits)
Select one course from Area E (3)

II. Program Requirements (46)
Core Courses:
BUS 101  Introduction to Modern Business (3)
ITAPP 101 Introduction to Computers (3)
BUS 131  Financial Accounting (4)
ITWEB 299  Internship (2)
Webmaster Concentration Courses:
BUS 261  Advertising (3)
COMM 111 Introduction to Mass Communication (3)
GC 115  Introduction to Computer Art (3) (same as ART 115)
ITPRG 140 Introduction to Operating Systems (3)
ITPRG 157 Javascript Programming (3)
ITPRG 205 Ethics in Information Technology (2)
ITWEB 101  Web Page Authoring (3)
ITWEB 103 Introduction to Web Site Development (3)
ITWEB 105 Multimedia Writing (3)
ITWEB 201 Technology of E-Commerce (3)
ITWEB 203 Flash/Interface Design (3) (same as GC 262)
ITWEB 225 WorkShop: Advanced Topics (2)

Program Total: 64 credits
Computer Repair Specialist
Certificate
This program is for those individuals who want to work with computer hardware and software. This certificate provides students with skills needed as a first-level troubleshooting technician in a computer facility.

Program Requirements
ELECT 111  Electronic Principles I (2)
ELECT 112  Electronic Principles II (2)
ITNET 160  Computer Repair (4)
ITPRG 140  Introduction to Operating Systems (3)
Select from CET 114; ITNET 250; ITWEB 101 (5)

Program Total: 16 credits

Desktop Publishing
Certificate
This program prepares students to produce professional looking publications using desktop publishing software.

Program Requirements
ITAPP 101  Introduction to Computers (3)
ITAPP 121  Word Processing Applications - Level I (3)
ITAPP 132  Desktop Publishing (3)
ITAPP 133  Presentation Applications (2)
ITAPP 232  Advanced Desktop Publishing (3)
ITOF 100  Keyboading (1)

Program Total: 15 credits

Digital Mass Communication
This program prepares students to develop digital media and web sites using computer-based technologies by writing text, designing graphics, creating animations, and incorporating sound for multimedia presentations.

Program Requirements
BUS 261  Advertising (3)
COMM 111  Introduction to Mass Communication (3)
GC 115  Introduction to Computer Art (3) *(same as ART 115)*
ITWEB 103  Introduction to Web Site Development (3)
*same as GC 162*
ITWEB 105  Multimedia Writing (3)
ITWEB 203  Flash/Interface Design (3) *(same as GC 262)*

Program Total: 18 credits

E-Business
Certificate
This certificate program includes the experiences necessary to create and maintain a successful E-business site. Topics include business, marketing, legal issues, programming, online monetary security issues, and graphic design considerations.

Program Requirements
BUS 101  Introduction to Modern Business (3)
BUS 287  E-Business (3)
GC 162  Introduction to Web Site Development (3)
ITPRG 142  Introduction to Visual Basic Programming (3)
ITWEB 201  Technology of E-Commerce (3)

Program Total: 15 credits

Game Design and Development
Certificate
Games Design and Development is a rapidly growing field that produces a wide variety of jobs. The program offers students the ability to explore different facets of the industry, as well as other digital entertainment and educational areas. This program combines current technology skills with art, design, writing, and programming.

Program Requirements
ENG 101  Composition I (3)
GC 115 or ART 115  Introduction to Computer Art (3)
GC 175  Animation (3)
ITPRG 103  Introduction to Programming (3)
ITPRG 142  Introduction to Visual Basic Programming (3)
ITPRG 144  Introduction to C++ Programming (3)
ITPRG 171  Game Design I (3)
ITPRG 173  Digital Storytelling (3)
ITWEB 203  Flash/Interface Design (3)
ITPRG 140  Introduction to Operating Systems (3)
ITPRG 147  Introduction to JAVA Programming (3)
ITPRG 205  Ethics in Information Technology (3)
ITWEB 205  Web Languages (3)

Program Total: 30 credits
Network Security Specialist

Certificate
This program covers the fundamentals of computer networking with an emphasis on network security, network defense, data integrity, and computer forensics. It prepares students for jobs in network administration, network security, and computer forensics. Students are prepared for a range of industry certifications.

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
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<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>ITPRG 140</td>
<td>Introduction to Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>ITPRG 240</td>
<td>Linux Operating System</td>
<td>3</td>
</tr>
<tr>
<td>ITNET 160</td>
<td>Computer Repair</td>
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<td>Introduction to Networking</td>
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</tr>
<tr>
<td>ITNET 250</td>
<td>Introduction to LAN Administration</td>
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<tr>
<td>ITNET 260</td>
<td>Network Security Fundamentals</td>
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<tr>
<td>ITNET 270</td>
<td>Computer Forensics</td>
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<tr>
<td>ITNET 280</td>
<td>Ethical Hacking</td>
<td>3</td>
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</table>

Program Total: 28 credits

Network Specialist

Certificate
This program provides a foundation in computer networking including network planning, installation, configuration, maintenance, and troubleshooting. It includes coverage of both Microsoft and Linux operating systems. Upon completion, student may seek various industry certification credentials such as CompTIA's A+, Network+, and/or Linux+.

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
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<td>ITNET 250</td>
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<tr>
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<tr>
<td>ITPRG 240</td>
<td>Linux Operating System</td>
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</tr>
</tbody>
</table>

Program Total: 16 credits

Office Assistant

Certificate
This program prepares students to perform clerical duties for supervisors, including setting up and maintaining files, answering and placing telephone calls, compiling and maintaining reports and records, and performing office-related duties.

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITAPP 101</td>
<td>Introduction to Computers</td>
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<tr>
<td>ITAPP 109</td>
<td>Introduction to the Internet</td>
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</tr>
<tr>
<td>ITAPP 121</td>
<td>Word Processing Applications - Level 1</td>
<td>3</td>
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<tr>
<td>ITAPP 125</td>
<td>Spreadsheet Applications - Level 1</td>
<td>2</td>
</tr>
<tr>
<td>ITAPP 126</td>
<td>Spreadsheet Applications - Level 2</td>
<td>2</td>
</tr>
<tr>
<td>ITAPP 128</td>
<td>Database Applications - Level 1</td>
<td>2</td>
</tr>
<tr>
<td>ITAPP 129</td>
<td>Data Base Applications - Level 2</td>
<td>2</td>
</tr>
<tr>
<td>ITAPP 130</td>
<td>Software Integration and Applications</td>
<td>2</td>
</tr>
<tr>
<td>ITAPP 240</td>
<td>Application Development in Database</td>
<td>2</td>
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<tr>
<td>ITPRG 140</td>
<td>Introduction to Operating Systems</td>
<td>3</td>
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<tr>
<td>ITPRG 142</td>
<td>Introduction to Visual Basic Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Total: 31 credits

Programming

Certificate
This program is designed for working adults who need to update their skills and knowledge of programming languages. Object-oriented and event-driven languages, as well as traditional structured languages, are included in this curriculum. Some career opportunities include Visual Basic programmer, C++ programmer, JAVA programmer, object-oriented programmer, and user interface designer.

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ITPRG 103</td>
<td>Introduction to Programming</td>
<td>4</td>
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<tr>
<td>ITPRG 142</td>
<td>Introduction to Visual Basic Programming</td>
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</table>

Select from the following programming courses:

<table>
<thead>
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<td>ITPRG 147</td>
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<td>ITPRG 201</td>
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<td>ITPRG 242</td>
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<td>ITPRG 244</td>
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<tr>
<td>ITPRG 247</td>
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<td>ITPRG 248</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITPRG 249</td>
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</table>

Program Total: 19 credits

Software Specialist

Certificate
This program provides students with the information and skills needed to be marketable and productive in a microcomputer environment. Career opportunities include database programmer, BASIC programmer, spreadsheet specialist, technical support coordinator, office manager, and office productivity coordinator.

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 107*</td>
<td>Bookkeeping and Procedural Accounting</td>
<td>3</td>
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<tr>
<td>BUS 127</td>
<td>Business Communications</td>
<td>3</td>
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<tr>
<td>ITAPP 101</td>
<td>Introduction to Computers</td>
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</tr>
<tr>
<td>ITAPP 109</td>
<td>Introduction to the Internet</td>
<td>1</td>
</tr>
<tr>
<td>ITAPP 121</td>
<td>Word Processing Applications - Level 1</td>
<td>3</td>
</tr>
<tr>
<td>ITAPP 125</td>
<td>Spreadsheet Applications - Level 1</td>
<td>2</td>
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<tr>
<td>ITAPP 126</td>
<td>Spreadsheet Applications - Level 2</td>
<td>2</td>
</tr>
<tr>
<td>ITAPP 128</td>
<td>Database Applications - Level 1</td>
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<tr>
<td>ITAPP 129</td>
<td>Data Base Applications - Level 2</td>
<td>2</td>
</tr>
<tr>
<td>ITAPP 130</td>
<td>Software Integration and Applications</td>
<td>2</td>
</tr>
<tr>
<td>ITAPP 240</td>
<td>Application Development in Database</td>
<td>2</td>
</tr>
</tbody>
</table>

Program Total: 31 credits

* BUS 131 - Financial Accounting will be accepted in place of BUS 107
Software Technician
Certificate
This program prepares students to be a software technician for a small or large company. As an employee, this technician could install, upgrade and maintain software programs and files, as well as diagnose and troubleshoot software-related problems. Career opportunities include computer troubleshooter, software maintenance technician and DOS/Windows Specialists.

Program Requirements
ITAPP 101 Introduction to Computers (3)
ITAPP 109 Introduction to the Internet (1)
ITPRG 140 Introduction to Operating Systems (3)
Electives:
Select from: ITPRG 142, 144, 147 (3)
Select one additional IT course (2)

Program Total: 12 credits

Software User
Certificate
This program exposes students to a variety of application programs including spreadsheets, database and word processing software. Students will gain experience in operating systems (DOS and Windows), diagnostic tools and integration techniques. Some possible career opportunities include administrative assistant, secretary, office manager, and office productivity coordinator.

Program Requirements
ITAPP 101 Introduction to Computers (3)
ITAPP 109 Introduction to the Internet (1)
ITAPP 121 Word Processing Applications - Level 1 (3)
ITAPP 125 Spreadsheet Applications - Level 1 (2)
ITAPP 128 Database Applications - Level 1 (2)
ITAPP 130 Software Integration and Application (2)
ITPRG 140 Introduction to Operating Systems (3)

Program Total: 16 credits

Web Designer
Certificate
This program develops Web design skills with an emphasis on graphic design and digital media, including animation.

Program Requirements
ART 115 Introduction to Computer Art (3)
GC 151 Principles of Graphic Design (3)
GC 162 Introduction to Web Site Development (3)  
(same as ITWEB 103)
GC 262 Flash/Interface Design (3)  
(same as ITWEB 203)
ITWEB 101 Web Page Authoring (3)
ITWEB 105 Multimedia Writing (3)

Program Total: 18 credits

Web Developer
Certificate
This program is designed for students who wish to become Web developers or Web programmers. Students are offered hands-on experience in database, graphic design and Web programming using popular Web development software.

Program Requirements
ITAPP 128 Database Applications - Level 1 (2)
ITPRG 140 Introduction to Operating Systems (3)
ITPRG 157 Javascript Programming (3)
ITWEB 101 Web Page Authoring (3)
ITWEB 103 Introduction to Web Site Development (3)
ITWEB 201 Technology of E-Commerce (3)
ITWEB 225 Web Workshop: Advanced Topics (2)

Program Total: 19 credits

Webmaster
Certificate
The Webmaster program is designed for students who wish to become Webmasters in small- to medium-sized companies. Students are offered hands-on experience in networking, operating systems, and Web programming.

Program Requirements
ITNET 165 Introduction to Networking (3)
ITNET 250 Introduction to LAN Administration (3)
ITPRG 140 Introduction to Operating Systems (3)
ITPRG 240 Linux Operating System (3)
ITWEB 101 Web Page Authoring (3)
ITWEB 103 Introduction to Web Site Development (3)
ITWEB 201 Technology of E-Commerce (3)

Program Total: 21 credits
Music
Music Production
Music Technology

Music Production
A.A.S. Degree
This program is designed to give students the basic practical and theoretical skills necessary to function in a variety of positions within the music industry.

I. GENERAL EDUCATION CORE (19)

Area A: Communication (6 credits)
ENG 101  Composition I - with a grade of C of better (3)
COMM 101  Principles of Communication (3)

Area B: Humanities (3 credits)
MUSIC 130  Music Appreciation (3)

or
MUSIC 132  American Music (3)

Area C: Mathematics (3 credits)
BUS 103  Business Mathematics (3)

Area D: Physical and Life Sciences (4 credits)
PHYS 101  Conceptual Physics (4)

Area E: Social and Behavioral Sciences (3 credits)
One course from the IAI courses listed for Area E

II. Program Requirements (32)

CET 101  Fundamentals of Electricity (2)
ELECT 111  Electronic Principles I (2)
ELECT 112  Electronic Principles II (2)
ITPRG 140  Introduction to Operating Systems (3)
MUSIC 100  Fundamentals of Music Theory (3)
MUSIC 101  Musicianship I (4)
MUSIC 172  Music in Film and Television (3)
MUSIC 174  Computer-Assisted Music Production (4)
MUSIC 176  Sound Recording Techniques (3)
MUSIC 171  Digital Keyboard Techniques (2)

or
MUSIC 181  Private Lessons I (1) (piano)
MUSIC 182  Private Lessons II (2) (piano)
MUSIC 274  Digital Composition for Video (4)

PHYS 101  Conceptual Physics (4)

Program Total: 60 credits

Music Technology
Certificate
This program is designed to give students the basic practical and theoretical skills necessary to work as assistants and technicians in the music industry.

Program Requirements
CET 101  Fundamentals of Electricity (2)
ITPRG 140  Introduction to Operating Systems (3)
MUSIC 100  Fundamentals of Music Theory (3)
MUSIC 130  Music Appreciation (3)

or
MUSIC 132  American Music (3)
MUSIC 172  Music in Film and Television (3)
MUSIC 174  Computer-Assisted Music Production (4)
MUSIC 176  Sound Recording Techniques (3)
MUSIC 181  Private Lessons I (1) (piano)
MUSIC 274  Digital Composition for Video (4)
MUSIC 299  Music Production Internship (2)
PHYS 101  Conceptual Physics (4)

Program Total: 32 credits
Photography
Photographic Studies (A.A.S.)
Photography
Portrait Photography

Photographic Studies
A.A.S. Degree
This program is designed to provide the student with practical experience in creative and vocational applications of photography. Each student is challenged to explore their ideas through commercial, social and aesthetic visual problems. Options are available for specialization in print or studio production.

I. General Education Core (15-16)
Area A: Communication (6 credits)
ENG 101 Composition I - with a grade of C or better (3)
COMM 101 Principles of Communication (3)
Area B: Humanities and Fine Arts (3 credits)
Select one course from Area B (3)
Area C: Mathematics (demonstrated competence required)
Placement into MATH 095 or completion of MATH 090 - with a grade of C or better
Area D: Physical and Life Sciences (3-4 credits)
Select one course from Area D (3-4)
Area E: Social and Behavioral Science (3 credits)
Select one course from Area E (3)

II. Program Requirements (47)
ART 101 Two Dimensional Design (3)
ART 126 History of Photography (3)
PHOTO 171 Introduction to Black & White Photography (3)
PHOTO 174 Digital Darkroom Techniques (2)
PHOTO 175 Basic Lighting Skills (2)
PHOTO 176 Electronic Flash Techniques (2)
PHOTO 180 Photoshop I (2)
PHOTO 196 Careers in Photography (1)
PHOTO 273 Photographic Methods (3)
PHOTO 275 Photographic Design (3)
PHOTO 285 Digital Color Production (3)
PHOTO 290 Advanced Color Photography (4)
PHOTO 291 Survey of Contemporary Photography (3)

Program Total: 62-63 credits

Photography
Certificate
This program builds a technical and visual foundation using photographic techniques while encouraging students to become effective communicators with their cameras.

Program Requirements
ART 101 Two Dimensional Design (3)
PHOTO 171 Introduction to Black & White Photography (3)
PHOTO 174 Digital Darkroom Techniques (2)
PHOTO 175 Basic Lighting Skills (2)
PHOTO 176 Electronic Flash Techniques (2)
PHOTO 180 Photoshop I (2)
PHOTO 196 Careers in Photography (1)
PHOTO 273 Photographic Methods (3)
PHOTO 275 Photographic Design (3)
PHOTO 285 Digital Color Production (3)
PHOTO 290 Advanced Color Photography (4)
PHOTO 291 Survey of Contemporary Photography (3)

Program Total: 31 credits

Portrait Photography
Certificate
This program is designed to prepare students in specific photographic techniques of portrait photography. Participants gain substantial experience creating successful studio and location portraits while working in a professional studio/lab environment.

Program Requirements
PHOTO 171 Introduction to Black & White Photography (3)
PHOTO 174 Digital Darkroom Techniques (2)
PHOTO 175 Basic Lighting Skills (2)
PHOTO 176 Electronic Flash Techniques (2)
PHOTO 180 Photoshop I (2)
PHOTO 180 Photoshop II (2)
PHOTO 285 Digital Color Production (3)
PHOTO 286 Advanced Portraiture (4)
PHOTO 287 Professional Portfolio (3)
PHOTO 298 Seminar (1)
PHOTO 299 Internship (1-3)

Program Total: 24 credits

Note: Students must take the first four courses in sequence, or enroll in two consecutively numbered courses in the same semester. Students must earn a grade of B or better in PHOTO 171 or a score of 80% or better on a proficiency exam with portfolio review.

* PHOTO 298 and 299 (3 credits total) will be accepted in place of PHOTO 297.
CAREER Cooperative Program

Prairie State College is a partner in CAREER (Comprehensive Agreement Regarding the Expansion of Educational Resources) Cooperative with the community colleges listed below. If PSC does not offer a particular degree or certificate program, residents of PSC District 515 may apply for a Cooperative Agreement. Upon approval, residents can enroll at any of these colleges. If accepted into the desired program they will be charged the in-district tuition rate at these partner colleges.

Applications must be received at PSC 30 days prior to the beginning of the semester at the college the student will be attending. Developmental course work (courses below 100 level) and required prerequisites must be completed at PSC.

A 2.0 grade point average must be maintained at PSC before a cooperative agreement will be approved. Individual courses are not eligible for cooperative agreements nor are programs that are generally considered to be baccalaureate oriented. In addition, repeated courses are not covered under these agreements.

Courses taken which are not part of the approved program will not be honored for the cooperative agreement. That is, the entire out-of-district tuition for such courses must be borne by the student. Students who change to programs of study outside of these existing agreements will be billed at out-of-state tuition for all course work. Community colleges often have comparable programs. Cooperative agreements are granted at the discretion of PSC and will not be granted for comparable programs.

For more information about specific programs, contact the college where the program is offered. For more information about the CAREER application process, call the Counseling and Academic Advising Center at (708) 709-3506.

Community Colleges Part of a CAREER Cooperative Program

- Black Hawk College
- Carl Sandburg College
- Danville Area Community College
- Elgin Community College
- Heartland Community College
- Highland Community College
- Illinois Central College
- Illinois Valley Community College
- John Wood Community College
- Joliet Junior College
- Kankakee Community College
- Kaskaskia College
- Kishwaukee College
- Lake Land College
- Lewis and Clark Community College
- Lincoln Land Community College
- McHenry County College
- Morton College
- Moraine Valley Community College
- Prairie State College
- Richland Community College
- Rock Valley College
- Sauk Valley Community College
- South Suburban College
- Spoon River College
- Waubonsee Community College

Tech Prep College Credit for High School Students

Just as Advanced Placement (AP) courses provide a way to earn college credit in subjects such as English, History, and the Sciences, Tech Prep is a national program that grants college credit in career and technical disciplines. Its purpose is to prepare any student to enter and succeed in a career as well as further his or her education beyond high school.

Depending on the courses offered at the particular high school and the articulation (dual-credit) agreements made with PSC, Tech Prep courses include (but are not limited to) the following subjects: Business, Child Development, Industrial Technology (Automotive Technology, Welding, and more), and Information Technology. If you are a high school student, contact your school's guidance office or career administrator for more information. High school career administrators work with the Career Preparation Network, the consortium that coordinates Tech Prep programs in PSC's District 515: Career Preparation Network

Tom Hysell, Director
Prairie State College - ATOC
202 South Halsted Street
Chicago Heights, IL 60411
phone (708) 709-7905
fax (708) 709-7904
e-mail: thysell@yahoo.com
<table>
<thead>
<tr>
<th>Course</th>
<th>Abbreviation</th>
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<tbody>
<tr>
<td>Air Conditioning and Heating</td>
<td>ANTHR</td>
<td>116</td>
</tr>
<tr>
<td>(see Heating, Ventilation, Air Conditioning and Refrigeration)</td>
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<tr>
<td>Anthropology</td>
<td>AMATH</td>
<td>116</td>
</tr>
<tr>
<td>Applied Mathematics (see Mathematics)</td>
<td>APHYS</td>
<td>116</td>
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<tr>
<td>Applied Physics (see Physics)</td>
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<td>CAD/Mechanical Design Technology</td>
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<td>Computer Electronics Technology</td>
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<tr>
<td>Education – Paraprofessional</td>
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<td>Emergency Medical Services</td>
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<td>English/Literature</td>
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<td>Fire Science Technology</td>
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<td>First Responder (see Emergency Medical Services)</td>
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<td>Geography</td>
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<td>Graphic Communications</td>
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<td>Health</td>
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<td>Conditioning &amp; Refrigeration</td>
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<td>History</td>
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<tr>
<td>Hydraulics (was APPH)</td>
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<td>Information Technology – Applications</td>
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<td>Information Technology – Networking</td>
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<td>Information Technology – Web Development</td>
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<td>Journalism</td>
<td>JRNLM</td>
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<tr>
<td>Manufacturing Technology</td>
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<td>Mathematics (Applied)</td>
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<td>Mathematics (Developmental &amp; College-Level)</td>
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<td>Meteorology</td>
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<td>Millwright (was APPMW)</td>
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<td>Music</td>
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<td>Photographic Studies</td>
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<td>Physical Education</td>
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<td>Physical Education: Exercise Science</td>
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<td>Physics (Applied Physics)</td>
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<td>Plumber/Pipefitter/ Steamfitter (was APPPF)</td>
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Illinois Articulation Initiative (IAI)  www.itransfer.org

Prairie State College participates 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 Transferable General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate's or bachelor's degree have been satisfied. This agreement became effective statewide in the Summer of 1998. It applies to students who enrolled in an associate or baccalaureate degree-granting institution as a first-time freshman in summer 1998 or later. More than 100 schools, including all community colleges and all public state universities in Illinois, as well as most independent colleges and universities in the state, participate in the IAI.

IAI Course Codes
IAI has its own course numbering sequence for the Illinois Transferable General Education Core Curriculum (GECC).

Here is an example of an IAI GECC course – S7 903D: Racial and Ethnic Relations

This code would be noted for a PSC course listed in this catalog as follows:
SOCIO 220 (IAI: S7 903D)
Race Relations: A Multicultural Perspective

The first letter in the IAI GECC code indicates the discipline field for the course. The letter S, for example, indicates Social/Behavioral Sciences. IAI letter codes and their corresponding disciplines are as follows:

General Education Core Curriculum Course Codes:
IAI: C Communication
IAI: F Fine Arts
IAI: H Humanities
IAI: HF Interdisciplinary Humanities and Fine Arts
IAI: HS Interdisciplinary Humanities/Fine Arts and Social/Behavioral Sciences
IAI: L, LP Life Sciences
IAI: M Mathematics
IAI: P, LP Physical Sciences
IAI: S Social/Behavioral Sciences

The first number after the letter indicates the sub-area of the discipline. The S7 in this example represents the Sociology sub-area of Social/Behavioral Sciences. The next numbers represent the unique content category within this subdiscipline. Letters at the end of course numbers identify specific perspectives related to the course. The D in S7 903D, for example, represents courses that examine aspects of human diversity within the United States. Other end-of-course letters include:

N for courses designed to examine aspects of human diversity from a non-U.S./non-European perspective
L for laboratory courses
R for research paper courses

Codes which represent the IAI Baccalaureate Majors recommendations have two parts: a letter code that represents the field of study and a unique number that represents the course content.

Baccalaureate Major Course Codes:
IAI: AG Agriculture
IAI: BIO Biological Sciences
IAI: BUS Business
IAI: CHM Chemistry
IAI: CS Computer Science
IAI: CRJ Criminal Justice
IAI: EGL English
IAI: EGR Engineering
IAI: HST History
IAI: IND Industrial Technology
IAI: MC Mass Communication
IAI: MTH Mathematics
IAI: PHY Physics
IAI: PLS Political Science
IAI: PLS Political Science
IAI: PSY Psychology
IAI: SOC Sociology
IAI: TA Theatre Arts
Anthropology

ANTHR 215 (IAI: S1 900N)
Introduction to Anthropology
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
Introduction to the major areas: physical anthropology, cultural anthropology, ethnology, and archeology. Topics include race, language, prehistory, the culture, and social organization of contemporary primitive or preliterate peoples, human origins, and basic research methods in anthropology.

ANTHR 222 (IAI: S1 901N)
Introduction to Cultural and Social Anthropology
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
The cultural and social systems of both simple and complex societies: technology, aesthetics, language, religion, family and kinship, and associational life. Basic theories and methods relevant to those topics are introduced. This course is especially valuable for students in education, the humanities, and the social sciences.

Applied Physics
(See Physics)

Art
(See also Graphic Communications and Photographic Studies)

ART 101
Two Dimensional Design
Prerequisite: Placement into ENG 099 or higher
6 lab hrs per week: 3 hrs credit
This course introduces the theory and practice of the elements and principles of 2-D design. Students experiment with a variety of media as they develop an understanding of the visual elements and principles of 2-D design.

ART 102
Three Dimensional Design
Prerequisite: ART 101
6 lab hrs per week: 3 hrs credit
This course introduces the theory and practice of 3-D design. Students work with a variety of three-dimensional media and techniques as they develop an understanding of form, mass, contour, space, and texture.

ART 104
Drawing I
Prerequisite: Placement into ENG 099 or higher
6 lab hrs per week: 3 hrs credit
This course is an introduction to the materials and techniques of drawing as an art form. Working in black and white and colored media, students explore the formal, conceptual, and expressive dimensions of drawing. Emphasis is placed upon the observation, interpretation, and rendering of visible form.

ART 105
Color Theory
Prerequisite: ART 101
1 lecture, 4 lab hrs per week: 3 hrs credit
This course is a study of color and its use and the perception, psychology and physical characteristics of color as related to aesthetics and creativity.

ART 106
Drawing II
Prerequisite: ART 104
6 lab hrs per week: 3 hrs credit
ART 106 reinforces the formal and technical concepts introduced in Drawing I. Students work with a variety of subjects and materials, exploring a wide range of conceptual approaches culminating in a final series of related drawings.

ART 109
Ceramics
Prerequisite: Placement into ENG 099 or higher
6 lab hrs per week: 3 hrs credit
This studio course introduces ceramic clay-forming techniques with emphasis placed on wheel-throwing and hand-building methods of construction. Procedures on glazing, surface decorations, and clay and glaze theory are examined.

ART 115
Introduction to Computer Art
Prerequisite: Placement into ENG 099 or higher
6 lab hrs per week: 3 hrs credit
This studio course introduces students to the history and use of computer applications in the visual arts. Students learn to generate, combine, and manipulate traditional and contemporary visual ideas using both raster paint/photo retouching programs and professional quality vector drawing programs. (same as GC 115)

ART 121 (IAI: F2 901)
History of Western Art I
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course surveys the chronological development of the visual arts in Western society from prehistory through the Middle Ages. Emphasis is placed upon the analysis of form, style and content as well as the historical context in which works of art are created.
ART 122 (IAI: F2 902)  
**History of Western Art II**  
*Prerequisite: Placement into ENG 099 or higher*  
3 lectures per week: 3 hrs credit  
This course surveys the chronological development of the visual arts in Western society from the early Renaissance through the Modern period. Emphasis is placed upon the analysis of form, style, and content, as well as the historical context in which works of art are created.

ART 126 (IAI: F2 904)  
**History of Photography**  
*Prerequisite: Placement into ENG 099 or higher*  
3 lectures per week: 3 hrs credit  
This course surveys the history of photography as an art form from 1839 to the present, with an emphasis upon the medium’s technological and aesthetic development. Students learn to examine photographs as expressions of ideas and beliefs of individual photographers within their social and cultural context.

