

# 2017 – 2018 Catalog Home

## Sauk Valley Community College

Recognized by the Illinois Community College Board

Accredited by the Higher Learning Commission  
30 North LaSalle Street, Suite 2400 Chicago, IL 60602-2504  
800-621-7440 - HLCCommission.org

About Sauk's Accreditation

### Mission

Sauk Valley Community College is dedicated to teaching and scholarship while engaging the community in lifelong learning, public service, and economic development.

#### Shared Ethical Values

Sauk Valley Community College respects the worth and dignity of all people; stands for integrity and fairness; and encourages responsibility, accountability, and persistence in a caring, supportive environment.

#### Strategic Vision

Sauk Valley Community College will be a leader in student achievement while expanding access to higher education across the Sauk Valley region.

### Important Telephone Numbers

Phone 815/288-5511

E-Mail Address - [skyhawk@svcc.edu](mailto:skyhawk@svcc.edu) - Web Site - [www.svcc.edu](http://www.svcc.edu)

For catalog updates - [www.svcc.edu](http://www.svcc.edu) - SVCC Resources - College Catalog

Office	Ext.	Site
Academic Advising	354	<a href="http://svcc.edu/advising">svcc.edu/advising</a>
Admissions & Records	273	<a href="http://svcc.edu/admissions">svcc.edu/admissions</a>
Adult Ed/ESL/GED	312	<a href="http://svcc.edu/adult-education">svcc.edu/adult-education</a>
Athletics	234	<a href="http://svcc.edu/athletics">svcc.edu/athletics</a>

<b>Office</b>	<b>Ext.</b>	<b>Site</b>
Bookstore	304	<a href="http://svcc.edu/bookstore">svcc.edu/bookstore</a>
Business Office	295	<a href="http://svcc.edu/business-office">svcc.edu/business-office</a>
Business & Community Education	212	<a href="http://svcc.edu/bcc">svcc.edu/bcc</a>
Cross Cultural	432	<a href="http://svcc.edu/cross-cultural">svcc.edu/cross-cultural</a>
Disability Support Services	220	<a href="http://svcc.edu/students/disability-support">svcc.edu/students/disability-support</a>
Employer Services Coordinator	294	<a href="http://svcc.edu/community/business-training">svcc.edu/community/business-training</a>
Financial Assistance	339	<a href="http://svcc.edu/finaid">svcc.edu/finaid</a>
Information Center	0	
Learning Commons Tutoring	293	<a href="http://svcc.edu/tutoring">svcc.edu/tutoring</a>
Learning Commons	247	<a href="http://svcc.edu/library">svcc.edu/library</a>
Sauk YMCA	467	<a href="http://saukymca.org">saukymca.org</a>
Security	389	<a href="http://svcc.edu/about/security">svcc.edu/about/security</a>
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The information in this catalog is subject to change by Sauk Valley Community College, and its inclusion in this document is not intended to and does not constitute a contract. The College reserves the right to make changes as necessary to the information contained in this catalog.

# Academic Calendar

Click on any of the following links for information

- [Fall Semester 2017](#)
- [Spring Semester 2018](#)
- [Summer Semester 2018](#)

## Fall Semester 2017

Event	Date
Web Registration and Fee Payment begins	Monday, April 3
Walk-in Registration and Fee Payment begins	Wednesday, April 5
Payment Arrangements due for early registered students	Monday, July 10
Payment Arrangements due for registered students	Monday, August 7
Fall Adjunct In-Service (evening)	Thursday, August 10
Fall In-Service	Friday, August 11
Classes Begin	Monday, August 14
Registration Change Period	August 14 - 18
*Last Day for 100% Refund for 16 week courses	Friday, August 18
*Last Day for 80% Refund for 16 week courses	Friday, August 25
Labor Day - No Classes & Offices Closed	Monday, September 4
Last Day to File Intent to Graduate	Friday, October 6
Mid-semester date	Friday, October 6
Last Day for Student Initiated Withdrawal	Friday, October 20
Fall Workshop-No Classes	Tuesday, November 14
Thanksgiving Break - College Closed	November 22 - 24
Classes Resume	Monday, November 27
Final Examinations	December 4 - 8
All Grades due in Office of Admissions and Records	Monday, December 11

Event	Date
Grades Available for Students	Wednesday, December 13
Wintermester	December 13 - January 5
Last Day for 100% Refund for Wintermester	Wednesday, December 13
Registration Change Period for Wintermester	Wednesday, December 13
College Closes for the Semester Break at 4:30 P.M.	Friday, December 22
College Offices open at 8:00 A.M.	Tuesday, January 2
Spring Classes Begin	Monday, January 8
<b>*Classes running less than 16 weeks have a shorter refund period.</b>	

## Spring Semester 2018

Event	Date
Web Registration and Fee Payment begins	Monday, November 6
Walk-in Registration and Fee Payment begins	Wednesday, November 8
Payment Arrangements due for early registered students	Monday, December 4
Spring Adjunct In-Service (evening)	Thursday, January 4
Spring In-Service	Friday, January 5
Classes Begin	Monday, January 8
Registration Change Period	January 8 - 12
*Last Day for 100% Refund for 16 week courses	Friday, January 12
Martin Luther King, Jr. Day - No classes & Offices closed	Monday, January 15
*Last Day for 80% Refund for 16 week courses	Friday, January 19
Spring Workshop - No Classes	Tuesday, February 27
Last Day to File Intent to Graduate	Friday, March 2
Spring Break Begins at 4:30 P.M.	Friday, March 2
Mid-semester date	Friday, March 2
No Classes & Offices Closed	Friday, March 9

Event	Date
Classes Resume	Monday, March 12
Last Day for Student Initiated Withdrawal	Friday, March 23
Final Examinations	May 7 - 11
Commencement	Friday, May 11
All Grades Due in Office of Admissions and Records	Monday, May 14
Grades Available for Students	Wednesday, May 16

**\*Classes running less than 16 weeks have a shorter refund period.**

## Summer Semester 2018

Event	Date
Web Registration and Fee Payment begins for summer sessions	Monday, April 2
Walk-in Registration and Fee Payment begins for summer sessions	Wednesday, April 4
Payment Arrangements due for registered students	Monday, May 14
Memorial Day - No Classes & Offices Closed	Monday, May 28
Classes Begin	Monday, June 4
Registration Change period	June 4 - 5
*Last Day for 100% Refund for 8 week courses	June 4 - 5
*Last Day for 80% Refund for 8 week courses	June 6 - 7
Last Day to File Intent to Graduate	Thursday, June 28
Mid-semester Date	Thursday, June 28
4th of July Holiday-No Classes & Offices Closed	Wednesday, July 4
Last Day for Student Initiated Withdrawal	Thursday, July 5
Final Exams	July 26 -27
All grades Due in Office of Admissions and Records	Monday, July 30
Grades Available for Students	Wednesday, August 1

**\*Classes running less than 8 weeks have a shorter refund period.**

# Student Services

Sauk Valley Community College provides a comprehensive program of student services.

Click on any of the following links for information

- Admissions
  - ◆Registration
  - ◆Records
- Tuition
- Financial Assistance
- Academic Advising Services
- Support Services
- Student Life
- Auxiliary Services
- Students Rights and Responsibilities
  - ◆ Sexual Discrimination and Sexual Misconduct (Title IX)
  - ◆ Acceptable Use Policy
  - ◆ Code of Student Conduct and Disciplinary Procedures

## Student Services Mission Statement

Sauk Valley Community College Student Services is committed to providing comprehensive programs and services in a supportive, caring, and challenging learning environment for the purpose of allowing its students the opportunity to take the initiative and responsibility for their total development including their educational, professional, and personal goals.

## Student Services Statement of Commitment

Student Services is student centered.

- We believe in the dignity, uniqueness, and growth of each individual and the fundamental right of each person to realize his or her fullest potential.
- Student Services is an integral part of the total learning experience at SVCC.
- We believe in providing friendly, easily accessible, trustworthy, and efficient services in an environment that is caring and confidential.
- We believe in an internal environment that will nurture our values: respect, responsibility, integrity, caring, and fairness.
- We believe in mentoring high standards for our students to model while assisting them in achieving academic excellence.

Student Services includes the following:

Area	Phone
*Dean of Student Services	815-835-6326
*Academic Advising Services	815-835-6354
*Admissions & Records	815-835-6273

Area	Phone
Athletics	815-835-6234
*Disability Support	815-835-6246
*Financial Assistance	815-835-6339
*Student Activities/Cross Cultural Services	815-835-6432
*TRIO Student Support Services	815-835-6268
*Veteran's Services	815-835-6334 or 815-835-6420

\*Located in the Student Services Center-first floor, West Mall <http://www.svcc.edu/students/student-services-center.html>

## Admissions

### Entrance Policy

Sauk Valley Community College provides a wide range of learning opportunities to meet the various educational needs of students from diverse backgrounds. Sauk is an open enrollment institution and welcomes all who may benefit from its courses and programs of study.

The College has tailored its instruction to serve those with a high school diploma or its equivalent. The College may, at its discretion, permit persons in high school who are under the age of 18 who meet established criteria and have permission from appropriate high school personnel, parents/guardians, and Sauk personnel to enroll at SVCC. (See Dual Credit/ Enrollment students.)

The College does not guarantee entrance into all courses or programs of study. Entrance into specific programs may depend on other criteria such as age, evidence of language and mathematics skills, and space availability. Students may be required to complete specified prerequisites prior to enrollment in certain courses or programs. Academic advisors are available to assist students in determining appropriate sequencing of courses for programs of study.

The College reserves the right to limit enrollment because of space or budget restrictions, to establish selective admission requirements, and to give preference to residents of the District.

### SVCC Identification Numbers

Sauk Valley Community College assigns a Sauk identification number to each student for college enrollment; and administrative purposes. A Sauk identification number is issued after the student information form is processed by Admissions & Records. Students will be notified of their Sauk identification number by mail. This number will be used for all transactions at Sauk Valley Community College.

### SOAR (Sauk Online Access to Records)

SOAR is Sauk Valley Community College's online record system. Using the Sauk ID number and personal identification number (pin), SOAR can be accessed anywhere an Internet connection is available. Students can view personal information, grades, class

schedule, billing information, financial aid information, and unofficial transcripts. With approval from an academic advisor, returning students may use SOAR to register for classes.

# REGISTRATION

## How to Enroll

### I. New Students

Contact Admissions & Records at 815-835-6273 for Enrollment Assistance

(Planning to Complete a Degree or Certificate)

- A. Complete a Student Information Form. Submit a Student Information form to Admissions & Records. Forms are available at the College and on the College website [www.svcc.edu/soar](http://www.svcc.edu/soar).
- B. Learn About SVCC Program/Class Information. SVCC offers many types of programs to assist students in reaching their goals. This includes career and transfer programs, and individual class enrollment.
- C. Satisfy Class Placement Requirements. Placement testing in English/language arts and mathematics is required of all students wishing to register for any English/language arts class, mathematics class, or any other college class requiring a specific ENG/ELA/MAT co-requisite or prerequisite. College staff will recommend needed placement tests and assist with arranging a testing time. Placement Options: ACT scores SVCC placement test results, review of credit earned at the College level.
- D. Submit Other Academic Records. Students should submit their official high school transcripts, GED scores, and college/university transcripts from institutions previously attended. Students submitting college transcripts should also file a Transcript Evaluation Request Form in Admissions & Records. Transcripts must be delivered in a sealed envelope.
- E. Learn About Tuition Costs & Payment Options. SVCC tuition is charged per credit hour based on residence. Fees are in addition to tuition for classes that have additional equipment or supply needs. Students are encouraged to apply for financial assistance, scholarships, and/or veterans benefits as early as possible.
- F. Meet With an Academic Advisor. Students will need to meet with an academic advisor to discuss their career plans, placement test results, and course/program requirements.
- G. Register for Classes. Students register for classes with Admissions & Records staff. Summer/Fall registration begins in April; Spring registration begins in November.
- H. Learn About SOAR, Sauk E-mail & Other On-line Tools. Go to [svcc.edu/student-login](http://svcc.edu/student-login) for assistance with accessing student accounts at SVCC.
- I. Pay Tuition & Fees. Students may pay by check, credit card, or apply for the deferred payment plan online at [svcc.edu/soar](http://svcc.edu/soar). Students using financial aid should contact financial Assistance before making payment. Students may also pay by cash, check or credit card in the Business Office.
- J. Buy Books & Supplies. Visit the SVCC Bookstore to buy textbooks, supplies and other important items.

#### New Students Registration Guidelines

In an effort to promote student success, students without previously earned college credit must be registered prior to the start of classes. Please contact 815-835-6354 for specific dates/times and registration options.

### II. Returning Students

After a two year separation from the College (non-enrollment), a Student Information form needs to be submitted to update vital information, enrollment term/plan, and intended program of study.

- A. Meet With an Enrollment Specialist.
- B. Meet with an Academic Advisor. Students will need to meet with an academic advisor to discuss their career plans, placement test results, and course/program requirements prior to enrolling.
- C. Pay Tuition & Fees. Students may pay by check, credit card, or apply for the deferred payment plan online at [svcc.edu/soar](http://svcc.edu/soar). Students using financial aid should contact Financial Assistance before making payment. Students may also pay by cash, check or credit card in the Business Office.

### III. Continuing Students:

- A. Choose one of the following options (1-4)



1. Academic Advisor Pre-Approval: Students should schedule an appointment with an academic advisor before registration begins to plan courses for the upcoming semester.
  2. Academic Planning Sheets: Students who are following an advisor-approved academic plan can bring a copy of the plan along with a completed registration form to Academic Advising for approval.
  3. Academic Advisor Approval: Students meet with an academic advisor during the registration period to discuss recommended course work and gain approval to register.
  4. Self-Registration: Students who have met registration guidelines can register online or on campus. Visit [www.svcc.soar.edu/soar](http://www.svcc.soar.edu/soar) for registration guidelines.
- B. Pay Tuition and Fees through the Business Office or online at [www.svcc.edu](http://www.svcc.edu) by a specified date. Students may pay by cash, check, credit card, or apply for the deferred payment plan. Students utilizing financial assistance should contact Financial Assistance, 815-835-6339, before arranging payment with the Business Office. For more information, contact the Business Office, 815-835-6267 or visit online at [www.svcc.edu](http://www.svcc.edu)
- IV. Students Enrolling for Personal Interest or Professional Development  
(Not planning to complete a degree or certificate)
- A. Submit a Student Information Form to Admissions & Records.
  - B. Placement testing/Academic Advising: Students wishing to register for any English/language arts course, math course, or any other college course requiring a specific co-requisite or prerequisite, must complete a placement test and meet with an academic advisor for class approval. Contact 815-835-6273 for placement test options or to arrange a time to meet with an academic advisor. Contact the Testing Center at 815-835-6530 to arrange a testing time.
  - C. Register for Classes: Students can register on campus through Admissions & Records or via the Internet (SOAR - Sauk Online Access to Records), if eligible.
  - D. Pay Tuition and Fees through the Business Office or online at [www.svcc.edu](http://www.svcc.edu) by a specified date. Students may pay by cash, check, credit card, or apply for the deferred payment plan. For more information, contact the Business Office or visit online at [www.svcc.edu](http://www.svcc.edu).

## Dual Credit/Enrollment Students

Sauk Valley Community College offers academic, career, and technical education courses to qualified high school students. The Dual Credit program provides the opportunity for high school students to jump start their college education by enrolling in college level courses while in high school.

**Dual Credit** - Students are concurrently enrolled in high school and college while taking some college classes for *high school and college credit*.

**Dual Enrollment** - Students are concurrently enrolled in high school and college while taking some college classes for *college credit only*.

To take advantage of this opportunity, students must have permission from appropriate high school personnel, parents/guardians, and SVCC personnel. Students requesting to participate in SVCC's Dual Credit/Enrollment program must satisfy the course placement policy.

High school students interested in Dual Credit Enrollment must:

1. Meet with a high school counselor to discuss the course options for Dual Credit and obtain the necessary forms.
2. Meet with a Dual Credit staff member to register for courses and submit the following:
  - A Student Information Form and Dual Credit/ Enrollment Registration Form
  - A copy of high school transcripts
  - A copy of appropriate placement results

Contact either a high school counselor or SVCC Dual Credit staff at 815-835-6240, for more information.

# International Students

Contact the International Student Advisor at 815/835-6390 for more information.

Sauk Valley Community College is authorized under federal law to enroll non-immigrant international students in approved programs. Pursuant to applicable regulations [8CFR 214.2(f)] Sauk Valley Community College has been authorized to enroll non-immigrant international students into approved programs of study.

International students are defined as any individual admitted to the United States on an F-1 student visa and/or students issued the Student and Exchange Visitor Information System (S.E.V.I.S.) Certificate of Non-immigrant Eligibility (Form I-20).

International students attending Sauk Valley Community College on F-1 visas are required to comply with local, state, and federal laws and regulations, as well as all policies guiding student conduct, academic standards, and other policies described in Sauk Valley Community College's academic catalog.

## International Student Admission Process:

1. International applicants are required to have completed the equivalent of a high school education;
2. English language testing: International applicants are required to have achieved a minimum score on the Test of English as a Foreign Language (TOEFL). Minimum scores are as follows: 61 on the Internet based test, 173 on the computer based test, or 500 on the paper based test;
3. Provide a photocopy of the student's passport or birth certificate in order to validate date of birth and citizenship;
4. Submit a completed Student Information Form;
5. Provide official transcripts, translated into English, from all secondary and post-secondary institutions attended;
6. Provide evidence of adequate financial support to include a financial sponsor affidavit and bank statement or official bank letter that is dated within 6 months of the application for admission;
7. Meet all requirements for admission into the United States set forth by United States Customs and Immigration Services (U.S.C.I.S.);
8. Carry a minimum of twelve semester hours during the fall and spring semesters unless approval is granted by a Designated School Official in accordance with U.S.C.I.S. guidelines for fewer hours; and
9. Comply with all other requirements established by Admissions and Records and the Sauk Valley Community College academic catalog.

## Online Course Enrollment Limitations

No more than three credits of online courses may be applied toward the full-time enrollment of international students.

## Course Load Requirements

International students are required to carry a full-time course load of a minimum of twelve credit hours in the fall and spring semesters, unless authorized to drop below a full-time course load by a Designated School Official (D.S.O.).

## International Student Orientation Program

All International students enrolled at Sauk Valley Community College are required to attend a yearly international student orientation conducted by the institution's Designated School Officials.

## **Transfer**

Currently enrolled international students wishing to transfer to another Student Exchange Visitor Program (S.E.V.P.) approved institution should provide his or her D.S.O. with a letter of full admission to that institution, as well as the date upon which the student is requesting transfer of his or her Student and Exchange Visitor Information System (S.E.V.I.S.) record. Students wishing to transfer to Sauk Valley Community College from another S.E.V.P. certified institution will be required to meet all admissions requirements outlined in the international student admissions process, in addition to submitting a copy of Form I-20 issued by the student's current institution verifying valid F-1 status, copy of student visa, and copy of I-94 arrival/departure record in order to be considered for admission.