ART 129 (IAI: F2 900)  
**Art Appreciation**  
*Prerequisite: Placement into ENG 099 or higher*  
3 lectures per week: 3 hrs credit  
Art Appreciation serves as an introduction to the visual arts for non-art majors. Students examine selected works in painting, drawing, printmaking, sculpture, and architecture from various cultures and periods. Emphasis is placed upon historical, social, and technological factors that contribute to understanding the aesthetic form, function, and meaning of art. Field trips may be included.

ART 131 (IAI: F2 903N)  
**Survey of Non-Western Art**  
*Prerequisite: Placement into ENG 099 or higher*  
3 lectures per week: 3 hrs credit  
This course surveys the visual arts of non-Western societies, including India, China, Japan, Oceania, Africa, and Native North and South America, and examines the influence of non-Western art on contemporary Western art.

ART 162  
**Life Drawing**  
*Prerequisite: ART 101 & 104*  
6 lab hrs per week: 3 hrs credit  
This advanced course in drawing focuses upon the direct observation and interpretation of visual form, with an emphasis on the human figure. Students are expected to demonstrate competence with diverse drawing materials and various compositional strategies.

ART 201  
**Painting I**  
*Prerequisite: Placement into ENG 099 or higher*  
6 lab hrs per week: 3 hrs credit  
This course introduces students to the technical and aesthetic dimensions of painting. Students address both formal and expressive qualities of painting as they observe and interpret a variety of subjects from life. A final portfolio is required.

ART 202  
**Painting II**  
*Prerequisite: ART 201*  
6 lab hrs per week: 3 hrs credit  
This course is a continuation of ART 201 and introduces a wider range of both technical and conceptual approaches to painting. Students are encouraged to seek a more personal voice through exploring the expressive dimensions of painting and developing a final series of related works on a chosen theme.

ART 205  
**Printmaking**  
*Prerequisite: ART 101 and 104*  
6 lab hrs per week: 3 hrs credit  
This course is an introduction to traditional and contemporary fine art printmaking practices. Students produce a portfolio that demonstrates a basic understanding of the technical and aesthetic dimensions of this art form.

ART 246  
**Independent Study**  
*Prerequisite: None*  
1 lecture, 4 lab hrs per week: 3 hrs credit  
May be repeated two times.  
The independent study in fine arts provides advanced students with the opportunity to pursue a specialized creative project that goes beyond the normal course offerings. Students contract a problem, present alternative directions to its solution and present a final portfolio of artwork accompanied by a written statement. Frequent critiques are conducted throughout the semester.

ART 295  
**Portfolio Seminar**  
*Prerequisite: Consent of instructor*  
2 lectures, 2 lab hrs per week: 3 hrs credit  
This course is an interdisciplinary arts seminar that is intended to expose students to a wide range of artistic concerns and practices through lectures, discussions, and critiques. Specific workshops focus on the development of a resume, an art portfolio, and a statement of artistic purpose.
Astronomy

ASTRO 101 (IAI: P1 906)
Guide to the Universe
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This is a one-semester conceptual astronomy course. It explores the night sky, stars and constellations, light and astronomical tools, and the history and origin of the solar system and the universe. Students cannot receive credit for both ASTRO 101 and ASTRO 104.

ASTRO 104 (IAI: P1 906L)
The Solar System and Beyond
Prerequisite: Placement into ENG 099 or higher
3 lectures, 2 lab hrs per week: 4 hrs credit
This course offers a non-mathematical survey of astronomical phenomena including the cycles of the night sky, the origins of modern astronomy, the solar system, galaxies, planetary motion, and cosmology. Students cannot receive credit for both ASTRO 101 and ASTRO 104.

Automotive Technology

AUTO 101
Basic Automobile Service and Systems
Prerequisite: Placement into RDG 098 or higher
2 lectures, 2 lab hrs per week: 3 hrs credit
This course introduces automotive systems and service. It includes safety systems, drive lines, engines, transmissions, transaxles, heating and cooling systems, fuel systems, steering and brake systems, ignition systems, construction, and operating systems.

AUTO 102
Automotive Engines
Prerequisite: AUTO 101
2 lectures, 4 lab hrs per week: 4 hrs credit
This course focuses on automotive engine repair, disassembly, adjustments, assembly, and operation. Service units include block, cylinder heads, valve assembly, lubrication system, and cooling system.

AUTO 107
Automotive Electricity/Electronics I
Prerequisite: Placement into RDG 098 or higher
2 lectures, 4 lab hrs per week: 4 hrs credit
Specialized training is provided in the basic automotive electrical system, including the electrical circuits, storage batteries, cranking systems, charging systems, ignition systems, electrical system-circuit-component tests, and the testing equipment that pertains to the automotive diagnostic-service field.

AUTO 108
Suspension and Steering Systems
Prerequisite: AUTO 101
2 lectures, 4 lab hrs per week: 4 hrs credit
This course covers component repair operations, adjustments, and performance testing of front and rear suspension systems. Service units include control arm pivot shaft bushings, ball joints, springs, shocks, MacPherson struts, bearings, wheels, tires, steering linkages, and gears.

AUTO 202
Automatic Brake Systems
Prerequisite: AUTO 101
2 lectures, 4 lab hrs per week: 4 hrs credit
This course covers component repair operations, adjustments, and performance testing of drum and disk brake systems. Service units include wheel cylinders, master cylinders, power boosters, parking brakes, control devices, shoe drums, rotors, and fluid transfer lines. Students also are introduced to the computer systems that control the brake system.

AUTO 205
Manual Transmissions and Transaxles
Prerequisite: AUTO 101
2 lectures, 4 lab hrs per week: 4 hrs credit
This course covers operation and maintenance service of clutches, standard transmissions, overdrives, drive lines, differentials, and major manual transaxles.

AUTO 206
Automotive Engine Performance
Prerequisite: AUTO 102, 107
2 lectures, 4 lab hrs per week: 4 hrs credit
This course covers diagnosing and repairing complex engine and computer problems and drivability problems of the modern automobile.

AUTO 207
Automotive Heating/Air Conditioning
Prerequisite: AUTO 101
2 lectures, 4 lab hrs per week: 4 hrs credit
This course focuses on component repair operations and adjustments. Performance testing on heating, defrosting, and air conditioning systems is included. Retro fitting and alternative refrigerants also are studied.

AUTO 208
Automatic Transmissions and Transaxles
Prerequisite: AUTO 101
2 lectures, 4 lab hrs per week: 4 hrs credit
This course covers component repair operations, adjustments, and performance testing on automatic transmissions, transmission controls, auto transaxle transmissions, overdrives, and drive lines.
AUTO 210
Automotive Electricity/Electronics II
Prerequisite: AUTO 101 and 107
2 lectures, 4 lab hrs per week: 4 hrs credit
This course covers electrical circuit identification, isolation, testing repair, and component operation. Service units include batteries, starting system, ignition system, charging system, light circuits, gauges, and electrical accessories, and diagnosis on chassis electronics and all electrical components of the vehicle.

AUTO 211
Automotive Engine Performance II
Prerequisite: AUTO 206, 210
2 lectures, 4 lab hrs per week: 4 hrs credit
Student technicians cover the operational aspects of automotive computer output/input control systems, performance diagnosis procedures, repair, service, and OBD I, OBD II, readiness monitors, and IM-240.

AUTO 215
Advanced Automotive Service and Systems
Prerequisite: AUTO 206, 210
2 lectures, 4 lab hrs per week: 4 hrs credit
This course focuses on advanced automotive engine, engine performance, brake, electric/electronic, computer, and transmission system operation and diagnosis.

AUTO 223
Automotive Parts Management
Prerequisite: Placement into ENG 099 or higher
2 lectures per week: 2 hrs credit
Parts training includes the use of parts, equipment and supply catalogs, descriptive nomenclature, stock familiarization, pricing procedures, and inventory control.

AUTO 224
Automotive Service Management
Prerequisite: Placement into ENG 099 or higher
2 lectures per week: 2 hrs credit
This course covers automotive repair shop operations including the use of flat rate manuals, repair and order writing, familiarization with manufacturer and company policies and procedures, and existing labor agreements.

AUTO 298
Internship Seminar
Prerequisite: 12 hrs in AUTO courses
1 lecture per week: 1 hr credit
This course is structured to enable interns to participate in group discussions on current automotive repair practices and experiences related to their internship studies. A written report of work related activities is required.

AUTO 299
Internship: Automotive
Prerequisite: 12 hrs in AUTO and consent of program coordinator
20 lab hrs per week: 2 hrs credit (variable hrs of credit)
This course provides on-the-job experience combined with supervision. It is designed to present service technicians with a performance view of the automotive service professions.

Biological Science

BIOL 100 (IAI: L1 900L)
General Education Biology
Prerequisite: Placement into ENG 099 or higher
3 lectures, 2 lab hrs per week: 4 hrs credit
This one-semester introductory course for non-science majors is designed to fill the general education requirement for life science with a laboratory. The course covers cell biology, genetics, evolution and diversity, plant and animal structure and functions, animal behavior, and ecology. Students cannot receive credit for both BIOL 100 and 112.

BIOL 103 (IAI: L1 901)
Plants and Society
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course emphasizes scientific inquiry through selected concepts in biology such as organization, function, heredity, evolution, and ecology. Topics include plant structure, growth, genetics, evolution, physiology, reproduction, and the economic importance and inter-relationships between plants and humans. This course is for non-majors.

BIOL 105 (IAI: L1 905)
Environmental Biology
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
A consideration of the timely and urgent problems of mankind of a biological nature: pollution of air and water, adverse effects of radiation and insecticides on the environment, overpopulation, food production, thermal pollution, noise pollution, and other related topics.

BIOL 106 (IAI: L1 906L)
Heredity and Society
Prerequisite: Placement into ENG 099 or higher
3 lectures, 2 lab hrs per week: 4 hrs credit
This course is an introduction to basic genetic principles and contemporary issues in biotechnology. The ethical, political, and social implications of biological advances in genetics are addressed.
BIOL 108
Essentials of Anatomy Physiology
Prerequisite: Placement into ENG 099 or higher
4 lectures per week: 4 hrs credit
The course involves the basic structure and function of the organs and systems of the human body. This one-semester lecture class is recommended for students in the Surgical Technology and Personal Trainer programs.

BIOL 111 (IAI: BIO 910)
Cellular and Molecular Biology
Prerequisite: High school biology or equivalent; placement into ENG 099 or higher
3 lectures, 3 lab hrs per week: 4 hrs credit
This is a course designed for science and health majors. It provides an introduction to biochemistry, molecular genetics, cell structure, cell function, cellular process, and cell division. This course also includes an introduction to Mendelian inheritance and gene activity.

BIOL 112 (IAI: L1 900L; BIO 910)
Organismal Biology
Prerequisite: High school biology or equivalent; placement into ENG 099 or higher
3 lectures, 3 lab hrs per week: 4 hrs credit
This is a course designed for science and health majors. It provides an introduction to the structure and function of microorganisms, fungi, plants, and animals. This course also includes an introduction to evolutionary and ecological principles. Students cannot get credit for both BIOL 100 and 112.

BIOL 115
Microbiology for Surgical Technologists
Prerequisite: Admission to Surgical Technology program
4 lectures per week: 4 hrs credit
Students learn the impact of microbiology on the practice of aseptic technique and how to apply those principles in controlling infection in the operating room. The immune response, hypersensitivity, vaccines, common pathogens, and the process of infection also are addressed.

BIOL 120
Independent Studies in Ecology
Prerequisite: Consent of instructor
15 lab hrs per week: 3 hrs credit (variable credit)
This course is designed to allow students to obtain hands-on experience in the various phases of ecosystem restoration and preservation as well as in monitoring the factors involved in ecosystem functioning. Students inventory flora and fauna of ecosystems, monitor water and soil quality, and perform activities needed to maintain viable ecosystems. The course includes field work and writing reports on activities carried out in the field.

BIOL 211
Microbiology
Prerequisite: BIOL 111 with C or better; or CHEM 105 with a C or better; or high school chemistry within the past 5 years with a C or better.
3 lectures, 3 lab hrs per week: 4 hrs credit
This is an introduction to the study of microscopic organisms, with an emphasis on bacteria. Special attention is given to their structure, physiology, and ecology. This course also includes an introduction to virology, medical parasitology, medical mycology, and immunological concepts. This course is especially beneficial for health profession majors because of the emphasis on the microbial role in the disease process focusing on the epidemiology, clinical manifestation, and treatment of microbial diseases.

BIOL 221
Human Anatomy and Physiology I
Prerequisite: BIOL 111 with a C or better; or CHEM 105 with a C or better; or high school chemistry within the past 5 years, with a C or better.
3 lectures, 2 lab hrs per week: 4 hrs credit
This is part I of a two-semester sequence of study concerning anatomy and physiology of the human body. Part I includes the study of basic principles of chemistry, cell biology, cellular metabolism, and tissue histology. It also covers the integumentary system, skeletal system, muscle system, and the nervous system.

BIOL 222
Human Anatomy and Physiology II
Prerequisite: BIOL 221
3 lectures, 2 lab hrs per week: 4 hrs credit
This is part II of a two-semester sequence of study on the anatomy and physiology of the human body. It also covers senses, endocrine system, digestive tract, nutrition, metabolism, respiratory system, cardiovascular system, lymphatic system, urinary system, water and electrolyte balance, reproductive system, human growth and development, and human genetics.
Business
(See also Economics, and Transportation, Warehousing, and Logistics)

BUS 101
Introduction to Modern Business
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course is designed to provide an overview of business and the environment in which it operates. The topics studied include organization of business, business environment, management and organization of business, managing employees, marketing, financial management, information for business strategy, and special topics. Students develop a business plan.

BUS 103
Business Mathematics
Prerequisite: Math 085 with a C or better or qualifying score on the Math Placement Test.
3 lectures per week: 3 hrs credit
This course emphasizes development of skill in handling the mathematics of business transactions in business and as consumers. Included are fundamental processes of percentage, discounts, profit and loss, net present value, annuities, simple and compound interest, and payroll taxes as well as depreciation and inventories.

BUS 105
Human Relations
Prerequisite: None
3 lectures per week: 3 hrs credit
This course teaches how to develop and maintain positive and productive relationships in the workplace. Students learn how, as managers, to provide a better quality of work life for employees. They also learn communication skills, how to conduct meetings, how to properly delegate, theories of motivation and leadership, and problem-solving skills.

BUS 107
Bookkeeping and Procedural Accounting
Prerequisite: None
3 lectures per week: 3 hrs credit
This course emphasizes how to keep records rather than how to analyze them. Work is devoted to developing procedures within the framework of acceptable accounting concepts. Students also acquire the vocabulary necessary to understand communications with others in the field.

BUS 109
Principles of Supervision
Prerequisite: None
3 lectures per week: 3 hrs credit
This course examines the principles of planning, organizing, directing and controlling the work of others by first-level managers. Real world applications and productivity are emphasized.

BUS 120
Sales
Prerequisite: None
3 lectures per week: 3 hrs credit
This course is a study of the sales process and the psychology involved in the sales process. Special emphasis is given to application of sales techniques and management of sales campaigns. Emphasis is also placed on student oral presentations and research.

BUS 127
Business Communications
Prerequisite: ENG 101 or consent of instructor
3 lectures per week: 3 hrs credit
This course offers a comprehensive study of the types of communications used in business with special emphasis on written communication. The course teaches how to write a business memo, letter, and report. Everything from layout to content is covered, as are such things as proper listening, semantics, and psychology of business communication, and tips which make writing easier and more professional.

BUS 131 (IAI: BUS 903)
Financial Accounting
Prerequisite: Placement into ENG 099 or higher
4 lectures per week: 4 hrs credit
This is an introduction to financial accounting and the communication of relevant information to external parties. It includes the development of the accounting model, internal control, measurement processes, data classification, and terminology. Interpretation and use of the resultant financial statements are emphasized. Sole proprietorships, corporations, service businesses, and merchandisers are covered. The additional feature of this course is the inclusion of computer applications.

BUS 132 (IAI: BUS 904)
Managerial Accounting
Prerequisite: BUS 131
3 lectures per week: 3 hrs credit
This is an introduction to managerial accounting emphasizing information required for internal decision making. The fundamentals of product costing, cost/volume/profit analysis, absorption costing, variable costing, budgeting, standard costs, variance analysis, cost control, responsibility accounting, shortrun decision analyses, capital budgeting, activity-based costing, just-in-time concepts, and quality management are included.
BUS 138
Accounting Software I
Prerequisite: BUS 107 or BUS 131
1.5 lecture hrs per week: 1.5 hrs credit
This is an introductory course in the use of commercial microcomputer accounting software applications. General ledger, financial statements, customer, vendor, payroll, and inventory applications are included.

BUS 139
Accounting Software II
Prerequisite: BUS 107 or 131
1.5 lecture hrs per week: 1.5 hrs credit
This course continues the study of commercial microcomputer accounting software applications. General ledger, financial statements, customer, vendor, payroll, and inventory applications are included.

BUS 165
Personal Asset Management
Prerequisite: None
3 lectures per week: 3 hrs credit
This course is a study of investment vehicles and the securities market. The content includes a study of stocks, bonds, money market instruments, mutual funds, and real estate; what they are used for and how; why and when they should be traded; who should invest in them; how interest rates affect them; investment strategies; and how a portfolio should be managed. The course also informs students of their financial responsibilities, helps them to develop strategies for managing their debt, and explores skills for the wise use of credit.

BUS 170
Small Business Management
Prerequisite: None
3 lectures per week: 3 hrs credit
This course provides a study of the steps in founding, organizing, financing, developing, operating, and managing a small business firm. The course also includes a study of the planning, budgeting, purchasing, inventory control, hiring, supervision, advertising, promotion, selling, record keeping, taxation, risk management, and other topics as they pertain to the small business firm.

BUS 201
Business Law
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course emphasizes the development of law and effects on transacting business. Specifically, it deals with settlement of disputes, torts, contract sales, product liability, and breach of contracts. Also included are agency and the duties and responsibilities of an agent contract.

BUS 209
Supervisors as Trainers
Prerequisite: None
3 lectures per week: 3 hrs credit
This course presents principles, practices, and basic methods of instruction as related to business and industry. Emphasis is on the supervisor as a trainer.

BUS 210
Business Law and Its Environment
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course provides a broad and general overview of legal precepts concerning personal property and its liability, forms of business organization and the regulations governing them, and consumer protection as it affects business.

BUS 240 (IAI: M1 902; BUS 901)
Elementary Statistics
Prerequisite: MATH 151 or qualifying score on Math Placement Test
4 lectures per week: 4 hrs credit
This is an introductory course in probability and statistics. Topics covered in the course include frequency distributions, percentiles, measures of central tendency, measures of dispersion, standard deviation, correlation, probability, line of regression, statistical inferences, the binomial distribution, the t-distribution, and the chi-square distribution. Computer software such as minitab is used. A comprehensive project is assigned. Students who complete this course cannot also receive credit for MATH 115 and 153. (same as MATH 153)

BUS 241
Principles of Management
Prerequisite: BUS 101
3 lectures per week: 3 hrs credit
This course introduces the concept of the managerial functions in the modern business enterprise including the presentation and development of managerial principles in all activities, most specifically in the business enterprise. Basic management philosophies and theories are presented in relation to planning, organizing, staffing, directing, and controlling. Attention is given to basic management concepts and applications of motivation in the formal and informal organizational structures. Discussions and case studies are directed toward management theory and practice.
BUS 242
Human Resources Management
Prerequisite: None
3 lectures per week: 3 hrs credit
Modern concepts of supervisory principles and practice are studied. Emphasis is on the human relations aspects of supervision, as well as on the functions of staffing, training, compensation, employee services, fringe benefits, health and safety, job evaluation, and industrial relations. Role playing and case studies supplement the course.

BUS 251
Principles of Marketing
Prerequisite: BUS 101
3 lectures per week: 3 hrs credit
This survey course presents the concepts, principles and functions of marketing in the dynamic business and economic environment. Emphasis is on the understanding of channels of distribution, marketing costs, motivations, and pricing. Planning policies and strategies also are studied, and casework is used as a supplement.

BUS 261 (IAI: MC 912)
Advertising
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course is a survey of social and economic aspects of advertising, the advertising cycle, kinds of advertising, selection of media, costs, analysis of copy and displays, format, layout, labels, trademarks, slogans, campaigns, and measurement of results. Students prepare magazine and advertising copy.

BUS 287
E-Business
Prerequisite: BUS 101
3 lectures per week: 3 hrs credit
This course is designed to provide an overview of how business can profit from current technology, primarily the Internet. Topics studied include e-business versus e-commerce, foundations of e-business, business to business electronic commerce, e-business legal issues, electronic payment systems, and e-business strategy and implementation.

BUS 298
Seminar
Prerequisite: Consent of Coordinator
1 lecture per week: 1 hr credit
This seminar is taken in conjunction with BUS 299, Internship. The content of the seminar relates to internship work which is correlated with students’ fields of study.

BUS 299
Internship
Prerequisite: Consent of Coordinator
15 lab hrs per week: 3 hrs credit (variable credit)
The student internship allows students to earn variable amounts of college credits for managerial responsibilities while working in commerce or industry. A formalized work training program is structured to allow supervision by both the employer and the College’s coordinator. The internship work should be directly related to students’ fields of study.

CAD/ Mechanical Design Technology

CADMD 141
Technical Drafting I
Prerequisite: None
2 lectures, 2 lab hrs per week: 3 hrs credit
A beginning course in drafting for students who have little or no drafting experience. Principal objectives are basic understanding of orthographic, isometric, and assembly working drawings; understanding the principles and applications of descriptive geometry; experience in using handbooks and other resource materials; and use of simplified drafting practices in industry. ASA standards are stressed. Interpretation of industrial sketches and prints is introduced to emphasize accepted drawing practices.

CADMD 201
Mechanical Layout and Design I
Prerequisite: None
2 lectures, 2 lab hrs per week: 3 hrs credit
An advanced course in graphics for all students taking the mechanical design curriculum. The instructional unit provides experience in mechanical layout and design. Design problems require solution by math, graphics, and creative imagination. Experience also is given in industrial filing systems, engineering specifications, blueprint corrections, manufacturing processes, and other products.

CADMD 203
Statics and Strength of Materials
Prerequisite: TECH 109
4 lectures per week: 4 hrs credit
A study of the stress and deformation of mechanical parts and structural members. The properties of materials, the geometry of parts, and the type of loading are considered for the design of shafts, beams, columns, and welded joints based on both strength and stiffness requirements. Methods of analyzing force systems, shear and moment diagrams, and the concepts of deflections and moments of inertia on an area are also covered by the course. This course is calculator based.
CADMD 243 (IAI: IND 911)
Introduction to AutoCAD
Prerequisite: CADMD 141
2 lectures, 2 lab hrs per week: 3 hrs credit
This is an introductory course in Computer Aided Drafting (CAD). Through lecture and hands-on experience, students learn to use the most popular microcomputer CAD software, AutoCAD. Students learn basic CAD skills that enable them to produce mechanical drawings. Topics include: setting up AutoCAD, utility commands, drawing construction techniques, editing, display controls, layers, drawing aids, dimensioning, and plotting. Although there are no specific prerequisites, prospective students should have a working knowledge of IBM-compatible PCs, an understanding of plane geometry, and be able to deal with both common and decimal fractions.

CADMD 244
Intermediate AutoCAD
Prerequisite: CADMD 243
2 lecture, 2 lab hrs per week: 3 hrs credit
This course is a continuation of CADMD 243. Students learn to use advanced AutoCAD commands to create complex mechanical drawings. The topics to be covered include: attributes and polylines, AutoCAD 3-D, customizing AutoCAD, and a brief intro to AutoLisp.

CADMD 245 (IAI: EGR 941)
Computer Aided Design
Prerequisite: CADMD 244
2 lecture, 2 lab hrs per week: 3 hrs credit
This is a course in Computer Aided Design for the advanced CAD user. Students learn to use a typical CAD system to design and analyze mechanical mechanisms. The course content stresses reinforcement of CAD capabilities covered in previous courses, creating AutoLisp programs using AutoCAD commands in AutoLisp, conditional and loop statements, and programming logic. Design concepts such as design automation and product design analysis are covered.

CADMD 246
Architectural Desktop
Prerequisite: CADMD 243
1 lecture, 2 lab hrs per week: 2 hrs credit
This course teaches advanced CAD students to use Architectural Desktop software to create architectural drawings. It is not a course in architectural design. Students are expected to have previous AutoCAD experience and have a working knowledge of conventional architectural drawing techniques. Topics include creating typical architectural drawings such as floor plans, elevations, sections, and site plans.

CADMD 247
Mechanical Desktop
Prerequisite: CADMD 244
1 lecture, 2 lab hrs per week: 2 hrs credit
This course teaches students to create mechanical designs using Autodesk’s Mechanical Desktop software. Students who are already proficient in 2-D CAD learn to convert rough sketches into working solid model mechanical drawings.

CADMD 248
Introduction to Inventor
Prerequisite: CADMD 244
1 lecture, 2 lab hrs per week: 2 hrs credit
This course is an introduction to Autodesk Inventor, which is an advanced 3-D parametric solid modeling system with surface modeling capabilities. Students learn to create solid parts, assemblies of solid parts, exploded presentations of assemblies and engineering drawings.

Chemistry

CHEM 105 (IAI: P1 902L)
Survey of General Chemistry
Prerequisite: MATH 090 with a C or better or qualifying score on Math Placement Test
3 lectures, 3 lab hrs per week: 4 hrs credit
This course includes the basic concepts of general chemistry such as nomenclature, mass relationships, solutions, acids and bases, and bonding. Students cannot receive credit for both CHEM 105 and 110.

CHEM 110 (IAI: P1 902L; CHM 911)
General Chemistry I
Prerequisite: MATH 095 with a C or better or placement in MATH 151 and high school chemistry
4 lectures, 3 lab hrs per week: 5 hrs credit
This is the first course of a two-semester sequence and is strongly recommended for all science majors and pre-engineering students. It includes the mole concept, bonding theory, formulas and equations, periodic classification of the elements, and physical properties of gases, liquids, solids, and solutions. Students cannot receive credit for both CHEM 105 and 110.

CHEM 130 (IAI: CHM 912)
General Chemistry II
Prerequisite: CHEM 110 with a C or better
4 lecture, 3 lab hrs per week: 5 hrs credit
This is the second course of the two-semester sequence and is strongly recommended for all science majors and pre-engineering students. This class includes a study of acids and bases, general equilibria, qualitative analysis, electrochemistry, oxidation reduction, general descriptive chemistry, thermodynamics, molecular structure, coordination compounds, and introduction to organic chemistry.
CHEM 203 (IAI: CHM 913)
Organic Chemistry I
Prerequisite: CHEM 130 with a C or better
4 lectures, 3 lab hrs per week: 5 hrs credit
This course covers the properties, preparation, and reactions of aliphatic and aromatic compounds, alkenes, alkynes, alkyl halides and alcohols, mechanism or reactions, stereochemistry, infrared, and nuclear magnetic resonance spectroscopy.

CHEM 204 (IAI: CHM 914)
Organic Chemistry II
Prerequisite: CHEM 203 with a C or better
4 lectures, 3 lab hrs per week: 5 hrs credit
The course focuses on interpretation of NMR, IR, and mass spectra, heterocyclic compounds, polymers.

College Skills

COL 100
Computer Skills for College Writing
Prerequisite: None
1 lecture per week: 1 hr credit
This course is designed to teach the basic computer skills necessary to become successful writers in the college environment. Topics covered include computer skills, beginning word processing functions, the fundamentals of composing on the computer, and computer terminology. In addition, students learn the basics of the Internet, including using the Prairie State College e-mail system and WebAdvisor.

COL 101
College Success Seminar
Prerequisite: None
1 lecture per week: 1 hr credit
The purpose of this course is to provide an opportunity for students to learn and adopt methods that promote success in college. Students learn about the challenges and choices they face as college students as they set education and career goals, explore their values and decision-making skills, learn study strategies, and develop an appreciation for diversity. Students complete a master academic plan.

COL 102
Career Development Seminar
Prerequisite: None
1 lecture per week: 1 hr credit
This course provides the opportunity to explore career interests, skills, abilities, and work-related values. Topics include the nature of various careers, labor market trends, job search strategies, education and training requirements, and diversity in the workplace. Students learn to develop a career and educational plan based upon informed career decisions.

COL 104
Leadership Development
Prerequisite: Instructor Consent
2 lectures per week: 2 hrs credit
This course provides a basic understanding of leadership and group dynamics theory, and assists students in developing a personal philosophy of leadership, an awareness of moral and ethical responsibilities of leadership, and one’s own style of leadership.

COL 105
Personal Awareness
Prerequisite: None
1 lecture per week: 1 hr credit
The focus of this course is to help each individual assess his or her personal resources and communication styles and then set realistic goals. Students examine their own values, interpersonal relationships, emotions, decision-making processes, motivations, etc. Various personal growth theories also are explored. Emphasis is placed on the application of these characteristics and theories to help students obtain and maintain positive control over their lives and lifestyles.

COL 106
Personal Wellness
Prerequisite: None
1 lecture per week: 1 hr credit
This course is designed for those who want to improve their choice of lifestyle relative to personal responsibilities, balance, and personal enhancement of physical, mental, and spiritual health. The course also assists individuals in making voluntary behavior changes which reduce health risks and enhance individual productivity.

Communication

COMM 101 (IAI: C2 900)
Principles of Communication
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This is a course in the theory and practice of interpersonal, group, and public communication. Emphasis is placed on the speaker’s confidence, audience adaptation, discovery of ideas, organization, and delivery. Students are given opportunities to improve their speaking and critical listening skills.
COMM 102
Persuasive Public Speaking
Prerequisite: COMM 101
3 lectures per week: 3 hrs credit
This course develops one’s ability to formulate, construct, deliver, receive, and analyze formal and informal persuasive messages. It is primarily a speaking course with an emphasis on the discovery of multiple methods for designing messages that evoke change in society.

COMM 103
Group Discussion
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course examines the nature of small group discussion. Topics include defining problems, preparation, process, leadership, participation, types and forms of discussion, and evaluation. Students practice techniques of effective group discussion.

COMM 108
Interpersonal Communication
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course explores one-to-one, face-to-face communication through experience, theory and skill application. Communication in family, work, and social contexts are examined. Stress is placed on satisfying individual needs, functioning in appropriate roles, resolving conflicts, and communicating effectively.

COMM 111 (IAI: MC 911)
Introduction to Mass Communication
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course provides an overview of the nature, functions and responsibilities of the mass communications industry in a global environment with an emphasis on the media’s role in American society.

COMM 115 (IAI: MC 914)
Introduction to Broadcasting
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This is a beginning course in broadcasting. An understanding of the historical development, theory, writing, broadcasting, and engineering is stressed.

COMM 196
Applied Forensics I
Prerequisite: Placement into ENG 099 or higher
2 lab hrs per week: 1 hr credit
This course provides instruction and experience on speech competition, including participation in a variety of competitive speech events. Students enrolled in this course are automatically part of the Forensics Team.

COMM 197
Applied Forensics II
Prerequisite: COMM 196
2 lab hrs per week: 1 hr credit
Continuation of COMM 196.

COMM 198
Applied Forensics III
Prerequisite: COMM 197
2 lab hrs per week: 1 hr credit
Continuation of COMM 197.

COMM 199
Applied Forensics IV
Prerequisite: COMM 198
2 lab hrs per week: 1 hr credit
Continuation of COMM 198.

Computer Electronics Technology

CET 101
Fundamentals of Electricity
Prerequisite: None
2 lectures per week: 2 hrs credit
This is an introductory course in the fundamentals of electricity. The nature of voltage, current, resistance, and power are studied. Students analyze, calculate, measure, and wire parameters of electrical devices and circuits. Included are series, parallel, and combination circuits.

CET 103
Alternating Current
Prerequisite: CET 101
2 lectures per week: 2 hrs credit
This is a fundamental course in alternating current theory and analysis. Students analyze, calculate, measure, and wire circuits and electrical parameters involving transformers, relays, inductors, capacitors, series and parallel alternating current circuits.
CET 114
Digital Fundamentals
Prerequisite: None
4 lectures per week: 4 hrs credit
This is an introductory course in digital systems. Numbering systems and codes are introduced along with logic representation, and combination digital logic circuits. Logic gates, logic families, and interfacing of components are studied. Related circuitry is wired and analyzed.

CET 203
Instrumentation Fundamentals
Prerequisite: CET 101
4 lectures per week: 4 hrs credit
This course is a study of electronic instrumentation with applications to the control of industrial processes. Topics include measuring instruments, an introduction to process control, transducers, controller principles, and control elements.

CET 211
Communication Electronics
Prerequisite: CET 103
4 lectures per week: 4 hrs credit
This course is a continuation of electronic studies extending into communications applications. Topics include feedback, oscillators, modulation, demodulation, R.F. amplification, wave propagation, wave transmission, and wave radiation. Analysis techniques are extended from the time domain to frequency domain.

CET 220
Programmable Logic Controllers
Prerequisite: None
4 lectures per week: 4 hrs credit
Students program, download and wire input and output devices using Allen-Bradley software for the S.L.C.-500 and Micro-Logic 1000 programmable logic controllers.

Criminal Justice Services

CJ 101 (IAI: CRJ 901)
Introduction to Criminal Justice
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This is a survey and analysis of the criminal justice system, including an historical and philosophical overview of its development, with special emphasis on the system’s primary components, and the relationship of these components in the administration of criminal justice in the United States.

CJ 102 (IAI: CRJ 912)
Introduction to Criminology
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course is an introduction to the multidisciplinary study and analysis of the nature, causes and control of crime in America. The measurement of crime and the interactive roles of the system, victim, offender, and society also are covered.

CJ 103
Law Enforcement Organization and Administration
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course focuses on the principles of organization and management as applied to law enforcement agencies. Topics covered include concepts of organization behavior, formulation of policy and procedure, and coordination of operational units.

CJ 106 (IAI: CRJ 911)
Introduction to Corrections
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
An overview and analysis of the American correction system is presented, including the history, evolution, and philosophy of punishment and treatment. The operation and administration of criminal justice in both institutional and non-institutional settings is covered. Current issues in correctional law also are presented.

CJ 110
Community-Based Policing
Prerequisite: CJ 101
3 lectures per week: 3 hrs credit
The philosophical and practical applications of community based policing are presented.

CJ 120
Introduction to Homeland Security
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course examines the programs and activities that have been implemented to improve the safety of our country. Special emphasis is placed on the threat of terrorism and strategies to address that threat. (same as FST 121)
CJ 201
Introduction to Criminal Law
Prerequisite: CJ 101
3 lectures per week: 3 hrs credit
This course examines and analyzes the structure and functions of substantive criminal law. The principles of criminal law are presented, including the acts, mental state, and attendant circumstances that are necessary elements of the crime.

CJ 202
Civil and Criminal Laws/Procedures
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course examines legal concepts and criminal procedures in the areas of arrest, force, search and seizure, interrogation, and obtaining of physical evidence. Also included are studies on trials, indictments, bail, grand and petit juries, and the rules of evidence in the State of Illinois.

CJ 203
Principles of Criminal Investigation
Prerequisite: CJ 101
3 lectures per week: 3 hrs credit
This course covers the fundamentals and procedures of investigation including applications of deductive and inductive reasoning, and other investigative techniques; collection, marking and preservation of evidence suitable for court presentation; due process; and techniques and procedures of follow-up investigation.

CJ 204 (IAI: CRJ 914)
Juvenile Justice
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
The history and philosophy of society’s reaction to juvenile behavior and problems are covered. The interaction among the police, judiciary and corrections systems are examined within the context of cultural influences. Theoretical perspectives of causation and control are examined.

CJ 208
Principles of Criminalistics
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course covers the application of the natural and physical sciences to crime solutions in law enforcement. All aspects of crime scene processing including evidence recognition, collection, protection and transmission, examination and evaluation of physical evidence, and identification and comparison of crime laboratory procedures are included. The role of the crime laboratory in modern law enforcement also is studied.

CJ 270
Computer Forensics
Prerequisite: CJ 101 or ITPRG 140
2 lectures, 2 lab hrs per week: 3 hrs credit
This course provides an introduction to computer forensics, preparing students to acquire and analyze digital crime evidence. Students learn tools and techniques for conducting digital investigations, preserving evidence, and preparing expert witness testimony. Topics include file structures, data recovery, forensic analysis, e-mail, and network investigations, and ethics. (same as ITNET 270)

CJ 299
Criminal Justice Internship
Prerequisite: Consent of program coordinator.
1 lecture, 10 lab hrs per week: 3 hrs credit
Students are assigned to a criminal justice agency for supervised exposure to the various aspects of a working agency. Students spend a minimum of 10 hours per week on-site and one hour per week in a seminar setting.

Dental Hygiene
DH 101
Histology
Prerequisite: Consent of program coordinator
2 lecture hrs per week: 2 hrs credit
A basic course in the minute structural and functional units of living tissue. This course provides sufficient knowledge of that part of the body whose healthful condition is the particular responsibility of the dental hygienist.

DH 103
Head and Neck Anatomy and Tooth Morphology
Prerequisite: Consent of program coordinator
3 lectures, 4 lab hrs per week: 5 hrs credit
This course deals with the study of structure, function, and morphology of the teeth. Also included are surrounding anatomical structures such as salivary glands, muscles of mastication, bones of the skull, and ligaments. Terminology is included so that students may communicate effectively in the profession.
DH 104
Dental Radiology
Prerequisite: DH 103
2 lectures, 4 lab hrs per week: 4 hrs credit
This in-depth introduction to dental radiography concentrates on the history and characteristics of radiation in dentistry, technical aspects of radiation production, computerized digital radiography, and the components and functions of the dental X-ray machine. Hazards, safety precautions, and infection control are covered. Intraoral techniques, landmarks, processing of radiographs, and the mounting and viewing of films are emphasized. Regulations and management of clients with special needs are covered. Students assess clients, complete treatment plans, and perform a required number of examinations and radiographic surveys on manikins and selected clients in a laboratory setting. Students are responsible for client recruitment.

DH 105
Nutrition
Prerequisite: DH 101
2 lectures per week: 2 hrs credit
This seminar provides a comprehensive review of the role of nutrients in the biological development of health and disease. Attention is given to process of assimilating nutritional information and making it applicable to the clinical setting. Special emphasis will be placed on methods of controlling dental disease.

DH 106
General and Oral Pathology
Prerequisite: DH 101
2 lectures per week: 2 hrs credit
This course serves as an introduction to general pathology with consideration of the more common diseases affecting the human body, covering in particular the clinical pathology of the diseases affecting the teeth and supporting structures and the physiological/pathological changes which affect the gingivae and the hard and soft structures of the oral cavity.

DH 107
Fundamentals of Dental Hygiene
Prerequisite: Consent of program coordinator
1 lecture, 2 lab hrs per week: 2 hrs credit
This first of five clinical dental hygiene courses is designed for the entry-level, first-year dental hygiene student. Students perform selected services on clients, student partners, and a laboratory manikin, but do not provide a full range of client services. Didactic and clinical studies include infection control, clinical barriers, patient reception and positioning, instrument grasp, finger rests, tooth brushing, and interdental care. Laboratory evaluations are performed as well as continual evaluation of the essential functions of dental hygiene.

DH 108
Clinical Dental Hygiene I
Prerequisite: DH 107
2 lectures, 8 lab hrs per week: 4 hrs credit
This course provides lecture, pre-clinical, and laboratory instruction in the techniques utilized for the assessment, diagnosis, planning, implementation, and evaluation of client treatment care plans. Clinical activities are coordinated with Fundamentals of Dental Hygiene (DH 107). Students deliver some client care including histories and vitals, oral examinations, occlusion determination, evaluation of teeth, tooth brushing, and interdental care. Patient care plans and health care issues are addressed. Instrument design is discussed with demonstration of the strokes used with hand instruments. Students practice demonstrated techniques on manikins, student partners, and clients. Students are responsible for client recruitment. There is continued evaluation of the essential functions of dental hygiene.

DH 109
Clinical Dental Hygiene II
Prerequisite: DH 108
2 lectures, 8 lab hrs per week: 4 hrs credit
Students continue to apply and refine skills of dental prophylaxis acquired in Clinical Dental Hygiene I. Dental calculus identification, records and charting, mouth rinse, dentifrices, care of dental appliances, topical application of fluoride, clinical technique of irrigation, indice and scoring methods, extrinsic stain removal, use of Gracey curets, care of implants, and history of tobacco use are emphasized. Students provide dental hygiene care by assessing, diagnosing, planning, implementing and evaluating dental hygiene care on clients. Students are responsible for client recruitment.

DH 116
Periodontology
Prerequisite: DH 108
2 lectures per week: 2 hrs credit
This course emphasizes the etiology, classification, symptomatology, treatment and prognosis of periodontal disease. A basic understanding of periodontics is necessary for the dental hygiene student to realize the significance of client education and of the dental prophylaxis. Non-surgical periodontal therapy and current treatment modalities are emphasized.
DH 120
Care of Special Populations
Prerequisite: DH 108
2 lectures per week: 2 hrs credit
This course emphasizes care of clients with special oral and general systemic conditions. Included are people with physical, mental, social/emotional, and selected medical conditions, as well as the elderly and medically compromised. An interdisciplinary, problem-solving teaching strategy provides a comprehensive, coordinated approach to dental care for individuals with special needs.

DH 201
Clinical Dental Hygiene III
Prerequisite: DH 109
1 lecture, 4 lab hrs per week: 3 hrs credit
This course continues to integrate the scientific and clinical principles of the process of providing dental hygiene care. Adjunctive dental hygiene procedures are introduced, including: pain and anxiety control with emphasis on local anesthesia; intraoral photography; ultrasonics; advanced fulcruming techniques; phase microscopes; and alternative instruments and techniques. Portfolio assessment is introduced as a means to document the development of dental hygiene competencies. Students are responsible for client recruitment.

DH 202
Clinical Dental Hygiene IV
Prerequisite: DH 201
1 lecture, 16 lab hrs per week: 5 hrs credit
Students continue to provide comprehensive dental hygiene care by assessing, diagnosing, planning, implementing, and evaluating dental hygiene care on clients in the clinical setting. Additional clinical procedures include care and maintenance of instruments, maintenance of oral hygiene (recare), air polishing, whitening, debonding, use of alternative instruments, advanced root morphology, and setting up a tobacco control program, portfolio development, and dentinal hypersensitivity. Students provide complete preventive and therapeutic care of a periodontally involved client. Students are responsible for selected client recruitment.

DH 203
Clinical Dental Hygiene V
Prerequisite: DH 202
1 lecture, 16 lab hrs per week: 5 hrs credit
Dental Hygiene students provide comprehensive client care in a clinical setting. Emphasis is on advanced dental hygiene theory and adjunctive therapies to treat complex dental hygiene clients. This course includes utilizing alternative hand instruments and therapies, radiology skills review and update, and preparation for board examinations.

DH 204
Ethics, Law, and Administration
Prerequisite: DH 202
2 lectures per week: 2 hrs credit
This course examines the relationship of the dental hygienist to the practice of dental hygiene and dentistry. It explores the ethics, laws, and administrative issues involved in the practice of dental hygiene.

DH 205
Pharmacology
Prerequisite: DH 109
2 lectures per week: 2 hrs credit
This course presents a study of drugs by groups, with special consideration of those used in dentistry, including their physical and chemical properties, dosage, and therapeutic effects.

DH 207
The Science and Application of Dental Material
Prerequisite: DH 201
2 lectures, 4 lab hrs per week: 4 hrs credit
This course covers the basic science, clinical indications, manipulative variables and procedures, physical and mechanical characteristics and clinical performance of materials used in dentistry. Lecture and laboratory emphasizes an understanding of the science of dental materials, which is essential to assess patient needs, to plan for and treat those needs, and to evaluate treatment outcomes.

DH 220
Community Dental Health
Prerequisite: DH 201 (or taken concurrently with DH 201)
2 lectures per week: 2 hrs credit
Students learn the history and influence of public health concepts and practices on the dental hygiene profession. The theory, functions, services, and administration of public health organizations are summarized. Students use research tools and statistical analysis to review and interpret dental scientific literature.
Drafting

DRAFT 101
Drafting Essentials
Prerequisite: None
2 lectures per week: 2 hrs credit
This course provides an introduction to blueprint reading and drafting which includes class exercises in interpreting lines, view positions, conventions, and standards found on prints; use of drawing tools, simple geometric construction, fundamentals of orthographic construction, use of finish symbols, and the application of scale and precision dimensioning.

DRAFT 102
Drafting Conventions and Symbols
Prerequisite: DRAFT 101
2 lectures per week: 2 hrs credit
This course introduces the notation used on detail and assembly drawings. In addition, assembly and detail drawings are used to illustrate print identification, holes, sections, tapers, and castings. Emphasis is placed on reading shop prints.

DRAFT 103
Three Dimensional Shapes
Prerequisite: DRAFT 102
2 lectures per week: 2 hrs credit
This course employs pictorial drawings to enable practice in three dimensional visualization interpretation, the accuracy of such interpretation being determined by the clay models students produce.

DRAFT 105
Design Applications for Mechanical Trades
Prerequisite: AMATH 101
2 lectures per week: 2 hrs credit
This course deals with the application of geometry and trigonometry to fundamental design problems in the mechanical trades. The areas of instruction include such topics as: computing pulley distances, finding pitch diameter, finding the chord length on a bolt hole pattern, determining diameter given part of a circle, and determining fillet radius.

DRAFT 115
Blueprint Reading for Mechanical Trades
Prerequisite: None
2 lectures per week: 2 hrs credit
This course in blueprint reading emphasizes the sketching and reading of mechanical drawings. Topics include sketching of machine parts, common notations, fits and finish marks, threads and tapers, sectioning, isometric, and oblique drawings.

Early Childhood Education

ECED 102
Observation and Guidance of Children
Prerequisite: ED 101 or concurrent enrollment in ED 101
3 lectures per week: 3 hrs credit
This course examines the guidance and observation practices that support the development of the young child. Practice in observation, reflection, and guidance is included so students have the chance to apply child development theory to practical situations.

ECED 103
Health, Safety, and Nutrition
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course focuses on the personal health of the child and covers nutrition and safety issues. It meets the State of Illinois teacher certification requirement in health and general education.

ECED 104
Introduction to Early Childhood Education
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This overview of early childhood care and education includes basic values, structure, organization, and programming in early childhood education. A clinical component of 15 hours is required.

ECED 105
Creative Activities for Children
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course introduces the theoretical framework for creativity and creative activities in the early childhood classroom and provides an overview of the developmental stages in children’s creative growth. Students explore art, music, creative movement and drama curriculum for young children.

ECED 108
Science and Math for the Young Child
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This is a methods course introducing the theory and practice of teaching science and mathematics to young children. It focuses on developing a curriculum that emphasizes discovery methods of teaching and learning. It also includes model activities and instructional materials.
ECED 110
Care and Education: Infants, Toddlers, 2-Year Olds
Prerequisite: ED 101
3 lectures per week: 3 hrs credit
This course provides an overview of developmentally appropriate infant, toddler, and 2-year old programs. Students focus on practices that foster children’s well-being, and on creating a curriculum and environment that supports physical and social growth and good communication with parents.

ECED 120
Child, Family, and Community
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course examines ways in which the structure, values, and resources of family and community affect children. It explores the relationships between the child, family, community, and educators including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. (same as EDU 120)

ECED 130
Guidance and Classroom Management
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course studies different approaches to classroom management with the aim of analyzing and modifying classroom behavior to facilitate the learning of diverse and exceptional students. (same as EDU 130)

ECED 201
Sign Language I—Manual Communications I
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course is an introduction to sign language and deaf culture covering basic American sign language skills, both receptive and expressive. Course focus is on building sign vocabulary, fingerspelling, grammar and syntax rules as well as developing awareness of the deaf community.

ECED 202
Sign Language II—Manual Communications II
Prerequisite: ECED 201
3 lectures per week: 3 hrs credit
This is a continuation of Sign Language I. It explores deaf culture, and introduces intermediate American sign language skills, both receptive and expressive. The course focuses on increasing sign language vocabulary, improving fingerspelling fluidity, and furthering knowledge of grammar and syntax.

ECED 205
Language Arts for Children
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course focuses on teaching methods that foster the development of language in the young child, and explores the role of the teacher in creating an effective language arts curriculum. Students learn how to incorporate activities and materials that enhance the development of language and literacy. (same as EDU 205)

ECED 213
Multicultural Education
Prerequisite: Placement into ENG 099 or higher
3 lab hrs per week: 3 hrs credit
Multicultural education examines social factors that affect education decision-making and student achievement in United States schools. It addresses the need for intercultural competence, culturally informed instructional strategies, promotion of social justice, and reduction of racism in order to create democratic classrooms. (same as EDU 213)

ECED 214
Administration of Early Childhood Education Centers
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course is for teachers or directors of early childhood centers who wish to improve their skills in administration and supervision, and for those who want to become directors. Students explore licensing and accreditation standards, management processes including fiscal and legal guidelines, and staff management and supervision.

ECED 216
Teaching Mathematics to the Young Child
Prerequisite: MATH 090 with a C or better
3 lectures per week: 3 hrs credit
This course focuses on the development of mathematical reasoning in young children. It includes hands-on activities that foster problem solving skills and encourage further exploration. (same as EDU 216)

ECED 299
Early Childhood Education Internship
Prerequisite: ED 101 and ECED 104 and consent of instructor
1 lecture, 10 lab hrs per week: 3 hrs credit
This course includes participation in the Prairie State College Children’s Learning Center under faculty supervision. Students use knowledge and practice skills gained in early childhood education courses as they spend a minimum of 10 hours per week in the center. The course includes a one hour per week seminar that gives students a chance to discuss and review the internship experience.
Economics

ECON 201 (IAI: S3 901)
Macroeconomic Principles
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course provides an understanding of the structure, institutions, and general economic principles governing the operation of the American economy. Included are a study of the basic economic concepts and theories, and the forces which determine the level of production and employment in the economy. The basic principles of money and banking, economic growth and development and the world economy, and a study of the role that monetary and fiscal policy play in the determination of the economy’s level of production, employment and income are presented.

ECON 202 (IAI: S3 902)
Microeconomic Principles
Prerequisite: ECON 201
3 lectures per week: 3 hrs credit
This course examines factors that determine the structure of resource and product markets, consumer choice, the sources that determine the level of production and employment in individual industries, and the factors which govern the level of price and output at which individual firms choose to operate. Attention is given to a study of international economics and certain contemporary economic problems.

Education

ED 100
Foundations of American Public Education
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course is an overview of American education as both a profession and a public enterprise. The social, historical, and philosophical foundations are used to give perspective to an examination of current issues, policies and trends in the field of education, including cultural diversity and the standards movement. The organization and structure, financing, and curriculum issues in education are also discussed. A clinical component of 15 hours is required.

ED 101
Child Growth and Development
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This is a foundation course in the theories and principles of child growth and development from the prenatal through the adolescent years. It is an in-depth study of physical, cognitive, language, and social-emotional development. There is a special emphasis on the application of this knowledge in planning, implementing, and assessing student activities. A clinical component of 15 hours is required.

ED 160
Technology for Teachers
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course introduces educators to the use of the computer as an educational tool. The course focuses on a solid understanding of educational technology, and how to integrate computers into the classroom curriculum. Hands-on technology activities are an important part of the course. Students begin to develop their teaching portfolios. (same as ITAPP 160)

ED 212
Exceptional Child
Prerequisite: ED 101
3 lectures per week: 3 hrs credit
This course provides an overview of children with exceptional cognitive, physical, social, and emotional characteristics. It includes an analysis of developmental and emotional needs imposed by exceptionality. Students consider identification protocols, intervention strategies, and teaching methods and programs designed to meet the needs of exceptional children (including but not limited to children with learning disabilities). Applicable federal and state laws and requirements are covered including the Individuals with Disabilities Education Act, Americans with Disabilities Act, Individualized Family Service Plan, Individualized Education Plan and inclusive programs. This course fulfills the requirements of School Code, Article 21-2a. A clinical component of 15 hours is required.

ED 220
Children’s Literature
Prerequisite: ENG 101 with a C or better
3 lectures per week: 3 hrs credit
This course focuses on the importance of children’s literature from preschool to adolescence and its enjoyment at home and in the classroom. Through reading a varied selection of books, students learn to evaluate, select, discuss, and use literature for children. It is recommended for teachers, aides, librarians and parents. (same as ENG 220)

Education – Paraprofessional

EDU 111
Mathematics for Paraprofessionals
Prerequisite: MATH 085 or placement into MATH 090
3 lectures per week: 3 hrs credit
This course is designed for the elementary school paraprofessional. This course strongly emphasizes hands-on learning; thus, manipulatives are used extensively. Topics covered include problem solving, sets, number theory, statistics, probability, geometry, and measurement. Students seeking general education mathematics credit for transfer are advised to register for the MATH 200/206 sequence. (same as MATH 111)
EDU 120
Child, Family, and Community
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course examines how the structure, values, and resources of family and community affect children. It explores the relationships between the child, family, community, and educators including parent education and involvement, lifestyles, child abuse, and current family life issues. (same as ECED 120)

EDU 130
Guidance and Classroom Management
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course studies different approaches to classroom management with the aim of analyzing and modifying classroom behavior to facilitate the learning of diverse and exceptional students. (same as ECED 130)

EDU 205
Language Arts for Children
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course deals with techniques and methods of encouraging the development of language in the young child. Methods for stimulating speech, discussion, and increasing vocabulary are included. (same as ECED 205)

EDU 213
Multicultural Education
Prerequisite: Placement into ENG 099 or higher
3 lab hrs per week: 3 hrs credit
Multicultural education examines social factors that affect education decision-making and student achievement in United States schools. It addresses the need for intercultural competence, culturally informed instructional strategies, promotion of social justice, and reduction of racism in order to create democratic classrooms. (same as ECED 213)

EDU 216
Teaching Mathematics to the Young Child
Prerequisite: MATH 090
3 lectures per week: 3 hrs credit
This is a methods course in the teaching of mathematics to children through grade 3. Topics covered include the study of math concept development in young children, hands-on activities, development of problem-solving skills, and methods for encouraging exploration. (same as ECED 216)

EDU 221
Clinical Experience
Prerequisite: Consent of program coordinator
5 lab hrs: 1 hr credit
This course provides documented clinical experiences involving observation of the interaction between children and practitioners according to specified guidelines, within the appropriate subject matter and age category. Clinical sites are arranged in a variety of educational settings, including those with diverse student populations. Student work is planned, guided, and evaluated by a mentor or supervisor.

Electrician

ELECT 100
Electric Wiring I
Prerequisite: None
2 lectures per week: 2 hrs credit
This course is a beginning course in residential wiring and assumes no previous electrical background. The course is designed to help develop an understanding of the electrical principles involved as well as the physical wiring practices.

ELECT 101
Fundamentals of Electricity I
Prerequisite: None
2 lectures per week: 2 hrs credit
This is an introductory course in direct current electricity. Students analyze series, parallel, and combination circuits using Kirchoff's current and voltage laws, electrical measuring instruments, and measurement techniques. Students verify basic principles of electricity in the laboratory.

ELECT 102
Fundamentals of Electricity II
Prerequisite: ELECT 101; AMATH 101 or equivalent recommended
2 lectures per week: 2 hrs credit
This course is a more in-depth look at the fundamentals of electricity. Fundamental electric laws and relationships are studied. Electrical calculations and measurements are emphasized. Series, parallel, and combination circuits are analyzed.

ELECT 103
Alternating Current
Prerequisite: ELECT 101; AMATH 101 or equivalent recommended
2 lectures per week: 2 hrs credit
This is a fundamental course in alternating current theory and analysis. Students analyze circuits that include series and parallel configuration of resistance, inductance, and capacitance. The analysis includes vector operations, complex impedance, phase angles, single- and three-phase representations, Delta circuits, and Wye circuits.
ELECT 105
**Power, Transformers, Polyphase Circuits**
*Prerequisite: ELECT 101 or equivalent*
2 lectures per week: 2 hrs credit

This course includes the study of the principles of transformer operation including on load conditions, efficiency, and testing. Polyphase principles are studied including calculation techniques, measurement, and power relationships.

ELECT 106
**DC Motors and Generators**
*Prerequisite: ELECT 101*
2 lectures per week: 2 hrs credit

This course is a study of DC generators and motors. Topics covered include the construction, basic principles, speed-voltage characteristics, and regulation of DC generators. Also covered are basic principles, speed-torque characteristics, types of field excitation, and starting procedures of motors.