## **Concurrent Enrollment**

International students in valid F-1 status in attendance at other S.E.V.P. certified institutions may enroll as guest students over the summer term at Sauk Valley Community College. A copy of the student's Form I-20 and verification of valid F-1 status at the student's home institution are required prior to registration.

## **Immigration Policy Compliance**

All international students attending Sauk Valley Community College are responsible for understanding and following the rules associated with maintaining their visa statuses, and for compliance with all federal immigration regulations. SVCC's Designated School Officials (D.S.O.s) are responsible for ensuring institutional compliance with the regulations of the United States Customs and Immigration Services (U.S.C.I.S.). D.S.O.s monitor compliance with regulations and report as appropriate through the Student and Exchange Visitor Information System (S.E.V.I.S.). Designated School Officials are available to assist students in their understanding of, and compliance with, regulatory requirements, as well as with cultural adjustment issues. International students seeking information related to full-time course enrollment requirements, valid passport and Form I-20 requirements, procedures for transfer, practical training, successful academic progress standards, tax filing requirements, travel outside of the United States, and who are considering or have questions about employment of any type should consult a D.S.O. In addition, students are encouraged to consult a D.S.O. if they are experiencing academic challenges, are considering dropping classes or taking time off from school, are experiencing issues with cultural adjustment, or have any other concerns related to studying in a host culture or complying with federal regulations.

## **Support Services for International Students**

International students may access the same student success and support services offered to U.S. citizens at Sauk Valley Community College's campus, including, but not limited to, advising and support services, academic support, student activities, disability support services, and athletics. D.S.O.s also provide services designed to assist with the acculturation process, compliance with immigration regulations, and other unique needs of international students.

## **Cultural Support Services**

SVCC recognizes that there are challenges as well as opportunities inherent in living and studying abroad. Designated School Officials are available to assist with cultural adjustment issues, community and campus integration, as well as to provide practical information, such as processes for obtaining driver's licenses and social security cards.

# Veteran Students

Pursuant to Illinois Public Act 098-0316, Sauk Valley Community College will offer service members and veterans the earliest possible enrollment opportunity offered by the college, (advance registration).

In order to qualify for this Advance Registration opportunity, the student must not be on hold for any debt owed to Sauk Valley Community College, must be a resident of Illinois and must either be:

1. A current service member-a member of any component of the U.S. Armed Forces, including any reserve component, or the National Guard of any state, who is eligible to receive military education benefits (as verified by the Veterans Services Advisor) or;
2. A veteran-a previous service member who has received an honorable discharge, a general discharge or an other than honorable discharge (as verified by the Veterans Services Advisor).

Service Members and Veteran students do not have to be using Veterans Educational Benefits at Sauk Valley Community College to qualify, but must provide the Veterans Services Advisor the necessary documentation to show that they meet either (1) or (2) above. This may include the Member 4 copy of their DD214, a copy of a current Certificate of Eligibility for educational benefits from the Department of Veteran Affairs or other appropriate documentation.

In accordance to H.R. 3230, the Veterans Access, Choice and Accountability Act of 2014, Sauk Valley Community College will bill student Veterans and qualifying dependents at a rate not to exceed the current in-district rate. For these purposes, SVCC defines-

A student Veteran as:

- A student who has served on active duty, for purposes other than training, for at least 90 days who has an other than "Dishonorable" discharge;
- A student who has served on active duty for at least 30 days and was discharged for a service connected disability or;
- A student who is currently serving on active duty, regardless of length of service

A qualifying dependent as:

- The child of a service member who died in the line of duty serving on active duty on or after September 11, 2001 or;
- The recipient of transferred Post 9/11 G.I.Bill benefits.

Students who reside out of district or out of state will be assessed the actual out of district or out of state charges at the time of registration and will be coded as such for reporting purposes.

The student must self-identify and indicate that they are a veteran who meets the requirements of this policy by providing the Veterans Services office a copy of their DD214, Member 4 (if a student Veteran) or proof that they are a qualifying dependent (including, but not limited to, documentation from the Department of Veterans Affairs). If the student meets these requirements, a waiver will be applied to their account for the difference between their actual tuition and the in-district tuition. Tuition charges billed to the student, the VA and/or the State of Illinois will reflect the appropriate in-district tuition.

See Veteran Benefits under Financial Assistance.

Call to Active Duty

Sauk Valley Community College is committed to offering our military veteran students several enrollment options if the student is called to (non-voluntary) active military duty while participating in courses during an ongoing semester. Option 1 is for the student to request an early completion of the course and to have a grade assigned. This option should be in consultation with the instructor and be based on a reasonably expedient completion of the course. Option 2 is for the student to be fully withdrawn from all courses with no grade assigned and no assessment of tuition or fees for the enrolled courses. The student must provide to Admissions & Records a copy of the military orders clearly identifying the dates of active duty. The date of activation must occur within the semester of the course participation. Option 3 is for the student to request an extension of time to complete the current course work under the normal guidelines of the college. This option requires a completed "Incomplete Grade" contract identifying a plan and deadline for completion of the course. Option 4 is for the student to request an extension of time to

complete the current course work. This option requires the student to supply the above mentioned activity duty military orders and a completed "Incomplete Grade" contract identifying a plan and deadline for completion of the course. If the military veteran student does not complete the course within the timeline a grade of "W" will be assigned for the course. Once an option is selected by the called to duty military veteran student it is considered final and may not be changed.

## Registration Change Period

During the first two weeks of the fall and spring semesters, students may make changes in their class schedule. During the first week of the semester, students may add and drop classes without prior written consent from the instructor. During the second week of the semester, students must receive written consent from the instructor to add classes; during this period the students can drop classes without instructor consent. Students may change their schedule via [www.svcc.edu/soar](http://www.svcc.edu/soar) during the 100% refund period (as published in the Academic calendar) or by submitting an ADD or DROP slip to Admissions & Records. After the 100% refund period, all schedule changes must be submitted to Admissions & Records on a ADD or DROP slip. The length of the Registration Change period for the summer semester or a shorter session is prorated (contact Admissions & Records for specific dates). Full tuition will be charged for any course added after the designated Registration Change period. Registration and reinstate fees are non refundable.

**Students who receive financial assistance or veteran benefits should consult Financial Assistance before dropping or adding courses.**

## Fines and Financial Obligations

Students who have financial obligations to the College may not register for the next semester, or obtain a release of transcripts until the financial obligations have been met. Contact 815-835-6267 for more information.

## First Year Experience

Sauk Valley Community College is committed to providing students with effective support systems to facilitate their success and empower their learning. A student's first year is perhaps the most critical time to ensure that such systems, programs, and connections are in place. The First-Year Experience program at SVCC also connects students to valuable resources, tools, and the critical individuals on campus that provide valuable everyday support. The program sets up students for success in their first year and beyond. It involves all campus departments working together cooperatively to promote this essential experience for the students and form lasting bonds with our staff. Students can expect a high level of engagement from all SVCC personnel.

The First-Year Experience at Sauk Valley Community College consists of two components, the initial Orientation session and the First-Year Experience course (FYE 101), that is completed in the student's first semester. Completing each is required of incoming degree-seeking students. **Students in good standing (GPA of 2.0 or higher), who have accumulated at least 16 SVCC semester hours or transferred 16 or more semester hours prior to enrolling as a degree seeking student at SVCC are not required to take this course. Students already awarded an Associate's degree or above are also exempt from FYE.** Students will select times for both Orientation and FYE 101 when they register for their first semester. Contact the Director of Enrollment Services/Registrar for more information, 815-835-6378.

## Semester Class Schedules

The class schedules for the upcoming semester will be available on Monday following midterm of the previous semester. The schedule can be found on the College website, [www.svcc.edu/schedule](http://www.svcc.edu/schedule) or through SOAR at [www.svcc.edu/soar](http://www.svcc.edu/soar).

# Student E-mail Accounts

Students registered for classes at Sauk Valley Community College will be provided an SVCC email account. The email will be active the day following initial registration. All official email correspondence from SVCC will go to the SVCC email address.

# Student Photo ID Cards

Student photo ID cards are available in Admissions & Records after the 10th day of the semester and are valid for the current academic year. New ID cards are issued each academic year. Replacement cards are available for a fee.

# Records

## Student Records and Confidentiality (FERPA)

The College policy on student records complies with the "Family Educational Rights and Privacy Act (FERPA)." This Act is designed to protect the privacy of educational records, establish the rights of students to inspect and review their educational records, and provide guidelines for correction of incorrect or misleading data through formal and informal hearings. More specifically, FERPA affords students the following right to:

1. Inspect and review the student's educational records within 45 days of the day the College receives a request for access. Students should submit to the Registrar or the Dean of Student Services written requests that identify the record(s) they wish to inspect. Student's educational records at the College which the students may request to review are: 1) official college transcript filed, and 2) official student file in Admissions and Records. Educational records do not include records of instruction, administrative, and educational personnel which are not accessible or revealed to any individual except a temporary substitute, student health records, employment records, or alumni records. Health records, however, may be reviewed by physicians of the student's choosing. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. Request the amendment of the student's educational records that the student believes is inaccurate or misleading. A student may ask the College to amend a record that he or she believes is inaccurate or misleading. The student should write the College official responsible for the record, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.
3. Consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The Office that administers FERPA is:

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

No one outside of the College shall have access to nor will the College disclose any information about student educational records without the written consent of the student. Exceptions are:

- School officials demonstrating a legitimate educational interest
- Schools in which a student seeks or intends to enroll
- Federal, State, and local authorities involved in auditing or evaluating compliance with education programs in connection with financial aid
- Organizations conducting studies for or on behalf of educational institutions
- Accrediting organizations
- Parent/Legal Guardian of a dependent student, as defined by the IRS
- Compliance with a judicial order or subpoena (the College must make a reasonable effort to notify the student in advance of compliance)
- Health or safety emergencies
- Results of a disciplinary hearing to an alleged victim of a crime of violence
- Certain agencies such as the U.S. Attorney General's Office, Secretary of Education, and state education agencies
- Mandated reporting in accordance with the Clery Act

The following information is designated by the College as public or "Directory Information" and may be released for any purpose at the discretion of the College.

- Name
- Address
- Telephone number
- Full-time/Part-time status
- Major field of study
- Dates of enrollment
- Degrees and awards received
- Photographs
- Most recent educational institution attended
- Participation in recognized activities and sports
- Weight and height of members of athletic teams

Currently enrolled students may request to withhold Directory Information by submitting to Admissions & Records a "Request to Prevent Disclosure of Directory Information" form. A copy of the Act or questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar at 815-835-6378.

## Images of Unnamed Students

Students may appear occasionally in photographs and/or videotapes taken by College staff, other students, or individuals authorized by the Marketing Department. The College may use these images **without identifying students** in various media, including print (view books, catalogs, brochures, and other publications), television, website, and other forms that market SVCC and its programs. No consent or notice is needed nor will be given before the College uses any images of **unnamed students** taken while at SVCC or SVCC-related activity. It is the student's responsibility to decline any photo opportunities.

## Degree or Enrollment Verification

Sauk Valley Community College has authorized the National Student Clearinghouse to provide degree and enrollment verification. Individuals may print an enrollment certificate from the National Student Clearinghouse by logging into SOAR at [www.svcc.edu/soar](http://www.svcc.edu/soar)

# Student Transcripts

Unofficial transcripts of a student's complete academic record may be obtained through the student's SOAR account at [www.svcc.edu/soar](http://www.svcc.edu/soar)

Official transcripts may be requested through Admissions & Records or through the National Student Clearinghouse, via SOAR. Transcript requests not made through the National Student Clearinghouse require a signed, written consent by the student. A fee will be assessed for all official transcripts. SVCC has the ability to both accept and send transcripts electronically.

# Transfer Credit Evaluation

Sauk will accept credits earned at other Department of Education regionally accredited institutions. Official transcripts **MUST** be submitted through an authorized electronic method or in a sealed envelope from the college/university. Students must also submit a **Transcript Evaluation Request** form (found in the Student Services Center or on the College website at [www.svcc.edu](http://www.svcc.edu)), to Admissions & Records. Upon complete evaluation, students will be notified of course articulation. For additional information, contact the Records Analyst.

# Tuition

## Payment of Tuition and Fees

Students may pay tuition by check, credit card, or deferred payment plan online at [www.svcc.edu](http://www.svcc.edu). Students using financial assistance should contact Financial Assistance before making payment. Students may pay by cash in person and on campus. Registration and reinstate fees are non refundable.

## Senior Citizen Tuition Pass

SVCC, in accordance with Illinois Statute 110 ILCS 990, permits senior citizens 65 years or older to enroll tuition free in regularly scheduled credit courses provided that classroom space exists and tuition paying students enrolled constitute the minimum number required for the course. Senior citizens must pay any fees associated with the courses.

## Petition for Tuition Refund

In keeping with SVCC Board of Trustees Policy 602.01 "Student Admission, Retention, and Academic Standing," Sauk Valley Community College will consider a petition for tuition refund when the student files a request claiming that the student was unable to complete the semester due to circumstances determined by the college to be exceptional and beyond the control of the student. Only acceptable reasons for a refund: Death of the student, parent, child or dependent, sibling, or spouse during the current semester; Illness/injury of a student or dependent of such severity or duration as to preclude successful completion of course(s) during the semester; Involuntary call to military duty.\*

**Students have until finals week of the class to file the Petition for Tuition Refund. After finals week, no petition will be accepted. Students eligible for withdrawal may or may not be entitled to a refund. Registration and reinstate fees are non refundable.**

Circumstances NOT constituting valid reasons for a tuition refund include but are not limited to: death of extended family or friend, change of work schedule or loss of job, loss of child care, incarceration, loss of transportation,



moving out of area, issues involving method of instruction, course content dissatisfaction, dissatisfaction of course grade, or dissatisfaction with instructor.

**\*Refunds are granted in accordance with college policy and state regulations.**

Contact the Dean of Student Services for details and forms at 815-835-6326.

## Financial Assistance

SVCC provides more than six million dollars in financial assistance annually. The financial assistance programs at SVCC consist of scholarships, grants, student loans, veterans' assistance programs, and student employment opportunities. Detailed information is available at Financial Assistance.

Eligibility for student financial assistance programs varies depending on the individual program. In general, a student must meet the following criteria to be eligible for student financial assistance programs:

1. Be a citizen or eligible non-citizen of the United States;
2. Be enrolled in a program leading to a degree or certificate; and  
*\*Not all certificates are eligible for financial assistance. Contact Financial Assistance if you are unsure if your program is eligible.*
3. Maintain Satisfactory Academic Progress towards that degree.
4. Have earned a high school diploma or general education degree (GED).

## The Student Financial Assistance Programs

### Federal Programs

- Pell Grants (PELL)\*
- Supplemental Educational Opportunity Grants (SEOG)\*
- Work-Study (FWS)\*
- Student Loans\*
- Veteran's Educational Benefits offered by Department of Veteran Affairs
- Chapter 30 (Montgomery GI Bill®-Active Duty)
- Chapter 31 (Veterans Vocational Rehabilitation)
- Chapter 33 (Post-9/11 GI Bill®)
- Chapter 35 (Survivors' and Dependents' Educational Assistance Program)
- Chapter 1606 (Montgomery GI Bill®-Selected Reserve)

### State Programs

- Monetary Award Program (MAP)\*
- Illinois National Guard Grant (ING)
- Illinois Veterans Grant (IVG)
- Illinois MIA/POW Grant (MIA/POW)

## Campus-Based Programs

- Sauk Valley Community College Foundation Scholarships
- Sauk Valley Community College Sauk Scholar Awards

\*To be eligible for these programs, students must complete the Free Application for Federal Student Aid (FAFSA). FAFSA on the Web Worksheets are available at Financial Assistance or students may apply on the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## Internal Revenue Service Tax Credit

The HOPE Credit and LIFETIME LEARNING CREDIT are tax credits through the Internal Revenue Service. The eligibility requirements vary for these credits. To determine eligibility visit [www.irs.gov](http://www.irs.gov)

## Satisfactory Academic Progress Policy

The purpose of Sauk Valley Community College's policy on "Satisfactory Academic Progress" is to ensure that all students meet the federal, state, and local financial aid/veterans' benefits program requirements for eligibility. (Title 34, Section 668.34 Federal Regulations, July 1, 2011). This policy is published by the Director of Financial Assistance in compliance with federal regulations and is reviewed once a year. This policy may be viewed on the SVCC web site. All students are e-mailed a copy at the time their financial assistance is completed for each year of attendance.

Satisfactory Academic Progress (SAP) at SVCC is evaluated by the Director of Financial Assistance at the end of each academic semester and at the time benefits are awarded. Admissions and Records posts grades at the end of each semester. Financial Assistance uses an electronic program to access grades to determine the students' current standing. The student's file is documented, and if required, the student is notified of a failure to meet the Standard of Progress via e-mail to their student e-mail account. The student will be notified of either Financial Assistance Warning 1 or 2 and the requirements for reinstatement. The SAP policy consists of a completion requirement (Quantitative Standard), a maximum time frame requirement (Quantitative Standard), and grade point average requirement (Qualitative Standard). This policy supersedes all previous policies.

### Completion Requirement - (Quantitative Standard)

SVCC students must complete at least 67% of their hours attempted each semester and cumulatively. A student who fails to complete 67% of their hours attempted during either the semester or cumulatively will be placed on Financial Aid Warning 1 for the next semester they attend. They will be notified by e-mail of the requirements to reinstate themselves to the SAP. If the student fails to complete at least 33% of the attempted hours in either the semester or cumulatively, the student is placed on Financial Aid Warning 2. The student will be notified of the loss of financial aid and what is required for reinstatement. A student's completion requirement is calculated by dividing the cumulative number of hours the student has completed by the cumulative number of hours the student has attempted. Below 100 level courses (remedial/developmental courses), transfer credit, and pass/fail courses count in the attempted hours.

### Maximum Time-Frame Requirement - (Quantitative Standard)

**NOTE: The maximum time frame requirement is a Title IV requirement only. This rule does not apply to veteran's benefits.**

The maximum time frame a student has to complete their degree is equal to 150% of the credit hours required for the completion of the degree or certificate. All attempted hours are counted for all terms, including part time, even those for which the student did not receive financial aid, as well as those usually waived under academic amnesty policies. Students will be placed on Financial Aid Warning 1 when they have attempted 125% of the maximum hours required for their program (calculated as

program length x 1.25). Student will be placed on Financial Aid Warning 2 when they have attempted 150% of the maximum hours required for their program. As a general rule, the associate degree has a maximum of 96 hours attempted. In this instance, the student would be placed on Financial Aid Warning 1 when his/her attempted hours exceed 80 hours. This student would be placed on Financial Aid Warning 2 after attempting 96 hours. Hours transferred to SVCC from previous institutions are included in this requirement.

Hours attempted include all financial aid-eligible courses. For the purposes of this policy, completion is defined as grades of A,B,C,D,G,P or Q. Hours attempted with grades of F,W, or I are not considered successfully completed grades.

## Grade Point Average Attempted Requirement (Qualitative Standard)

GPA Hours Attempted	0 - 1.49	1.5 - 1.74	1.75 - 1.99	2.0 - 4.0
0 - 11	Warning 1	Warning 1	Warning 1	Good
12 - 29	Warning 2	Warning 2	Warning 1	Good
30 - 60+	Warning 2	Warning 2	Warning 2	Good

Only grades and classes attempted/earned at SVCC are counted in this requirement. Grades are calculated for all eligible courses, including repeated courses. Below 100 level courses (remedial/developmental courses) and pass/fail, are used in calculating the GPA. The Grade Point Average Requirement evaluates the student's entire academic career at SVCC. The minimum requirement at SVCC for a student in his or her second academic year is a "C" average or standing consistent with graduation.

## Degree Completion Requirements

Once a student has completed all coursework for their degree or certificate and has not received their degree or certificate because they have not filed an intent to graduate, will not receive further financial assistance for that program. A student seeking a second associate degree or certificate, who has not exceeded the maximum time frame requirement, will still have their hours from the first degree counted in their total hours attempted. For example, a student who completed an Associate in Arts Degree while attempting 70 hours at SVCC would start out with those same 70 hours attempted before taking a single class towards their second degree. This student would therefore be placed on Financial Aid Warning 1 after completing his/her first semester back as a full-time student.

## Non-Punitive Grades (Withdrawals), Repeated Courses, Audited Courses, Pass/Fail Courses, Remedial/Developmental, ESL, and Incompletes

Once grades are posted by Admissions and Records, Financial Assistance uses an electronic program to identify non-punitive grades (withdrawals), repeat courses, audited courses, pass/fail courses, and incompletes. For the purpose of the SAP Policy, non-punitive grades (withdrawals) and incompletes (I's) are considered incomplete courses. Audited courses are not financial aid eligible. If an incomplete course for the semester is completed prior to the start of the next semester, the incomplete will be removed and the SAP adjusted with the new grade. Pass/fail courses that receive any grade other than a "P" are considered incomplete.

The maximum number of remedial/developmental and ESL hours a student can attempt is 30 credit hours. The student will be notified in their student e-mail account that they have reached 80% of the 30 credit hours at the time that SAP is completed at the

end of each semester. The SAP letter with Financial Aid Warning will be sent to the student stating that they have reached 80% of the allowable 30 credit hours of remedial/developmental and ESL hours.

A course previously completed with a passing grade may be repeated one time for proficiency as required for updating of their educational program. The repeats will be counted as attempted classes for your completion requirement and both grades will be calculated for your GPA requirement.

## **Financial Aid Warning 1**

A student will be placed on Financial Aid Warning 1 for one semester. The student's electronic file will be annotated with Financial Aid Warning 1 for the next semester. If the student fails to meet good standing in their next semester of attendance, he/she is automatically placed on Financial Aid Warning 2. Financial Aid Warning 1 will not stop any funds from being placed on the student's account with the exception of direct loans.

Direct loans benefits may be limited on a case-by-case basis. Students who are identified as Financial Aid Warning 1 who wish to process a student loan for the next semester must submit an appeal for the Direct Loan to the Director of Financial Assistance. The appeal should address the reason for the loan, the amount of the request, and how the loan is to be used.

Note: Students who are on Financial Aid Warning 1 may receive additional semesters if they are on Financial Aid Warning 1 for exceeding 125% of the cumulative hours attempted and still have not exceeded 150% of the hours required for the degree/certificates. If you have more than one semester exceeding 125%, but less than 150%, the letter that you will receive will have your current status as Second Alert. This status indicates that you are eligible for financial assistance.

## **Financial Aid Warning 2**

A student is ineligible for any type of educational benefits while on Financial Aid Warning 2. The student's electronic file will be annotated with Financial Aid Warning 2. This will prevent all financial aid funds from being placed on the student's account. The student may appeal the Satisfactory Academic Progress Financial Aid Warning 2 status (see student appeals).

## **Financial Aid Appeals**

A student may submit an appeal for their Financial Aid Warning 2 once a semester. An appeal may be submitted by:

- Completing an Appeal Form. This form may be obtained at the SVCC web site or at Financial Assistance. This form instructs the students of the required information needed for the appeal process.
- A letter may be written, dated, and signed to the Director of Financial Assistance and include all required information.

All appeals should include student's identification number, a narrative explaining why the student failed to meet the Satisfactory Academic Progress Policy requirements, a description of what has changed and what the student will do to ensure he/she will regain good standing, and any other relevant supporting documentation.

Supporting documentation may include:

- Newspaper obituaries or death certificates to substantiate deaths.
- Physician's written statement to substantiate illness or accident.
- Written statement from clergy, family member, or other third party who knows the student's situation.
- Written statement from academic advisor or professor.

Appeals may be submitted via postal mail, in person to Financial Assistance or via e-mail to [fa@svcc.edu](mailto:fa@svcc.edu). All appeals will be scanned and tracked in the student's file and forwarded to the Director of Financial Assistance for review. The Director of Financial Assistance will notify student of the results from their appeal through their SVCC e-mail within 3 business days.

If the student, at the time the award is offered, fails to appeal the SAP policy by the deadline stated in the Financial Aid Warning letter 2, financial aid will not be applied to the student's account. If Financial Aid Warning 2 letter was sent out at completion of semester, and the student fails to meet deadline, all financial aid will be removed. This includes all financial aid holds placed on registration.

Note: Any appeal received without proper documentation or documentation submitted without an appeal will be returned to the student unprocessed and/or student will be notified via telephone calls or e-mail for further documentation.

If the appeal is granted, the student will be placed on Financial Aid Probation, their file will be electronically annotated, and the student will be sent an e-mail to advise them of the condition of their reinstatement to probationary status. The student status will be reviewed after each semester. The goal is that the student will complete all reinstatement requirements and regain good standing within the following semester. If the student does not regain good standing and/or fails to complete all reinstatement requirements within the next semester, the Director of Financial Assistance has the discretion to place the student on Financial Aid Warning 2 again and deny all financial assistance for the next semester.

The appeal may be conditionally granted. An Academic Planning Worksheet may be required on a case-by-case basis by the Director of Financial Assistance and the number of credit hours a student may attend may be specified. The student will be required to make an appointment with Academic Advising to develop an Academic Planning Worksheet for their degree program if a current Academic Planning Worksheet is not on file. If the student is reinstated in a probationary status, it is the student's responsibility to follow his or her Academic Planning Worksheet. The intent of the Academic Planning Worksheet is to assist the student in obtaining SAP standards by a specific point in time. Financial Assistance will verify that the student is following the Academic Planning Worksheet at the end of each semester at the same time that SAP is completed. If the student fails to follow the Academic Planning Worksheet, all future financial assistance will be denied.

A student may change his/her degree program if approved by the Director of Financial Assistance. This may only be accomplished in person by making an appointment to see the Director of Financial Assistance.

## **Regaining Lost Eligibility**

If the initial written appeal is denied, the student may appeal by making an appointment with the Director of Financial Assistance. All appeals made in person with the Director of Financial Assistance are final. The student may regain eligibility on his or her own. This may be required if the student has lost eligibility due to SAP. The student may attend SVCC without financial assistance. If the student completes a following term with at least six credit hours achieving "C" grades or better on all classes for that semester, the Director of Financial Assistance will review an appeal at the end of a successful semester from the student. The student will be required to have a current Academic Planning Worksheet at the time of appeal and will be required to follow the guidelines for reinstatement if approved.

The Director of Financial Assistance will review an appeal from a student who has not attended college for several years who is in denial. Depending on circumstances, a student who has had more than one semester of failing to meet the SAP policy will also be required to have a current Academic Planning Worksheet.

## **SVCC Academic Policy Versus Financial Aid SAP**

The SVCC Academic Policy and the Financial Aid SAP are two different policies. If a student is in Suspension or Academic Dismissal as a result of failing to complete the requirements of the SVCC Academic Policy, they must follow the reinstatement guidelines in the SVCC catalog. A reinstatement under the SVCC Academic Policy is not a reinstatement to Financial Aid SAP. The Financial Aid SAP is equal to and/or stricter than the SVCC Academic Policy. A student who fails to meet the requirements of both policies must complete appeals for Academic and Financial Aid policies.

## Continued Enrollment

A student may be allowed to enroll in classes at SVCC even though he/she is on Financial Aid Warning 2 and has lost all financial assistance. This would necessitate that the student make arrangements with the Business Office for payment of all charges.

**Note: Satisfactory Academic Progress is a Financial Assistance Policy, not a registration or admissions policy.** If a student is on Financial Aid Warning 2 status, and all financial assistance has been denied, he/she will not be automatically dropped from his/her classes. It is the student's responsibility to withdraw from all classes, if they chose not to attend.

## Federal Return of Funds Calculation

The purpose of the Return of Title IV Funds is to ensure that SVCC students who receive federal, state, and local financial assistance understand the requirements of the Higher Education Act of 1998, CFR 668.22. Under this regulation, an SVCC student who stops attending or withdraws completely from classes within a semester may receive Title IV financial aid equal to the percentage of the payment period or enrollment period completed. Completion of a module course (less than full-term course) does not prevent a student from being subject to the Return of Title IV calculation. Title IV financial aid includes Federal PELL Grants, Federal Supplemental Educational Opportunity Grants (SEOG), and unsubsidized and subsidized Federal Stafford Loans.

For example, a student completes 37 days of classes in a fall semester consisting of 123 days. The regulation requires that the student is eligible to receive only the Title IV financial aid earned, or 37 days only. By dividing the number of days attended by the total number of days in the semester, the student has earned 30% of the awarded Title IV financial assistance.

This means a student who withdraws or stops attending classes early in the semester may incur unexpected costs caused by possible overpayment of financial assistance tuition and fee charges. Any portion of the debt incurred that has not been paid within 45 days of notification will be turned in to the U.S. Department of Education - Borrower Services Collection Agency. The student will no longer be eligible to receive financial aid until the debt is paid in full.

**Note: This policy is a Title IV financial aid policy only, and does not replace the official Tuition Refund policy of Sauk Valley Community College.**

All financial assistance policies are subject to change and revision. For the most up-to-date policies and procedures, check out the web site at [svcc.edu/students/finaid/policies](http://svcc.edu/students/finaid/policies).

## Academic Advising Services

Academic advisors are committed to providing quality services and programs in conjunction with students, faculty/staff, and the community. Academic advisors are dedicated to facilitating success in the following areas:

- Educational Planning
- Career Exploration
- Social and Life Transition Advising

## Educational Planning

Academic advisors collaborate with students to create academic plans that reflect their personal, academic, and career goals. Academic success at SVCC relies heavily on the student working closely with his/her assigned academic advisor.

# Career Exploration

Career information is provided in a variety of modes including individual sessions, computerized guidance, and career workshops. Students who understand and realize their career goals have been known to have higher completion rates; therefore, career exploration is considered a major component of the College's retention effort.

# Social and Life Transition Advising

Academic advisors offer individual appointments to help students deal with issues that are important to their overall well-being. Various changes and pressures throughout a student's educational career can contribute to considerable stress, and at times, crisis. When appropriate, academic advisors may refer students to other mental health professionals and community resources when in the best interest of the student.

For further information, contact Academic Advising at 815-835-6354 or visit [svcc.edu/advising](http://svcc.edu/advising).

# Support Services

## Career Services

At SVCC we know the reason to attend college is to gain the skills to prepare for a career. Among those skills, is preparing for and conducting job searches. While SVCC cannot guarantee job placement following graduation, we can provide the necessary resources to assist with obtaining career success.

SVCC's Career Services Center is ready to help by providing the following services to all SVCC students:

- Assisting in Interviewing Techniques
- Cover Letter & Follow-Up Letter Writing Assistance
- Job Applications & Essentials
- Job Posts & Announcements
- Job Search: Resources for Job Possibilities
- Marketing your skills to Potential Employers
- Resume Writing Assistance & Reviewing your Resume
- Soft Skills Enhancement

Career placement services offers a wide variety of resources to assist with identifying career opportunities, finding up-to-date information on the latest job market trends, tips on acquiring work experience, and developing job search skills for a successful transition from school to work. Whether a student is looking for full-time or part-time employment, internships, or want to sharpen job skills, SVCC can provide the tools that will help with those career goals.

## Cross-Cultural Services

The cross-cultural coordinator provides assistance to minority students and families throughout the SVCC district in reaching educational and career goals. Some students have a clear idea of what their concerns are before seeking help; many others simply feel that some things are not going as well as they had hoped. Either way, the cross-cultural coordinator is here to help with:

- Interpreting services
- Connection with all Sauk's on-campus resources
- Connection with community resources

- On-campus club ALAS (Association of Latin American Students)
- FUSE Program (Families United for a Strong Education), and
- An open and welcoming environment

Individuals interested in more information should contact the Student Activities/Cross-Cultural Coordinator, 815-835-6432. Bilingual services are available (English/Spanish).

## Disability Support

SVCC is committed to providing equal educational opportunities for persons with disabilities, and does so in accordance with the Nondiscrimination Policy of Sauk Valley Community College, and in compliance with Section 504 of the Rehabilitation Act of 1973 and with Title II of the Americans with Disabilities Act of 1990, as amended.

As stated by law, a person with a disability is someone with a physical or mental impairment that substantially limits one or more of the major life activities of such individual; or a person with a record of such impairment; or a person who is regarded as having such an impairment.

Equal educational opportunity means that a qualified person with a disability must have access to the same programs, services, and activities as all other students. If necessary to provide equal opportunity, SVCC will make reasonable modifications to its policies, practices, and procedures, unless doing so would fundamentally alter the nature of the service, program, or activity or pose an undue administrative or financial burden.

SVCC employs a coordinator to determine reasonable and appropriate accommodations and auxiliary aides and services for persons with disabilities. For further information, contact the Disability Support Office at 815-835-6220 or visit [svcc.edu/disability-support](http://svcc.edu/disability-support).

### Disability Support Grievance Procedures

Students with disabilities have the right to request accommodations to attend and participate in all programs, events and facilities sponsored by the institution. If a student has a grievance with the accommodations extended, they have 30 days to contest the decision. If a student has a disability related grievance, they should contact the Coordinator of Disability Support at 815-835-6246 in room 1F27 to discuss the grievance. Information relating to a disability grievance may be found at [svcc.edu/disability-support](http://svcc.edu/disability-support).

## Early Alert System/Crisis Assistance Team

The Early Alert System supports retention by putting students in contact with appropriate campus resources. This assistance helps students meet their educational goals. Faculty and staff members contribute directly to the Early Alert system's success by referring students who are struggling in their academic work, are chronically absent from class, are exhibiting disruptive behavior, or are having difficulty adjusting to college life. SVCC is committed to the retention and graduation of its students by providing a learning environment that is conducive to student success.

In conjunction with the Early Alert System, the Sauk Valley Crisis Assistance Team (SVCAT) was established to provide assistance to faculty, staff, and students in addressing situations in which a student or staff member displays concerns. Such stressors can be disruptive to the success of the student and to the educational setting. The overall goal is to promote a safe, healthy college environment for all staff and students by listening to the concerns presented, determining the needs of the faculty, staff, and students and then implementing an intervention plan to address the concerns.

## Learning Commons

The Learning Commons in room 3L01 offers tutoring and library services to help students meet their academic goals in a spacious facility equipped with computers for public use, and a variety of quiet and collaborative study spaces.



## Learning Commons Tutoring (LCT)

Learning Commons Tutoring supplements classroom instruction with individual and group tutoring and review sessions on subjects including (but not limited to) mathematics, writing, biology, chemistry, physics, accounting, and psychology. Services are offered on a no-cost walk-in basis in an informal and friendly atmosphere. Instructional aids include many helpful handouts and a science study area equipped with biology and anatomy study resources. For further information, contact LCT at 815/835-6293, or visit [svcc.edu/tutoring](http://svcc.edu/tutoring).

## Learning Commons Library

The Learning Commons Library supports the teaching and scholarship of the College, and promotes lifelong learning in our community. We offer a comprehensive collection of books, audio-books, CDs, DVDs, magazines, and journals to serve the academic and recreational needs of the SVCC community. Any resident of the college district aged 16 or older may sign up for a free library card and borrow from the library's physical collection.

The physical collection is augmented by online research databases, streaming videos, and a large eBook collection. These subscription resources are available to all users on-campus and to students, faculty, and staff off-campus. In addition, students, faculty, and staff may order materials from any academic or public library in Illinois through our interlibrary loan services.

The experienced library staff provides assistance with reference, research and citation. Instruction on a variety of library and research topics is available to groups by appointment, or in person to individuals by appointment or on a walk-in basis. For more information, contact the library at 815/835-6247 or visit [svcc.edu/library](http://svcc.edu/library).

## TRIO Student Support Services

TRIO is a federally-funded, student-oriented program that offers supportive services to help students achieve success. The services are designed to help students maximize their effectiveness and make informed decisions that will lead to a successful graduation and/or transfer. Students are assigned an academic advisor (coach) offering students the support necessary to take them from enrollment through graduation/transfer. Advisors are dedicated to providing individualized assistance enhancing the academic, professional, and personal potential of the students who participate in the program. Federal Eligibility Guidelines Apply.

TRIO provides opportunities for academic development, assists students with basic college requirements, and provides services to motivate students towards the successful completion of their post-secondary education. To find out if you are eligible, call the TRIO Program at 815-835-6268, or ask your academic advisor.

## Veterans and Military Personnel

The *Higher Education Veterans Service Act* requires colleges to create, publish, and distribute a comprehensive guide of services available specifically to veterans at their institutions. This survey can be viewed on the SVCC website by clicking on the "yellow ribbon" link on our homepage. The bill requires schools with 1,000 or more full-time students to appoint a coordinator to act as a liaison between administrators and student veterans. Military veterans will be provided with a veterans recognition cord to be worn at graduation.

The role of the coordinator is to provide transition services to assist veterans and military personnel with their potential educational benefits, award of service related credits, and discuss pathways to enrolling in college. The coordinator will also serve as a referral source to connect veterans with the U.S. Department of Veterans Affairs *VetCenters* readjustment and personal counseling services. *VetCenters* counseling resources are provided at no charge for any military service personnel serving in a

combat theater of operations. The Veterans and Military Services Office is located in Financial Assistance. For more information call 815-835-6420.

For additional information regarding Veterans, please see Veteran Students and Veteran Benefits under Financial Assistance.

## **Student Life**

Many opportunities exist for students to get involved in co-curricular activities at SVCC. These opportunities enhance and encourage total development of those who participate. Opportunities exist for involvement in the following areas:

### **Sauk Y in Sauk Valley Community College**

Sauk Y has all new state-of-the-art cardio and strength equipment that feature the ultimate in adjustability for different workouts and resistance levels to reduce stress on your joints, mimic the body's true movements, and help you meet your goals.

Take advantage of our FREE Wellness Orientation. This orientation will give you the basics needed to begin a health and fitness routine and make you feel right at home in the cardio/strength areas. Schedule these at the front desk.

Check out our group exercise classes designed to fit into your busy day. Most classes are free with your Sauk Y membership. Group exercise classes will offer something for everyone. Classes range from high intensity classes to aerobic dance class.