ELECT 107
**AC Motors and Generators**
*Prerequisite: ELECT 103 or ELECT 104*
2 lectures per week: 2 hrs credit

This course is a study of AC generators and motors. The topics covered include the construction, basic principles, speed-voltage characteristics, and regulation of AC generators. Also covered are basic principles, speed-torque characteristics, types of field excitation, and starting procedures of motors. Single- and poly-phase generators, motors, and switching equipment are covered.

ELECT 108
**Electrical Control for Machines I**
*Prerequisite: ELECT 101 or equivalent*
2 lectures per week: 2 hrs credit

This course is in industrial controls which are frequently used in industry to control motors. Single- and three-phase systems are covered. Industry standards and codes are presented throughout for promoting an understanding of safety and preventive maintenance. Practical experiences include wiring relays, motor starters, and controlling these with different control devices and sensors.

ELECT 109
**Electrical Control For Machines II**
*Prerequisite: ELECT 101 or equivalent*
2 lectures per week: 2 hrs credit

This course is a continuation of ELECT 108. Industry controls which are frequently used in industry to control motors are analyzed. Single- and three-phase systems are covered. Industry standards and codes are presented throughout for promoting an understanding of safety and preventive maintenance. Practical experiences include wiring motor starters, control transformers reversing and motor sequencing, and controlling these with various control devices and sensors.

ELECT 110
**DC Crane Control**
*Prerequisite: ELECT 101 or equivalent*
2 lectures per week: 2 hrs credit

This course is designed to train and aid in the maintenance of overhead cranes powered by direct current motors. Servicing and troubleshooting techniques are taught by referring to the electrical diagrams provided by crane control manufacturers.

ELECT 111
**Electronic Principles I**
*Prerequisite: AMATH 101 or equivalent recommended*
2 lectures per week: 2 hrs credit

This is a course in electronic devices covering the principles of how electronic devices work and how they are connected into basic electronic circuits. The content includes introductory analysis of device parameters and circuit application.

ELECT 112
**Electronic Principles II**
*Prerequisite: ELECT 111*
2 lectures per week: 2 hrs credit

This is a course in electronic devices covering the bipolar and field effect basic theory, transistor biasing, and amplification. The SCR is also studied. The course includes an introduction to digital logic.

ELECT 113
**Blueprint Reading for Electricians**
*Prerequisite: None*
2 lectures per week: 2 hrs credit

This course provides students with a background in reading and interpreting blueprints and wiring diagrams pertaining to single-family dwellings, commercial locations, industrial locations, special and hazardous locations. Students are exposed to the National Electrical code and the use of electrical tables.

ELECT 114
**National Electrical Code**
*Prerequisite: None*
2 lectures per week: 2 hrs credit

This course is a review of the National Electrical Code, and the areas to which it is most frequently applied are covered in detail. Topics covered include: maximum current for each wire size, overcurrent protection, wiring methods and materials, motor controllers, transformers, switchboards, and emergency systems.
ELECT 120
Electrical Safety
Prerequisite: None
2 lectures per week: 2 hrs credit
This course covers the basic electrical dangers and safety precautions that should be observed when working with electricity or electrical circuits. Safety procedures are emphasized along with the purpose of fuses, circuit breakers, disconnect boxes, insulation, and grounding.

ELECT 141
Conduit Bending - Thinwall
Prerequisite: None
2 lectures per week: 2 hrs credit
This course teaches how to calculate and bend one-inch and 3/4-inch EMT conduit for electrical use.

ELECT 142
Conduit Bending and Threading
Prerequisite: None
2 lectures per week: 2 hrs credit
This course teaches how to calculate and bend and thread rigid conduit and how to thread thickwall conduit for electrical use.

ELECT 150
Preventive Maintenance - Electrical
Prerequisite: None
2 lectures per week: 2 hrs credit
This course in methods of preventive maintenance of electrical equipment includes insulation testing and evaluation, electronic testing, AC generator and motor checking, overcurrent protection, and system distribution problems.

ELECT 160
Electrical Wiring II
Prerequisite: ELECT 100
2 lectures per week: 2 hrs credit
This is a continuation of Electric Wiring I. It focuses on the technical skills required to perform electrical installations, including calculating conductor sizes and voltage drops, determining circuit requirements, sizing service, and grounding procedures.

ELECT 201
Digital Fundamentals I
Prerequisite: None
2 lectures per week: 2 hrs credit
This course in digital systems is an introduction to number systems and codes, logic gate representation, and combinatorial logic circuits.

ELECT 202
Digital Fundamentals II
Prerequisite: ELECT 201 or equivalent recommended
2 lectures per week: 2 hrs credit
This course in digital systems is a continuation of ELECT 201 advancing into the study of counters, registers, integrated circuit logic, logic families, interfacing, and memory devices.

ELECT 203
Industrial Electronics I
Prerequisite: ELECT 101, 112
2 lectures per week: 2 hrs credit
This course is a study of the underlying concepts and operation of electronic devices, circuits, and systems used in industrial control. Concepts instead of design topics are emphasized.

ELECT 204
Industrial Electronics II
Prerequisite: ELECT 101, 203
2 lectures per week: 2 hrs credit
This course is a continuation of the study of underlying concepts and operation of electronic devices, circuits, and systems used in industrial control. Concepts instead of design topics are emphasized.

ELECT 206
Instrumentation Fundamentals I
Prerequisite: ELECT 101
2 lectures per week: 2 hrs credit
This course is a study of electronic instrumentation with applications to the control of the industrial processes. Topics covered include an introduction to process control, transducers, controller principles, and control elements.

ELECT 207
Instrumentation Fundamentals II
Prerequisite: ELECT 206
2 lectures per week: 2 hrs credit
This course is a continuation of ELECT 206 and covers instrumentation applications to the process control.

ELECT 208
Programmable Logic Controllers I
Prerequisite: None
2 lectures per week: 2 hrs credit
This is a course that studies programmable controller operations as used in industry. This course is based on the principle that the technician must understand programmable controller terminology as well as relationships of the input/output, processor section, programmable devices, memory, and interfacing sections of the programmable controller. The use of ladder diagrams and programming techniques are explained along with the programmable controller versatility to control integrated processes.
ELECT 209
Programmable Logic Controllers II
Prerequisite: ELECT 208 or equivalent
2 lectures per week: 2 hrs credit
This course is a continuation of Programmable Logic Controllers I. Students continue to learn more programming techniques as well as manipulation of data, such as data comparison, connection of peripheral devices, and controller logic and hardware troubleshooting. Certain brand-name programmable controllers are identified and used. Practical wiring, troubleshooting, and programming of a particular model programmable controller are emphasized.

ELECT 220
Programmable Logic Controllers
Prerequisite: None
4 lectures per week: 4 hrs credit
This course studies programmable controller operations as used in industry. The use of ladder diagrams and programming techniques is explained along with programmable versatility to control integrated processes. Students develop expertise in connection of peripheral devices, controller logic and hardware, troubleshooting, and practical wiring procedures. (equivalent to ELECT 208 and 209 combined)

ELECT 290
Special Topics in Electricity
Prerequisite: Consent of program coordinator
3 lectures per week: 3 hrs credit (variable credit offered; may be repeated for credit 3 times with different topics)
Topics pertaining to current and emerging technology in electricity are covered. Content and format of this course is variable and may be initiated by company training needs, updates in technology in the electrical field, and the need to adhere to rules such as the revisions that occur in the National Electrical Code. Subject matter is indicated in the class schedule.

ELECT 298
Electrical Seminar
Prerequisite: Completion of 24 credits of ELECT courses and the consent of program coordinator
1 lecture per week: 1 hr credit
This seminar is taken in conjunction with ELECT 299-Internship. The content of the seminar relates to the internship work which is correlated with students' fields of study.

ELECT 299
Electrical Internship
Prerequisite: Completion of 24 credits of ELECT courses and the consent of program coordinator
10 lab hrs per week: 2 hrs credit
Student interns are assigned to an approved training site. This is scheduled by joint agreement of the student, the site supervisor, and the program coordinator. Students must also register for ELECT 298 - Electrical Seminar.

Emergency Medical Services
(including First Responder)

EMS 101
Emergency Medical Technician
Prerequisite: 18 years of age and COMPASS reading score of 78 or better or placement in ENG 101. Immunizations, CPR certification. Obtain information packet from Prairie State College Nursing department prior to start of course. Must enroll in person
6 lectures, 2 lab hrs per week: 7 hrs credit
Care, handling, and extrication of the critically ill and injured is taught. Emphasis is on the development of student skills in recognition of symptoms of illnesses and injuries, and proper emergency care and procedures. Subjects covered include the human body, cardiac arrest, resuscitation, fractures, injuries, childbirth, lifting and moving patients, and extrication from automobiles.

EMS 200
Paramedicine I
Prerequisite: BIOL 221, 222 with C or better; concurrent enrollment in EMS 205, 210, and 215; consent of instructor
12 lectures per week: 12 hrs credit
This course introduces the field of paramedicine. Students study the roles and responsibilities of the pre-hospital care provider, medical/legal issues, ethics, principles of pathophysiology, pharmacology, medication administration, airways management and ventilation, patient assessment, trauma, and gynecological and obstetrical emergencies. Skill acquisition is integrated into the course of study.

EMS 205
Paramedicine: Field Practicum I
Prerequisite: Concurrent enrollment in EMS 200, 210, and 215
8 lab hrs per week: 2 hrs credit
This course allows students opportunities to perform or observe assessments and procedures learned in the classroom in a pre-hospital setting under the supervision of a licensed paramedic. Students focus on trauma, acute/chronic illness, and life threatening emergencies of various etiologies. They function as team members while riding with the assigned ALS unit.

EMS 210
Paramedicine: Hospital Practicum
Prerequisite: Concurrent enrollment in EMS 200, 205, and 215
8 lab hrs per week: 2 hrs credit
This course allows students opportunities to perform or observe assessments and procedures learned in the classroom in various departments within a hospital setting. Students focus on trauma, acute/chronic illness, and obstetrics. They function as team members in the respective hospital units. Upon successful completion of the required activities and skill sets, students are able to advance to the Paramedicine II course and the final program practicums.
EMS 215  
**Paramedicine: Seminar I**  
*Prerequisite: Concurrent enrollment in EMS 200, 205, and 210*  
1 lecture hour per week: 1 hour credit  
This course is designed to provide students with an opportunity to discuss their first-semester field and hospital-based experiences. It provides a forum to help insure the successful transition to the work world. Previously determined topics are discussed that go beyond the scope of the core curriculum. Students present small group projects based on real-world issues in pre-hospital care to the class that involve both written and oral communication skills.

EMS 220  
**Paramedicine: Seminar II**  
*Prerequisite: EMS 200, 205, 210, 215 with a C or better*  
12 lectures per week: 12 hrs credit  
This course is a continuation of Paramedicine I. Students study medical emergencies including, but not limited to: cardiac, neurology, endocrinology, allergies and anaphylaxis, gastrointestinal disorders, urinary and renal disorders, toxicology, hematology and environmental conditions, infectious and communicable diseases, and psychiatric disorders. Additionally, students focus on the use of the intravenous route of administration in all its forms, pharmacology, and life span considerations from neonatal to pediatrics and through gerontological considerations.

EMS 225  
**Paramedicine: Field Practicum II**  
*Prerequisite: Concurrent enrollment in EMS 200, 230, and 235*  
8 lab hrs per week: 2 hrs credit  
This course is a continuation of Field Practicum I. Students perform or observe assessments and procedures learned in the classroom in a pre-hospital setting under the supervision of a licensed Paramedic. This practicum focuses more heavily on care of the cardiac client and the standard medical orders related to the treatment of cardiac conditions. Related to treatment of cardiac conditions, students function as team members while riding with the assigned advanced life support (ALS) unit. This course must be completed successfully in order to be eligible to write the state licensure exam.

EMS 230  
**Paramedicine: Leadership Practicum**  
*Prerequisite: Concurrent enrollment in EMS 220, 225, and 235*  
8 lab hrs per week: 2 hrs credit  
This course focuses on the management and leadership responsibilities of a professional paramedic. Students have a project based experience that introduces the paramedic to the role of instructor, EMS coordinator, quality assurance manager, and the like. Students are assigned to observe and assist various individuals who function in a management or leadership role in emergency pre-hospital care or the education of pre-hospital care providers. Assignments reflect hands-on experience related to the preceptor’s daily responsibilities. This experience also includes observational and hands-on experience with end-of-life and pastoral care.

EMS 235  
**Paramedicine: Seminar II**  
*Prerequisites: Concurrent enrollment in EMS 220, 225, and 230*  
1 lecture hour per week: 1 hour credit  
This course is designed to provide students with an opportunity to discuss field and hospital-based experiences they encounter during the final semester of their core curriculum. It provides a forum to help insure the successful transition to the work world. Previously determined topics are discussed that go beyond the scope of the core curriculum. Students present group projects to the class that deal with leadership or staff development topics. This presentation requires the use of several instructional methodologies that match the topic being presented.

FRESP 101  
**First Responder**  
*Prerequisite: Placement into ENG 099 or higher*  
2 lectures, 2 lab hrs per week: 3 hrs credit  
This course provides students with the knowledge and skills necessary in an emergency to sustain life, reduce pain, and minimize the consequences of injury or of sudden illness until advanced medical help can arrive.
English
(including Literature)

ENG 097
Fundamental English I
Prerequisite: Qualifying score on English Placement Test
4 lectures per week; 4 hrs non-degree, non-transfer credit
(may be repeated two times)
This course provides basic writing skills for students who need individualized instruction. The emphasis is on grammar and sentence structure.

ENG 098
Fundamental English II
Prerequisite: ENG 097 with a C or better or qualifying score on English Placement Test
4 lectures per week; 4 hrs non-degree, non-transfer credit
(may be repeated two times)
This course provides a review of basic writing and grammar. Emphasis is placed on sentence structure, grammatical and mechanical problems, and spelling. Through the writing of short essays, students learn to combine clear correct sentences into a coherent, organized whole.

ENG 099
Fundamental English III
Prerequisite: ENG 098 and RDG 098 with a C or better or qualifying score on English Placement Test
6 lectures per week; 6 hrs non-degree, non-transfer credit
(may be repeated two times)
This course is designed to equip students with the critical inquiry and writing skills necessary to succeed in college-level courses. Through prewriting and rewriting of essays and a research paper, students learn to combine clear, correct sentences into a coherent, organized whole, reflecting critical understanding of assigned texts. Note: All students must complete the English 099 Exit Test with a passing grade in order to pass English 099.

ENG 101 (IAI: C1 900)
Composition I
Prerequisite: ENG 099 with a C or better or qualifying score on English Placement Test
3 lectures per week; 3 hrs credit
This is the first course in the composition sequence. It develops the ability to write clear, correct, effective personal, expository, and argumentative prose. It emphasizes critical reading skills, collaborative peer work, and use of library resources. Students write a minimum of five essays with extensive revisions. Review of grammar and mechanics is included. Note: All students must write a passing English 101 Portfolio in order to pass English 101.

ENG 102 (IAI: C1 901R)
Composition II
Prerequisite: ENG 101 with a C or better
3 lectures per week; 3 hrs credit
This is the second course in the composition sequence. Emphasis is on the writing process with special attention to the research paper. Writing activities include both short and longer forms of traditional academic writing including critical essays and a documented investigative paper.

ENG 110
Creative Writing: Poetry
Prerequisite: ENG 101 with a C or better or consent of instructor
3 lectures per week; 3 hrs credit
Students write poetry in a variety of genres, learn the structure and elements of poetry and the writing process, and demonstrate an understanding of the critical terminology of the creative writer.

ENG 111
Creative Writing: Nonfiction Prose
Prerequisite: ENG 101 with a C or better
3 lectures per week; 3 hrs credit
Students study the elements of nonfiction and the critical terminology of the creative writer, and produce fully developed works of nonfiction. Students explore themselves, their identity, and their world through writing autobiography, family history, and observations on culture, places, and time periods.

ENG 211 (IAI: H3 914)
American Literature I
Prerequisite: ENG 101 with a C or better
3 lectures per week; 3 hrs credit
This course studies American literature from the pre-colonial period to the Civil War and includes the style, techniques, and themes of the major writers responsible for shaping the traditions of American literature. Emphasis is on understanding major literary movements in their intellectual, social, and political contexts.

ENG 212 (IAI: H3 915)
American Literature II
Prerequisite: ENG 101 with a C or better
3 lectures per week; 3 hrs credit
This course is a study of American literature from the Civil War to the present. Emphasis is placed on the peculiarly American as well as universal themes which recur throughout poetry, drama, short stories, and novels of major American writers. Major literary movements are studied in relation to intellectual, social, and political contexts.
ENGL 215 (IAI: H3 910D)  
**African-American Literature**  
*Prerequisite: ENG 101 with a C or better*  
3 lectures per week: 3 hrs credit  
This survey course examines the varieties of the Black experience in America as it is found in poetry, the novel, the short story, and drama. Particular emphasis is placed on trends and themes as revealed in changes in style and content.

ENGL 220  
**Children's Literature**  
*Prerequisite: ENG 101 with a C or better*  
3 lectures per week: 3 hrs credit  
This course focuses on the importance of children's literature from preschool to adolescence and its enjoyment at home and in the classroom. Through reading a varied selection of books, students learn to evaluate, select, discuss, and use literature for children. It is recommended for teachers, aides, librarians, and parents. *(same as ED 220)*

ENGL 221 (IAI: H3 903)  
**Introduction to Poetry**  
*Prerequisite: ENG 101 with a C or better*  
3 lectures per week: 3 hrs credit  
Students read and enjoy poetry of various types and periods. Through close reading of selected poems, students learn to appreciate the beauty and art of poetry and its relevance to their own lives and emotions.

ENGL 231 (IAI: H3 912)  
**British Literature I**  
*Prerequisite: ENG 101 with a C or better*  
3 lectures per week: 3 hrs credit  
This course surveys British literature from its Anglo-Saxon beginnings through 18th-century Neoclassicism. Writers and their works are studied in relation to their intellectual, social, and political contexts.

ENGL 232 (IAI: H3 913)  
**British Literature II**  
*Prerequisite: ENG 101 with a C or better*  
3 lectures per week: 3 hrs credit  
This course surveys British literature from 1800 to the present with an emphasis on major literary movements understood in relation to their intellectual, social, and political contexts.

ENGL 240 (IAI: H3 901)  
**Introduction to Fiction**  
*Prerequisite: ENG 101 with a C or better*  
3 lectures per week: 3 hrs credit  
This course is an introduction to fiction with special emphasis on understanding and appreciation of the short story. The primary focus is on developing students' ability to read critically, to learn about the principal literary elements of fiction, and to improve writing skills through the use of literature as subject matter.

ENGL 243 (IAI: H3 908N)  
**Non-Western Literature In English**  
*Prerequisite: ENG 101 with a C or better*  
3 lectures per week: 3 hrs credit  
This course examines non-Western literature written during the twentieth century. Emphasis is placed on understanding the works both as part of local and global aesthetic traditions and within their intellectual, political, social, and historical contexts.

ENGL 252 (IAI: H3 902)  
**Introduction to Drama**  
*Prerequisite: ENG 101 with a C or better*  
3 lectures per week: 3 hrs credit  
This course emphasizes drama as literature and studies plays of various genres from a variety of literary periods. Eight to ten plays are analyzed in terms of meaning, form, and value.

ENGL 256 (IAI: HF 908)  
**Film and Literature**  
*Prerequisite: ENG 101 with a C or better*  
3 lectures per week: 3 hrs credit  
This course examines the formal, thematic, and historical relationships between literature and film, and includes an examination of the adaptations and influences that demonstrate the strengths of each artistic medium.

ENGL 261 (IAI: H3 906)  
**Western/World Literature I**  
*Prerequisite: ENG 101 with a C or better*  
3 lectures per week: 3 hrs credit  
This course surveys masterpieces of Western/World literature from the beginnings in the ancient world through the 16th century. Themes of major writers are explored through consideration of their lives and work in the context of their times.

ENGL 262 (IAI: H3 907)  
**Western/World Literature II**  
*Prerequisite: ENG 101 with a C or better*  
3 lectures per week: 3 hrs credit  
This course surveys masterpieces of Western/World literature from the 17th, 18th, 19th, 20th, and early 21st centuries. Writers and their works are discussed within the context of their times.

ENGL 271 (IAI: H3 905)  
**Introduction to Shakespeare**  
*Prerequisite: ENG 101 with a C or better*  
3 lectures per week: 3 hrs credit  
This course includes selected sonnets of Shakespeare and six-eight of his plays: representative selections from the comedies, tragedies, historical dramas, and romances. Emphasis is on the dramatic and literary qualities of the works, but attention also is given to film versions of the plays.
Fire Science Technology

**FST 101**
Introduction to Fire Science Technology  
*Prerequisite: Placement into ENG 099 or higher*  
3 lectures per week: 3 hrs credit  
This course is an introduction to fire science technology programs. Topics covered include the history of fire service; objectives, roles, and responsibilities of the fire service and its personnel; accountability and liability. An overview of the educational requirements of EMS certification and recertification systems, and the role of the Office of the State Fire Marshal and National Fire Protection Association are discussed.

**FST 102**
Fire Prevention Principles I  
*Prerequisite: FST 101 or FST 119 with a C or better*  
3 lectures per week: 3 hrs credit  
The emphasis of this course is on objectives and techniques of fire prevention programs. Included among the topics are building and electrical codes, zoning controls and other prevention standards, evaluation of fire hazards, and techniques for inspecting various types of buildings. Basic blueprint reading and sketching are also covered.

**FST 104**
Fire Tactics and Strategy I  
*Prerequisite: FST 119 with a C or better*  
3 lectures per week: 3 hrs credit  
This course is an introduction to the basic principles and methods associated with fireground tactics and strategy as required by the company officer. It emphasizes size-up, fireground operations, prefire planning, and basic engine and truck company operations. Included are a survey of fire apparatus and equipment, its operation, the distribution of equipment and personnel, and preplanning of fireground operations.

**FST 105**
Construction and Fire Systems  
*Prerequisite: Placement into ENG 099 or higher*  
3 lectures per week: 3 hrs credit  
This course is an analysis of various methods of building design, construction, and materials. Fire-resistant features of materials, life safety methods of construction, and an introduction to building codes are included. An in-depth study of automatic extinguishing and detection systems with emphasis on automatic sprinkler equipment is covered. Also included are water spray, foam, carbon dioxide, and dry chemicals, stand pipe systems, and protection systems for special hazards.

**FST 106**
Hazardous Materials Operations  
*Prerequisite: FST 119 with a C or better*  
3 lectures per week: 3 hrs credit  
This course identifies the competencies required of the first responder at the operational level responding to hazardous materials incidents. Included are the skills and techniques required to reduce and prevent the possibility of accidents, injuries, disabilities, and fatalities during response to hazardous materials.

**FST 119**
Firefighter II  
*Prerequisite: 18 years of age and COMPASS reading score of 78 or better or placement into ENG 101; FST 101; and documented affiliation with a fire department. Students must enroll in person.*  
6 lectures, 2 lab hrs per week: 7 hrs credit  
This course equips students with basic knowledge and skills in areas such as fire behavior, equipment use, firefighter safety, rescue, and prevention. After successful completion of this course, students are eligible to write the State Fire Marshal Certification Exam. This program meets National Fire Protection Association (NFPA) standards.

**FST 121**
Introduction to Homeland Security  
*Prerequisite: Placement into ENG 099 or higher*  
3 lectures per week: 3 hrs credit  
This course examines the programs and activities that have been implemented to improve the safety of our country. Special emphasis is placed on the threat of terrorism and strategies to address that threat. (same as CJ 120)

**FST 201**
Arson Investigation  
*Prerequisite: FST 101 with a C or better*  
3 lectures per week: 3 hrs credit  
This course acquaints students with basic investigative techniques used in examining an arson case from its origin to a successful conclusion in the court system. It covers such topics as motives for arson, determining origin, scientific aids in investigation, interviews, statements, reports, interrogation, and presentation of the case in court. The course is of particular significance for firefighters, police, and insurance investigators.

**FST 202**
Vehicle and Machinery Operations  
*Prerequisite: FST 119 with a C or better*  
2 lectures, 2 lab hrs per week: 3 hrs credit  
This course provides information on extrication and rescue of victims from vehicles involved in accidents. Emphasis is placed on equipment and techniques used in hazardous rescue operations.
FST 204  
**Fire Tactics and Strategy II**  
*Prerequisite: FST 104 with a C or better*  
3 lectures per week: 3 hrs credit  
This course covers advanced principles and methods associated with the fire ground strategies, and tactics required of the multi-company officer or chief officer. It emphasizes multi-company alarm assignments, handling disasters, and major fire incidents by occupancy classification.

FST 205  
**Hazardous Materials Technician A**  
*Prerequisite: FST 106 with a C or better*  
3 lectures per week: 3 hrs credit  
Methods of developing preplans for use by local departments are covered. Identification of hazards in communities and the designing of functional highway, rail, and industrial preplans to fit community needs are discussed.

FST 207  
**Fire Department Management I**  
*Prerequisite: FST 119 with a C or better*  
3 lectures per week: 3 hrs credit  
This course covers responsibilities of fire service of various ranks. Included are qualifications and sources of authority, role of the company officer, and basic management theories, practices, and functions. This is one of two management courses required of eligible candidates pursuing Illinois Fire Marshal certification as a Fire Officer I.

FST 208  
**Fire Department Management II**  
*Prerequisite: FST 207 with a C or better*  
3 lectures per week: 3 hrs credit  
This course is an introduction to the elements of management as they apply to fire department administration. Included are principles of management, communication, and group dynamics as they relate to the company officer. This is the second of two management courses required of eligible candidates pursuing Illinois State Fire Marshal certification as a Fire Officer I.

FST 209  
**Fire Prevention Principles II**  
*Prerequisite: FST 102 with a C or better*  
3 lectures per week: 3 hrs credit  
The emphasis of this course is on public relations and inspection techniques and procedures. The course covers evaluation of fire hazards, inspection techniques, procedures for conducting inspection, record-keeping procedures, arson investigation, and on-site field inspections.

FST 210  
**Fire Apparatus Engineer**  
*Prerequisite: FST 119 with a C or better*  
3 lectures per week: 3 hrs credit  
This course is designed to train Illinois fire service personnel to the Certified Fire Apparatus Engineer level. Based on State Fire Marshal standards, this course emphasizes terminology, preventive maintenance, pumps, pump controls, water supply, calculations, operations, supply and support of sprinklers and standpipe systems, foam and specialized equipment, pumping apparatus tests, and troubleshooting problems that occur during pump operations.

FST 212  
**Fire Service - Instructor I**  
*Prerequisite: FST 119 with a C or better*  
3 lectures per week: 3 hrs credit  
This course is designed to meet the needs of firefighters wishing to expand their fire science knowledge in the area of instruction. It provides basic information about human relations in the teaching-learning environment, instructional methodologies, and techniques used in developing lesson plans.

FST 213  
**Fire Service - Instructor II**  
*Prerequisite: FST 212 with a C or better*  
3 lectures per week: 3 hrs credit  
This course is a continuation of Fire Service - Instructor I. It provides basic information on program management, program development, lesson plan development, instructional development, and techniques used to create evaluation instruments.

FST 218  
**Fire Department Management III**  
*Prerequisite: FST 208 with a C or better*  
3 lectures per week: 3 hrs credit  
This course covers principles and techniques used by mid-level managers and chief officers in fire service. Principles of time management, decision-making, motivation, and delegation are emphasized. This is one of two management courses required of eligible candidates pursuing Illinois certification as a Fire Officer II.

FST 219  
**Fire Department Management IV**  
*Prerequisite: FST 218 with a C or better*  
3 lectures per week: 3 hrs credit  
This course covers the techniques used by mid-level managers and chief officers in fire service. Principles of time management, decision-making, motivation, and delegation are emphasized. This is the second of two management courses required of eligible candidates pursuing Illinois certification as a Fire Officer II.
First Responder
(See Emergency Medical Services)

Geography

GEOG 101 (IAI: S4 900N)
**Cultural Geography**
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course provides a basic study of the cultural systems and practices of man as these developed in particular regions of the earth, and the interrelationships which developed through time. It is a study of the broad elements of human interaction, the systems of developmental growth, the systems of cultural transfer between groups, and the increasing levels of conceptual growth by which particular cultural groups may perceive their environments during different time periods. It provides a study of institutionalized human systems and their distribution over the surface of the earth.

GEOG 105 (IAI: P1 909)
**Introduction to Physical Geography**
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This is a non-lab physical science course emphasizing the physical aspects of the Earth's environment. Topics surveyed include weather, climate, water, and geologic processes. The distribution of geographic features around the world is studied. Emphasis is on the relationships between human society and the physical environment.