The Y will be offering Student Membership and PED classes; coursework may be completed at any Sauk Valley Area YMCA (Sauk, Dixon, or Sterling-Rock Falls). To begin, students may purchase a membership or enroll in PED 150-Super Circuit Fitness I for one credit hour. PED class cost includes tuition plus a lab fee. Classes (PED 150-153) are self-paced with students selecting their own times and days to exercise. Open enrollment is also available allowing students to begin a class at any time after enrollment with 16 weeks of continuous access to the center to complete the class. For more information, contact the Sauk Y at 815-835-6466 or visit [saukymca.org](http://saukymca.org).

Workout when you want, where you want, and earn credit while you do it!

## **Intercollegiate Athletics**

The College has developed an outstanding program of inter-collegiate athletics. Sports programs for women include basketball, cross-country, softball, tennis, and volleyball. Men's sports programs include basketball, baseball, cross-country, golf, and tennis. Athletes have the opportunity to compete for conference, regional, and national honors during the year. Athletic achievement awards are offered in each sport for outstanding student athletes. The College's Athletic Department conducts athletic summer camps in a variety of sports.

SVCC is a member of the National Junior College Athletic Association (NJCAA) and competes in NJCAA Region IV. Sauk Valley is also a member of the Arrowhead Athletic Conference. Other conference members include Black Hawk, Carl Sandburg, Highland, Kishwaukee, and Illinois Valley.

The College abides by all NJCAA academic requirements and the NJCAA Code of Conduct to assure the integrity of Sauk Valley Community College, our student athletes and coaches. SVCC also has an Athletic Code of Conduct that all athletes must agree to in order to participate. This athletic code includes a substance prevention program and random substance testing. The College mascot is the Skyhawk, and the colors are red, white, and black. For further information visit [svcc.edu/athletics](http://svcc.edu/athletics) or contact the Athletic Office at 815-835-6234 or 815-835-6401.

## Intramural Sports

Sauk maintains a program of intramural athletics for those not wishing to compete in an intercollegiate sport. The offering of intramural activities is based upon student interest and participation. Contact the Athletic Office at 815-835-6234 or 815-835-6401.

## Performing Arts

Student and community members are provided opportunities to be involved in a wide range of music and theater activities. The following opportunities exist each semester:

- **Concert Band:** The College Concert Band is open to all student and community musicians. Concerts are given each semester.
- **Concert Choir:** The choral program offers a full selection of music activities. The program is open to all students and community members. The Choir performs several times and gives a concert each semester.
- **Theatre:** At least one major theatrical production is performed each semester. Casts are selected from open auditions; and productions include drama, comedies, musicals, and one-act plays. Opportunities to learn technical aspects of theatre are also available.

## Phi Theta Kappa

Phi Theta Kappa is an honor society for 2-year college students. Phi Theta Kappa provides recognition for excellent achievement and scholarship opportunities to all members. For those who are selected and choose to be active members, Phi Theta Kappa offers countless opportunities for personal and professional growth through activities related to four themes-scholarship, leadership, fellowship, and service. For further information contact Jim Chisholm at 815-835-6215 or <http://www.svcc.edu/students/student-activities/ptk>

## Student Activities

The mission of Student Activities is to involve and support students in extra-curricular learning activities that will help develop life skills such as critical thinking, effective leadership, problem solving, decision making, goal setting, cultural appreciation, and the ability to relate to people who are different from oneself.

This mission is accomplished through exchange of information and participation in experiential activities that ensure an opportunity to:

- Participate in all-campus activities and initiatives;
- Participate in the process of student government;
- Participate in student organizations that represent a multitude of student interests; and
- A challenge to attain advanced levels of performance of those skills that are learned in the classroom.

## Student Government

Student Government is a vital part of campus life at SVCC. Some of the responsibilities of Student Government include representing the student body to the SVCC administration and Board of Trustees, sponsoring campus-wide activities, recognizing new student organizations, allocating programming money to student organizations, and completing community service

activities. Additionally, Student Government members serve on college-wide committees in conjunction with SVCC faculty and staff.

No experience is necessary to be a member of Student Government. Information regarding Student Government membership and meeting times may be obtained from the Student Government Officers or the Student Activities/Cross Cultural Coordinator. Minimum GPA and credit hour requirements vary for each student government position. For more information, contact the Student Activities/Cross Cultural Coordinator at 815-835-6432 or visit [svcc.edu/students/student-government](http://svcc.edu/students/student-government)

## Student Organizations

There are a variety of student organizations at SVCC. The student organizations have a wide variety of purposes that include social, educational, recreational, and/or cultural interests. If you are interested in joining an existing organization or forming a new organization, contact the Student Activities/Cross-Cultural Coordinator at 815-835-6432 or visit [svcc.edu/students/student-organizations](http://svcc.edu/students/student-organizations) for a current listing of recognized student organizations and clubs.

## Auxiliary Services

### Bookstore

The SVCC Bookstore is located on the first floor. It is operated under contract by Follett, Inc. Follett provides resources for economical used textbooks, emerging technology in electronic and online alternative course materials, and is committed to providing a wide variety of merchandise and needs for students, staff, and faculty. You can buy your textbooks, supplies, gifts, clothing, snacks, study aids, computer products, laptop computers, and many more items. Many textbook titles are also available on a rental basis. Please be aware that rentals MUST be returned on time, or the full cost of the book plus service fees will be applied. Some titles may also be available online for either rent or purchase.

Normal bookstore hours during the regular school year (August through May) are Monday through Wednesdays 8:00 a.m. - 7:00 p.m., Thursdays 8:00 a.m. - 6:00 p.m., and Fridays from 8:00 a.m. - 4:30 p.m. We are closed on Saturdays and Sundays. The bookstore is also closed on holidays and on Fridays during the summer, or during any time that SVCC is closed. There are special hours for Summer semester, Spring break and holiday times. Visit our bookstore web site by going to [www.svcc.edu](http://www.svcc.edu), then click on the Department tab and then the Bookstore heading.

Refunds are during the First TWO WEEKS of classes, and you MUST have a valid cash register receipt. Receipts cannot be reproduced or "looked up" by the Bookstore. For textbooks bought after the two-week deadline, you have TWO DAYS from the receipt date to return your books. Shrink-wrapped books and open software are NOT refundable. Refunds are not accepted during finals week or for prior semester book purchases. All other returns will be treated as a buy-back.

You may also buy books online at [www.efollett.com](http://www.efollett.com). You may have them shipped to your home, or save the shipping charges and pick them up in the Bookstore. Your order may be fulfilled by our bookstore, another Follett location, or directly from the publisher.

You may sell your books to the bookstore as a buy-back. You may sell books all year, but the traditional buy-back events (with promotions, giveaways, etc.) are always during FINALS WEEK. Buy-back week is also the best time to get prime prices for your old textbooks. Your book must be in usable condition. There are many factors that affect the price you may receive at buy-back; one of the most important factors is whether the book will be used next semester.

The bookstore accepts, cash, checks, money orders, traveler's checks, and debit or credit cards as forms of payments. For your identity protection, you will be asked to provide identification for some types of payments. You may be able to use grants, scholarships, and other forms of financial assistance. Every program is different, so please check ahead to save time.

Tips for getting the most out of the bookstore experience:

- **Use the Staff-** We are here to answer your questions and to help you. We will try to get answers to your questions immediately. To assure the most complete or correct answers, we may need more information. We will gladly follow up with you if you provide contact information. You can get more than just textbooks from the bookstore, like study guides, calculators, supplies, and more, we can help.
- **Be Ready-** Have your schedule with you to get the correct items for your class and section. Each section or instructor may have different needs. If you have financial assistance of any kind, have your paperwork, (schedule, vouchers, award letters, etc.) with you. Have your ID with you if you want to make a purchase with your check or bank card.

For information, call 815-835-6304.

## Cafeteria/Food Service

Food service is available in the cafeteria, Room 2L2, during the fall and spring semesters from 7:00 a.m. to 1:30 p.m. on Mondays through Thursdays and on Fridays from 7:00-1:00 p.m. The service offers daily breakfast and lunch specials. Menus are distributed weekly and can be found on the College's website at [www.svcc.edu](http://www.svcc.edu). Vending machines are also available on the first and second floors.

## Emergency Services

Report emergencies by phoning SVCC security at (815) 441-2040, or 911, or the switchboard by dialing "0." After 9:30 p.m. and on weekends, report emergencies by phoning 911 or contacting security from an escort radio in the building or from an emergency call box located in the parking lots.

## Information Center

Faculty/Staff mailboxes, lost and found services, reimbursement for money lost in vending machines, and visitor information/registration are maintained by the Information Center. Additionally, facsimile transmissions and phone calls can be completed for a fee. Room IC04, Ext. 0. The College does not assume responsibility for personal property of students.

## Medical and Health Services

The College does not offer medical and health services. Students are expected to have general medical needs met by their own personal physician or dentist. In the event a student requires emergency medical treatment for injury or illness, reasonable action will be taken to contact emergency medical services. The student's emergency contact will be notified upon request. Students needing health services should contact the Dean of Student Services at 815-835-6326.

## Parking and Traffic Services

Students are required to abide by the rules and regulations governing vehicles on campus. There is sufficient space for all students to park on campus.

The College retains the right of enforcement regarding the health, welfare, and safety of all individuals while on campus. All registered students and visitors on campus are subject to the provisions and penalties specified in the regulations regarding motor vehicles. A complete review of motor vehicle regulations is available online at [www.svcc.edu/about/parking.html](http://www.svcc.edu/about/parking.html)

Penalties for parking violations may be paid by mail or in person to the Business Office, Room 3K10.

# Testing Center

The SVCC Testing Center located on the first floor, provides services for SVCC students and the local community. Our center offers space for 20+ students to take exams. It includes space for paper/pencil exams as well as many computers for online exams. To keep the Testing Center a distraction free environment, food, drink, electronic devices, coats, and other distracting objects are not permitted.

All SVCC student exams and placement testing is delivered on a walk-in basis. Appointments are preferred but not required for these exams. If you are planning to take one of the many other exams offered by the Testing Center, appointments are required.

All examinees must present a photo ID before taking any exam. Some exams require fees and additional identification. Please contact the Testing Center for more information at 815-835-6530.

# Student Rights and Responsibilities

Sauk Valley Community College is committed to a philosophy that ensures the basic rights of students, such as freedom of speech, freedom of the press, the right to assemble, and the right of inquiry. In consideration of these rights, it is implicit that students should also accept those responsibilities that are inherent with attendance at a public community college. These include such basic responsibilities as:

- Respect for public and private property;
- Respect for the rights and privileges of others;
- Adherence to recognized standards of scholarship; and
- Respect for duly constituted authority.

Students should recognize that the primary educational function of Sauk Valley Community College must be maintained at all times and that ultimate authority rests with the Board of Trustees as elected representatives of the College constituency. The Board also serves as the place of final appeal for grievances in any matter concerning the College provided that the student shall have first exhausted all relevant procedures and appeals provided by College policy or procedure.

# Non-Discrimination in Employment and Student Relations

Sauk Valley Community College is an equal opportunity employer and is committed to an effective policy of non-discrimination and equal opportunity in all employee and student relations. Except to the extent and subject to the exemptions permitted by law, no qualified employee or student shall be excluded from the employment or educational opportunity, be denied benefits, or be subjected to discrimination on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation (as that term is defined in the Illinois Human Rights Act), marital status, handicap, military status or unfavorable discharge from military service classified as RE-3 or the equivalent thereof.

# Sexual Discrimination and Sexual Misconduct Policy (Title IX)

Sauk Valley Community College is committed to fostering a safe, productive learning environment. Title IX and College Policy prohibits discrimination on the basis of gender or sex. Sexual misconduct including harassment, domestic and dating violence, sexual assault, exploitation, and stalking is prohibited. All forms of prohibited conduct under this policy are regarded as serious College offenses, and violations can result in discipline, including possibility of separation from the College.

SVCC encourages anyone experiencing sexual discrimination or misconduct to talk to someone about what happened, so support/resources can be provided and the college can also respond appropriately. A student wishing to speak confidentially

about an incident, should contact one of the campus confidential resources in Academic Advising, TRIO or Disability Support Office (DSO). A student wishing to report an incident or having questions about College policies and procedures regarding Title IX, should contact the College's Title IX Coordinator, (room 3E4, phone 815-835-6256), or Assistant Coordinator, (room 1E21, phone 815-835-6378), or Assistant Coordinator, (room 3L20, phone 815-835-6291).

The college is legally obligated to investigate all reports, and therefore it cannot guarantee confidentiality, but will consider a request for confidentiality and respect it to the extent possible. All SVCC faculty and staff, with the exception of confidential resources, are legally required to report incidents regardless of the source (verbal or written) and thus cannot guarantee confidentiality. Information will be reported to the Title IX Coordinator with relevant details such as the names of those individuals involved in the incident.

A copy of the College's Title IX policy is on the SVCC website under Policies or at [svcc.edu/title-ix-policy](http://svcc.edu/title-ix-policy).

## Acceptable Use Policy

Sauk Valley Community College provides technology resources to meet the College's purpose, to support our educational and community values, and to support our programs and initiatives. Sauk Valley Community College's Information Services organization's goal is to provide high quality services to the campus community. To ensure that our high standards are met, we have certain expectations regarding the use of technology resources at the College.

Access to Sauk Valley Community College technology resources--computing facilities, telecommunications and network services, servers, equipment, software, applications, information resources, printing and scanning services, and user and technical support provided by Information Services staff--is a privilege, not a right. This privilege is extended to all users-- faculty, staff, students, trustees, alumni/ie, affiliated individuals and organizations, partner non-profits and PK-12 schools. Accepting access to this technology carries an associated expectation of responsible and acceptable use.

The "Acceptable Use Policy" describes activities that Sauk Valley Community College considers violations of use of technology resources. The examples listed are not exhaustive and may change from time to time as technology and applications change. The examples are provided solely for guidance to users. If you are unsure whether any use or action is permitted, please contact Information Services at x298 for assistance.

While there are cases in which use of technology resources is deemed not responsible or not acceptable, there are also cases in which technology resources are used in the conduct of behaviors which violate College policies, codes of conduct, or local, state, or federal law, in those cases, either the Student Code of Conduct or the legal system shall be imposed. Though the use of technology resources is the focus of this document, members of the Sauk Valley Community College community and others using Sauk Valley Community College's technology resources are advised that use may also be governed by other College policies including but not limited to those in the student handbook, College catalog, faculty handbook, other policies governing academic, student life, or personnel matters at the College or agreements between the College and affiliated organizations. Sauk Valley Community College's technology and information resources are not to be used for commercial purposes or non-College related activities without written authorization from the officer(s) of the College that have been so designated (contact Information Services for further information). To ensure proper network performance, and security as well as appropriate use, College staff may monitor and record user activity.

Sauk Valley Community College reserves the right to enforce applicable penalties and/or immediately terminate access to College systems and network services to any user in cases where technology resources have been used in a manner that is disruptive or is otherwise believed to be in violation of "acceptable use" or other College policies or law. As a recognized agent under the Digital Millennium Copyright Act, the College will act in accord with the provisions of this act in the event of notification of alleged copyright infringement by any user. Instances of inappropriate use of technology resources will be referred to the appropriate official for disciplinary action by the College and will be subject to this policy as well as to other applicable College policies and guidelines. In addition, individuals may be subject to civil suit, and/or local, state, and federal prosecution depending on their actions. Among sanctions that can be imposed for violation of this or other applicable College policies, the College reserves the right to restrict an individual's access to technology resources. The College reserves the right to deny employment to any individual found in violation of this policy.

The College retains control, custody and supervision of all Computer Technology. The College reserves the right to monitor the use of Computer Technology activity by any user. No user shall have expectations of privacy in their use of Computer Technology, including e-mail messages and stored files, except proprietary research by faculty members who need to protect work, product, etc. The complete Acceptable Use Policy can be viewed at [svcc.edu/about/policies/aup.html](http://svcc.edu/about/policies/aup.html).

## Acceptable Use of Technology

Students should turn off all electronic devices while in the classroom unless they have the consent of the instructor. Electronic items include, but are not limited to cell phones, laptops, tablets, MP3 players, voice and video recorders. Students violating this policy may face college disciplinary action. Also, students are subject to the SVCC Acceptable Use Policy: [svcc.edu/about/policies/aup.html](http://svcc.edu/about/policies/aup.html).

## Notification of Recording

All classes at Sauk Valley Community College may be recorded for a variety of reasons to include compliance with the Americans With Disabilities Act (ADA) in providing reasonable accommodations to persons with disabilities. Students not utilizing accommodations under ADA must obtain instructor consent to record classes. Students who are permitted to record classes for instructional or access purposes may not share, sell, distribute or post the recording to the Internet to include all social media sites. Students violating this policy may face college disciplinary action. Also, students are subject to the SVCC Acceptable Use Policy: [svcc.edu/about/policies/aup.html](http://svcc.edu/about/policies/aup.html).

## Student Complaint Procedures

### Step One: Informal Resolution

For students, the first step in resolving a concern or complaint is to directly address the individual and discuss the issue(s) in question. Discuss the issue in a professional, calm, and logical manner.

If the complaint includes areas such as sexual discrimination, sexual misconduct, domestic violence, or stalking, refer to the Sexual Discrimination and Sexual Misconduct Policy (Title IX).

### Step Two: Informal Resolution Continues

If there is no resolution to the concern or complaint or if the student is not comfortable speaking to the other person, please contact the SVCC employee listed on the following website: [svcc.edu/about/policies/complaint-procedure.html](http://svcc.edu/about/policies/complaint-procedure.html). Contacting the correct employee will expedite a possible resolution of your concern or complaint.

### Step Three: Formal Resolution

Students who have attempted an informal resolution to their complaint or concern but feel as if their complaint or concern was not resolved may file a formal, written complaint with any of the parties listed on the following website: [svcc.edu/about/policies/complaint-procedure.html](http://svcc.edu/about/policies/complaint-procedure.html). Please contact the same employee as in step two in order to expedite the process. The written complaint will be reviewed by the appropriate college employee(s) and the student will receive a written response of the outcome within ten business days.

## Student-Right-to-Know

In compliance with the Student-Right-to-Know regulations, SVCC's graduation rate survey, campus crime statistics/security policies, financial aid information, and athletic disclosure report are available in Admissions & Records, the Dean of Student Services, and on the College website at [svcc.edu/students/right-to-know](http://svcc.edu/students/right-to-know).



# Unattended Children on Campus

Children must be attended by an adult at all times. Unattended children will be escorted to their parents or the security office.

## Voter Registration

Students wishing to become registered voters can visit the Federal Elections Commission Internet site [www.eac.gov](http://www.eac.gov). Once at this web site, go to Resources for Voters and then Register to Vote. You will be able to download the National Voter Registration Form. After filling out this form, you must send it to a state or local election office for processing. See state-specific instructions included in the form for additional information. Those wishing to register to vote may also visit the following locations:

- County Clerk's office
- Board of Election's office
- City and Village offices
- Township offices
- Precinct Committeemen/women
- Military Recruitment offices
- Driver's License Facilities

## Code of Student Conduct and Disciplinary Procedures

The Code of Student Conduct has been established to control action going beyond the exercise of such rights, to maintain order on campus and to guarantee the broadest range of freedom for all who come to learn at Sauk Valley Community College.