Geology

GEOLO 101 (IAI: P1 907L)
(PP was GEOLO 210)
**Physical Geology**
Prerequisite: Placement into ENG 099 or higher
3 lectures, 2 lab hrs per week: 4 hrs credit
Physical geology is a general education course which introduces basic geologic principles. It examines processes that have shaped the Earth including plate tectonics, earthquakes, volcanoes, mountain building, minerals, rocks, water, and glaciers. Laboratory work and field trips emphasize these topics and the scientific method.

Graphic Communications
(See also Art and Photographic Studies)

GC 115
**Introduction to Computer Art**
Prerequisite: Placement into ENG 099 or higher
6 lab hrs per week: 3 hrs credit
This studio course introduces students to the history and use of computer applications in the visual arts. Students learn to generate, combine, and manipulate traditional and contemporary visual ideas using both raster paint/photo retouching programs and professional quality vector drawing programs. (same as ART 115)

GC 151
**Principles of Graphic Design**
Prerequisite: GC 115 or ART 115 or concurrent registration
6 lab hrs per week: 3 hrs credit
Students are introduced to theoretical and practical aspects of visual communication. Techniques, processes, and terminology of graphic design are covered.

GC 154
**Typography**
Prerequisite: GC 151
1 lecture, 2 lab hrs per week: 2 hrs credit
This course investigates the effective use of type in visual design. Students experiment with the creation of original fonts using digital applications along with some traditional methods.

GC 156
**Design Software Workshop: Special Topics**
Prerequisite: Placement into ENG 099 or higher
1 lecture, 2 lab hrs per week: 2 hrs credit (may be repeated 3 times)
This course provides orientation, concentration, and practical application of a specific computer imaging software program. Each workshop features one of six leading software packages identified by graphic design professionals.

GC 160
**Design for Publishing**
Prerequisite: GC 115 or ART 115
1 lecture, 4 lab hrs per week: 3 hrs credit
This course focuses on design opportunities in publishing and teaches students how to develop newsletters, ads, catalogs, and presentations.
**GC 162**  
*Introduction to Web Site Development*  
*Prerequisite: Placement into ENG 099 or higher*  
1 lecture, 4 lab hrs per week: 3 hrs credit  
This course introduces professional Web site creation and management using basic features of Web design software. Students apply basic principles of mass communication; translate copy, sound, and still and moving images into the Web environment; use design principles to develop storyboards, site maps, and navigation structures; and upload and maintain a Web site. Web-related legal and ethical issues are covered. Successful completion prepares students to pass exams leading to various Certified Internet Webmaster (CIW) credentials. *(same as ITWEB 103)*

**GC 171**  
*Illustration*  
*Prerequisite: GC 151 (recommended)*  
1 lecture, 4 lab hrs per week: 3 hrs credit  
Offered fall term only  
In this studio environment students learn to draw controlled illustrations with confidence. Emphasis is placed on perception and rendering ability, with a variety of techniques and media. Digital and traditional media are used.

**GC 175**  
*Animation Techniques*  
*Prerequisite: GC 115 or ART 115*  
1 lecture, 4 lab hrs per week: 3 hrs credit  
This course introduces the concepts, processes, and history of animation and covers both traditional and two-dimensional computer-based animation techniques. It incorporates the use of drawn, vector and bit-mapped formats as a means of generating animated sequences.

**GC 182**  
*Digital Video*  
*Prerequisite: GC 115 or ART 115*  
1 lecture, 2 lab hrs per week: 2 hrs credit  
This course covers the theory and practical techniques required to create and produce digital video. Computer software and production tools are used.

**GC 185**  
*Digital Sound*  
*Prerequisite: GC 115 or ART 115*  
1 lecture, 2 lab hrs per week: 2 hrs credit  
Students use digitized sounds, traditional foley effects, general midi music and dubbed effects to develop sound tracks for film, video, and multimedia. The use of professional sound and editing techniques is emphasized. This is a studio course in which the primary emphasis is development of a student’s portfolio.

**GC 262**  
*Flash/Interface Design*  
*Prerequisite: GC 151; ITWEB 103 or GC 162 recommended*  
1 lecture, 4 lab hrs per week: 3 hrs credit  
This studio course develops students’ understanding of interactive Web and interface design with an understanding of graphic design and interface design principles. Students develop an integrated and consistent interface for a Web site using graphic programs including, but not limited to, Dreamweaver, Flash, and Photoshop. Students practice extensive use of scripting and programming with an emphasis on using professional design techniques and standards. Sound, video, animation, and interactivity are combined in interactive work. The primary emphasis of this course is development of students’ portfolios. Writing appropriate to the profession is required. *(same as ITWEB 203)*

**GC 265**  
*Interactive Design Project*  
*Prerequisite: GC 162*  
1 lecture, 4 lab hrs per week: 3 hrs credit  
This course develops students’ ability to work as part of a creative team. Students develop a group multimedia project using professional management techniques and standards. Sound, video, animation, and interactivity are used to create an interactive work. This is a studio course in which the primary emphasis is development of a student’s portfolio.

**GC 270**  
*Advanced Web Site Development*  
*Prerequisite: GC 162 or ITWEB 103*  
2 lecture, 2 lab hrs per week: 3 hrs credit  
This course teaches students advanced Web site development techniques including CSS layout techniques, interactivity with AJAX and the Spry framework, advanced navigation and dropdown menus, image manipulation, and Web site development deployment and management. *(same as ITWEB 270)*

**GC 287**  
*Professional Design*  
*Prerequisite: GC 160*  
1 lecture, 4 lab hrs per week: 3 hrs credit  
This course concentrates on advanced projects in computer image manipulation and design with emphasis on quality print output, film recording, and other methods of production. Use of flatbed and film scanner techniques are also covered.
**GC 298**

**Independent Visual Study**

*Prerequisite: GC 151; consent of instructor*

1 lecture, 4 lab hrs per week: 3 hrs credit

This course is an investigation of independent visual problems as they relate to student-generated projects which require advanced research and development.

**GC 299**

**Internship/Seminar**

*Prerequisite: Minimum 12 credit hrs in ART, GC; consent of instructor*

1 lecture, 15 lab hrs per week: 4 hrs credit (variable credit)

This internship and seminar provides an opportunity for students to earn credit while working in a graphic design related area. Formalized student-employer agreements identify objectives, work plan, and guidelines for evaluation.

### Health

**HLTH 100**

**Orientation to Health Careers**

*Prerequisite: Placement into ENG 099 or higher*

3 lectures per week: 3 hrs credit

Students will learn about health care systems and the various health care careers available as well as qualities needed to be a health care worker. Medical terminology, anatomy and physiology, health promotion, and disease prevention are stressed.

**HLTH 101**

**Health and Wellness**

*Prerequisite: Placement into ENG 099 or higher*

2 lectures per week: 2 hrs credit

This course offers a study of the physical and mental workings of the body in sickness and in health. It provides information on topics related to mental and physical health such as holistic health, stress management, fitness, nutrition, lifestyle choices, diseases, and related issues.

**HLTH 102**

**Workplace Issues for Allied Health**

*Prerequisite: Placement into ENG 099 or higher*

1 lecture per week: 1 hr credit

Workplace issues in Allied Health are examined. Emphasis is on communication, stress management, negotiating within organizational structures, power, and dealing with life/death situations.

**HLTH 105**

**General Medical Terminology**

*Prerequisite: Placement into ENG 099 or higher*

1 lecture per week: 1 hour credit

This course provides a foundation in the structure of common medical terms, relating word elements to specific organs of the body, and identifying commonly used medical abbreviations. It is designed for students seeking admission to health career programs or working in medical settings. Applicants for surgical technology and paramedicine programs should take SRT 100.

### Heating, Ventilation, Air-Conditioning, and Refrigeration

**HVACR 101**

**Fundamentals of Refrigeration**

*Prerequisite: None*

2 lectures per week: 2 hrs credit

This course covers the basic principles and theory of refrigeration. Topics include refrigeration cycle, compressors, condensers, evaporators, and metering devices. Safe and efficient use of tools and brazing techniques in the installation of copper tubing and piping are also introduced.

**HVACR 102**

**Advanced Refrigeration**

*Prerequisite: HVACR 101*

2 lectures per week: 2 hrs credit

This course focuses on the basic refrigeration cycle, system components, and applications. Special emphasis is given to temperature controls, installation techniques, testing, servicing, charging, and location of refrigeration troubles.

**HVACR 103**

**Air Conditioning**

*Prerequisite: HVACR 102, 107, 108*

2 lectures per week: 2 hrs credit

Topics covered in this course include basic air conditioning theory and principle, air conditioning systems, psychrometric properties of air, process and human comfort load analysis, load calculation, and equipment selection.

**HVACR 104**

**Advanced Air Conditioning**

*Prerequisite: HVACR 103, 108*

2 lectures per week: 2 hrs credit

This course provides an in-depth understanding of the air conditioning system, components and their applications. Special emphasis is given to maximizing system operations which includes mechanical and electrical installation, service repair, and troubleshooting.
**HVACR 105**

**Heating System Applications**

*Prerequisite: HVACR 104, 108*

2 lectures per week: 2 hrs credit

This course is an introduction to gas heating equipment which includes theory of gas combustion, venting, operation and efficiency of heating units; servicing and repairing mechanical and electrical components; and proper installation of units.

**HVACR 107**

**Electrical Control Applications**

*Prerequisite: None*

2 lectures per week: 2 hrs credit

This course covers the practical study of electricity as it applies to the servicing and installation of refrigeration, air conditioning, and heating equipment, with emphasis on electrical safety, meters, and circuits.

**HVACR 108**

**Advanced Controls**

*Prerequisite: HVACR 107*

2 lectures per week: 2 hrs credit

This course covers the installation, diagnosis and servicing of the electrical systems used in split residential and small commercial air conditioning, heating and refrigeration systems. Emphasis is placed on the advanced control system needed to achieve total comfort and safety.

**HVACR 109**

**Installation and Service of HVACR Systems**

*Prerequisite: HVACR 104, 105, 108*

2 lectures per week: 2 hrs credit

This course covers the proper procedures used during the installation and servicing of residential and commercial air conditioning, heating, and refrigeration equipment. Emphasis is placed on weekly examinations on how to diagnose both electrical and mechanical service problems.

**HVACR 110**

**Troubleshooting HVACR Systems**

*Prerequisite: HVACR 104, 105, 108*

2 lectures per week: 2 hrs credit

This course covers the systematic evaluation of air conditioning, heating, and refrigeration systems. Troubleshooting topics include system pressures, temperature, compressor efficiency, mechanical, and electrical components.

**HVACR 112**

**Sheet Metal Layout and Fabrication**

*Prerequisite: None*

2 lectures per week: 2 hrs credit

This course covers the introduction to heating, ventilation, and air conditioning sheet metal duct systems. Basic fitting layout is covered. Emphasis is placed on various types of seams, edges, elbows, and ducts. Drawing and actual fabrication are done.

**HVACR 114**

**Special Topics in HVACR**

*Prerequisite: Instructor consent*

2 lectures per week: 2 hrs credit (may be repeated for credit 3 times with different topics)

Topics pertaining to current and emerging technology in the heating, ventilation, air conditioning, and refrigeration industry are covered. Content and format of this course is variable and may be initiated by updates in technology in the HVACR field.

**History**

**HIST 111** *(IAI: S2 912N)*

**World History: Origins to 1714**

*Prerequisite: Placement into ENG 099 or higher*

3 lectures per week: 3 hrs credit

This course covers the political, social, and economic history of the world to 1714, including the origins and developments of its peoples and societies. Equal emphasis is placed on the development of Western and non-Western civilizations.

**HIST 112** *(IAI: S2 913 N)*

**World History: 1714 to Present**

*Prerequisite: Placement into ENG 099 or higher*

3 lectures per week: 3 hrs credit

This course covers the political, social, economic, and cultural history of the world including the origins and development of its peoples and societies from 1714 to the present. Equal emphasis is placed on the development of Western and non-Western civilizations.

**HIST 115** *(IAI: S2 906N)*

**African Civilizations I**

*Prerequisite: Placement into ENG 099 or higher*

3 lectures per week: 3 hrs credit

This course examines the roots of African civilizations, with a focus on the development of major African societies prior to the period of European imperialism.

**HIST 116** *(IAI: S2 907N)*

**African Civilizations II**

*Prerequisite: Placement into ENG 099 or higher*

3 lectures per week: 3 hrs credit

A continuation of HIST 115 with major emphasis on the development of modern African societies as they react to the twin forces of imperialism and nationalism.
HIST 140 (IAI: S2 910N)
History of Latin America
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
Students study the growth and development of Hispanic America from the Age of Discovery to the present day. Special emphasis is placed on the success and failure of democratic procedures, and the relationship between Latin America and the United States. The influences of the Roman Catholic Church, the military, and the business community on the development of society and government are also described.

HIST 151 (IAI: S2 902)
History of Western Civilization I
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course examines the political, social, and economic history of the Western world, including the origins and development of cultures from human origins to the Age of Exploration.

HIST 201 (IAI: S2 900)
U.S. History: 1492 to 1877
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course is a study of the political, economic, and social factors in the growth of the United States from the Age of Discovery through the Civil War and Reconstruction.

HIST 202 (IAI: S2 901)
U.S. History: 1877 to Present
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course looks at the political, social, and economic history of the United States from 1877 to the present, including the development and origins of its peoples and society.

HIST 230
African American History
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
Designed to acquaint students with the African roots of the African American with emphasis on the transition of Blacks from African warrior to American slave.

Humanities
(See also Philosophy)

HUMAN 101 (IAI: H5 904N)
Comparative Religions
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
The goal of the course is to enhance the understanding of what religion is through a study of some of the forms it takes.

HUMAN 102 (IAI: H5 901)
Foundational Religious Texts
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This is a humanistic study of one or more of the foundational documents of the world’s religions such as the Hebrew Bible, the New Testament, the Qur’an, or the Vedas.

HUMAN 201 (IAI: H9 900)
Humanities Themes: Myth, Reason, and God
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course deepens students’ understanding of their own moral, political, and religious beliefs through examining the major humanities themes in Greek and Hebrew texts basic to Western culture. Literary, historical, and philosophical perspectives are explored in readings which include Homer, Plato, and the Bible.

HUMAN 202 (IAI: HF 900)
Form and Structure in the Arts
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
Coursework is divided among literature, painting, and music. Emphasis is on formal structure of these works, and on analysis rather than appreciation.
Hydraulics

**HYDR 101**
**Fundamentals of Hydraulics**  
*Prerequisite: None*  
2 lectures per week: 2 hrs credit  
This is a general course covering the basic components of hydraulic systems, and the basic laws and formulas involved in simple fluid power calculations. Topics include pumps, control valves, actuators, the use of ASAIS symbols, and maintenance procedures.

**HYDR 102**
**Hydraulic Pumps**  
*Prerequisite: HYDR 101*  
2 lectures per week: 2 hrs credit  
This is a study of various fluid power pumps and their principles of operation, construction, and maintenance. Fixed gear, vane, axial, and radial piston, and variable delivery pumps are covered in addition to combination pumps and self-contained power units.

**HYDR 103**
**Hydraulic Controls**  
*Prerequisite: HYDR 101*  
2 lectures per week: 2 hrs credit  
This course provides a study of the various controls used in fluid power. Topics covered: pressure and volume theory, operation and construction of valves, and circuit applications. Also covered are valves and their assemblies, the relief, pressure reducing sequence, counterbalance, brake, volume and control and directional, in addition to various types of valve controls.

**HYDR 104**
**Basic Hydraulic Circuits**  
*Prerequisite: HYDR 103*  
2 lectures per week: 2 hrs credit  
This is a study of fluid power circuit fundamentals, calculations and design. Circuits studied: pump-unloading, speed, pressure, volume, deceleration, sequence, servo, oil conditioning, and transfer line.

**HYDR 106**
**Pneumatics**  
*Prerequisite: AMATH 101*  
2 lectures per week: 2 hrs credit  
This course offers a study of fundamental pneumatic principles, gas laws, calculations, ASAIS symbols and terminology. Also considered are the way air is compressed, the compressed air system, controlling pneumatic power, and the introduction of fluidics.

Industrial Electrician
(see Electrician)

**Information Technology**

**Applications - ITAPP**

**ITAPP 100**
**Basic Computing Skills**  
*Prerequisite: None*  
1 lecture per week: 1 hour credit  
This course is designed for students who have little or no computer experience. Topics covered include using e-mail, searching for and evaluating Internet sites, creating basic documents using Word, creating basic presentations using PowerPoint, using basic operating system functions, using textbook supplemental materials such as CDs and online resources, and using WebAdvisor and Blackboard.

**ITAPP 109**
**Introduction to the Internet**  
*Prerequisite: None*  
2 lab hrs per week: 1 hr credit  
This is a comprehensive study of the Internet through online experience. All the basic Internet applications are covered, including e-mail, www, gopher, search strategies, USENET news groups, FTP, Telnet, Web page construction, encryption on the Internet, Internet service providers, and social issues.

**ITAPP 121**
**Word Processing Applications - Level I**  
*Prerequisite: ITOFS 100 (recommended)*  
2 lectures, 2 lab hrs per week: 3 hrs credit (may be repeated three times)  
This course prepares students to work with the latest word processing software in a career setting or for personal use. Students develop a mastery-level competence in word processing by creating and editing business documents.
ITAPP 122
Word Processing Applications - Level 2
Prerequisite: ITAPP 121 with a grade of C or better (recommended)
2 lectures, 2 labs per week: 3 hrs credit (may be repeated three times)
This course is a continuation of hands-on skill development using the latest word processing software. Topics covered include creating and modifying styles, creating templates, preparing reference documents, and customizing documents.

ITAPP 125
Spreadsheet Applications - Level 1
Prerequisite: Keyboarding (recommended)
1 lecture, 2 lab hrs per week: 2 hrs credit
This course prepares students to work with the latest spreadsheet software. Topics covered include creating and editing worksheets, using range commands, using copy and move commands, creating formulas and functions, developing queries, and designing macros.

ITAPP 126
Spreadsheet Applications - Level 2
Prerequisite: ITAPP 125 with a grade of C or better (recommended)
1 lecture, 2 lab hrs per week: 2 hrs credit
This course provides further hands-on study into the capabilities of the current commercial spreadsheet software. Topics covered include macros, advanced functions, file operations, and sophisticated applications.

ITAPP 128
Database Applications - Level 1
Prerequisite: Keyboarding (recommended)
1 lecture, 2 lab hrs per week: 2 hrs credit
Hands-on experience with the most current and widely used database software. Topics covered include creating and editing a database file, queries, forms, grouping data for reports, indexing, labels, SQL commands, menu structures, and macros.

ITAPP 129
Database Applications - Level 2
Prerequisite: ITAPP 128 with a grade of C or better, or equivalent (recommended)
1 lecture, 2 lab hrs per week: 2 hrs credit
Further hands-on study into the capabilities of the current commercial database software. Topics covered include operations, multiple files, relational database operations, SQL, command file creation and program flow, and applications.

ITAPP 130
Software Integration and Application
Prerequisite: ITAPP 121, 125, 128
1 lecture, 2 lab hrs per week: 2 hrs credit
This course explores the powerful merging capabilities of word processing, database and spreadsheet software packages. Students import data and graphics, explore mail merge, write macros, and create integrated software systems for business applications.

ITAPP 132
Desktop Publishing
Prerequisite: ITOFS 100
2 lectures, 2 lab hrs per week: 3 hrs credit
This desktop publishing course utilizes a personal computer to create high-quality publications by using an advanced page layout software package to combine text and graphics to produce master copy. Text and graphics can be combined to produce brochures, newsletters, magazines, technical documents, and books. Students completing this course are expected to demonstrate their knowledge of desktop publishing by producing assigned and personal projects.

ITAPP 133
Presentation Applications
Prerequisite: None
1 lecture, 2 lab hrs per week: 2 hrs credit
This course teaches students to use current desktop presentation software to plan, construct, and produce effective desktop presentations. Students complete assigned projects using special predefined layout features in the software to produce slide presentations.

ITAPP 160
Technology for Teachers
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course introduces educators to the use of the computer as an educational tool. The course focuses on a solid understanding of educational technology, and how to integrate computers into the classroom curriculum. Hands-on technology activities are an important part of the course. Students begin to develop their teaching portfolios. (same as ED 160)

ITAPP 232
Advanced Desktop Publishing
Prerequisite: ITAPP 132 with a grade of C or better (recommended)
2 lectures, 2 lab hrs per week: 3 hrs credit
Students use current hardware and software to apply knowledge gained in previous Desktop Publishing courses to complete assigned projects. Emphasis is placed on job specifications and reproduction requirement.
ITAPP 240
Application Development in Database
Prerequisite: ITAPP 129
1 lecture, 2 lab hrs per week: 2 hrs credit
Students develop and prepare tables, queries, forms, and reports using database software. Programming is used to develop database applications. Students are challenged to use critical thinking and analysis to find efficient solutions to real-life situations.

Networking - ITNET

ITNET 160
Computer Repair
Prerequisite: ITPRG 140 with a grade of C or better (recommended)
2 lectures, 4 lab hrs per week: 4 hrs credit
This course is an introduction to personal computer upgrades, maintenance, and repair. Topics include computer hardware, software, operating systems, troubleshooting, and how to fix, upgrade, and build a computer. This course covers the latest technologies and objectives of the CompTIA A+ certification exams.

ITNET 165
Introduction to Networking
Prerequisite: ITNET 160 with a grade of C or better (recommended)
2 lectures, 2 lab hrs per week: 3 hrs credit
This course covers the skills and concepts needed to configure and operate a variety of networking products, including a wide range of vendor and product neutral networking technologies. Topics include networking theory, protocols, connectivity devices, Internet addressing, internetworking servers, security, and troubleshooting. Successful completion prepares students to pass CompTIA’s entry-level networking certification exam.

ITNET 250
Introduction to LAN Administration
Prerequisite: ITPRG 140 with a grade of C or better (recommended)
2 lectures, 2 lab hrs per week: 3 hrs credit
Topics include local area network (LAN) terminology, hardware and software components required in a networked environment, and administration of common network operating systems. Hands-on activities include creating and managing user accounts, file sharing, printing, and other tasks related to network administration.

ITNET 260
Network Security Fundamentals
Prerequisite: ITNET 165 with a grade of C or better or Network+ certification (recommended)
2 lectures, 2 lab hrs per week: 3 hrs credit
This course covers the fundamentals of network security including communication security, infrastructure security, cryptography, access control, authentication, external attack, and operational and organization security. Successful completion prepares students for the CompTIA Security+ certification exam.

ITNET 260
Network Security Fundamentals
Prerequisite: ITNET 165 with a grade of C or better or Network+ certification (recommended)
2 lectures, 2 lab hrs per week: 3 hrs credit
This course covers the fundamentals of network security including communication security, infrastructure security, cryptography, access control, authentication, external attack, and operational and organization security. Successful completion prepares students for the CompTIA Security+ certification exam.

ITNET 270
Computer Forensics
Prerequisite: CJ 101 or ITPRG 140 with a grade of C or better (recommended)
2 lectures, 2 lab hrs per week: 3 hrs credit
This course provides an introduction to computer forensics, preparing students to acquire and analyze digital crime evidence. Students learn tools and techniques for conducting digital investigations, preserving evidence, and preparing expert witness testimony. Topics include file structures, data recovery, forensic analysis, e-mail and network investigations, and ethics. (same as CJ 270)

ITNET 280
Ethical Hacking
Prerequisite: ITNET 260 with a grade of C or better (recommended)
2 lectures, 2 lab hrs per week: 3 hrs credit
This course introduces students to the art of ethical hacking and network defense, preparing students to be efficient security professionals. Topics include computer ethics, penetration testing, network and computer attacks, social engineering, operating system vulnerabilities, cryptography, and network intrusion issues regarding Web servers and wireless networks.

ITNET 299
Internship
Prerequisite: 12 credit hours in IT and consent of instructor
10 lab hrs per week: 2 hrs credit
Student interns will be employed at an approved training site. This is scheduled by joint agreement of the student, the site coordinator, and the program coordinator.
Office Skills - ITOSF

**ITOFS 100**  
**Keyboarding**  
*Prerequisite: None*  
2 lab hrs per week: 1 hr credit  
Keyboarding is inputting information through the use of the computer keyboard. The purpose of this course is to teach students to develop basic touch keyboarding skills on a computer.

**ITOFS 111**  
**Business Document Formatting**  
*Prerequisite: ITOSF 100*  
1 lecture, 2 lab hrs per week: 2 hrs credit  
This course is a continuation of skill development in touch keyboarding. The purpose of this course is to enable students to develop keyboarding skill at a minimum of 30 wpm within four errors. Students create business applications such as letters, memorandums, tables, and manuscripts.

**ITOFS 112**  
**Intermediate Keyboarding Applications**  
*Prerequisite: ITOSF 111, ITAPP 121*  
1 lecture, 2 lab hrs per week: 2 hrs credit  
This course is a continuation of skill development in touch keyboarding. The purpose of this course is to enable a person to develop a keyboarding skill at minimum of 50 wpm within three errors. Students produce a variety of letter forms, memorandums, tables, manuscripts, and business forms.

**ITOFS 117**  
**Keyboarding Skill Development**  
*Prerequisite: ITOSF 100*  
2 lab hrs per week: 1 hr credit  
This course is designed to improve keyboarding speed and accuracy skills. Students analyze his/her own error patterns and then practice specific drills to correct those particular weaknesses. Anyone who can use the touch method of keyboarding and is interested in improving that skill will benefit from the course.

**ITOFS 119**  
**Office Procedures**  
*Prerequisite: ITOSF 111 recommended*  
3 lectures per week: 3 hrs credit  
The many techniques, skills, routines, and procedures which are relevant to and identified with general office work are included in this course. Topics include the high-tech workplace, success behaviors, office communication, and mail records and management.

**ITOFS 122**  
**Transcription Skills**  
*Prerequisite: ITOSF 111, ITAPP 121*  
2 lecture, 2 lab hrs per week: 3 hrs credit  
The skills and techniques for transcription from voice processing machines are covered. Emphasis is on correct spelling, punctuation, formatting, and English mechanics as well as equipment operation.

**ITOFS 199**  
**Office Assistant Practicum**  
*Prerequisite: Completion of 15 credit hours required IT courses and consent of coordinator*  
2 lab hrs per week: 1 hour credit  
This practicum provides an opportunity for students to work within a simulated office environment and to perform duties relevant to office support personnel.

**ITOFS 219**  
**Office Management**  
*Prerequisite: ITOSF 112, 119, or equivalent*  
3 lectures per week: 3 hrs credit  
Offered spring term only  
The social and professional competence required of people working and relating together in the office is explored with special emphasis on the secretarial role in the office. Skills, techniques, and procedures basic to the modern office are developed. The development of acceptable office behavior and attitudes with secretarial decision-making is stressed.

**ITOFS 221**  
**Advanced Keyboarding Applications**  
*Prerequisite: ITAPP 121, 122*  
1 lecture, 2 lab hrs per week: 2 hrs credit  
This course is a continuation of skill development using word processing software. The technique and topics learned in Word Processing Applications-Levels 1 and 2 are applied using realistic projects. Cooperative learning, critical thinking, and problem solving are stressed.

**ITOFS 299**  
**Internship**  
*Prerequisite: Consent of instructor*  
10 lab hrs per week: 2 hrs credit  
Student interns will be employed at an approved training site. This is scheduled by joint agreement of the student, the site supervisor, and the program coordinator.
Programming - ITPRG

ITPRG 103
Introduction to Programming Logic
Prerequisite: None
2 lectures, 2 lab hrs per week: 3 hrs credit
This course introduces structured programming logic and includes reports, control breaks, extracts, tables, input validation, updates, and file handling concepts. Standard logic charts include flowcharting, pseudo-code, and other charting methods. Solutions to programming projects are in QuickBasic and Visual Basic.

ITPRG 106
Mathematics for Computers
Prerequisite: MATH 090 or qualifying score on Math Placement Test
3 lectures per week: 3 hrs credit
This course is designed to provide an understanding of the numerical concepts required for data processing. Included in the course are the following topics: binary, octal and hexadecimal number systems, set theory, logic, floating and fixed point numbers, problem solving, and algebra as it relates to data processing.