Each student is responsible for knowledge of and compliance with this Code of Student Conduct, which is available through Academic Advising, from the Dean of Student Services, and the Vice-President of Academics and Student Services.

The College further recognizes each student's right to procedural due process, including notice, an opportunity to respond to the allegations, and an appeal process. Any student cited for violation of the Code of Student Conduct will:

1. Receive notice of the alleged violation. The notice will include:
  - a. the specific code violations; and
  - b. reference to the process and rights of students as indicated in the Code of Student Conduct;
2. Be provided an opportunity to respond to the charges;
3. Be able to appeal the decision, if necessary;
4. Not be permitted to withdraw from the College with a clear record until such charges have been resolved.

Students wishing to discuss the alleged violation before the hearing occurs should contact the Dean of Student Services.

### I. Proscribed Conduct

#### A. Jurisdiction of the College

The Code of Student Conduct applies and discipline may be imposed for conduct which occurs on College premises, at off campus recreational or instructional sites, at any College-sponsored event, or at any College supervised or provided activity, transportation, or facility.

#### B. Conduct-Rules and Regulations

Students at Sauk Valley Community College are expected to demonstrate qualities of morality, honesty, civility, honor, and respect. Behavior that violates these standards for which discipline may be imposed includes, but is not limited to, the following:

In cases involving sex/gender discrimination and/or sexual misconduct such as assault, exploitation, harassment, stalking, or intimate relationship violence, refer to the SVCC Title IX Sexual Discrimination and Sexual Misconduct Policy .

1. Acts of dishonesty, including, but not limited to:
  - a. Cheating, which includes, but is not limited to:
    1. Use of any unauthorized assistance, resources or materials in taking quizzes, tests, or examinations;
    2. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
    3. The acquisition, without permission, of a test or other academic material belonging to Sauk Valley Community College, to any department, or to any staff;
  - b. Plagiarism, which includes, but is not limited to:
    1. Use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment;
    2. Unacknowledged use of materials prepared by another person;
    3. Use of any agency engaged in the selling of term papers or other academic materials;
  - c. Furnishing false information to any College official, faculty member, or office;
  - d. Forgery, alteration or misuse of any College document, record, form, or instrument of identification;
  - e. Alteration or sabotage of another student's work, such as tampering with laboratory experiments;
  - f. Tampering with the election of any College-recognized student organization or the student trustee election;
  - g. Class materials including lecture and discussion notes are considered property of SVCC. Students that are permitted to record classes for instructional or access purposes may not share, sell, distribute or post the recording to the Internet to include all social media sites.
2. Disruption or obstruction of any operation of the College, including, but not limited to, teaching, disciplinary proceedings, College activities, public services functions on or off campus, or other authorized non-College activities when the act occurs on College premises;
3. Physical abuse, verbal abuse, threats, intimidation, harassment, hazing coercion, and/or other conduct which threatens or endangers the health or safety of any person;
4. Attempted or actual theft of, or damage to property of the College or failure to return college property, or other property of a member of the College community or other personal or public property;
5. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so;
6. Unauthorized possession, duplication or use of keys to any College premises, or unauthorized entry to, occupancy of, or use of College premises;
7. Violation of published College policies, rules, regulations, or procedures;
8. Violation of federal, state, local law, or Board policy;
9. Unauthorized gambling in any form;
10. Use, possession or distribution, of a narcotic or other chemical substance except as expressly permitted by law;
11. Use, possession or distribution, of alcoholic beverages except as expressly permitted by the law and College regulations, as well as public intoxication;
12. Illegal or unauthorized possession of firearms (including concealed carry weapon permit holders), fireworks, ammunition, explosives, other weapons, or dangerous chemicals on College premises, off-campus instructional sites, or at College-sponsored or supervised functions;
13. Participation in a campus demonstration, which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus;
14. Obstruction of the free flow of pedestrian or vehicular traffic on College premises, or at College-sponsored or supervised functions;
15. Conduct performed in such unreasonable manner as to alarm another and which is disorderly; aiding, abetting, or procuring another person to breach the peace;
16. Conduct covered in the College Acceptable Use Policy (AUP).
17. Abuse of the student conduct review procedure, including, but not limited to:
  - a. Failure to obey the summons of a Student Conduct Review Board or College official;

- b. Falsification, distortion, or misrepresentation of information before a Student Conduct Review Board;
  - c. Disruption or interference with the orderly conduct of a proceeding;
  - d. Bringing about charges without cause;
  - e. Attempting to discourage an individual's proper participation in or use of the procedure;
  - f. Attempting to influence the impartiality of a member of the Student Conduct Review Board prior to and/or during the course of the proceeding;
  - g. Harassment (verbal or physical) and/or intimidation of a member of the Student Conduct Review Board to, during and/or after a proceeding;
  - h. Failure to comply with the sanction(s) imposed under the Code of Student Conduct;
  - i. Influencing or attempting to influence another person to commit an abuse of the process.
- C. Violation of Federal, State, or Local Laws and College Discipline
1. College disciplinary proceedings may be instituted against a student charged with violation of a federal, state, or local law which is also a violation of this Code; that is, if both violations result from the same factual situation without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
  2. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. However, if the alleged offense is also the subject of a proceeding before the Student Conduct Review Board, the College may advise off-campus authorities of the existence of the Code and of how such matters will be handled within the College community. The College will cooperate fully with the enforcement of criminal law on campus and within the conditions imposed by criminal courts for the rehabilitation of violators who are also students.

## **II. Dean of Student Services Authority**

- A. The Dean of Student Services is responsible for administration of the Code of Student Conduct.
- B. The Dean of Student Services has the authority, in the Dean's discretion, to impose discipline as provided herein Sections IV (1), (2), (3), (4), (5), (6), (7), (8), (9) and (10). The Dean of Student Services has the authority and discretion to recommend College suspension or College expulsion. The Dean of Student Services may, in his/her discretion, refer any disciplinary matter to the Student Conduct Review Board.
- C. The Dean of Student Services may delegate his/her authority to one or more other administrators. All references to the "Dean of Student Services" or to the "Dean " in this Code of Student Conduct include such designees, unless specifically stated to the contrary.
- D. Confidential files should be maintained by the Dean of Student Services for the purpose of recording actions taken incident to Article 616.01.

## **III. Procedures in Cases Involving Possible Discipline**

- A. Charges or Claims of Violation of Code of Student Conduct  
Any member of the College community may file charges against any student for misconduct. Charges will be prepared in writing and directed to the Dean of Student Services. Any charge should be submitted within ten (10) business days after the event takes place.
- B. Investigation  
The Dean of Student Services will conduct an investigation to determine if the charges should proceed. Following the investigation, the Dean of Student Services shall make a determination of whether there are sufficient facts to warrant a belief that a violation of the Code of Student Conduct could have occurred.
- C. Notice to Student  
Any student against whom charges of misconduct have been filed shall be notified of the accusation of violation of the Code of Student Conduct, as provided in this Policy.
- D. Hearing  
In the event the Dean of Student Services determines there is cause to believe there may have been a violation of the Code of Student Conduct, the Dean shall determine whether the matter may be resolved informally, without a hearing. If the problem is not resolved informally, the Dean will refer the matter to the Student Conduct Review Board for a hearing. The Dean shall be responsible for the conduct of the hearings he/she holds, and for establishing the rules which shall apply for the particular hearing. The Dean shall inform the student of the rules which shall be applied. The hearing will be recorded utilizing a video camera for possible use during an appeal to the President and/or the Board of Trustees. The video will be disposed of immediately following any last appeal.

1. The Student Conduct Review Board shall consist of one administrator, two student services personnel, one faculty member, and one student representative. The Dean of Student Services will call a meeting of the Student Conduct Review Board at a time arranged in consideration of the schedules of the student and the members, with avoidance of conflict with class schedules. The student will be notified of the scheduled time of the meeting in writing at least ten (10) business days prior to the meeting. The Student Conduct Review Board Chair may request other students or College staff members who have information relevant to this case to appear at the meeting of the Board. The student, victim, or instructor may also make such a request, and the Chair shall decide if such person(s) shall be permitted to appear. All meetings of the Student Conduct Review Board are closed.

2. The student and the victim/instructor involved may each request the removal of any one member of the Student Conduct Review Board from the hearing for legitimate reason. Issues of removal shall be decided by the Student Conduct Review Board at the first meeting, and the Dean of Student Services shall coordinate any necessary replacement(s).

3. If the student gives notice and appropriate justification requesting a rescheduling of the meeting, the meeting may be rescheduled once.

4. The student and the victim/instructor may each have one pre-approved advisor present. (Each party has the right to object to a chosen advisor upon just-cause, i.e., personal conflict issues. The Student Conduct Review Board chair makes the final decision.) The advisor is not permitted to speak or to participate directly in the proceeding before the Student Conduct Review Board and is not permitted to examine or cross-examine witnesses.

5. The hearing shall not be public. For all stages of presentation of evidence and argument to the Student Conduct Review Board, the Dean of Student Services, the appellant student's advisor, the student's parents or legal guardian (only if the appellant student is a minor), the involved instructor, and the involved instructor's advisor, shall be present. Admission of any other person shall be at the discretion of the Student Conduct Review Board.

E. Imposition of Discipline, and Decision After Hearing

If, on informal resolution there is agreement as to discipline, the Dean shall impose the disciplinary action agreed upon. If the Dean conducts a hearing and determines that a violation of the Code of Student Conduct occurred, the Dean may impose discipline as authorized in Section II. In the event that the Dean of Student Services believes prior to the hearing that the violation warrants College suspension or College expulsion, the Dean shall inform the Student Conduct Review Board of the seriousness of the offense. If, after the hearing, the Student Conduct Review Board determines no violation of the Code occurred, it shall render such decision.

F. Appeals

Rights to appeal are as provided in Section VI.

#### IV. Disciplinary Actions

A. The following are types of disciplinary action which may be imposed, singly or in combination:

1. **Warning** - Verbal or written notice to the student that the student is violating or has violated institutional rules, policies, and/or regulations and that the continuation of such conduct or actions may result in further disciplinary action.
2. **Reprimand** - A formal letter of reprimand sent to the student stating the violations of the Code of Student Conduct. Repetition of conduct resulting in reprimand may result in further disciplinary action described below in paragraphs 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12.
3. **Disciplinary Probation** - A specified period of observation and review of conduct during which the student must demonstrate compliance with College rules and regulations. Terms of probation and the probationary period will be determined at the time the sanction is imposed. A student on disciplinary probation is subject to suspension for any further disciplinary referrals.
4. **Limitation to Participate in a Selective Admission Program** - Suspension or denied access to the opportunity to participate in a selective admissions program.

5. **Suspension of Privileges or College Services** - Suspension or loss of rights to specified privileges and College services for a specific period of time.
  6. **Restitution** - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  7. **Discretionary Sanctions** - Work assignments, service to the College or neighboring communities, or other related discretionary assignments.
  8. **Limited Access** - Administrative restriction to selected parts/locations of campus sites.
  9. **Withdrawal from Class** - Administrative withdrawal with consequent loss of tuition and fees from a class or classes.
  10. **Temporary Suspension from Class** - Temporary suspension of the opportunity to participate in a class.
  11. **College Suspension** - Separation of the student, with consequent loss of tuition and fees, from the College for a definite period of time, after which the student may be eligible to return. Conditions for re-admission may be specified.
  12. **College Expulsion** - Permanent separation, with consequent loss of tuition and fees, of the student from the College.
- B. When the student violation is deemed severe enough by the Dean of Student Services to warrant possible College expulsion or College suspension, the Dean of Student Services will file with the President of the College and the chair of the Student Conduct Review Board a notice of the necessity to convene for disciplinary action. Written notice to the student involved shall be served by certified mail, addressed to his/her usual place of abode or hand delivered. The notice shall include or contain the following:
1. A copy of these policies;
  2. Specific factual allegations of misconduct and reference to any specific rules which the facts, as alleged, violate;
  3. Notification of the Student Conduct Review Board convening time.
- C. Students may be directed to participate in an intervention or educational seminars in lieu of, or in addition to, the imposition of disciplinary actions described in (A) above.
- D. Other than College expulsion, disciplinary sanctions will not be made part of the student's permanent academic record, but will become part of the student's confidential record maintained by the Dean of Student Services.

## V. Temporary Suspensions

### A. Class Suspension

An instructor or the Dean of Student Services may temporarily suspend the opportunity of a student to participate in a class, if either determines that the continued presence of the student would disrupt the educational process, or endanger the physical well-being of others in the classroom or immediate area.

1. Communication of Suspension of Student-The temporary suspension of the student will be promptly communicated to the student.
  - a. If prompt action dictates that the temporary suspension be only communicated orally due to the urgency of the situation, the student will be given oral notification and then receive written notification of the reasons for the temporary suspension within three (3) business days from the removal.
  - b. Except as provided in sub (a) above, the temporary suspension of a student must be communicated to the student in writing, and the written notice shall state the reasons for the temporary suspension.
  - c. All temporary suspensions from the classroom initiated by the instructor shall be reported to the appropriate academic administrator or supervisor, and to the Dean of Student Services within one (1) business day of the temporary suspension from the classroom.
2. Any student temporarily suspended from a class by an instructor may be readmitted to that class only by the appropriate academic administrator or the Dean of Student Services, following a conference with the student.

### B. College Suspension

In his/her discretion, the Dean of Student Services may impose a College suspension prior to the hearing before the Student Conduct Review Board. Interim suspension may be imposed only:

1. To insure the safety and well-being of members of the College community or preservation of College property; or
2. To insure the student's own physical or emotional safety and well-being; or

3. To avoid a threat of disruption of or interference with the normal operations of the College. During the interim suspension, students will be denied access to the campus (including classes), to off-campus instructional sites, and/or to all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Student Services determines appropriate.

## **VI. Appeals**

### **A. Disciplinary Action by Designees of Dean of Student Services**

A decision reached, or discipline imposed by a designee of the Dean of Student Services may be appealed in writing within ten (10) business days to the Dean of Student Services. The College reserves the right to adjust the time-line for appeals to allow "proper" time for the student to gather required documentation. The Dean of Student Services shall render a decision on the appeal within ten (10) business days after receipt of the appeal.

### **B. Decision by Dean of Student Services or Student Conduct Review Board**

A decision reached or discipline imposed by the Dean of Student Services himself/herself, or by the Student Conduct Review Board, may be appealed to the President of the College.

1. Time and Manner of Appeal - Appeal to the President shall be in writing containing the materials described in subsection 2 below, and must be presented to the Office of the President within ten (10) business days from the date of issuance of the decision of the Student Conduct Review Board, or the Dean of Student Services, as appropriate.
  2. Content of Written Appeal - The written appeal shall include such information as the person bringing the appeal deems necessary to show that the decision reached was erroneous.
  3. Record on Appeal - In considering the appeal, the President shall have available the report from the Student Conduct Review Board, or the Dean of Student Services as appropriate, along with any written documentation submitted at the hearing, and a video recording of the hearing.
  4. Time for President's Decision - The President shall render a decision on the appeal within ten (10) business days after receipt of the last to be received report and written documentation.
  5. Referral to Board of Trustees - Upon review of the materials, if the College President deems it necessary, the President may defer the responsibility for decision on the appeal to the Board of Trustees of the College. In the event of such deferral, the President shall notify the accused student, and the Dean of Student Services, and the matter shall be presented to the Board for its consideration at the next regularly scheduled Board meeting. The Board shall render a decision on the appeal after due consideration.
- C. Rehearing - The right to appeal does not entitle a student to a full rehearing of his/her case.
- D. Scope of Appeal - An appeal will be limited to review of the initial process except when appropriate new evidence is presented.
- E. Change of Disciplinary Action on Appeal - If discipline is imposed, the Dean of Student Services, the President, or the Board of Trustees (as appropriate), who hears the appeal, may not impose a more severe disciplinary action than the original disciplinary action imposed. A disciplinary action may be reduced on appeal.
- F. Finality of Decision - The decision on appeal of the Dean of Student Services under paragraph A above shall be final. The decision of the President on appeal pursuant to paragraph B shall be final, unless the President shall defer the decision to the Board of Trustees of the College, in which case the decision of the Board of Trustees shall be final.

## **VII. Definitions**

- A. The term "College" means Sauk Valley Community College.
- B. The term "student," for the purposes of this code, includes all persons applying for entrance or taking credit or non-credit courses provided by the College both full-time and part-time.
- C. The term "faculty member" means all full- or part-time teachers, excluding interns and student teachers.
- D. The term "official" includes any person employed by the College performing assigned administrative or professional staff responsibilities.
- E. The term "member of the College community" includes any person who is a student, faculty member, College official, or any other person employed by the College. A person's status in a particular situation will be determined by the Dean of Student Services.
- F. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
- G. The term "organization" means any number of persons who have complied with the formal requirements for College recognition.

- H. The term "will" is used in the imperative sense.
- I. The term "may" is used in the permissive sense.

**VIII. Interpretation and Revision**

- A. Any question of the interpretation regarding the Code of Student Conduct will be referred to the Dean of Student Services or a designee for final determination.
- B. The Code will be reviewed periodically and amended as necessary under the direction of the Dean of Student Services.

# Policies

Click on any of the following links for information:

- [Course Placement Policy](#)
- [Tuition Information and Refund Policy](#)
- [Tuition Refund](#)
- [Grading Policy](#)
- [Grade Definitions](#)
- [Grade Option Procedures](#)
- [Withdrawal From Classes \(types\)](#)
- [Recognition for Academic Achievement](#)
- [Academic Standing \(Students in College Level Courses\)](#)
- [Academic Appeals](#)
- [Alternative Instructional Offerings](#)
- [Alternative Credit Options](#)
- [Transfer Agreements](#)
- [Graduation](#)
- [Statement of Nondiscrimination](#)

## General Information

This section of the catalog is designed to familiarize the student with College regulations and policies, academic terminology, the College grading system, assessment of student learning outcomes, special courses and programs, and other pertinent student information concerning learning opportunities at SVCC.

Sauk Valley Community College is an institution dedicated to continuous instructional improvement. As part of our assessment efforts, it is necessary for us to collect and analyze course-level data. Data drawn from students' work for the purposes of institutional assessment will be collected and posted in aggregate, and will not identify individual students. Your continued support in our ongoing effort to provide quality instructional services at SVCC is appreciated.

## Access to Faculty

The College prides itself on providing a caring, friendly atmosphere conducive to the learning process. A student experiencing academic difficulties is encouraged to contact his or her instructor to determine what additional assistance, if any, can be provided. College faculty maintain convenient office hours to provide interactive opportunities for students to discuss class work. Official faculty hours are linked from the College faculty/staff directory at [svcc.edu/employees/faculty](http://svcc.edu/employees/faculty). Information about contacting faculty can be attained by calling or visiting the Information Center.

## Student Classifications

### Class Standing

A first-year student (freshman) is one who has earned fewer than 30 semester hours including any semester hours accepted in transfer from other colleges or universities. A second-year student (sophomore) is one who has earned 30 or more semester hours including any semester hours accepted in transfer.