ITPRG 140
Introduction to Operating Systems
Prerequisite: Keyboarding (recommended)
2 lecture, 2 lab hrs per week: 3 hrs credit
This course describes the purpose of operating systems and how they work from a business, personal, and PC support perspective. This course provides hands-on experience in file maintenance, configurations, Windows customization, file systems, basic trouble-shooting, and running applications with Windows operating systems. Other operating systems (command prompt, Linux, and networking) are reviewed, compared and discussed.

ITPRG 142
Introduction to Visual Basic Programming
Prerequisite: Keyboarding and ITPRG 103 with a grade of C or better (recommended)
2 lectures, 2 lab hrs per week: 3 hrs credit
In this introduction to the Visual Basic programming language, object-oriented and event-driven programming essentials, techniques, and applications are stressed. Topics include control objects, decisions and conditions, menus, procedures, looping structures, and array manipulations.

ITPRG 144
Introduction to C++ Programming
Prerequisite: ITPRG 103 or 140 with a grade of C or better, or equivalent (recommended)
2 lectures, 2 lab hrs per week: 3 hrs credit
This course provides an introduction to the capabilities of the C++ programming language. Topics covered include variables, operators, control structures, input and output, functions, simple data types, arrays, and strings.

ITPRG 147
Introduction to Java Programming
Prerequisite: ITPRG 103 or 140 with a grade of C or better, or equivalent (recommended)
2 lecture, 2 lab hrs per week: 3 hrs credit
This course provides JAVA programming basics. Object-oriented programming fundamentals are covered as they apply to stand-alone JAVA programs.

ITPRG 154
C#.Net Programming
Prerequisite: ITPRG 103 or 140 with a grade of C or better, or equivalent (recommended)
2 lectures, 2 lab hrs per week: 3 hrs credit
This course covers C#.NET programming concepts. C#.NET was introduced as part of the .NET platform designed to accommodate Internet and Windows applications. Topics covered include writing C#.NET programs using OOP, declaring variables, manipulating data types, creating methods, performing procedures, creating graphical user interfaces, using XML Web Services, developing standalone class libraries, and programming event-driven applications.

ITPRG 157
Javascript Programming
Prerequisite: ITPRG 140 with a grade of C or better (recommended)
2 lectures, 2 lab hrs per week: 3 hrs credit
This introductory course in JavaScript programming provides basic programming concepts for designing, developing and integrating scripts into Web pages. The focus includes the use of tags, HTML, objects, event-handling, writing JavaScript functions, and calling JavaScript functions. JavaScript prepares students with a universally accepted scripting language, used for creating dynamic and interactive Web pages.

ITPRG 171
Game Design I
Prerequisite: Placement into ENG 099 or higher
2 lectures, 2 lab hrs per week: 3 hrs credit
This course introduces students to basic game theory (including game play and strategy) as well as the historical development of all types of games. Games used for education, training, and entertainment are explored. Strong focus is on the design process, from developing a basic concept, to selling the proposal, to production and marketing.
ITPRG 173
Digital Storytelling
Prerequisite: Placement into ENG 101 or higher.
2 lectures, 2 lab hrs per week: 3 hrs credit
This course focuses on the planning, storyboard design, and scripting of interactive digital productions, such as text, audio, and still and moving images, with a focus on video games. Narrative scripts and design are developed with an emphasis on scene design, characterization, plotting, target audience, messages, and script format. Topics include the advantages and limitations of multimedia as conduit for mediated messages, and the nuances between writing for multimedia and standalone text, audio, and video.

ITPRG 201
Systems Design and Development
Prerequisite: ITAPP 101 with a grade of C or better (recommended)
2 lectures, 2 lab hrs per week: 3 hrs credit
This course provides an analysis of the information flow within the business organization. The systems development life cycle is studied with both physical and logical design considerations. Case studies are used to illustrate the steps of a system study.

ITPRG 205
Ethics in Information Technology
Prerequisite: None
2 lectures per week: 2 hrs credit
This course explores the legal, ethical, and societal issues in the information technology (IT) world. Students examine various ethical situations that arise in IT and formulate ideas for addressing these issues. Topics include computer and Internet crime, privacy rights, freedom of expression, intellectual property, and employer/employee issues.

ITPRG 240
Linux Operating System
Prerequisite: ITPRG 140 with a grade of C or better (recommended)
2 lectures, 2 lab hrs per week: 3 hrs credit
This course provides an in-depth study of and hands-on experience with the primary functions of the Linux operating system. The major essential command-line commands, as well as use of the graphical user interface are covered. This course provides theoretical and practical concepts including file systems, elementary shell scripting, and other end-use knowledge necessary to move to the next level of basic system administration. Basic administrative tasks that are necessary for maintaining a working system are explored.

ITPRG 242
Advanced Visual Basic Programming
Prerequisite: ITPRG 142 with a grade of C or better, or equivalent (recommended)
2 lectures, 2 lab hrs per week: 3 hrs credit
This is a continuation of ITPRG 142. Advanced topics in Visual Basic are explored including arrays, multiple forms, data files, and databases, grids, SQL, graphics, OLE, DLL's, and custom objects. Emphasis is on finding creative solutions to application problems. During the last several weeks of the semester, the class works on a group project for an outside company.

ITPRG 244
Advanced C++ Programming
Prerequisite: ITPRG 144 with a grade of C or better (recommended)
2 lectures, 2 lab hrs per week: 3 hrs credit
This course is a continuation of the C++ introduction. After a review of the introductory topics, study focuses on pointers, arrays, structs, linked lists, recursion, operator overloading, inheritance, and polymorphism.

ITPRG 247
Advanced Java Programming
Prerequisite: ITPRG 147 with a grade of C or better, or equivalent (recommended)
2 lectures, 2 lab hrs per week: 3 hrs credit
This course is a continuation of ITPRG 147 and provides broader JAVA programming concepts. Object oriented programming concepts are covered as they apply to building event-driven JAVA applets, stand-alone JAVA programs, and GUI programming.

ITPRG 248
Introduction to Cobol Programming
Prerequisite: ITPRG 103 with a grade of C or better (recommended)
2 lectures, 2 lab hrs per week: 3 hrs credit
Offered fall term only
The most widely used language today is COBOL, and this course introduces students to COBOL's programming essentials and techniques. Structured design is stressed, and lab assignments give students experience in the applications of creating and editing business reports, calculations and comparisons, logic techniques, input/output techniques, data validation and testing, and table handling.
ITPRG 249

Advanced Cobol Programming
Prerequisite: ITPRG 248 with a grade of C or better (recommended)
2 lectures, 2 lab hrs per week: 3 hrs credit
Offered spring term only
This course is a continuation of ITPRG 248. Emphasis is placed on learning and applying more advanced COBOL programming techniques and language conventions. Topics covered include subscripted and indexed tables, matching records logic, VSAM file creation and update, the COBOL sort, subprograms, and COPY and CALL statements.

ITPRG 299

Internship
Prerequisite: 12 credit hrs IT courses successfully completed with C or better, and consent of instructor
10 lab hrs per week: 2 hrs credit
Student interns will be employed at an approved training site. This is scheduled by joint agreement of the student, the site coordinator, and the program coordinator. Students must enroll in ITPRG 298 in the same semester as their internship. Student interns meet with the program coordinator in a class or individually for an hour per week.

Web Development - ITWEB

ITWEB 101

Web Page Authoring
Prerequisite: Placement into ENG 099 or higher
2 lectures, 2 lab hrs per week: 3 hrs credit
This course is for students interested in developing specific Internet skills as a Web designer, developer or administrator. Topics include Internet fundamentals, Web page authoring with XHTML and CSS, and networking concepts. Successful completion prepares students to pass exams leading to various Certified Internet Webmaster (CIW) credentials.

ITWEB 103

Introduction to Web Site Development
Prerequisite: Placement into ENG 099 or higher
1 lecture, 4 lab hrs per week: 3 hrs credit
This course introduces professional Web site creation and management using basic features of Web design software. Students apply basic principles of mass communication; translate copy, sound, and still and moving images into the Web environment; use design principles to develop storyboards, site maps, and navigation structures; and upload and maintain a Web site. Web-related legal and ethical issues are covered. Successful completion prepares students to pass exams leading to various Certified Internet Webmaster (CIW) credentials. (same as GC 162)

ITWEB 105

Multimedia Writing
Prerequisite: Placement into ENG 101
3 lectures per week: 3 hrs credit
This course provides an introduction to basic writing skills necessary to create messages for the multimedia environment such as Web sites, graphics, animations, and digital audio. Upon successful completion, students will be able to write multimedia scripts; demonstrate an understanding of the nuances between writing for multimedia and writing for standalone text, audio and video; describe the advantages and limitations of multimedia as a conduit for mediated messages; and integrate standard expectations of writing including style, grammar, spelling, and punctuation.

ITWEB 201

Technology of E-Commerce
Prerequisite: ITWEB 101 or 103 with a grade of C or better (recommended)
2 lecture, 2 lab hrs per week: 3 hrs credit
This course teaches students how to conduct business online and how to manage the technological issues associated with constructing an e-commerce Web site. Students implement a genuine transaction-enabled business-to-consumer Web site, examine strategies and products available for building E-commerce sites, examine how such sites are managed, and explore how they can complement an existing business infrastructure. Successful completion prepares students to pass exams leading to various Certified Internet Webmaster (CIW) credentials.

ITWEB 203

Flash/Interface Design
Prerequisite: GC 151 and ITWEB 103 or GC 162 with a grade of C or better (recommended)
1 lecture, 4 lab hrs per week: 3 hrs credit
This studio course develops students’ understanding of interactive Web and interface design with an understanding of graphic design and interface design principles. Students develop an integrated and consistent interface for a Web site using graphic programs including, but not limited to, Dreamweaver, Flash and Photoshop. Students practice extensive use of scripting and programming with an emphasis on using professional design techniques and standards. Sound, video, animation, and interactivity are combined in interactive work. The primary emphasis of this course is development of students’ portfolios. Writing appropriate to the profession is required. (same as GC 262)
ITWEB 205
Web Languages
Prerequisite: ITWEB 101 with a grade of C or better (recommended)
2 lectures, 2 lab hrs per week: 3 hrs credit
This course teaches students to use advanced Web programming languages to create interactive Web sites. Topics include form processing, file access and manipulation, and database connectivity. Both client and server side programming techniques are emphasized. Upon successful completion, students are prepared to take various Certified Internet Webmaster (CIW) exams.

ITWEB 225
Web Workshop: Advanced Topics
Prerequisite: None
1 lecture, 2 lab hrs per week: 2 hrs credit
This course provides orientation, application, and hands-on experience with a particular Web development language or software application. Emphasis is placed on techniques used by Web development professionals and practical application of Web programming concepts to real-world scenarios.

ITWEB 270
Advanced Web Site Development
Prerequisite: ITWEB 103 or GC 162
2 lectures, 2 lab hrs per week: 3 hrs credit
This course teaches students advanced Web site development techniques including CSS layout techniques, interactivity with AJAX and the Spry framework, advanced navigation and dropdown menus, image manipulation, and Web site development deployment and management. (same as GC 270)

ITWEB 299
Internship
Prerequisite: 12 credit hours in IT and consent of instructor
10 lab hrs per week: 2 hrs credit
Student interns will be employed at an approved training site. This is scheduled by joint agreement of the student, the site coordinator, and the program coordinator.

Journalism

JRNLM 101 (IAI: MC 919)
Introduction to Journalism
Prerequisite: ENG 101 with C or better
3 lectures per week: 3 hrs credit
This course introduces students to the journalism industry and its practices, including techniques of news gathering, reporting, and interviewing. Students learn to use the library and do online database research. Students write basic stories under real-time constraints.

Languages
(See Spanish)

Literature
(See English)

Manufacturing Technology

MT 101
Metal Working Processes I
Prerequisite: None
2 lectures, 2 lab hrs per week: 3 hrs credit
This course introduces students to machine tool processes and operation by giving consideration to the efficient use of tooling, speeds, feeds, and fixtures in production processes; to metal processing; to precision measurement; and to the use and operation of lathes, drill presses, mills, saws, and grinders.

MT 102
Metal Working Processes II
Prerequisite: MT 101
2 lectures, 2 lab hrs per week: 3 hrs credit
This course continues development of the skills and knowledge attained in MT 101 by additional training in thread calculation and chasing, tool bit geometry and sharpening, basic CNC machine tool operation, foundry processes and machining of castings.

MT 105
Metal Working Processes III
Prerequisite: MT 102
2 lectures, 2 lab hrs per week: 3 hrs credit
This course provides students with information on horizontal milling, boring, drilling machines, and their operations. Coursework consists of lectures and demonstrations on the construction of the different types of horizontal machines, the type of work done, the workpiece setup, the tools used and safety practices.

MT 120 (was APPMT 120)
Industrial Safety
Prerequisite: None
2 lectures per week: 2 hrs credit
This course provides safety training for those in industrial plant situations. Topics include tool and machine safety, lock out/tag out procedures, fire protection, eye safety, basic electrical safety, ladder safety, and government safety regulations as well as general safety practices.
MT 210
CNC Programming I
Prerequisite: MT 102
2 lectures, 2 lab hrs per week: 3 hrs credit
This is an introductory course in computer numerical control programming. It covers CNC system operations; machine tool setup and tooling; G-code and M-code utilization; and 2 and 3-axis lineal and circular interpolation programming. Emphasis is placed on part programming and machine tool operation for CNC vertical milling and lathe work.

MT 211
CNC Programming II
Prerequisite: MT 210
2 lecture, 2 lab hrs per week: 3 hrs credit
This course is a continuation of MT 210. It covers such topics as cutter compensation, fixed and variable canned cycles, subroutine programming, and the calculation of machining process. Part programs are written for the lathe, the vertical mill, and the horizontal mill.

MT 212
Introduction to Robotics
Prerequisite: None
2 lectures, 2 lab hrs per week: 3 hrs credit
This course introduces students to the use of robotic devices in various manufacturing environments. It covers topics ranging from the development of robotics, to robotic systems and the operation and programming of robotic devices. Students receive hands-on instruction in the use of the teach-pendant and computer-based robotic language programming.

MT 214
CAD/CAM Systems
Prerequisite: MT 210; CADMD 243 recommended
2 lectures, 2 lab hrs per week: 3 hrs credit
This course introduces students to the relationship, use, and operations of CAD and CAM systems to generate CNC programs. Students learn to create CAD files for use with a CAM system; to use a CAM system to create geometry, tooling, and post-processor files; and to transmit CAM-generated programs to CNC equipment.

MT 215
Manufacturing Systems
Prerequisite: MT 210 and 212
3 lectures, 2 lab hrs per week: 4 hrs credit
This course covers the identification, operation, and application of both basic industrial processes and various systems that can be integrated into a computer integrated manufacturing system (CIM). These include CNC, CAD, CAM, and robotics. Students design, program, and implement workcells that include material handling, manufacturing and assembly operations. Emphasis is placed on fully automated production system design and operation.

MT 220
Metallurgy – Ferrous
Prerequisite: None
2 lectures per week: 2 hrs credit
Iron, steel and their alloys, standard classification systems, properties, and methods of testing are considered. Heat treatment processes, critical temperatures, crystalline structure changes, and standard physical tests and welding metallurgy are studied.

MT 221
Metallurgy – Nonferrous
Prerequisite: None
2 lectures per week: 2 hrs credit
This course studies types of nonferrous metals and their applications. Standard classification systems, properties, and methods of testing properties are discussed. In addition, development of new nonferrous metals and their applications are studied.

Applied Mathematics

AMATH 100
Basic Mathematics for the Skilled Trades
Prerequisite: None
2 lectures per week: 2 hrs credit
This course is for those students who have little or no skill in the operations of numbers. It includes topics on whole numbers, fractions, decimals, percents, powers, and square roots, measurement systems, and commonly used formulas.

AMATH 101
Algebra for the Skilled Trades
Prerequisite: AMATH 100 or equivalent
2 lectures per week: 2 hrs credit
This course is for those students who have a knowledge of the arithmetic operations but have little or no background in algebra. It includes basic algebraic operations, factoring, solving equations, ratio and proportion, exponents, and radicals.

AMATH 103
Geometry for the Skilled Trades
Prerequisite: AMATH 101
2 lectures per week: 2 hrs credit
An introduction to geometry which includes definitions and descriptions of geometric terms, axioms and theorems; explanations regarding dispositions dealing with straight lines, triangles, and circles; and application to practical shop problems.
AMATH 106
Applied Trigonometry for the Skilled Trades
Prerequisite: AMATH 103
2 lectures per week: 2 hrs credit
Topics in this course include definitions of trigonometric functions, fundamental trigonometric identities, solution of triangle problems and applications of trigonometry to practical shop problems.

AMATH 107
Trigonometry and Shop Applications I
Prerequisite: AMATH 106
2 lectures per week: 2 hrs credit
This course covers the solution of oblique triangles by use of altitude construction method, law of sines and cosines, cotangents, \( \frac{\pi}{2} \) angle formula, and tangent law. Emphasis is placed upon standardized types of shop and drafting problems using above methods.

AMATH 108
Compound Angles for the Skilled Trades
Prerequisite: AMATH 107
2 lectures per week: 2 hrs credit
The principles of trigonometry are used to determine plane, base and base angles in solid figures for the purpose of classifying the solid geometric figures into basic types for analysis and recognition. Practice in solving shop problems is emphasized and includes determining angles of tilt and rotation for mounding paste on adjustable plates and methods of checking angular tapered dovetails.

AMATH 110
Gearing and Cams for the Skilled Trades
Prerequisite: AMATH 106
2 lectures per week: 2 hrs credit
This course covers the mathematics of standard screw threads such as American National, United States v. Acme and Worm. Standard notations and formulas for spur gears, bevel gears, worm, and worm wheels and helical gears. Replacement of spur gears with helical gears and use of an idler gear, and the calculations for plain and differential indexing. Charts, gear models, and gears are used as aids in visualizing the problems.

Developmental Mathematics

MATH 080
Computational Skills I
Prerequisite: Qualifying score on Math Placement Test
4 lectures per week: 4 hrs non-degree, non-transfer credit (may be repeated three times)
This course provides a background in mathematics for students who do not feel confident in the mastery of arithmetic skills. Topics covered include operations on whole numbers, fractions and decimals, percents, and ratio and proportions.

MATH 085
Computational Skills II
Prerequisite: MATH 080 with a C or better or qualifying score on Math Placement Test
4 lectures per week: 4 hrs non-degree, non-transfer credit (variable credit; may be repeated three times)
This course provides a background in mathematics for students who do not feel confident in the mastery of skills at the pre-algebra level. Topics covered include operations on integers, fractions, and decimals; percents; ratio and proportion; graphs; and measurement. Emphasis is placed on the development of algebraic skills.

MATH 090
Elementary Algebra
Prerequisite: MATH 085 with a C or better or qualifying score on the Math Placement Test
5 lectures per week: 4 hrs non-degree, non-transfer credit
This is a course in elementary algebra. Topics covered include linear equations and inequalities, graphs of linear equations, polynomials, factoring, rational expressions, and rational equations. Problem solving is emphasized throughout the course.

MATH 095
Intermediate Algebra
Prerequisite: MATH 090 with a C or better or qualifying score on the Math Placement Test
4 lectures per week: 4 hrs non-degree, non-transfer credit
This is a course in intermediate algebra. It is a prerequisite for transferable college mathematics courses. Topics covered include functions and graphs, systems of linear equations, one- and two-variable inequalities, roots and radicals, complex numbers, and quadratic equations. Emphasis is placed on the development of algebraic skills.
MATH 096
Geometry
Prerequisite: MATH 090 with C or better or qualifying score on a placement test
3 lectures per week: 3 hrs non-degree, non-transfer credit
This is a course covering the fundamental concepts of geometry. It is intended for students who lack credit in one year of high school geometry or need review in the subject matter. Emphasis is placed on learning geometric facts as well as the development of deductive reasoning. Topics covered include plane and solid geometry, properties of congruence, similarity, area, perimeter, and volume.

College-Level Mathematics
Prerequisites for MATH 112, 115, 151, and 200 may be met by one of the following options:
Option 1 – MATH 095 and MATH 096, both with at least a C
Option 2 – MATH 095 and one year of high school geometry, both with at least a C
Option 3 – A qualifying score on the Math Placement Test

MATH 111
Mathematics For Paraprofessionals
Prerequisite: MATH 085 or placement into MATH 090
3 lectures per week: 3 hrs credit
This course is designed for the elementary school paraprofessional. This course strongly emphasizes hands-on learning; thus, manipulatives are used extensively. Topics covered include problem solving, sets, number theory, statistics, probability, geometry, and measurement. Students seeking general education mathematics credit for transfer are advised to register for the MATH 200/206 sequence. (same as EDU 111)

MATH 112 (IAI: M1 904)
General Education Mathematics
Prerequisite: Option 1, 2, or 3 above
3 lectures per week: 3 hrs credit
This course is designed for the liberal arts student who is not a mathematics, science, or business major. The course focuses on mathematical reasoning and the solving of real-life problems. The following topics are studied in depth: set theory and logic, the mathematics of finance, probability, and statistics. The use of calculators or computers is a component of the course.

MATH 115 (IAI: M1 902)
General Education Statistics
Prerequisite: Option 1, 2, or 3 above
3 lectures per week: 3 hrs credit
The general education statistics course provides students with an opportunity to acquire a reasonable level of statistical literacy and thus expand their base for understanding a variety of work-related, societal, and personal problems, and statistical approaches to the solution of these problems. The main objective of the course is statistical reasoning. Detailed techniques of statistical analysis and the mathematical development of statistical analysis of statistical procedures are not emphasized. The course is intended to meet the general education requirement. It is not intended to be a prerequisite to nor a replacement for courses in statistical methods for business, social science or mathematical statistics. Students who complete this course cannot also receive credit for BUS 240 or MATH 153.

MATH 151
College Algebra
Prerequisite: Option 1, 2, or 3 as noted at beginning of section
4 lectures per week: 4 hrs credit
This course extends on the concepts previously studied in intermediate algebra. Course material is approached both algebraically and graphically. The graphing calculator is used extensively. Topics covered include linear, quadratic, polynomial, rational, exponential, and logarithmic functions and their applications. Matrices, matrix operation, and matrix equations are also introduced.

MATH 153 (IAI: MI 902)
Probability and Statistics
Prerequisite: MATH 151 or qualifying score on the Math Placement Test
4 lectures per week: 4 hrs credit
This course is an introductory course in probability and statistics. Topics covered include frequency distribution, percentiles, measures of central tendency, measures of dispersion, standard deviation, correlation, elementary probability, line of regression, statistical inference, the binomial distribution, the normal distribution, student t-distribution, and the chi-square distribution. Computer software such as MINITAB is used. A comprehensive project is assigned. Students who complete this course cannot also receive credit for BUS 240 or MATH 115. (same as BUS 240)
MATH 155 (IAI: M1 906)  
**Finite Mathematics**  
Prerequisite: MATH 151 with a C or better or qualifying score on Math Placement Test  
4 lectures per week: 4 hrs credit  
This course is an introduction to finite mathematics to meet the needs of business, social science, and liberal arts students. Topics covered include compound interest, annuities, systems of equations and inequalities, matrices, linear programming and its applications, probability, game theory, and logic. Throughout the course, emphasis is placed on concepts and applications.

MATH 157 (IAI: M1 900-B)  
**Calculus for Business and Social Science**  
Prerequisite: MATH 151 with a C or better or qualifying score on Math Placement Test  
4 lectures per week: 4 hrs credit  
This is a one-semester calculus course for business and social science majors. Topics covered include equations of lines, limits, differentiation and integration of algebraic, exponential and logarithmic functions. Throughout the course, emphasis is placed on the applications of the basic concepts of calculus. This course does not count for credit toward a mathematics major or minor.

MATH 165  
**Pre-Calculus**  
Prerequisite: MATH 151 with a C or better  
5 lectures per week: 5 hrs credit  
This pre-calculus course covers trigonometry, polar and parametric equations, conic sections, sequences, and series. It is a preparatory course designed to provide students with the essential skills needed for success in the sequence of courses covering calculus for scientists and engineers.

MATH 171 (IAI: M1 900-1; MTH 901)  
**Calculus with Analytic Geometry I**  
Prerequisite: MATH 165 with a C or better, or qualifying score on the Math Placement Test  
5 lectures per week: 5 hrs credit  
This is the first course in a three semester sequence of courses covering calculus for scientists and engineers. Topics covered include lines, derivatives, applications of derivatives, antiderivatives and definite integrals, and applications of integrals.

MATH 172 (IAI: M1 900-2; MTH 902)  
**Calculus with Analytic Geometry II**  
Prerequisite: MATH 171  
5 lectures per week: 5 hrs credit  
This is the second course in the three-semester sequence of courses covering calculus for scientists and engineers. Topics covered include applications of integrals, transcendental functions, integration techniques, L'Hopital's rules, improper integrals, infinite sequences and series, and polar coordinates.

MATH 173 (IAI: M1 900-3; MTH 903)  
**Calculus with Analytic Geometry III**  
Prerequisite: MATH 172  
5 lectures per week: 5 hrs credit  
This is the final course in the three-semester sequence of courses covering calculus for scientists and engineers. Topics covered include basic operations on vectors, vector-valued functions, functions of several variables, partial derivatives, multiple integrals, and vector calculus.

MATH 200  
**Mathematics for Elementary Teaching I**  
Prerequisite: Option 1, 2 or, 3 as noted at beginning of section  
4 lectures per week: 4 hrs credit  
This course covers the fundamental ideas and theories of mathematics beginning with arithmetic. It is designed for prospective and present elementary school teachers. Topics include sets, functions, whole numbers, integers, rational numbers, and irrational numbers to complete the real number system. This course is recommended to meet the requirements for teacher certification in Illinois. This is not a methods course in teaching mathematics.

MATH 201  
**Engineering Computer Programming**  
Prerequisite: MATH 171  
3 lectures per week: 3 hrs credit  
This course is designed to use the computer in the study of problems in engineering, mathematics, or physical sciences. The emphasis is on problem analysis and problem solving.

MATH 206 (IAI: M1 903)  
**Mathematics for Elementary Teaching II**  
Prerequisite: MATH 200 with a C or better  
4 lectures per week: 4 hrs credit  
This course is a continuation of Mathematics for Elementary Teaching I. The topics studied include geometry, probability, statistics, and measurement. Mathematical reasoning and problem solving are emphasized. This course is the second in a two course sequence recommended to meet the requirements for teacher certification in Illinois. It is not a methods course in teaching mathematics. This course provides general education credit for elementary education majors only.
MATH 210 (IAI: M1 905; CS 915)
Discrete Mathematics
Prerequisite: MATH 151 with a C or better or qualifying score on the Math Placement Test
3 lectures per week: 3 hrs credit
This beginning course in the mathematics of computer science introduces mathematical analysis of finite collections and mathematical analysis of sequential machines, computer system design, data structures, and algorithms. Topics include sets, counting, recursion, graph theory, trees, networks, Boolean algebra, and formal grammars.

MATH 216 (IAI: MTH 912)
Differential Equations
Prerequisite: MATH 172
3 lectures per week: 3 hrs credit
Offered spring semester only
This is a first course in ordinary differential equations with applications to the physical sciences. Topics covered include recognition, classification and solution of differential equations, as well as the expression of applied problems as differential equations. This course is designed to prepare students for more advanced study in mathematics, science, and engineering.

MATH 220
Linear Algebra
Prerequisite: MATH 172
3 lectures per week: 3 hrs credit
This course is intended as a transition between the calculus sequence and upper level courses in mathematics. Topics covered include vectors, vector spaces, matrices, determinants, matrix algebra, linear independence, linear transformations, eigenvalues, and eigenvectors. A significant portion of the course is devoted to theory and proof construction.

Mechanical Design Technology
(See CAD/Mechanical Design Technology)

Meteorology

METEO 150 (IAI: P1 905)
Introduction to Meteorology
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This is a non-lab physical science course surveying topics related to weather, climate, and the atmosphere. Studies include air masses and fronts, global circulation, severe weather, and climate. Students examine weather’s impact on humans, and humans’ impact on weather and climate.

Millwright

MILL 101
Industrial Maintenance Techniques I
Prerequisite: None
2 lectures per week: 2 hrs credit
This course teaches reading and use of micrometers, vernier calipers, dial indicators, and other measuring tools. Other topics include hand and power tools used by the millwright, fastener identification, layout and drilling operations, as well as reaming and tapping drilled holes.

MILL 102
Industrial Maintenance Techniques II
Prerequisite: None
2 lectures per week: 2 hrs credit
This course covers the installation of machinery coupled with the principles of steel construction. Also covered are friction bearings, non-friction bearings, couplings, gearing, and reduction build-up.