## Full-Time

A full-time student is defined as one who is registered for 12 or more semester hours during a regular semester, or 6 or more semester hours during the summer session. This definition applies only for academic purposes. Financial assistance has a different definition of what constitutes a full-time student.

## Student Load

The anticipated course load for a full-time student during the fall and spring semester is 16 semester hours. The full-time load during the summer semester is 6 semester hours. Course loads greater than 16 hours are recommended only for students who have a high school average of "B" or minimum College grade point average of 3.00 (on a 4.00 scale).

Students in most academic courses are expected to spend at least two hours of preparation for each hour of class. Students who are working are cautioned to plan a course load that is in proportion to their workload. A suggested schedule for working students is as follows:

<b>Work Load</b>	<b>Class Load</b>
15 hours or less	15-17 credit hours
16-27 hours	12-14 credit hours
28-34 hours	9-11 credit hours
35-40 hours	3-6 credit hours

Students desiring to take 19 or more credit hours during a regular semester or more than 10 credit hours during the summer semester must have prior approval from the Dean of Student Services.

## Attendance

Regular and prompt attendance is expected in all Sauk courses. Attendance requirements will be established by the individual instructor and included in each course syllabus. The student is responsible for adhering to each instructor's attendance requirements as set forth in the course syllabus. The instructor may withdraw a student involuntarily from a course when excessive absences have occurred. The instructor will determine the validity of absences and whether the student will be allowed to make up class work and/or examinations. Only students actively enrolled are allowed to attend classes unless instructor permission is granted.

## Academic Records

A permanent cumulative record is kept on each student. This record shows for each term all credits attempted and earned, all grades earned, and term and cumulative grade point averages (GPA). Only transfer and occupational courses will be included in the GPA. Grade reports at the end of each term indicating course work for the current semester, grades earned, and term and cumulative GPA may be viewed at [svcc.edu/soar](http://svcc.edu/soar). Upon request, an official grade report will be mailed to students.

# Placement Testing

Sauk Valley Community College is committed to placing students in courses that correspond with their ability level in order to provide each student with the greatest chance of success in those classes and future course work. The key to accomplishing this goal is a placement testing structure that determines academic skills which students bring to SVCC and to match those skills with appropriate courses offered by the College.

To establish appropriate levels, placement tests in language arts (English), and mathematics are required of all students wishing to register for any English composition course, mathematics course, or any other college course requiring a specific English or mathematics co-requisite or prerequisite.

All entering degree or certificate-seeking students must be tested prior to registration and all non-degree seeking students are tested as required for the courses in which they plan to enroll. Comprehensive placement is not required for enrollment in community service (noncredit), continuing education classes, or physical education activity courses. Students that currently hold an associate's or a bachelor's degree may be exempt from the placement policy, but may still be subject to placement testing for admissions to specific courses or programs of study. Any student exempt from the course placement policy for the reasons listed above may need to secure permission from Academic Advising prior to enrollment.

## Course Placement Policy

Placement test results will be used by academic advisors to match students with courses that are consistent with their skill level. Students are required to meet the individual course and/or program co-requisites or prerequisites in language arts (English) and mathematics prior to course enrollment. Students should expect to repeat developmental courses as necessary until they have achieved college-level skills.

Students may retest if eligible. The highest score achieved by the student is used for course placement. Test scores have a time limit for use for course placement. All SVCC placement tests are subject to a retest fee.

Students with documented disabilities will be accommodated on an individual basis as each disability dictates and should make an appointment with the Coordinator of Disability Support prior to testing and/or enrollment.

## Baccalaureate Transfer Programs (A.A., A.S., A.E.S., and A.F.A.)

### Transfer Degree Programs (A.A., A.S., A.E.S., and A.F.A.)

Public Act 86-0954 specifies that 15 units of high school coursework or the equivalent be required for admission to community college transfer programs. Students interested in transfer programs at SVCC should satisfactorily complete, while in high school, a college preparatory curriculum to include:

- Four years of English (emphasizing written and oral communications, and literature).
- Three years of mathematics (introductory through advanced algebra plus geometry --general/basic/technical mathematics and pre-algebra are not acceptable).
- Three years of social science (emphasizing history and government).
- Three years of science (laboratory sciences - general science is not acceptable).
- Additional courses: (two years of electives in foreign language, music, vocational education, or art).

Specific college admission requirements vary from institution to institution.

Students who have not completed the above curriculum will satisfy these requirements by fulfilling the transfer degree requirements as outlined below:

<b>English</b>	Placement into ENG 101 or successful completion of ELA 099.
<b>Mathematics</b>	Placement into MAT 110, 115, 121, 240 or higher or successful completion of MAT 081 and/or MAT 076.
<b>Social/Behavioral Science</b>	Complete 3 credit hours of Social and Behavioral Science credit preferably in one of the following courses: HIS 221 or 222, or PSC 163.
<b>Physical/Life Science</b>	Complete 3 or more credit hours of Life or Physical Science in one of the following courses: BIO 103 or 104; CHE 102 or 103; GSC 105, 106 or 115, or PHY 175.

Physical/life Science courses, social/behavioral science courses, and MAT 115 or higher (excluding MAT 121) meeting program admission requirements will also count toward associate degree general education requirements.

## Tuition Information and Refund Policy

## Determination of Residency and Tuition Information

### In-District Students

An in-district student is one whose legal residence is within the boundaries of the SVCC District. All students are required to certify on the application that the address given is correct. A student is considered a resident of District 506 if one of the following criteria is met for at least 30 days prior to beginning of the term.

- The student resides with his/her parents within District 506.
- The student is an emancipated minor, completely self-supporting and resides within District 506.
- The student is 18 years or older, self-supporting, and maintains a residence within District 506.
- The student works full-time within District 506 and can show proof of his/her employment.

Students that move into the district for reasons other than attending Sauk Valley Community College shall be exempt from the 30-day requirement if they demonstrate a verifiable interest in establishing permanent residency. Verification will consist of employment documentation, home purchase document, and/or other legal documents. Special cases regarding legal residency of students shall be considered individually.

### Out-of-District Students

An out-of-district student is any person whose legal residence is outside the boundaries of SVCC District 506, but in the State of Illinois, (with the exception of Internet courses).

Out-of-district residents who wish to attend Sauk and pay tuition and fees at the in-district rate must file a "Notification of Intent to Attend a Recognized Illinois Public Community College" application. These forms can be obtained from the student's community college district and should be filed in the Business Office prior to the semester when the out-of-district student wishes to begin attending Sauk.

1. An out-of-district resident who files an "Intent to Attend a Recognized Public Community College" with his/her community college district board and receives an "Authorization for Partial Financial Support" will be enrolled on the same tuition basis as the in-district resident.
2. An out-of-district resident who does not submit an "Authorization for Partial Financial Support" will be charged the out-of-district rate.

Out-of-district charges are subject to changes based on fiscal year audits ending each June 30th. The charges for each fiscal year change each fall semester.

## Out-of-State Students

Anyone who is a resident of another state at the time of application will be considered an out-of-state applicant. Out-of-state students will be charged the current rate of tuition for out-of-state students (with the exception of Internet courses).

## Tuition and Fees

Tuition and fees established by the Board of Trustees are subject to change. Up-to-date tuition and fees are available online at [svcc.edu/tuition](http://svcc.edu/tuition)

## Tuition Refund

Any request for a refund of tuition must be made by the following schedule:

### Fall and Spring Semesters:

16 week courses:	100% refund period - through the first week of the term
	80% refund period - the second week of the term
	(See Academic Calendar for specific dates)
Less than 16 week courses:	100% refund period - first day of the class and the following business day
	80% refund period - third and fourth business day
Summer Semester:	100% refund period - first day of the class and the following business day
	80% refund period - third and fourth business day

## Community Service Public Workshops

Classes meeting only once or twice:	No refund after class begins
Classes that meet 3 to 10 weeks:	First week of classes 90% refund
	After the first week no refund

Classes that meet 10 weeks or more will follow the College-approved schedule for refunds (16-week courses).

# Grading Policy

## Final Exams

Instructors give final examinations at scheduled times. Final exam schedules for the current semester are located online at the exam schedule link at [svcc.edu/schedule/final-exams.html](http://svcc.edu/schedule/final-exams.html). Schedules will be available by the third week of classes. See individual instructors for questions.

## Grading System

Grades are recorded at the end of each semester with a system of letters indicating the quality of academic work as follows:

### These grades are used in calculating a student's GPA

Grade	Grade Points
A Excellent	4
B Good	3
C Average	2
D Below Average	1
F Failure	0

### These grades are not used in calculating a student's GPA

- I Incomplete
- P Passing
- W Withdrawal
- X Audit
- Z Proficiency

The student's GPA is determined in the following manner:

### Example:

Student X is taking five classes and received the corresponding grades:

Course	Course Credits Attempted	Grade	Grade Points	Hours for GPA	Total Grade Points
ENG 101	3	A	4	3	12
HUM 210	3	B	3	3	9
PSY 103	3	A	4	3	12
BIO 105	5	C	2	5	10
CIS 101	3	W			
<b>Totals</b>	<b>17</b>			<b>14</b>	<b>43</b>

Your grade point average (GPA) is calculated by dividing the total amount of grade points earned by the total amount of GPA credit hours. Your grade point average may range from 0.0 to a 4.0.

Total Grade Points	Hours for GPA	GPA
<b>43</b> divided by	<b>14</b> =	<b>3.07</b>

Note: Developmental grades are not calculated in the GPA.

For students wishing to appeal grades, please refer to the Academic Appeals Policy.

## Grade Definitions

### Incomplete Grade

If a student is unable to complete a course and the student-initiated withdrawal date has passed, the instructor may assign a grade of "I" under the condition that it is practical for the student to complete the requirements of the course in the following major term. Re-registering in the course is not required in order to change an incomplete to a grade.

A grade of "I" must be changed to a letter grade by completing the requirements of the course no later than the end of the following major term, or the "I" grade will be changed to an "F" on the student's permanent record. A grade of "W" is not acceptable once the incomplete option is taken. It is the student's responsibility to initiate the contract with the instructor for the completion of the course. When the "I" grade is requested, the student and the instructor will submit an appropriate written plan noting projects and a time line for completion of the course to the Vice-President of Academics and Student Services for consideration. Then, when the course requirements are completed, the instructor will submit a grade change to the Admissions and Records Office. Incomplete grade contracts must be submitted to the Vice-President of Academics and Student Services prior to the week of finals. Re-registering is not a requirement.

Pass Grade A "P" (passing grade) is a grade that demonstrates that the student has met the class requirements and/or allows the student to proceed to the next level of the course sequence. These credits will not be used in the calculation of GPA.

Withdrawal Grade A "W" (withdrawal grade) is a grade that signifies that a student was not pursuing completion of the course work during the enrolled semester. These credits will not be computed in the GPA.

Audit Grade A "X" (audit grade) is a grade assigned when a student registers for a course to gain knowledge but does not wish to earn credit for the course. These credits will not be computed in the GPA.

Proficiency Grade A "Z" (proficiency grade) is awarded when a student passes a proficiency exam. These credits will not be computed in the GPA.

**Letter grades** - (A, B, C, D, F) Will be awarded based on student performance as defined in the instructor's syllabus.

Grading Options **Pass/Fail** - (P/F) - The pass/fail option can only be used for courses other than those within the major field. This option must be designated by mid-term.

**Pass/Withdrawal** - (P/W) - The pass/withdrawal option can be used only for fitness center courses. (PED 150-153). This option must be designated by mid-term.

## Grade Option Procedures

### Administrative Transfer

Sauk Valley Community College will recognize an "administrative transfer" from one course level to another course level, or from one section of a course to another section of that course, until the last date in the term to withdraw from a course as long as the "sending" instructor, "receiving" instructor, and the student all agree to the transfer in writing.

### Audit

A student who wishes to gain knowledge but does not wish to earn credit for the course, may, at the time of registration or during the registration change period, register to audit the course. Registration is required and the tuition for auditing is the same as for enrollment for credit. Transfer from audit to credit or credit to audit status is not permitted after the registration change period. A grade of "X" will be recorded on the transcript and the credits will not be computed in the GPA.

### Fresh Start

On occasion, a student may realize that a new career path is in his/her best interest. In such cases, grades earned in the previous program of study, which are not required as part of the new career program, will not be used to determine the student's Cumulative Grade Point Average (CGPA) or in the computation of degree or certificate requirements in the newly selected program career program. The student must follow a prescribed course of study as set forth in the College catalog. Once this policy has been enforced it cannot be rescinded.

Students wishing to choose this option should contact the Dean of Student Services for further details at 815-835-6305.

### Repeat Policy

A student may repeat a course or courses previously taken at the College or courses transferred in from other accredited institutions of higher learning. All grades earned at Sauk shall be recorded on the official transcript; however, only the last grade and credit shall be used to determine the student's grade point average. A student should be aware that other colleges may interpret repeated courses according to their own policy.

The College offers courses systematically, regularly, and as often as possible; however, the College will not necessarily offer a course requested for the purpose of repeating.

## Withdrawal

Failure of a student to attend class does not constitute student-initiated withdrawal. A Drop Form is available in Admissions and Records. Withdrawal from class becomes valid only after the proper procedure has been followed. Drop Forms are available in Admissions and Records or students may withdraw via the SOAR website [www.svcc.edu/soar](http://www.svcc.edu/soar) during the 100% refund period (see college calendar for specific date). The student will receive a final grade of "W" when withdrawing from a class after the registration change period. This is a non-punitive grade and does not affect the student's GPA. Students should contact Academic Advising and/or Financial Assistance prior to withdrawing from any class. Withdrawing from a class or multiple classes may affect future financial aid eligibility and academic standing.

## Withdrawal From Classes (types)

### Student Initiated

During the first two weeks of the fall and spring semesters, a student may drop a course by filing a drop form in Admissions and Records.

From the third through the tenth week of the class, a student may withdraw from a course by filing an instructor- signed drop form in Admission and Records. The signature indicates that the instructor is aware of the withdrawal and has had an opportunity to discuss reasons for the withdrawal and possible alternatives. The instructor must indicate the official last date of attendance on the drop form. A grade of "W" will be recorded on the student's transcript. This does not relieve the student from their obligation to make payment for this class.

Deadlines for withdrawal will be pro-rated for classes that meet less than 16 weeks, including summer sessions. Contact Admissions & Records for specific dates. **Students should contact Academic Advising and/or Financial Assistance prior to withdrawing from any class.** FYE 101 students must have the signatures of their instructor and the Dean of General Education and Transfer Courses prior to submitting a valid program change form. Dual-enrollment students must contact their high school counselor and SVCC Dual Credit Coordinator prior to withdrawing.

Students who stop attending without completing the proper college procedure may receive a grade of "F" in the course.

### Instructor Initiated

Prior to the final examination, an instructor may withdraw a student if the instructor believes a student cannot successfully complete the course. Admissions and Records will notify the student of this withdrawal. The student will receive a final grade of "W" as outlined above. Students should consult individual instructors about his/her policy on withdrawing the student from the course. Any time a "W" grade is assigned, the official last date of attendance must be recorded. Students may appeal this withdrawal by using established department and College appeal procedures. Students enrolled in classes requiring course/programs internal or external mandatory levels of compliance may be withdrawn if they are found during the course of the course/program to be out of compliance. The student appeal process will be used to adjudicate when necessary. An example would be a course/program that requires the passing of a background check and if one were to commit and be found guilty of an act that would no longer allow them to pass that background check, they could be dropped from the course/program.

Students enrolled in health career courses may be withdrawn immediately from these courses if their clinical performance contributes to either the physical or emotional jeopardy of clients. Students who stop attending without completing the proper college procedure may receive a grade of "F" in the course.



## **Withdrawing from First Year Experience Class (FYE)**

Prior to withdrawing from the FYE class, the student must make an appointment with the Dean of General Education and Transfer Courses. The Dean of General Education and Transfer Courses will counsel students in their options for the FYE class and sign a letter of commitment for their completion of the FYE class.

## **Withdrawal from the College**

Full-time students who decide to withdraw from the College must notify the Dean of Student Services or their designee, complete the withdrawal process, and clear all obligations with the College. Grades for students who withdraw from the College after the second week of classes will be recorded as "W". Students withdrawing from the College may, with official permission, do so during the designated withdrawal period. Students who stop attending classes without completing the proper college procedure may receive a grade of "F" in all courses.

## **Recognition for Academic Achievement**

### **Deans'/President's List**

As an expression of commitment to academic achievement, the College recognizes superior scholarship in several ways. Students taking courses numbered 100 or above, in good academic standing, and maintaining a semester average of 3.5 to 3.749 for the semester will be placed on the Deans' List. The Deans' List will recognize and distinguish between full-time students (12 or more GPA credit hours) and part-time students (6-11 GPA credit hours) achieving this honor. Students maintaining a semester average of 3.75 or higher in courses numbered 100 or above and in good academic standing will be honored through placement on the President's List. The President's List will recognize and distinguish between full-time students (12 or more GPA credit hours) and part-time students (6-11 GPA credit hours). Students attending during the summer semester with 6 GPA credit hours will also be recognized for the Deans'/President's List.

## **Graduation with Honors**

Students who maintain high academic achievement throughout their period of study at the College may be graduated with honors or high honors. Students with a cumulative GPA of 3.5-3.749 will be graduated with honors, while students with a cumulative GPA of 3.75 or higher will be graduated with high honors. Students who graduate with honors will be designated as "Honors Graduates" on their SVCC transcripts.

## **Honors Program**

Educational opportunities are available to successful students through the SVCC Honors Program. Honors students receive an enriched general education, the basis for all future academic experiences.

The Sauk honors experience includes specially designed academic work that extends beyond normal course activities, individual interaction with faculty members in the pursuit of special interests, and the opportunity to work with advanced scientific instruments. Honors students may receive financial awards from the College Foundation and recognition for academic work at honors gatherings. They also have the opportunity to transfer to an honors program at a four-year college or university.

Once admitted to the program, students may take one or more courses on an honors basis. That means going beyond the normal course requirements by doing a research project, writing a paper, or engaging in other academic work designed specifically for each student. While executing honors projects, students will improve their abilities to speak, write, listen, and conduct research.

Each semester, students who satisfy one or more of the following criteria are invited to apply for membership to Sauk's Honors Program:

- current Sauk student who has earned 12+ semester hours and a 3.5 cumulative GPA out of 4.0
- has been recommended for consideration by a faculty member
- an earned ACT composite score of 27+
- former member of high school honors program
- in the upper 10 percent of high school graduating class
- has been an Illinois State Scholarship recipient

For more information, visit the Honors Program web page at [svcc.edu/students/student-activities/honors](http://svcc.edu/students/student-activities/honors).

## Academic Standing

### Academic Alert, Supervision, Suspension, and Dismissal

All students are expected to maintain progress toward achievement of their academic goals. Students who do not comply with academic standing requirements at SVCC are subject to academic alert, supervision, suspension, or dismissal.

For academic standing, a student's cumulative GPA includes courses numbered 100 or above taken at SVCC and any course work transferred from other colleges. The cumulative GPA excludes developmental and adult basic education courses. Attempted hours include courses below 100 level (developmental courses), transfer credit, and pass/fail courses.