MILL 103
Lubrication
Prerequisite: None
2 lectures per week: 2 hrs credit
This unit of study introduces students to the theories of lubrication, lubrication oils, greases, and solid lubricants, as well as the principles of lubrication, lubricating machine parts, lubrication storage, and safety. Other topics include lubricant application and its history, as well as centralized lubricating systems, system components, conductors, and connectors.

MILL 105
Rigging
Prerequisite: None
2 lectures per week: 2 hrs credit
This course familiarizes students with the safe and accepted industry practices as applied to rigging, rigging equipment, and its proper maintenance.

MILL 106
Power Train Elements
Prerequisite: None
2 lectures per week: 2 hrs credit
This course introduces the installation and alignment of component parts found in industrial equipment and machinery. Topics include the mounting of bearings, gearings, couplings, pulley clutches, and belts. Conveyors and chain drives are also covered. Equipment and coaxial alignment are stressed.
MILL 107
Machine Vibration Analysis I
Prerequisite: None
2 lectures per week: 2 hrs credit
This course provides industrial maintenance technicians with an understanding of vibration analysis, rotating machine monitoring techniques, data collection, and analysis techniques.

MILL 108
Machine Vibration Analysis II
Prerequisite: MILL 107
2 lectures per week: 2 hrs credit
This course provides industrial maintenance technicians with enhanced vibration diagnostics for rotating machines. Topics covered include selecting instrumentation, natural frequency, phase analysis, journal bearing problems, and anti-friction bearing problems using vibration signature analysis.

Music

MUSIC 100
Fundamentals of Music Theory
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course introduces the basic principles of interpreting and understanding the language of music. It includes the study of notation, rhythm, scales, intervals, basic forms, musical terms, and introduction to the keyboard.

MUSIC 101
Musicianship I
Prerequisite: MUSIC 100 (or equivalent)
4 lecture hrs per week: 4 hrs credit
This course is the first in a sequence of four that provides extensive training in the fundamentals of music theory and ear training. It deals with the notational and aural aspects of Western music including clefs, scales, key signatures, intervals, meter, rhythm, melody, and chords, and uses 4-part chorale writing for a basis for study of chord progressions. It provides training in sight-singing and melodic and rhythm dictation. It is required for all music majors and minors.

MUSIC 102
Musicianship II
Prerequisite: MUSIC 101
4 lecture hrs per week: 4 hrs credit
This course is the second in a sequence of four that provides extensive training in the fundamentals of music theory and ear training. It deals with the notational and aural aspects of Western music including scales, intervals, meter, rhythm, melody, and chords, using 4-part chorale writing for a basis for the study of chord progressions. It provides training in sight-singing, melodic and rhythmic dictation, and chord recognition. It is required for all music majors and minors.

MUSIC 110
Community Chorus
Prerequisite: Placement into ENG 099 or higher
2 lab hrs per week: 1 hr credit
(May be repeated three times)
Open to all students interested in choral activities. This ensemble provides an opportunity for singers to participate in a large chorus.

MUSIC 115
Orchestral String Ensemble
Prerequisite: Placement into ENG 099 or higher
2 lab hrs per week: 1 hr credit
This ensemble provides an opportunity for musicians who play traditional orchestral string instruments (violin, viola, cello, double bass) to study and perform significant string ensemble literature. Students must know how to read music and have at least an intermediate playing ability to participate.

MUSIC 120
Wind Ensemble
Prerequisite: Consent of instructor
2 lab hrs per week: 1 hr credit
(May be repeated three times)
This course provides the opportunity for students to study and perform significant concert band literature in an ensemble.

MUSIC 130 (IAI: F1 900)
Music Appreciation
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course introduces representative masterpieces and focuses on helping students develop listening skills and the ability to identify, analyze, and appreciate different kinds of music. Emphasis will be placed on the elements of music, various musical forms and periods, and great composers and performers.

MUSIC 132 (IAI: F1 904)
American Music
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This is an historical survey of the development and major cultural contributions of American music and composers including symphonic, jazz, and popular forms within the context of American culture and society.

MUSIC 143
Class Voice I
Prerequisite: Placement into ENG 099 or higher
1 lecture, 2 lab hrs per week: 2 hrs credit
Group instruction in fundamentals of singing, voice production, breathing, diction, vocalizing, and technical exercises; elementary song literature is introduced as progress is made.
MUSIC 144
Class Voice II
Prerequisite: MUSIC 143
1 lecture, 2 lab hrs per week: 2 hrs credit
A continuation of MUSIC 143, this course provides group instruction at a more advanced level. In addition to correct vocal production, breathing, diction, and technical exercises, learning of songs is emphasized.

MUSIC 152
Jazz Ensemble I
Prerequisite: Consent of instructor
1 lecture, 2 lab hrs per week: 1 hr credit
Instrumental ensemble performance. Open to intermediate level or higher students of piano and band or orchestral instruments.

MUSIC 153
Jazz Ensemble II
Prerequisite: MUSIC 152
1 lecture, 2 lab hrs per week: 1 hr credit
This course is a continuation of MUSIC 152. It provides instrumental ensemble experience with an emphasis on improvisation.

MUSIC 162
Vocal Jazz Ensemble I
Prerequisite: Consent of instructor
1 lecture, 2 lab hrs per week: 1 hr credit
This course provides rehearsal and performance experience in a vocal jazz ensemble.

MUSIC 163
Vocal Jazz Ensemble II
Prerequisite: MUSIC 162
1 lecture, 2 lab hrs per week: 1 hr credit
This course provides continuing rehearsal and performance experience in a vocal jazz ensemble.

MUSIC 171
Digital Keyboard Techniques
Prerequisite: Placement into ENG 099 or higher
1 lecture, 2 lab hrs per week: 2 hrs credit
This course develops basic piano keyboarding skills and teaches the foundations of MIDI (musical instrument digital interface) technology. It is a required course for students in music technology or production.

MUSIC 172
Music in Film and Television
Prerequisite: MUSIC 130 or 132
3 lectures per week: 3 hrs credit
This course examines the uses of music in film and television and provides an overview of the industry. The breadth of music is explored through critical analysis of significant works and consideration of aesthetic, technical, historical, psychological and social tools, and trends.

MUSIC 174
Computer-Assisted Music Production
Prerequisite: Placement into ENG 099 or higher
4 lectures per week: 4 hrs credit
Students learn the basics of Musical Instrument Digital Interface (MIDI), computer sequencing, and multitrack recording using software applications and tools. Through a series of projects, each student will produce an audio CD using Sonar 8.

MUSIC 176
Sound Recording Techniques
Prerequisite: Physics 101 Conceptual Physics (3) or concurrent enrollment
2 lectures, 2 lab hrs per week: 3 hrs credit
This course provides students hands-on training in recording audio of music and sound. Microphone types and set-up, mixing board set-up and management, room acoustics evaluation, sound isolation, and post-production techniques are covered.

MUSIC 181
Private Lessons I
Prerequisite: Placement into ENG 099 or higher
1 lecture per week: 1 hr credit (may be repeated 3 times)
Private instruction in voice or an instrument is provided for students who are not music majors. Students meet weekly with the instructor for a half-hour lesson emphasizing technique, reading skills and repertoires. Instruction is offered in voice, piano, brass, woodwinds, strings, percussion, organ, bass, or guitar.

MUSIC 182
Private Lessons II
Prerequisite: MUSIC 181
1 lecture per week: 1 hr credit (may be repeated 3 times)
Continued private instruction in voice or an instrument is provided for students who are not music majors. Students meet weekly with the instructor for a half-hour lesson emphasizing technique, reading skills and repertoires. Instruction is offered in voice, piano, brass, woodwinds, strings, percussion, organ, bass, or guitar.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 191</td>
<td>Private Applied Music I</td>
<td>Prerequisite: Consent of instructor</td>
<td>2</td>
<td>2 lectures per week: 2 hrs credit (may be repeated 3 times) Private instruction is provided in voice or an instrument, emphasizing techniques, performance, and pedagogical fundamentals. Students who plan to transfer to an upper-division program as music majors are required to enroll each semester in a selected area of performance concentration. Instruction is offered in voice, piano, brass, woodwinds, strings, percussion, organ, bass, or guitar.</td>
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<td>MUSIC 192</td>
<td>Private Applied Music II</td>
<td>Prerequisite: MUSIC 191</td>
<td>2</td>
<td>2 lectures per week: 2 hrs credit (may be repeated 3 times) Continued private instruction in voice or an instrument, emphasizing techniques, performance, and pedagogical fundamentals. Students who plan to transfer to an upper-division program as music majors are required to enroll each semester in a selected area of performance concentration.</td>
</tr>
<tr>
<td>MUSIC 201</td>
<td>Musicianship III</td>
<td>Prerequisite: MUSIC 102</td>
<td>4</td>
<td>4 lectures hrs per week: 4 hrs credit This course is the third in a sequence of four that provides extensive training in the fundamentals of music theory and ear training. It deals with the notational and aural aspects of Western music including scales, intervals, meter, rhythm, melody, and chords, and provides an introduction to polyphony and common musical forms including binary, ABA, and sonataallegro. It continues a study of chord progressions and training in sight-singing, melodic, and rhythmic dictation, and chord recognition, and introduces two-part singing and harmonic dictation.</td>
</tr>
<tr>
<td>MUSIC 202</td>
<td>Musicianship IV</td>
<td>Prerequisite: MUSIC 201</td>
<td>4</td>
<td>4 lectures hrs per week: 4 hrs credit This course is the fourth in a sequence of four that provides extensive training in music theory and ear training. It deals with the notational and aural aspects of Western music, with an introduction to non-Western scales and tonality. It continues a study of form and focuses on 20th century theory and compositional developments. It continues a study of chord progressions and training in sight-singing; melodic, rhythmic, and harmonic dictation; and part singing.</td>
</tr>
<tr>
<td>MUSIC 252</td>
<td>Jazz Ensemble III</td>
<td>Prerequisite: Consent of instructor</td>
<td>1</td>
<td>1 lecture, 2 lab hrs per week: 1 hr credit This course is a continuation of MUSIC 153. It provides instrumental ensemble experience with an emphasis on improvisation.</td>
</tr>
<tr>
<td>MUSIC 253</td>
<td>Jazz Ensemble IV</td>
<td>Prerequisite: Consent of instructor</td>
<td>1</td>
<td>1 lecture, 2 lab hrs per week: 1 hr credit This course is a continuation of MUSIC 252. It provides instrumental ensemble experience with an emphasis on improvisation.</td>
</tr>
<tr>
<td>MUSIC 262</td>
<td>Vocal Jazz Ensemble III</td>
<td>Prerequisite: MUSIC 163</td>
<td>1</td>
<td>1 lecture, 2 lab hrs per week: 1 hr credit This course provides continuing rehearsal and performance experience in a vocal jazz ensemble.</td>
</tr>
<tr>
<td>MUSIC 263</td>
<td>Vocal Jazz Ensemble IV</td>
<td>Prerequisite: MUSIC 262</td>
<td>1</td>
<td>1 lecture, 2 lab hrs per week: 1 hr credit This course provides continuing rehearsal and performance experience in a vocal jazz ensemble.</td>
</tr>
<tr>
<td>MUSIC 274</td>
<td>Digital Composition for Video</td>
<td>Prerequisite: MUSIC 174</td>
<td>4</td>
<td>4 lectures per week: 4 hrs credit This course teaches the creative and technical aspects of composing and synchronizing music for video using computer-assisted digital technology (Sonar 8 and Adobe Audition), and existing visual media.</td>
</tr>
<tr>
<td>MUSIC 281</td>
<td>Private Lessons III</td>
<td>Prerequisite: MUSIC 182</td>
<td>1</td>
<td>1 lecture per week: 1 hr credit (may be repeated 3 times) Continued private instruction in voice or an instrument is provided for students who are not music majors. Students meet weekly with the instructor for a half-hour lesson emphasizing technique, reading skills, and repertoires.</td>
</tr>
</tbody>
</table>
**MUSIC 282**  
Private Lessons IV  
**Prerequisite:** MUSIC 281  
1 lecture per week: 1 hr credit  
(may be repeated 3 times)  
Continued private instruction in voice or an instrument is provided for students who are not music majors. Students meet weekly with the instructor for a half-hour lesson emphasizing technique, reading skills, and repertoires. Instruction is offered in voice, piano, brass, woodwinds, strings, percussion, organ, bass, or guitar.

**MUSIC 291**  
Private Applied Music III  
**Prerequisite:** MUSIC 192  
2 lectures per week: 2 hrs credit  
(may be repeated 3 times)  
Continued private instruction in voice or an instrument, emphasizing techniques, performance, and pedagogical fundamentals. Students who plan to transfer to an upper-division program as music majors are required to enroll each semester in a selected area of performance concentration. Instruction is offered in voice, piano, brass, woodwinds, strings, percussion, organ, bass, or guitar.

**MUSIC 292**  
Private Applied Music IV  
**Prerequisite:** MUSIC 192  
2 lectures per week: 2 hrs credit  
(may be repeated 3 times)  
Continued private instruction in voice or an instrument, emphasizing techniques, performance, and pedagogical fundamentals. Students who plan to transfer to an upper-division program as music majors are required to enroll each semester in a selected area of performance concentration.

**MUSIC 299**  
Music Production Internship  
**Prerequisite:** MUSIC 172, 176, 274; consent of instructor  
10 lab hrs per week: 2 hrs credit  
This course provides workplace experience for students in the field of music technology and production.

**Nursing**  
(See also Registered Nursing)

Financial Aid recipients should check with the Office of Financial Aid/Veterans Affairs prior to enrolling in Nursing 100. Some financial aid programs will not pay for this course.

**NURS 100**  
Nurse Assistant Training  
**Prerequisite:** COMPASS reading score of 60 or above. Must be 16 years of age and have Social Security card. Must enroll in person.  
6 lectures, 3 lab hrs per week: 7 hrs credit  
This course teaches the basic nursing skills necessary to become a nursing assistant. Students are led from the integrated roles of the health care team to the specific duties of the nursing assistant and the skills necessary to give basic patient care and to deal with families.

**NURS 101**  
Basic Care Needs  
**Prerequisite:** Registration in the Nursing program  
4 lectures, 6 lab hrs per week: 6 hrs credit  
A course designed to assist students in recognizing the basic needs of clients. The communication process introduces the basic psychosocial needs of people, incorporating specific needs of clients and the dynamics of interpersonal relationships along with group process. Emphasis is placed upon the needs of the individual client made dependent through illness, including principles related to activities of daily living, administration of medications, and nursing observation. The approach to nursing care utilizes the principles of the nursing process.

**NURS 102**  
Acute Care Needs  
**Prerequisite:** NURS 101 and BIOL 222  
5 lectures, 6 lab hrs per week: 7 hrs credit  
This course is designed to introduce students to concepts related to the care and teaching of clients with acute care needs. The nursing process is instrumental in allowing students to explore and apply standards of care in meeting the needs of culturally diverse clients throughout the life span.

**NURS 110**  
Seminar in Nursing Practice  
**Prerequisite:** NURS 102  
1 lecture, 2 lab hrs per week: 2 hrs credit  
The focus of this course is to enhance freshman nursing students’ competence in decision making skills, critical thinking, and clinical judgments/practice.
NURS 111
Nursing as a Profession
Prerequisite: Registration in the Nursing program
1 lecture per week: 1 hr credit
A course designed to introduce students to the theories and concepts of nursing and health. Students explore how these concepts affect the study they are undertaking. Historical developments are presented as a basis for the current explosion of theories and concepts of emerging care and responsibilities. The conceptual framework of their program is discussed, and the legalities involving care they will administer are identified.

NURS 201
Family Care Needs
Prerequisite: NURS 102
6 lectures, 14 lab hrs per week: 11 hrs credit
This course is designed to present theories and concepts which deal with communication problems and the expanding family, including children with compromised basic human needs. This will enable students to use the nursing process to advocate for the needs of these clients with acute variations along the life span.

NURS 202
Advanced Care Needs
Prerequisite: NURS 201
6 lectures, 14 lab hrs per week: 11 hrs credit
This course is designed to present theories and concepts concerning clients presenting with variations of advanced care needs. Students continue to use the nursing process to manage the care of client groups.

NURS 211
Preparation for Professional Nursing
Prerequisite: Placement into ENG 099 or higher
2 lectures per week: 2 hrs credit
This course presents advanced concepts and theories in nursing which assist students in accepting the challenge of the adjustment to the role of the graduate nurse. Roles, functions, and legal implications for the graduate nurse are discussed along with recent developments and realities as they affect the everyday practice of nursing.

Philosophy

PHILO 201 (IAI: H4 900)
Introduction to Philosophy
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
In this course students learn to think and write philosophically. They are introduced to major philosophers and schools of thought.

PHILO 202 (IAI: H4 904)
Ethics
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
In this course students examine the role of reason in ethical decision-making. Traditional types of ethical reasoning are studied, compared, and applied to topics of current concern.

PHILO 203 (IAI: H4 906)
Introduction to Logic
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course introduces formal reasoning, including the nature and evaluation of deductive and inductive references, language and meaning, symbolization, formal and informal fallacies, and evidence and its nature and role in critical thinking.

PHILO 204 (IAI: H4 905)
Philosophy of Religion
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course covers religious concepts and theories such as the existence and nature of a deity, the nature of good and evil, reason and faith, ethics, and the after-life. It may also include an examination of the nature of religious language and experience.

PHILO 205 (IAI: H4 903N)
Eastern Philosophy
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course presents the thoughts of great philosophers of the Eastern Tradition, including the ideas of Siddhartha Gautama, Lao-Tzu, Kahlil Gibran, and others.

Office Administration and Technology
(See Information Technology)
Photographic Studies
(See also Art and Graphic Communications)

PHOTO 170
Digital Camera Skills
Prerequisite: None
1 lecture per week: 1 hr credit
This course deals with basics of digital camera operation. Students explore solutions to visual problems posed during group field trips. (Digital cameras are provided)

PHOTO 171
Introduction to Black and White Photography
Prerequisite: Placement into ENG 099 or higher
6 lab hrs per week: 3 hrs credit
This course investigates the principles of photography using black and white light-sensitive materials. Students learn camera controls and apply the methods of film and print processing techniques. The course explores the medium through a series of visual problems and emphasizes photography as a means of personal expression.

PHOTO 174
Digital Darkroom Techniques
Prerequisite: PHOTO 171 recommended
1 lecture, 2 lab hrs per week: 2 hrs credit
This course provides the introduction to and practical application of computer hardware and software used to produce, scan, edit, transfer, record, archive, and print photographs.

PHOTO 175
Basic Lighting Skills
Prerequisite: PHOTO 174 or concurrent enrollment
1 lecture, 2 lab hrs per week: 2 hrs credit
Students in this course are introduced to the mechanics of continuous sources of photographic lighting. Application and practice of proper metering, studio set up, lighting adjustment, storage of equipment, and use of various accessories are featured. Digital cameras are supplied for in-class use.

PHOTO 176
Electronic Flash Techniques
Prerequisite: PHOTO 171 and PHOTO 175
1 lecture, 2 lab hrs per week: 2 hrs credit
This course covers the fundamental methods of flash photography using built-in, on-camera, and portable professional equipment. Students also gain a working knowledge of flash meter measurement and exposure calculation using multi-strobe studio systems.

PHOTO 180
Photoshop I
Prerequisite: PHOTO 174 or instructor consent
1 lecture, 2 lab hrs per week: 2 hrs credit
This is a detailed introduction to Adobe Photoshop tools and techniques used in the digital conversion and adjustment of photographic images. Students learn to correct, composite, retouch, and manipulate photographs in RGB color space. Digital printing, film scanning, and proper storage of images on disk are also covered.

PHOTO 196
Careers in Photography
Prerequisite: PHOTO 171
1 lecture per week: 1 hr credit
This course surveys the structure, working conditions, and specific job responsibilities within the field of photography. Classroom presentations, guest lectures, and AV materials provide students with an understanding of production methods as well as employment potential for each occupation and career covered.

PHOTO 273
Photographic Methods
Prerequisite: PHOTO 171, 174, or concurrent enrollment
1 lecture, 4 lab hrs per week: 3 hrs credit
This intermediate course is designed to deepen students’ understanding of the visual process and production of photographs. Participants experience a variety of camera formats while creating images using both digital and film based methods.

PHOTO 275
Photographic Design
Prerequisite: PHOTO 171, 174, or concurrent enrollment
1 lecture, 4 lab hrs per week: 3 hrs credit
This course concentrates on the visual methods and skills of designing photographs. The emphasis of class projects is on the improvement of picture analysis, evaluation of composition, style, and development of individual photographic vision. Digital cameras are used and supplied by the program.

PHOTO 276
Commercial Techniques
Prerequisite: PHOTO 171, 175 PHOTO 273, or consent of instructor
2 lectures, 4 lab hrs per week: 4 hrs credit
This course concentrates on camera and lighting techniques used in the creation of product photography. Areas include medium- and large-format camera skills, use of high-res digital camera equipment, table-top setups, and specific studio lighting for the production of catalog, advertising, and special effects photography.
PHOTO 280
Photoshop II
Prerequisite: PHOTO 180
1 lecture, 2 lab hrs per week: 2 hrs credit
Students in this course explore advanced color correction, layering, and editing methods in Photoshop through a series of visual assignments using original photographs. Extensive use of film scanning and direct digital capture is encouraged. Final portfolio images are printed on standard, large, and wide format inkjet printers.

PHOTO 281
Digital Applications
Prerequisite: PHOTO 174 and 180
2 lectures, 4 lab hrs per week: 4 hrs credit
This course concentrates on advanced digital image production techniques available to photographers. Students explore the application of several imaging software programs that are used to solve unique visual problems.

PHOTO 282
Experimental Techniques
Prerequisite: PHOTO 171, 174, or concurrent enrollment
1 lecture, 4 lab hrs per week: 3 hrs credit
This course explores various experimental camera, darkroom and digital techniques. Projects include multiple composite, infrared film, digital filtration, optical distortion, Polaroid emulsion/ image transfers, cliche verre (enlargements, scans), and hand-coloring techniques.

PHOTO 283
Portraiture
Prerequisite: PHOTO 175 or consent of instructor
1 lecture, 4 lab hrs per week: 3 hrs credit
This course is an introduction to creating studio and available light portraits featuring tungsten and electronic strobe applications. Emphasis is placed on correct use of diffused, reflective and spot lighting techniques, proper metering, and posing of the sitter. Projects are completed using digital cameras and color inkjet production.

PHOTO 285
Digital Color Production
Prerequisite: PHOTO 174, 180, or consent of instructor
2 lectures, 2 lab hrs per week: 3 hrs credit
This course investigates color light theory and the digital controls of color reproduction currently available in photography. Students work with software designed to develop and maintain color management of photographic output by calibrating displays, profiling scanners, cameras, and small to wide format inkjet printers.

PHOTO 286
Independent Photo Project
Prerequisite: PHOTO 275
6 lab hrs per week: 3 hrs credit
This course encourages individual exploration of a personal visual direction or idea with emphasis on the fine art approach to photography. A proposal outline and complete portfolio are required of each participant.

PHOTO 287
Independent Photo Studio
Prerequisite: PHOTO 276 or 283
6 lab hrs per week: 3 hrs credit
Students in this course propose advanced photographic exploration with emphasis in portrait, fashion or commercial product photography. Each participant must have completed prior course work in their chosen area of concentration.

PHOTO 290
Advanced Color Photography
Prerequisite: PHOTO 180, 285, or consent of instructor
2 lectures, 4 lab hrs per week: 4 hrs credit
This course investigates advanced visual problems posed in color photography. Areas covered include positive color light theory, customized white balance, proper exposure calculation, advanced color management techniques and wide format color printing.

PHOTO 291
Survey of Contemporary Photography
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course provides a unique experience while learning about current trends in photography. Visits to major museums and galleries combined with attending lectures by photographers highlight the activities of the class. Students are required to write several reviews of exhibits they see and present a topic for class discussion.

PHOTO 292
Photo Workshop: Special Topics
Prerequisite: PHOTO 171, 174, 6 additional hours in PHOTO
2 lectures, 4 lab hrs per week: 4 hrs credit (may be repeated 3 times for credit with different topics)
This advanced course explores a single subject in photography. Topics for concentrated study may be selected from fashion photography, photojournalism, architecture, landscape, or other specific areas of specialization.
PHOTO 293
Advanced Portraiture
Prerequisite: PHOTO 283, 285
2 lectures, 4 lab hrs per week: 4 hrs credit
This course features the use of sophisticated studio strobe systems in making professional portraits. Students work on multilight sets to produce photographs of individuals, couples, families, and groups. Radio transmitter operation, color burst background techniques and location lighting methods are also covered.

PHOTO 297
Professional Portfolio
Prerequisite: PHOTO 275, 285, or consent of instructor
2 lectures, 2 lab hrs per week: 3 hrs credit
This course helps students understand the process of preparing a portfolio of creative commercial photographs for career readiness. Class activities include career planning, creation of portfolio content and assembly, resume organization, and personal presentation. Individual peer and/or professional critiques are conducted each week for career potential feedback.

PHOTO 298
Seminar
Prerequisite: Concurrent enrollment in PHOTO 299
1 lecture per week: 1 hr credit
Students meet with program coordinator one hour per week to discuss various problems and issues encountered in the internship.

PHOTO 299
Internship
Prerequisite: 12 credit hrs in PHOTO and consent of program coordinator
15 lab hrs per week: 3 hrs credit (variable credit)
The student internship program allows students to earn college credit while working in an approved photography-related business. This course is scheduled by joint agreement of the student, the site supervisor and the program coordinator.

Physical Education
Only four credits of physical education may be counted for an A.A. or A.S. degree, except for students transferring as physical education majors.

PE 101
Physical Fitness I
Prerequisite: None
2 lab hrs per week: 1 hr credit
This course is designed to assist individuals in establishing a foundation for personal fitness. Students are administered basic fitness assessment and engage in a structured exercise program utilizing flexibility, strength, and cardiovascular efficiency. May be repeated three more times for credit.

PE 102
Physical Fitness II
Prerequisite: PE 101
2 lab hrs per week: 1 hr credit
A continuation of PE 101, this course is designed to assist students in achieving an intermediate level of fitness. Students are administered fitness assessments to determine progress in the areas of flexibility, strength and cardiovascular efficiency.

PE 103
Physical Fitness III
Prerequisite: PE 102
2 lab hrs per week: 1 hr credit
A continuation of PE 102, this course is designed to assist students in achieving a high level of fitness. Special emphasis is placed on maintaining target heart rate levels in order to determine further personal cardiovascular efficiency. Students are administered fitness assessments to determine personal progress.

PE 104
Physical Fitness IV
Prerequisite: PE 103
2 lab hrs per week: 1 hr credit
A continuation of PE 103, this course is designed to assist students in maintaining a high level of fitness. Students achieve a basic understanding of the impact of increased duration, frequency, and intensity levels in regard to enhancing physiological performance.

PE 105
Aerobics I
Prerequisite: None
2 lab hrs per week: 1 hr credit
(may be repeated 3 times)
This course assists individuals to improve strengthening, toning, and cardiovascular system through walking, Pilates, or yoga.
PE 106
Aerobics II
Prerequisite: None
2 lab hrs per week: 1 hr credit (may be repeated 3 times)
This course assists individuals to improve cardiovascular conditioning through step aerobics, kickboxing or low-impact aerobics. Strengthening and toning exercises are also introduced.

PE 107
Aerobics III
Prerequisite: None
2 lab hrs per week: 1 hr credit (may be repeated 3 times)
This course assists individuals to improve their cardiovascular conditioning through aqua aerobics. Strengthening and toning exercises are also introduced in the swimming pool environment.

PE 108
Aerobics IV
Prerequisite: None
2 lab hrs per week: 1 hr credit (may be repeated 3 times)
This course assists individuals desiring a higher level of intensity. This is accomplished through “Funk Aerobics”, boot camp style aerobics, or indoor cycling.

PE 151
Basketball
Prerequisite: None
2 lab hrs per week: 1 hr credit
This course teaches the basic rules of basketball, playing court dimensions, and equipment needed. Fundamentals of passing, dribbling, shooting, rebounding, individual offense, and defense are emphasized.

PE 161
Soccer
Prerequisite: None
2 lab hrs per week: 1 hr credit
Learn the basic rules and fundamentals of soccer. Course instruction includes kicking, passing, trapping, heading, tackling, the throw-in, and goal keeping. Basic offensive and defensive strategies and tactics are also discussed.

PE 162
Volleyball
Prerequisite: None
2 lab hrs per week: 1 hr credit
This course teaches students the basic skills and rules associated with the game of volleyball. Skills covering overhead passing, forearm passing, serving, spiking, and blocking are explored. Practice games are conducted to emphasize each skill.

PE 163
Golf
Prerequisite: None
2 lab hrs per week: 1 hr credit
Examine rules and various skills associated with the game of golf. Techniques and skills such as proper grip, stance, swing, pitch, chip, sand shots, putting, and a variety of golf exercises are explored.

PE 164
Tennis
Prerequisite: None
2 lab hrs per week: 1 hr credit
This course teaches students basic rules of play and scoring procedures in tennis. Students are taught appropriate grip and techniques for a variety of tennis strokes.

PE 165
Softball
Prerequisite: None
2 lab hrs per week: 1 hr credit
This course teaches students the basic rules of play and the basic skills associated with softball. Hitting, catching, fielding, throwing, and running bases are explored.

Physical Education: Exercise Science

PES 200
Officiating Sports
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
Instruction is provided in the fundamental techniques, rules, procedures, and professional attitude required of officials in flag football, softball, volleyball, and basketball.

PES 201
Introduction to Physical Education
Prerequisite: Placement into ENG 099 or higher
2 lecture hrs per week: 2 hrs credit
This course provides introductory materials for pre-physical education majors. Emphasis is on pre-professional exposure to a variety of physical education related careers. The history of physical education, athletics, and related leisure activities are explored.
PES 202  
Cultural Dance I  
Prerequisite: Placement into ENG 099 or higher  
2 lectures per week: 2 hrs credit  
This course introduces students to specific dance techniques,  
rhythmic patterns, instrumentation, and appropriate musical  
forms associated with African, Afro Brazilian, Latin, and/or  
Caribbean dance styles. This is accomplished through lecture  
and activity.

PES 210  
Lifestyle Fitness Coaching  
Prerequisite: Program Coordinator consent required  
2 lectures per week: 2 hrs credit  
Students will learn communication and facilitation skills to  
help their clients achieve positive behavior changes and  
establish expectations for personal growth and healthy active  
living.

PES 215  
Group Fitness Instructor Training  
Prerequisite: Consent of program coordinator  
2 lectures, 2 lab hrs per week: 3 hrs credit  
This course provides the methods, techniques, and skills  
that enable students to provide safe aerobic activities as  
instructors.

PES 220  
Fitness Assessment/Exercise Program  
Design I  
Prerequisite: Consent of program coordinator  
2 lectures, 2 lab hrs per week: 3 hrs credit  
This course introduces students to the skills, organization,  
and methods of fitness testing. Students also learn exercise  
program design.

PES 225  
Weight Training: Theory & Application  
Prerequisite: Consent of program coordinator  
2 lectures per hr: 2 hrs credit  
This course emphasizes the instructional techniques and  
skill development in progressive resistance strength training.  
Anatomical, physiological and biomechanical principles  
are studied and applied to design effective programs for  
individuals and groups.

PES 230  
Nutrition for Sports and Exercise  
Prerequisite: Consent of program coordinator  
3 lectures per week: 3 hrs credit  
This course provides an overview of the basic principles of  
nutrition and weight management with particular application  
to exercise and sport.

PES 235  
Athletic Training Techniques  
Prerequisite: Consent of program coordinator  
3 lectures per week: 3 hrs credit  
This course is a study of the basic concepts and techniques  
in prevention, recognition and management of common sport  
and exercise injuries, including methods in conditioning for  
injury prevention, evaluation, taping safety, and emergency  
procedures.

PES 250  
Kinesiology  
Prerequisite: BIOL 108 or BIOL 221 and 222, and consent of  
program coordinator  
3 lecture hrs per week: 3 hrs credit  
This course focuses on the functional anatomical basis of  
human motion accomplished through studying the skeletal,  
nervous, and muscular systems.

PES 255  
Special Populations  
Prerequisite: BIOL 108 or BIOL 221 and 222, PE 220, and consent  
of program coordinator  
3 lectures per week: 3 hrs credit  
This course emphasizes safe and effective fitness programming  
by addressing physiological difference, and techniques and  
tools for motivating special populations.

PES 260  
Fitness/Exercise Facility Management  
Prerequisite: Consent of program coordinator  
3 lectures per week: 3 hrs credit  
This course introduces students to fitness/exercise/recreation  
facilities and their operational procedures. The management  
process regarding facility design, personnel management,  
marketing, budgeting, and insurance issues are discussed.
PES 265
Physiology of Exercise
Prerequisite: Consent of program coordinator
3 lectures per week: 3 hrs credit
This course is designed to teach the basic physiological principles of exercise.

PES 298
Internship Seminar
Prerequisite: Concurrent enrollment in PE 299 and consent of program coordinator
1 lecture per week: 1 hr credit
This seminar is designed to provide direction on building a successful personal training business.

PES 299
Internship for Personal Trainers
Prerequisite: Concurrent enrollment in PE 298 and consent of program coordinator
15 lab hrs per week: 3 hrs credit
This course is designed to provide real-world experience. Students are supervised in Fitness Center arranged by the program coordinator.

Applied Physics
APHYS 100
Applied Physics
Prerequisite: AMATH 100 or MATH 090
2 lectures per week: 2 hrs credit
This course surveys the physical principles of mechanics and is intended for students in apprentice certificate programs. Topics include metric system measurements, motion, Newton’s laws, forces and equilibrium, simple machine elements, conservation laws, rotational motion, matter, and heat.

Physics
PHYSI 101 (IAI: P1 901L) (was PHYSI 110)
Conceptual Physics
Prerequisite: Placement into ENG 099 or higher
3 lectures, 2 lab hrs per week: 4 hrs credit
This course provides a non-mathematical introduction to the basic concepts of physics. This lab course is designed for those with little or no knowledge of physics. Topics include motion, energy, fluids, sound, heat, light, electricity and magnetism, and an overview of concepts like relativity.

PHYSI 120 (IAI: P1 900L)
College Physics I
Prerequisite: MATH 151 or equivalent
3 lectures, 2 lab hrs per week: 4 hrs credit
This introductory course in a two-semester, algebra-based sequence is designed to meet the needs of liberal arts, life and health science, and pre-professional students. Topics include kinematics, Newton’s laws of motion, conservation laws, rotational motion, wave phenomena, fluids, and heat. Students may not receive credit for both PHYSI 120 and 210.

PHYSI 130
College Physics II
Prerequisite: PHYSI 120 or equivalent
3 lectures, 2 lab hrs per week: 4 hrs credit
This continuation of PHYSI 120 is designed to meet the needs of students in the liberal arts, science majors, and pre-professional students. Topics include light, optics, electricity, magnetism, and modern physics.

Physical Science
PHYSC 111 (IAI: P9 900L)
Physical Science
Prerequisite: Placement into ENG 099 or higher
3 lectures, 2 lab hrs per week: 4 hrs credit
This is an introductory lab course focusing on everyday experiences in physics, chemistry, and astronomy. Basic ideas of motion, matter, and energy are explored and related to astronomy and the importance of scientific discoveries to our society.

PHYSC 112 (IAI: P1 905L)
Earth Science
Prerequisite: Placement into ENG 099 or higher
3 lectures, 2 lab hrs per week: 4 hrs credit
Earth Science is an introductory lab course which surveys topics in geology, meteorology, and environmental science. The geology portion includes rocks, streams, glaciers, earthquakes, plate tectonics, volcanism, and mountain building. The meteorology portion focuses on the atmosphere, weather and climate. Human influence on the environment is emphasized.
PHYSI 210 (IAI: P2 900L; PHY 911)  
**University Physics I**  
*Prerequisite: MATH 171 and high school physics*  
3 lectures, 3 lab hrs per week; 4 hrs credit  
This calculus-based course is designed for physical science, pre-engineering, and mathematics majors and introduces the major topics of mechanics, including kinematics, dynamics, momentum, energy, gravitation, harmonic motion, and fluids. Microcomputers are used for data gathering and simulation. Students cannot receive credit for both PHYSI 120 and 210.

PHYSI 220 (IAI: PHY 912)  
**University Physics II**  
*Prerequisite: MATH 171 and PHYSI 210 with minimum grade of C or better*  
3 lectures, 3 lab hrs per week; 4 hrs credit  
This is the second course in the introductory sequence for physical science, pre-engineering, and mathematics majors. Topics covered include heat, thermodynamics, electric and magnetic fields, law of electricity and magnetism, DC and AC circuits, and electromagnetism.

PHYSI 230  
**University Physics III**  
*Prerequisite: MATH 171 and PHYSI 210 with minimum grade of C or better*  
3 lectures, 3 lab hrs per week; 4 hrs credit  
This is the third course in a three-semester sequence for physical science, pre-engineering, and mathematics majors. Topics include properties and equations of waves, sound optics, and modern physics.

PLUMB 103  
**Plumbing and Pipefitting Heating**  
*Prerequisite: None*  
2 lectures per week; 2 hrs credit  
This course covers the principles of steam and hydronic heating, various types of steam systems in use, and proper sizing and tapping of steam units. The study of hydronics includes one-pipe, two-pipe, high temperature and pressure systems, heat loss calculations, and the design of hydronic systems.

PLUMB 104  
**Plumbing and Pipefitting Code**  
*Prerequisite: None*  
2 lectures per week; 2 hrs credit  
This course covers current plumbing rules and regulations governing installation of plumbing systems, rules and regulations pertaining to joints, traps, cleanouts, water distribution, fixtures, and drainage.

**Political Science**

POLSC 101 (IAI: SS 903)  
**Principles of Political Science**  
*Prerequisite: Placement into ENG 099 or higher*  
3 lectures per week; 3 hrs credit  
This course provides an introduction to the core concepts of political science. Students explore the questions political scientists ask, the means by which they answer those questions, and the types of answers that have emerged in response to contemporary problems.

POLSC 140 (IAI: SS 900)  
**Introduction to U.S. Government and Politics**  
*Prerequisite: Placement into ENG 099 or higher*  
3 lectures per week; 3 hrs credit  
This course introduces students to the core concepts in political science that allow for a better understanding of the principles and organization of government and politics in the United States at the national, state and local levels.

POLSC 152 (IAI: SS 902)  
**U.S., State, and Local Government**  
*Prerequisite: Placement into ENG 099 or higher*  
3 lectures per week; 3 hrs credit  
This course describes the politics, function, and decision-making process of state and local governments in the United States. Special emphasis is placed on the historical development of Illinois government and political culture. Current issues facing state and local government agencies are also described and discussed.
**POLSC 230** (IAI: S5 905)  
*Introduction to Comparative Government*  
*Prerequisite: Placement into ENG 099 or higher*  
3 lectures per week: 3 hrs credit  
This introduction to comparative politics encompasses both Western and Non-Western political structures. Emphasis is on the political economy of development, the causes and effects of different systems of government, and the historical and cultural context of political formations across the globe.

**POLSC 240** (IAI: S5 904)  
*Introduction to International Relations*  
*Prerequisite: Placement into ENG 099 or higher*  
3 lectures per week: 3 hrs credit  
This course introduces students to the core concepts and major issues shaping international relations and world politics. Topics to be explored may include: globalization, international organizations, human rights, environmental problems, development, terrorism, war, and peace.

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**Psychology**

**PSYCH 101** (IAI: S6 900)  
*Introduction to Psychology*  
*Prerequisite: Placement into ENG 099 or higher*  
3 lectures per week: 3 hrs credit  
This course introduces psychology as a scientific approach to understanding human behavior. The history of the field, its methods, and research tools are covered. Topics include psychology, sensation, perception, motivation, learning and memory, maturation and development, personality, individual differences, social behavior, and abnormal behavior and its therapies.

**PSYCH 102** (IAI: S6 902)  
*Human Growth and Development: Life Span*  
*Prerequisite: PSYCH 101*  
3 lectures per week: 3 hrs credit  
This course surveys the normal biological, cognitive, social, emotional and personality development characteristics of life phases from conception through adulthood to death.

**PSYCH 202**  
*Educational Psychology*  
*Prerequisite: PSYCH 101*  
3 lectures per week: 3 hrs credit  
This course focuses on the psychological principles, theories and current research related to the roles and functions of teachers and learners in educational settings. From the perspective of students, special emphasis is placed upon theories of motivation, creativity, learning theories, individual learning differences, and cultural and gender diversity. From the teacher’s perspective, special emphasis is placed upon classroom management principles, effective instructional approaches, measurement and assessment techniques, and aligning instruction with the growth of students’ social, cognitive, and personal development.

**PSYCH 203** (IAI: PSY 905)  
*Abnormal Psychology*  
*Prerequisite: PSYCH 101*  
3 lectures per week: 3 hrs credit  
This course covers theories and techniques applied to the labeling of “abnormal” behavior as defined by the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV-TR). Topics include research methods; definition, assessment, and categorization of abnormal behavior; diagnosis, treatment, and prevention.

**PSYCH 204** (IAI: PSY 906)  
*Industrial/Organizational Psychology*  
*Prerequisite: PSYCH 101*  
3 lectures per week: 3 hrs credit  
This course studies the behavior of men and women as they adjust to the people, objects, and surroundings encountered in the workplace. Emphasis is on applying data gathered to maximize the economic and psychological well-being of all employees and constituencies. Topics include research methods; personnel selection, placement, and training; job analysis and performance appraisal; job satisfaction and motivation; leadership; organizational decision making; and organizational development.

**PSYCH 212** (IAI: PSY 907)  
*Theories of Personality*  
*Prerequisite: PSYCH 101*  
3 lectures per week: 3 hrs credit  
This course studies the development and structure of human personality. Students consider a variety of theoretical approaches to understanding human personality: psychoanalytical, humanistic, behavioral/social, cognitive, and traits. Readings include works by Freud, Adler, Horney, Sullivan, Fromm, Rogers, Jung, Maslow, Jourard, and others. Emphasis is on the application of personality theories to the understanding of self.
PSYCH 215 (IAI: S8 900)
Social Psychology
Prerequisite: PSYCH 101
3 lectures per week: 3 hrs credit
As an introduction to social psychology, this course is organized around five broader perspectives of social behavior: cultural differences, the life span, the individual, the situation, and the social group. Topics include attitudes, social perceptions, the establishment of norms, conformity, leadership, group dynamics, and research methods, with emphasis on their effects on the individual.

PSYCH 217
Human Sexuality
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
Principles, theories, and points of view concerning human sexuality with emphasis on the psychological and social 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.

Reading

RDG 097
Fundamental Reading I
Prerequisite: Qualifying score on Reading Placement Test
4 lectures per week: 4 hrs non-degree, non-transfer credit (may be repeated two times)
This course provides individualized instruction for students who need review of word analysis, vocabulary, and comprehension skills.

RDG 098
Fundamental Reading II
Prerequisite: RDG 097 or qualifying score on Reading Placement Test
4 lectures per week: 4 hrs non-degree, non-transfer credit (may be repeated two times)
This course is designed for students who have mastered basic reading techniques. Its purpose is to increase students’ vocabulary and comprehension skills for effective reading and clear thinking.

Registered Nursing
(See also Nursing)

RN 100
R.N. First Assistant
Prerequisite: Professional registered nurse, current license, current CNOR and 2 years surgical nursing experience, or eligible for CNOR at end of courses; sponsoring surgeon and letter of recommendation from employer. Consent of instructor.
3 lectures per week: 3 hrs credit
This course provides prospective RN first assistants with advanced knowledge of anatomy/physiology and techniques related to operative procedures. It focuses on collaboration of the RN First Assistant and surgeon in delivery of optimal perioperative care and its impact on professional nursing. The course provides theoretical knowledge of asepsis/infection control, hemostasis, retracting/wound exposure, tissue handling, proper instrument usage, clamping, ligation, and suturing. It also provides a theoretical foundation based on extensive scientific knowledge and includes nursing concepts and clinical judgment for advanced nursing practice.

RN 101
R.N. First Assistant Internship
Prerequisite: RN 100
6 lab hrs per week: 3 hrs credit
This course provides theoretical instruction and practical skills attainment for the role and responsibility of a registered nurse first assistant.

RN 120
Perioperative Nursing
Prerequisite: Current RN, PPD, CPR and immunizations, and health insurance coverage.
3 lecture, 4 lab hrs per week: 5 hrs credit
This course provides instruction to a licensed registered nurse seeking didactic and clinical experience in perioperative nursing. This course instructs students on operating room asepsis and sterile technique, scrubbing, gowning, gloving, instrumentation, positioning, prepping and documentation, and legal aspects. Surgical specialties to be covered: general and gynecologic.
Social Work

SWK 201

Introduction to Social Work
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course introduces students to the historical background and nature of social work theory, agencies and policy. It provides insight into social service organizations and agencies. Students examine the human concerns of various at-risk populations. This course also presents the knowledge bases and skills of social work practice, and enables students to evaluate their interests and capacities for entering the profession of social work. (same as SOCIO 201)

Sociology

SOCIO 101 (IAI: S7 900)

Introduction to Sociology
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course explores the major concepts, theories, and research methods within the field of sociology. Students examine how their behavior is shaped by the groups they belong to and the society in which they live. Topics for discussion include culture, socialization, social institutions, deviant behaviors, social stratification, and social inequalities, particularly classism, racism, and sexism.

SOCIO 111 (IAI: S7 901)

Contemporary Social Issues
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course provides an analysis of the major social problems facing the world today. Students examine issues of contemporary interest from a sociological perspective. Topics for discussion may include crime and violence, technology, the role of the media, problems of the family, educational and workplace issues, and the environment. Also included are issues of social class, race and ethnicity, gender, age, and sexual orientation.

SOCIO 201

Introduction to Social Work
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course introduces students to the historical background and nature of social work theory, agencies, and policy. It provides insight into social service organizations and agencies. Students examine the human concerns of various at-risk populations. This course also presents the knowledge bases and skills of social work practice, and enables students to evaluate their interests and capacities for entering the profession of social work. (same as SWK 201)

SOCIO 210 (IAI: S7 902)

Marriage and the Family
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course provides an understanding of sociological concepts, theories, and research methods in relation to marriage and family issues. It focuses on the ever-changing dynamics of relationships and the influence of contemporary society on family life. Special emphasis is placed on communication in relationships, dating and mate selection, love, parenting, balancing work and family, violence in relationships, and divorce.

SOCIO 215 (IAI: S7 904D)

Sex, Gender, and Power
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course explores the origins of gender inequities. It examines the development of gender roles, the consequences of dividing society along gender lines, and the effects of changing cultural definitions of masculinity and femininity.

SOCIO 220 (IAI: S7 903D)

Race Relations: A Multicultural Perspective
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course focuses on the analysis of racial, religious, ethnic, and other groups. It examines the persistence of group identity, inter-group relations, social movements, government policy, and related social problems. Groups studied include African-Americans, Latinos, European-Americans, Asian-Americans, and Native-Americans.

Spanish

SPAN 101

Spanish I
Prerequisite: Placement into ENG 099 or higher
4 lectures per week: 4 hrs credit
This course introduces students to the basic skills of understanding, speaking, reading and writing the Spanish language. The workbook and homework complement class work. Classes are conducted mainly in Spanish.

SPAN 102

Spanish II
Prerequisite: SPAN 101
4 lectures per week: 4 hrs credit
This is a beginning course designed to continue development of the basic skills of understanding, speaking, reading and writing the Spanish language. The workbook and homework complement class work. Classes are conducted mainly in Spanish.
**SPAN 201**

**Spanish III**  
Prerequisite: SPAN 101 and 102 or two years of high school Spanish or placement test  
4 lectures per week: 4 hrs credit  
This course provides a review of basic phonetic elements and syntax as an aid to improvement and expansion of good pronunciation and composition. It introduces Hispanic cultures. Classes are conducted in Spanish.

**SPAN 202**  
**Spanish IV**  
Prerequisite: SPAN 201  
4 lectures per week: 4 hrs credit  
This is a literature-based course designed to increase students’ knowledge of the Spanish language and Hispanic cultures. It includes a review of grammar, composition, conversation, reading and comprehension.

**Speech**  
(See Communication)

**Surgical Technology**

**SRT 100**  
**Medical Terminology**  
Prerequisite: Consent of instructor  
2 lectures per week: 2 hrs credit  
This course provides instruction in medical terminology needed by health care workers including surgical technologists, emergency medical technicians, paramedics, nursing assistants, students, nurses, and medical transcriptionists. This course is taught as a blended course: online with scheduled face-to-face meetings.

**SRT 102**  
**Patient Care I**  
Prerequisite: Acceptance into Surgical Technology program  
2 lecture hrs per week: 2 hrs credit  
Students learn to assess patient needs and response to illness and hospitalization. Emphasis is on routine care and procedures for surgical patients. Students also learn patient rights and care of specimens. Basics of medical terminology are incorporated.

**SRT 103**  
**Patient Care II**  
Prerequisite: SRT 102  
1 lecture per week: 1 hr credit  
Concepts of documentation, emergency procedures and thermoregulatory devices are covered. The basics of pharmacology and anesthesia are incorporated.

**SRT 110**  
**Introduction to Surgical Technology**  
Prerequisite: Acceptance into Surgical Technology program  
5 lecture, 4 lab hrs per week: 7 hrs credit  
The basic concepts and principles for developing skill competencies required to assist in surgery are covered beginning with the health care system and continuing with specifics of the surgical area. Microbiology and asepsis are stressed.

**SRT 120**  
**Surgical Procedures I**  
Prerequisite: SRT 110  
5 lecture hrs per week: 5 hrs credit  
Basic surgical procedures including the pre-operative, intraoperative, and post-operative phases commonly performed in the operating room setting are covered. Emphasis is on general/rectal surgery, obstetrical/gynecological surgery, and genito-urinary surgery.

**SRT 122**  
**Applied Surgical Procedures I**  
Prerequisite: Concurrent registration in SRT 120  
8 lab hrs per week: 1 hrs credit  
Students learn to apply concepts and skills learned in SRT 120 in clinical settings arranged by program coordinator.

**SRT 130**  
**Surgical Procedures II**  
Prerequisite: SRT 120  
6 lectures per week: 6 hrs credit  
This course continues the study of basic surgical procedures, emphasizing the following surgical specialties: ophthalmic surgery; ear, nose and throat surgery; head and neck surgery; oral and maxillofacial surgery; plastic surgery; orthopedic surgery; hand surgery; and endoscopic surgery.

**SRT 132**  
**Applied Surgical Procedures II**  
Prerequisite: Concurrent registration in SRT 130  
12 lab hrs per week: 2 hrs credit  
Students learn to apply concepts and skills learned in SRT 130 in clinical settings arranged by program coordinator.

**SRT 140**  
**Surgical Procedures III**  
Prerequisite: SRT 130  
6 lectures per week: 6 hrs credit  
This course continues the study of basic surgical procedures, emphasizing these surgical specialties: neurosurgery, thoracic surgery, cardiac surgery, vascular surgery, and general pediatric surgery.
SRT 142
Applied Surgical Procedures III
Prerequisite: Concurrent registration in SRT 140
12 lab hrs per week: 2 hrs credit
Students learn to apply concepts and skills learned in SRT 140 in clinical settings arranged by program coordinator.

SRT 298
Surgical Technology Seminar
Prerequisite: Concurrent registration in SRT 299
4 lecture per week: 4 hr credit
This seminar is designed to provide direction and feedback on workplace issues for students enrolled in the Surgical Technology Internship. Additionally, accreditation, certification, resume preparation, interviewing, and employee attributes are discussed.

SRT 299
Applied Surgical Procedures IV
Prerequisite: SRT 142 and concurrent registration in SRT 298
12 lab hrs per week: 2 hrs credit
This course is designed to provide real-world experience for students in Surgical Technology programs. Students are supervised in clinical settings arranged by the program coordinator.

Theatre

THTRE 101 (IAI: F1 907)
Understanding Theatre
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This course is a survey of theatre arts including a study of aesthetic and dramatic principles in selected plays, analysis of representative theatrical forms for cultural and social significance, critiques of theatre performances, and an overview of stage formats and technology.

THTRE 111 (IAI: TA 914)
Fundamentals of Acting
Prerequisite: Placement into ENG 099 or higher
3 lectures per week: 3 hrs credit
This is a beginning course in acting. A proper balance of theory and actual practice is maintained to develop both inner and outer acting techniques. An attempt is made to relate acting to good plays and to play production.

THTRE 112
Theatre Practicum/Acting
Prerequisite: Placement into ENG 099 or higher
6 lab hrs per week: 3 hrs credit
This course provides practical experience in acting in a preapproved theatre production. Audition required.

Technology of Mathematics and Science

TECH 109
Technical Mathematics I
Prerequisite: High school algebra with a C or better
4 lectures per week: 4 hrs credit
This course is a study of beginning to intermediate algebra with right angle trigonometry. Topics for study are based upon application to technical subjects. Some of the topics are algebraic operations, factoring, functions, systems of equations, quadratics, and vectors.

Tool and Die Making

TOOL 101
Tool and Die Processes
Prerequisite: None
2 lectures per week: 2 hrs credit
This course introduces students to tool, die and stamping fundamentals. Topics specifically covered include bending, forming, stretching, drawing, and coining operations of sheet metal. Additionally, sheet metal stamping processes and their components are discussed.

TOOL 102
Tool and Die Maintenance
Prerequisite: None
2 lectures per week: 2 hrs credit
This course introduces students to tool, die, and stamping maintenance fundamentals. Topics specifically covered include troubleshooting techniques, analytical methods, and process optimization for stamping machinery and the associated dies.
# Welding

**WELD 101**  
**Principles of Flat Welding**  
*Prerequisite: None*  
2 lectures per week: 2 hrs credit  
This course covers basic welding fundamentals related to arc and oxy-acetylene welding theory and practice, AC and DC welding equipment, and applications that position welding techniques, arc welding electrodes, and ferrous metal identification.

**WELD 102**  
**Horizontal Welding and Brazing**  
*Prerequisite: WELD 101*  
2 lectures per week: 2 hrs credit  
This course expands arc and oxyacetylene skills. Topics include oxyacetylene cutting equipment and applications, arc and carbon arc cutting, soldering, brazing, inspection and testing of welding, metal identification and welding in flat and horizontal positions.

**WELD 103**  
**Metal Inert and Vertical Welding**  
*Prerequisite: WELD 102*  
2 lectures per week: 2 hrs credit  
Students develop an understanding of and manipulative skills needed with gas metal arc welding (GMAW) equipment. Topics include GMAW welding equipment, MIG, special welding processes, mechanical testing of welds and welding in flat, horizontal and vertical positions (SMAW Shielded Metal Arc Welding).

**WELD 104**  
**Tungsten Inert and Overhead Welding**  
*Prerequisite: WELD 103*  
2 lectures per week: 2 hrs credit  
This course increases students’ welding background by acquainting them with gas tungsten arc welding, automatic welding and cutting equipment, special cutting processes.

**WELD 105**  
**AWS Structural Certification**  
*Prerequisite: WELD 104*  
2 lectures per week: 2 hrs credit  
This course is designed for persons experienced in all-position welding who wish to become certified to weld stress structures. All welding test procedures conform to American Welding Society standards. Though test specimens are prepared in class, passing of the course is not contingent upon whether or not the specimens are sent to a materials testing laboratory for analysis or the results of the analysis. However, if the student requests certification and pays the required fee, test specimens can be sent to a local materials testing laboratory where the mechanical tests will be performed and from where the welder certification papers may be issued.

**WELD 106**  
**Pipe and Pressure Vessel Certification**  
*Prerequisite: WELD 105*  
2 lectures per week: 2 hrs credit  
This course prepares students for certification in the most advanced stage of welding. Emphasis is placed on welding a vessel or pipe which will be used for a high pressure application.

**WELD 201**  
**Advanced Gas Metal Arc Welding**  
*Prerequisite: WELD 103*  
2 lectures per week: 2 hrs credit  
Advanced gas metal arc welding techniques are taught. Topics include metal transfer, types of equipment and supplies, equipment set-up, and troubleshooting.

**WELD 202**  
**Advanced Gas Tungsten Arc Welding**  
*Prerequisite: WELD 104*  
2 lectures per week: 2 hrs credit (may be repeated 3 times)  
Advanced gas tungsten arc welding techniques are taught. Topics include types of equipment and supplies, equipment set-up, and open-root welding on plate and pipe.
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</tr>
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<td>Benefits Specialist, Human Resources and Employee Relations</td>
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