Academic alert, supervision, suspension, and dismissal are NOT recorded on a student's academic record.

#### Alert:

After attempting 12 credit hours at SVCC, a student who does not maintain a cumulative 2.0 GPA or higher and/or does not complete 67% of term credit hours attempted will be placed in academic alert status and will be notified by the College.

- CSS 100 required
- 13 hours maximum enrollment\*
- Students on Alert whose cumulative GPA is below 2.0, yet achieve a minimum 2.0 term GPA and complete 67% of term credit hours attempted, will continue under alert
- Students maintaining under alert or moving from supervision to alert are not required to re-enroll in CSS 100

#### Supervision:

A student on alert status who does not achieve a term 2.0 GPA and/or does not complete 67% of term attempted hours, will be placed on supervision status and will be notified by the College.

- Reenrollment in CSS 100 required
- 10 hours maximum enrollment\*
- Permission to register (approved of classes by an academic advisor)
- Required to participate in Coaching for Academic Success program

- Students under supervision who achieve a minimum 2.0 GPA each term and complete 67% of term credit hours will return to Alert status until their cumulative GPA is at least 2.0 on a 4.0 scale
- Students under supervision who achieve a minimum 2.0 GPA each term and complete 67% of term credit hours will return to alert status until their cumulative GPA is at least 2.0 on a 4.0 scale. Students returning to alert will be required to continue to participate in Coaching for Academic Success program

## **Suspension:**

A student under supervision who does not achieve a term 2.0 GPA and/or does not complete 67% of term attempted hours will be placed on suspension. Students who are suspended from the College will not be allowed to attend any classes until after the next regular major semester (i.e., spring or fall).

## **Re-admittance after Suspension:**

Students who are suspended from the College may return after remaining out for one major semester (fall or spring). Prior to returning to the College, the student must schedule a conference with the Dean of Student Services. The student will agree on guidelines under which she/he will be allowed to return. Upon return, the student will be placed on supervision status. Students are required to participate in Coaching for Academic Success program.

## **Academic Dismissal:**

Academic dismissal occurs if a student returning from suspension fails to maintain a minimum 2.0 GPA each term and/or does not complete 67% of term attempted hours after returning. This represents a separation of students from Sauk Valley Community College for at least two major semesters (fall and spring).

Students are eligible to apply for readmission to the College after the dismissal period. Admission will be on a petition basis to the Dean of Student Services. In order for readmission to be approved, the petition must present evidence of some change in the students' circumstances.

\*excludes required labs and PED fitness center

## **Academic Appeals**

The following procedures shall govern appeals by affected persons of post-admission student academic issues. This procedure shall not apply to decisions of agencies other than Sauk Valley Community College such as National Junior College Athletic Association, clinical facilities, employers of students, and other businesses allowing job site training of students; the College has no authority over those decisions.

## **Step One: Informal Resolution**

1. Appeals regarding instructional or grade issues will be handled informally insofar as possible. Ordinarily, matters will be decided by the instructor, who is the first point of contact. The student has the right to have an advisor present during the meeting with the instructor.
2. Any student may appeal any instructional or grade issues to the appropriate dean/director within **ten (10)** College business days after receiving the grade. The student has the right to have an advisor present during the meeting with the appropriate academic dean/director.

## Step Two: Appeals Board

1. Should the decision of the appropriate dean/director still not satisfy the student, the student may request an appeal to the Vice-President of Academics and Student Services. Should the decision of the Vice-President of Academics and Student Services not satisfy the student, the student may then request an appeal to the Academic Appeals Board. The student must present his/her appeal in writing stating 1) the specific action being appealed and 2) the remedy sought. The student should present this appeal to the Dean of Student Services, who will act as the ombudsperson throughout this process.
2. When the written appeal for an Academic Appeals Board has been received, the Dean of Student Services will notify the Vice-President of Academics and Student Services that a request for an Academic Appeals Board has been received and that Academic Appeal Policy procedures were followed prior to this request.
3. The Academic Appeals Board hearing shall consist of three members from instructional faculty, serving alphabetically-rotating appointments, that are not in the area being appealed (appointed by the Vice-President of Academics and Student Services), one student member and one student services member, who is not the student's primary advisor or was not previously involved in the case (appointed by the Dean of Student Services). Attendance of five board members shall be required as a quorum. The selected members of the Academic Appeals Board will be required to attend an organizational/training meeting and shall elect its Chair at the start of the first meeting.

## Hearing(s)

1. The Dean of Student Services will call a meeting of the Academic Appeals Board at a time arranged in consideration of the schedules of the student and the members, with avoidance of conflict with class schedules. The student will be notified of the scheduled time of the meeting in writing at least five (5) College business days prior to the meeting. The Academic Appeals Board Chair may request other students or College staff members who have information relevant to this case to appear at the meeting of the Board. The student or instructor may also make such a request in writing to the Dean of Student Services, and the Chair shall decide if such person(s) (in addition to their advisor[s]) shall be permitted to appear. All meetings of the Academic Appeals Board are closed.
2. The student and the instructor involved may each request the removal of any one member of the Academic Appeals Board from the hearing for legitimate reason. Issues of removal shall be decided by the Academic Appeals Board at the first meeting, and the Dean of Student Services shall coordinate any necessary replacement(s).
3. If the student gives notice and appropriate justification requesting a rescheduling of the meeting, the meeting may be rescheduled once.
4. The student and the instructor may each have one pre-approved advisor present. (Each party has the right to object to a chosen advisor upon just-cause, i.e., personal conflict issues. The Academic Appeals Board chair makes the final decision.) The advisor is not permitted to speak or to participate directly in the proceeding before the Academic Appeals Board and is not permitted to examine or cross-examine witnesses.
5. The hearing shall not be public. For all stages of presentation of evidence and argument to the Academic Appeals Board, the Dean of Student Services\*, the appellant student's advisor, the student's parents or legal guardian (only if the appellant student is a minor), the involved instructor, and the involved instructor's advisor, shall be present. Admission of any other person shall be at the discretion of the Academic Appeals Board.
6. The hearing will be recorded utilizing a video camera for possible use during an appeal to the President and/or Board of Trustees. The video will be disposed of immediately following any last appeal.

\*The Dean of Student Services shall act as the facilitator/resource person for the elected Board Chair in order to ensure consistency and fairness in the process.

## Academic Appeals Board

1. Only the members of the Academic Appeals Board shall be present during their deliberations. Discussion must remain confidential and only the final decision is to be discussed.
2. All deliberations of the Academic Appeals Board will remain confidential.

## **Recommendation(s)**

1. The Academic Appeals Board may choose to reach its recommendation(s) by secret written ballot. All members have a vote, but if the final vote is taken openly, the Chair shall vote last. A majority decision of those present shall constitute the recommendation to the Dean of Student Services.
2. The Board may recommend upholding the previous academic action, or it may recommend that the previous academic action be overruled in whole or in part. The Chair shall forward the Board's written recommendation and rationale to the Dean of Student Services for action within five (5) College business days. Copies shall also be provided at the same time to the student and the involved instructor. Decision is binding unless appealed by the student.

## **Disposition**

1. The Dean of Student Services shall notify the student, the instructor, and the President in writing of the decision made by the Academic Appeals Board within ten (10) College business days of the date of the Board meeting.
2. When the written decision of the Academic Appeals Board is given to the student and the instructor, the student will be provided with options as to follow-up action she/he may pursue. All evidence and minutes from the appeals process, including the student's written request, reasons, response, and decision will be kept on file by the Dean of Student Services. All other copies/documents will be destroyed.

## **Step Three: President**

1. The decision of the Academic Appeals Board may be appealed by the student to the College President within ten (10) College business days after the date of the Academic Appeals Board decision letter.
2. As the final step in the formal procedure, the President will render his decision within ten (10) College business days.

## **Step Four: Final Appeal-Board of Trustees**

1. In accordance with Board Policy 601.01 the Board of Trustees serves as the final appeal for grievances in any matter concerning the College, provided that the student shall have first exhausted all relevant procedures and appeals provided by College policy or procedure.

## **Alternative Instructional Offerings**

### **Independent Study/Tutorial**

Tutorial courses are offered when a student is unable to register for a needed regularly offered course due to one of the following reasons: medical, course was canceled because of insufficient enrollment, or a student is in his/her last semester and has been unable to register for a course required for graduation.

Independent study courses are specially designed to allow a student to pursue a particular topic or subject, under the guidance of a qualified instructor. The student requesting an independent study course will discuss the project with the instructor who will then prepare an independent study outline. The student will work on his/her own to achieve mastery of the material in the course. Periodic conferences are scheduled with the instructor to ensure that satisfactory progress is made. It is the student's responsibility to discuss the transferability of the course with a receiving institution.

A student wishing to take courses in a tutorial or independent study format may enroll by securing an Application for Tutorial/Independent Study Form and submitting it to the instructor and dean for recommendation. All tutorial/independent study applications are approved by the Vice-President of Academics and Student Services.

A student may begin an independent study or tutorial program only after receipt of approval from the Vice-President of Academics and Student Services, who determines the action taken. The instructor will specify the testing, attendance, and other requirements of the class. The regular grading system applies to all independent study or tutorial students. Grades earned through independent study or tutorials have the same effect as those earned through regular classroom instruction.

## **Internet Courses**

Sauk offers courses via the Internet with communication between instructor and student, or student-to-student, taking place electronically. These classes are equivalent to traditionally-delivered classes and offer an alternative to students who prefer to take classes at non-traditional locations and times. All require the use of a computer and Internet access.

Sauk Valley Community College is a member of Illinois Community College Online (ILCCO) [www.ilcco.net](http://www.ilcco.net), a consortium created to share Internet courses across the State. This allows Sauk students a wider array of online course offerings. Please see an academic advisor for more details - 815-835-6354.

## **Hybrid Courses**

Sauk offers some of its courses in a delivery mode currently termed as hybrid. Hybrid courses meet on campus in a traditional face-to-face classroom setting for a portion of the class time and online (asynchronously) as an Internet Course for another portion of the time. As with Internet Courses, these courses require access to a computer and the Internet.

## **Dual Credit**

Dual Credit is a program that allows eligible high school students to take Sauk courses to earn credit simultaneously toward both a high school diploma and a college degree. The student can fulfill high school graduation requirements while at the same time earn college credits toward a specialized certification, associate's degree, or bachelor's degree. Dual Credit courses are offered at SVCC, Whiteside Area Career Center, online, and at area high schools. Contact either a high school counselor or SVCC Dual Credit Coordinator at 815-835-6240 or visit [svcc.edu/students/dual-credit](http://svcc.edu/students/dual-credit), for more information. To check the transferability of specific courses, contact Academic Advising at 815-835-6354.

## **Alternative Credit Options**

### **College Credits Earned at Other Institutions**

Sauk Valley Community College will accept credits earned at other regionally accredited institutions of higher learning if the institutions' grading symbols are "A," "B," or "C" in credit given by American Association of Collegiate Registrars and Admissions Officers (AACRAO). College level transfer grades are computed in the students' cumulative GPA.

Credit successfully completed will be accepted:

- On a course-for-course basis, or
- As a division elective, or
- As a general elective, or

- As an IAI equivalent elective.

Students requesting transfer of "D" or "P" grades must see an academic advisor for consideration. If approved, "P" grades are not computed in the cumulative GPA. Program completion limits the number of credits earned with a grade of "P".

Some programs do not accept transfer credit. Refer to individual program requirements for more information.

## Credit for Prior Experience

Students enrolled at SVCC may earn credits based on prior experience in the following ways:

1. Armed service experience;
2. Evaluation;
3. Proficiency examination;
4. The College Level Examination Program (CLEP) in general and subject examinations;
5. DANTES examinations;
6. The Advanced Placement Examination Program;
7. Credit by Certification, License or Registry; and/or
8. High School Articulation Agreement.
9. The International Baccalaureate Program

Credit for prior experiences does not count toward the residency requirement for a certificate or degree at SVCC except for credits by proficiency examination. A maximum of 30 credits gained through prior experience can be used toward a degree at SVCC; up to 50 percent of the credits earned through prior experience may be applied toward a certificate at SVCC. Students should be aware that acceptance of credit for prior experience varies among transfer institutions.

### 1. **Armed Service Experience**

Credit toward graduation may be granted a veteran for certain armed service experience. All claims for experience, including armed service schooling, must be documented. All veterans must submit a copy of form DD 214 or separation record. In the case of special schooling claims, a certificate of completion for the appropriate training must be presented to Admissions and Records for credit evaluation. The College will accept armed service experiences toward college credit as recommended by the Commission on Accreditation of Service Experience of the American Council of Education.

- a. All USAFI courses numbered 400 599 are accepted for college credit if a passing grade was obtained. A grade of "P" is assigned to these credits.
- b. The College accepts credits earned through various Armed Forces Education experiences as recommended by *A Guide to Evaluation of Educational Experiences* in the Armed Services.
- c. A veteran may receive Sauk Valley Community College physical education credit at the rate of one semester hour for one year of active duty served in the armed services up to a maximum of four semester hours.

### 2. **Evaluation**

Credit by Evaluation certifies knowledge gained through work experience, technical or vocational training, and other learning experiences. The first step for such an evaluation should begin in the office of the Vice-President of Academics and Student Services. Appropriate work experience in which a body of knowledge is parallel to SVCC courses will be evaluated and credit will be given when approved by the Vice-President of Academics and Student Services. A maximum of 15 semester hours may be earned through credit by evaluation. If the student is allowed credit by evaluation, he/she will be required to pay a \$10 per credit hour fee for the number of semester hours requested.

### 3. **Proficiency Examination**

Proficiency examinations may be taken in certain courses or programs upon petition by the student. These examinations may be taken only with the approval of the Vice-President of Academics and Student Services. They are open to those students that, in the judgment of the above listed people, meet the requirements through previous course work, experience, or a combination of both. Applications for proficiency examinations are available in the office of the appropriate dean or Vice-President of Academics and Student Services .

If the student passes a proficiency examination, he/she will be given credit, which will be shown on the record as "Credit by Proficiency." A grade of "Z" will be recorded and the credits will not figure in the GPA. A maximum of 15 semester hours may be earned through proficiency examinations.

The following restrictions apply to proficiency examinations:

- a. They may not be taken to raise a grade, remove a failure, or replace an incomplete;
- b. They may not be taken before the student is admitted to SVCC;
- c. They may not be taken more than once in a given course;
- d. They may not be taken in a course that is below the level of previous course work that the student has completed; and
- e. They may not be taken in a course which the student has previously audited or in which he/she has enrolled.

Exceptions to these policies may be made only upon approval by the Vice-President of Academics and Student Services.

4. **Credits Earned by College Level Examination Program (CLEP)**

Sauk Valley Community College will accept credits earned by CLEP to a maximum of 30 semester hours, as recommended by the American Council on Education. Guidelines established by the American Council on Education will be considered in granting credits by CLEP.

The College follows Illinois Community College Board guidelines in granting credit for general examinations. For a complete list, go to [svcc.edu/admissions](http://svcc.edu/admissions), proceed to Other ways to earn College Credit and then see CLEP Information. Credit for subject matter examinations is granted in accordance with guidelines of the American Council on Education. Students may not use CLEP credits for purposes of completing the 16 semester hour residency policy at SVCC. CLEP credits will not affect a student's GPA. Students should consult with the Advising Department prior to testing to ensure compatibility of the CLEP examination with SVCC courses. A fee must be paid prior to testing. For further information call the Testing Center, 815-835-6530.

5. **Credit Earned through the DANTES Program**

Sauk Valley Community College accepts credits earned through the DANTES program to a maximum of 30 semester hours as recommended by the American Council on Education. Guidelines established by the American Council on Education will be considered in granting credits through the DANTES program. Students may not use DANTES credits for purposes of completing the 16 semester hour residency policy at SVCC. DANTES credits will not affect a student's GPA. Students should consult with the Advising Department prior to testing to ensure compatibility of the DANTES examination with SVCC courses. A fee per exam must be paid prior to testing. For further information call the Testing Center, 815-835-6530.

6. **Credit Earned through the Advanced Placement Program**

Sauk Valley Community College accepts Advanced Placement (AP) for college credit through tests administered from the College Entrance Examination Board, Advanced Program. Credit may be granted to students who have participated in the Advanced Placement Program in their high schools. Students who have taken Advanced Placement Program examinations through their high school should request that the scores be sent to Sauk's Admissions and Records. An advising appointment should be made to review scores and determine credit awarded. Call 815-835-6354 to make an appointment.

7. **Credit by Certification, License, or Registry**

Sauk Valley Community College provides credit for currently enrolled students that have successfully completed state and/or national certification, licensing and registry examinations. The credit must be applied in a program in which the student is enrolled. The college currently provides credit recognition in the following disciplines:

- Emergency Medical Service (EMS)
- Nursing (LPN)
- Fire Science (FIR)
- Radiography (RAD)

Emergency Medical Services and Fire Science students presenting with certification(s) or licensure will not be required to assure maximum residency gained through prior experience (30 credit hours) and/or major field (16 credit hours)



requirements required for a degree. Students should be aware that acceptance of credit for prior experience varies among transfer institutions.

To request credit recognition for a state or national exam passage, contact the dean or Vice-President of Academics and Student Services responsible for the program discipline in which the student is enrolled and credit is requested.

8. **Area High School Articulation Agreements**

Through a mutual agreement between various high schools and SVCC, high school graduates are eligible to receive non-transferable SVCC credits for certain courses upon presentation of an official high school transcript. If you wish to receive more information on the agreement between your high school and SVCC, please see your high school counselor or Admissions and Records at SVCC.

9. **The International Baccalaureate Program**

The International Baccalaureate Program provides secondary school students the opportunity to prepare for college-level course work and earn college credit while in high school through the successful completion IB examinations. Sauk Valley Community College accepts a specified range of IB scores as equivalencies for selected college courses. Students should submit IB scores to the Office of Admissions and Records for credit/placement evaluation. Specific scores can also be located on the college's website.

## Transfer Agreements

### Articulation

### Transfer to Other Institutions

Credit in college-level courses earned at SVCC may be transferred to other institutions of higher education, academic advisors will assist students in planning appropriate transfer programs. **It remains the responsibility of the student to select his/her transfer institution and to follow the requirements for transfer to that institution.** Such requirements are prescribed in the catalog of each college or university. Transfer agreements to other institutions are located on the Sauk transfer institution website at [svcc.edu/students/advising/transfer.html](http://svcc.edu/students/advising/transfer.html).

### MyCreditsTransfer

MyCreditsTransfer (formerly u.select Illinois) is a web-based transfer information system that provides fast and accurate course and transfer information. MyCreditsTransfer allows you to view programs and degree requirements offered at an institution, see how courses transfer from one institution to another, learn how courses transfer and apply, the degree requirements that have been met, and the courses needed to complete the requirements. The web site may be accessed at <http://www.itransfer.org/mycreditstransfer>

### Illinois Articulation Initiative

Sauk Valley Community College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois General Education Core Curriculum between participating institutions. This agreement is in effect for students entering an associate or baccalaureate degree-granting institution as a first-time freshman in summer 1998 and thereafter. Application of credit completed prior to the summer of 1998 is each institution's decision. SVCC will use credits completed prior to 1998 towards the GECC. However, some institutions may choose not to include courses taken prior to the summer of 1998 within the general education core curriculum. Acceptance of evaluated transfer credit outside of IAI may be applicable to meet Illinois GECC and transfer degree requirements at SVCC. Some receiving institutions may choose to re-evaluate these courses. The General Education Core Curriculum is outlined at the IAI web site at [www.itransfer.org](http://www.itransfer.org).

# Graduation

## Catalog for Graduation

A student has six years from the date of initial enrollment to fulfill the graduation requirements outlined in the College catalog in effect at the time of his/her first enrollment. A student may choose to meet the graduation requirement stated in the catalog in effect at the time of his/her initial enrollment or any subsequent valid catalog during the six-year period. If a student has not fulfilled the requirements within the six-year period, he or she is subject to the requirements in effect at the time of graduation. The student must remain consecutively enrolled during this period. A break in consecutive enrollment occurs when a student is not enrolled at college for a period of two or more years. If a student is unable to complete his/her requirements within six years, an appeal to use a different catalog may be made to the appropriate academic dean or the Vice-President of Academics and Student Services. When an enrollment break occurs, the student is subject to the degree requirements in the catalog in effect at the time of re-enrollment.

Students may be required to follow degree requirements outlined in later catalogs when certificates, degree programs, or courses have been extensively modified from previous catalogs.

## Graduation requirements

The College reserves the right to administratively award degrees/certificates upon completion of any program.

## Degree Programs

To be eligible for the associate in arts, associate in science, associate in liberal studies, associate in engineering science, associate in fine arts, or associate in applied science degree at SVCC, a student must fulfill the following requirements:

1. Satisfy all admissions requirements;
2. Complete a minimum of 16 semester hours at SVCC toward a degree; complete 16 hours in the major field for A.A.S. degree;
3. Complete no fewer than the required semester hours in a prescribed program of study;
4. Achieve a minimum cumulative GPA of 2.00;
5. Fulfill all financial obligations to the College;
6. File an "Intent to Graduate" form with Admissions and Records. Deadline to file this form is midterm week of the semester which the student intends to graduate;
7. If the student wishes to participate in the commencement ceremony, he/she must pay a commencement fee by a designated date of the graduation year.

To be eligible for a second associate degree a student must complete, in addition to the above requirements:

1. All course requirements necessary for the second degree, and
2. A minimum of 16 semester hours at SVCC in addition to those credits applying to the initial degree.

## Certificate Programs

To be eligible for a certificate, a student must fulfill the following requirements:

1. Satisfy all admission requirements;
2. Complete the prescribed program of study;
3. For certificates of 30 hours or more:  
complete a minimum of 16 semester hours toward the certificate at SVCC;

4. For certificates of fewer than 30 hours:  
complete a minimum of one-half of the total credit hours toward the certificate at SVCC;
5. Achieve a minimum cumulative GPA of 2.00;
6. File an "Intent To Graduate" form with Admissions and Records for the program from which the student intends to graduate. Deadline to file is the end of the fourth week of the fall or spring semester or the second week of the summer semester in which the student intends to graduate.
7. If the student wishes to participate in the commencement ceremony, he/she must pay a commencement fee by a designated date of the graduation year.

## **Graduation Procedures**

### **Intent to Graduate**

Degree and certificate-seeking students must apply for graduation at the beginning of the semester in which they will fulfill their graduation requirements. It is recommended that the student apply for graduation the semester prior to graduation to verify that all requirements are met or are in progress. Proper notification of intent to graduate must be on file in Admissions and Records no later than the mid-term of the fall, spring or summer semester in which students intend to complete their award. The College reserves the right to administratively award degrees/certificates upon completion of any program.

### **Commencement**

A College-wide commencement is held once each year in May. Students completing degree and certificate graduation requirements at the end of the fall or spring terms and those students who will complete their requirements at the end of the summer term following commencement, are invited and encouraged to participate in the spring commencement ceremony. All participants in the May commencement ceremony should have an "Intent to Graduate" form on file in Admissions and Records by the mid-term of the spring semester prior to commencement. A non-refundable fee is required by a designated date of the year of graduation to participate in the commencement ceremony. This fee entitles the student to participate in the commencement ceremony, including cap and gown, graduation tassel, and diploma cover.

## **Statement of Nondiscrimination**

Sauk Valley Community College is an equal opportunity employer and is committed to an effective policy of non-discrimination and equal opportunity in all employee and student relations. Except to the extent and subject to the exemptions permitted by law, no qualified employee or student shall be excluded from employment or educational opportunity, be denied benefits, or be subjected to discrimination on the basis of differences in race, color, religion, national origin, ancestry, age, sex, sexual orientation (as that term is defined in the Illinois Rights Act), marital status, handicap, military status or unfavorable discharge from military service classified as Re-3 or the equivalent thereof. Any student who has questions or needs advice concerning matters about discrimination should contact the Equal Opportunity Officer, 815-835-6291.

Vocational opportunities will be offered by Sauk Valley Community College without regard to race, color, religion, national origin, ancestry, age, gender, marital status, disability, military status, or unfavorable discharge from military service. When special requests are made from persons with disabilities during the hiring process, every effort will be made to accommodate such requests.

### **Notification of Sexual Harassment and Section 504 Coordinators**

It is the policy of Sauk Valley Community College to maintain a working and learning environment for all students and employees that is free from sexual discrimination and sexual harassment. Any student or employee who feels that he/she has been subjected to sexual discrimination or sexual harassment should contact:

### Sexual Harassment

Kathryn Snow, Room 3L20, Phone 815-835-6291

Steve Nunez, Room 3L12, Phone 815-835-6263

Section 504 of the Rehabilitation Act of 1973 and its accompanying regulations prohibit discrimination towards any individuals on the basis of his/her disability. Accordingly, all employees of Sauk Valley Community College are expected to adhere to the applicable college policies, which prohibit discrimination on the basis of disability. Any student or employee who feels he/she has been discriminated against on the basis of a disability should contact:

### **Section 504 Compliance Officers**

Kathryn Snow, College ADA Coordinator, Room 3L20, Phone 815-835-6291

Sandra Geiseman, ADA Coordinator, Room 1F27, Phone 815-835-6246

## **Español**

Sauk Valley Community College es un empleador que promueve igualdad de oportunidad, comprometido a una política efectiva de no discriminación y de igualdad de oportunidad en todas las relaciones de empleado y estudiante. Ningún empleado ni estudiante calificado será excluido de la oportunidad de empleo ni de la oportunidad educativa, ni se le negarán beneficios, o estará expuesto a discriminación por su raza, color, religión, origen nacional, ascendencia, edad, sexo, orientación sexual (como el término se define en la Declaración de los Derechos Humanos de Illinois), por estado civil, discapacidad, posición militar o por descarga desfavorable del servicio militar clasificado como Re-3 o el equivalente del mismo, excepto a la extensión y sujeto a las exenciones permitidas por la ley. Cualquier estudiante con preguntas o que necesite asesoramiento sobre cuestiones relacionadas con la discriminación debe comunicarse con el Oficial de la Igualdad de Oportunidad, 815-835-6291.

### **Notificación de los Coordinadores de Título IX y Sección 504.**

La norma de Sauk Valley Community College es de mantener un ambiente de trabajo y de aprendizaje libre de toda clase de acoso sexual, discriminación sexual, y otras formas de hostigamiento. Toda persona que sienta que fue víctima de discriminación sexual o de acoso sexual, u otra clase de hostigamiento, deberá notificarlo a las siguientes personas:

### **Oficiales de Acoso Sexual en conformidad con el Título IX**

Kathryn Snow, Oficina 3L20, 815-835-6291

Steve Nunez, Oficina 3L12, 815-835-6402

### **Oficial de Hostigamiento Sexual en Conformidad con el Título IX para casos de estudiante-a-estudiante:**

Oficina 1G04, 815-835-6246.

La sección 504 del Acta de Rehabilitación de 1973 y sus regulaciones adjuntas, prohíben la discriminación a individuos en base a su discapacidad. Por lo tanto, se espera que todos los empleados de Sauk Valley Community College cumplan con las normas del colegio, el cual prohíbe la discriminación a individuos en base a discapacidades. Todo aquel estudiante o empleado que sienta que ha sido discriminado en base a su discapacidad deberá notificarlo a Kathryn Snow, Coordinadora ADA del Colegio, en la oficina 3L18, 815-835-6291

## **Affirmative Action**

Sauk Valley Community College shall utilize Affirmative Action as required by law. The College has adopted an Affirmative Action Plan. Copies of this document are available in the Human Resources Department. The Sauk Valley Community College Affirmative Action Plan contains a grievance procedure that any employee, employment applicant, student, or student applicant may obtain by contacting the Affirmative Action Officer.

# Expanded Opportunities

## Cooperative Agreement Programs at Other Community Colleges

Cooperative Agreements allow residents of the SVCC District 506 to attend the community colleges listed in the link below as an in-district student to pursue a career or technical (occupational) credit program NOT OFFERED by SVCC. These agreements with select Illinois community colleges allow a student from SVCC's district to attend one of these colleges to complete the desired program and to only pay that college's in-district tuition rate. Transfer programs or individual course enrollment are not eligible for cooperative agreements.

The cooperative agreement form must be completed by SVCC residents who wish to attend another participating Illinois public community college to complete a career or technical (occupational) program not offered by SVCC. The form must be completed and turned in to the Dean of Student Services for approval prior to the start of classes (30 days recommended). An approved cooperative agreement form is valid for one academic year as indicated on the application. Upon approval, the Dean of Student Services will send the form to the cooperating college. A new request form must be submitted for additional academic years. The cooperating college will issue the degree or certificate for successful completion of the program of study.

An approved cooperative agreement covers only courses required by the requested career or technical (occupational) program. This agreement is void if program/college changes, or student enrolls in courses not applicable to the approved program.

## Chargeback Request

In the rare instance where SVCC does not have a cooperative agreement for a desired program, a resident of SVCC District 506 can request a chargeback by filling out a chargeback form and completing the instructions below. Requests for chargeback consideration must be submitted **at least 60 days** prior to the start of classes.

To request a chargeback for a career or technical (occupational) credit program at another Illinois community college, please submit the following:

1. A chargeback request letter identifying the Illinois community college the student wishes to attend, the title of the career or technical program, and the reason the college was selected. This letter must include the request date and applicant contact information (i.e. telephone, address).
2. A copy of the school's curriculum or program guidesheet (description of the program and a required course listing).

A chargeback request may be denied if SVCC has a cooperative agreement with another Illinois community college offering the desired program. Limited enrollment in a SVCC program is not considered a factor for approval. No more than one chargeback will be considered during the same academic year. Any application submitted after the 60 day deadline will not be considered.

Upon approval, a completed form will be faxed or mailed to the Illinois community college the student plans to attend. The student will also receive a copy of the completed form.

Payment will be made to the receiving college only for courses which are required in the approved program, for courses that have not been repeated or dropped, and for courses which earn college level credit.

### Documents and Forms

For required forms and a list of Illinois participating community colleges go to [svcc.edu/cca](http://svcc.edu/cca).

**Submit all documents to:**

Dean of Student Services  
Sauk Valley Community College  
173 IL Route 2  
Dixon, IL 61021  
Fax: (815) 380-6982

**Cooperative Agreement Programs at Sauk Valley Community College**

Residents of other Illinois community college districts may be eligible to attend SVCC as an in-district student if they are planning to attend under one of the agreements listed at [svcc.edu/cca](http://svcc.edu/cca). Students need to contact their community college district to obtain a cooperative agreement form.

# Programs of Study

Click on any of the following links for information:

- [General Information](#)
- [Educational Programs](#)
- [University Transfer Programs](#)
  - [Associate in Arts Degree](#)
  - [Associate in Science Degree](#)
  - [Associate in Engineering Science Degree](#)
  - [Associate in Fine Arts Degree - Art or Music\\*\\*](#)
  - [Associate in Liberal Studies](#)
- [Associate in Applied Science](#)
- [Certificate Programs](#)
- [Internships](#)
- [Educational Guarantees](#)

## General Information

The Sauk Valley Community College academic year consists of a minimum of 32 weeks, during which there is a scheduled fall semester of at least 16 weeks, including final examinations, and a spring semester of at least 16 weeks, including final examinations.

The College reserves the right to make additions, deletions, and modifications to curricula, course descriptions, degree requirements, academic policies, schedules, academic calendars, and tuition and fees without notice. Although every effort is made to ensure the accuracy of the information published in the Sauk Valley Community College Catalog, it is normal to expect changes in course listings and other information. Changes are made to programs as updates occur with other institutions of higher education and State requirements are articulated. The College reserves the right to effect changes without notice or obligation, including the right to discontinue a course, a group of courses, or a degree program. Notices of such changes are widely distributed on campus. The College expects each student to have knowledge of the information presented in the catalog.

## Educational Programs

**University Transfer** refers to those programs and courses in the liberal arts, sciences, and in pre-professional curricula that transfer to four-year colleges or universities.

**Career Education** programs and courses in business, technical, human services, and health fields are designed to prepare individuals for employment or to upgrade the skills and knowledge of employees. Some of these courses are designed specifically for career programs and are not intended as transfer coursework.

**Developmental Education** programs and courses are designed to upgrade skills in English language arts and mathematics so individuals can achieve higher levels of competence and succeed in college-level work. General Educational Development (GED), Adult Basic Education (ABE), and English as a Second Language (ESL) are also offered.

**Community and Continuing Education** courses, workshops, and seminars are offered in response to local needs and interests on a credit or non credit basis in communities throughout the district. Customized training programs are developed for specific businesses and industries.

# University Transfer Programs

The associate in arts, associate in science, associate in engineering science, and associate in fine arts are for students planning to transfer to a four-year college or university for a baccalaureate degree.

Sauk Valley Community College is a participant of the Illinois Articulation Initiative (IAI), a statewide agreement among colleges and universities in Illinois. This initiative allows transfer of the completed Illinois transferable General Education Core Curriculum (GECC) between participating institutions.

The general education core curriculum requires a minimum of 37 semester hours of IAI approved course work with at least a "C" in each of the two courses in the writing sequence. Alternate credit transcribed at SVCC in the AP or CLEP can be used to fulfill the GECC requirements.

The following statewide agreement is in effect for students entering an associate or baccalaureate degree granting institution as a first-time freshman in summer 1998 (and thereafter). SVCC will use credits completed prior to 1998 toward the GECC.

1. Students who have earned an associate in arts (A.A.) degree which incorporates the Illinois General Education Core Curriculum will have satisfied the lower-division general education requirements at the participating Illinois college or university to which they transfer.
2. Students who complete the General Education Core Curriculum at Sauk should have their lower division general education requirements met upon transfer to another participating college or university in Illinois.
3. Students who have satisfactorily completed courses within the Illinois General Education Core Curriculum at Sauk should be granted credit towards fulfilling the receiving institution's comparable all-campus, lower-division, general education requirement.
4. General Education Core Curriculum completion post-matriculation:
  - Under the following circumstances, institutions will offer transfer students the option of satisfying lower-division general education requirements by completing a GECC curriculum while enrolled in the receiving institution.
    - When the transfer student has completed a statewide articulated associate degree such as the AS, AFA or AES; or
    - When the transfer student has been granted 30 semester hours of transfer credit by the receiving institution without having completed the GECC. (Although not specified, the nature of lower-division curricula indicates that 30 semester hours of *transfer credit* from an institution will likely incorporate GECC credits).

The Illinois Articulation Initiative (IAI) is designed to facilitate the transfer of students from one Illinois Institution to another. To assist students in identifying qualifying general education core courses, the following IAI codes, as noted in the course descriptions, identify qualifying general education courses:

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

## Illinois Articulation Initiative Baccalaureate Majors' Recommendations (IAI Majors)

IAI Baccalaureate Majors' Recommendations (IAI Majors) describe courses typically taken by freshmen and sophomores for a specific major. These course recommendations are meant for students who are undecided about a transfer school. **If you already know where you will transfer, see that school's catalog and an academic advisor for specific advice.** Baccalaureate majors



currently effective statewide are: agriculture, art, biological sciences, business, chemistry, computer sciences, criminal justice, early childhood education, engineering, English, history media/communication arts, mathematics, physics, political science, psychology, sociology, and theater arts.

Students who have met program entry requirements and have satisfactorily completed courses described in an IAI Baccalaureate Major Curriculum Recommendation should be granted credit towards fulfilling the receiving institution's comparable lower-division requirements for the specific major. Where admission is competitive, completion of a Baccalaureate Major Recommendation does not guarantee admission.

See an academic advisor for additional information and read about the IAI on the World Wide Web - [www.itransfer.org](http://www.itransfer.org).

## **General Education Philosophy Statement**

General Education at Sauk Valley Community College prepares its graduates for the increasing demands of the workplace and the expanding responsibilities of the diverse local and global communities in which they will live and work. Many programs require courses in communications, mathematics, the physical and life sciences, the social and behavioral sciences, the humanities and fine arts, and personal health and development provide students with knowledge, competencies, and habits of mind conducive to living responsible, productive, and joyful lives. Within this curricular framework, students will develop the following competencies:

### **1. Problem Solving**

Students will be able to:

- Identify the problem and the desired outcome(s).
- Recognize and evaluate available resources.
- Establish a process or plan of action by which the outcomes may be achieved.
- Implement solution(s) and apply knowledge gained.

### **2. Communications**

#### **2A. Writing**

Students will be able to:

- Answer the prompt or purpose set without digressing.
- Support the main idea with specific details or evidence.
- Organize the information coherently.
- Exhibit a command of standard English.

#### **2B. Oral Presentation**

Students will be able to:

- Answer the prompt or purpose set without digressing.
- Support the main idea with specific details.
- Exhibit poise.
- Address the needs of the audience for information or clarification.

## **2C. Collaboration**

Students will be able to:

- Allocate and coordinate tasks.
- Communicate expectations to one another accurately.
- Present a finished product that is a coherent whole.
- Avoid or resolve conflicts.

## **2D. Reading**

Students will be able to:

- Identify main idea and supporting details, restate or summarize.
- Attend to details or directives when carrying out instructions.
- Detect implied meaning.
- Analyze and draw a conclusion.

## **2E. Listening**

Students will be able to:

- Identify main idea and supporting details, restate or summarize.
- Attend to details or directives when carrying out instructions.
- Detect implied meaning.
- Analyze and draw conclusions.

## **3. Technology**

Students will be able to:

- Select appropriate technology for the specific discipline.
- Apply appropriate technology for the specific discipline.

## **4. Quantitative Reasoning**

Students will be able to:

- Interpret and apply mathematical reasoning in the appropriate context.
- Perform mathematical computations.
- Analyze and interpret the mathematical results of computations.

## **5. Research**

Students will be able to:

- Apply appropriate research processes and tools.
- Evaluate the value of research results.
- Synthesize findings from multiple sources into a single conclusion.
- Document the research in accordance with applicable conventions.

## **6. Ethics**

Students will be able to:

- Identify ethical issues.
- Explain their significance.
- Analyze the consequences of ethical and unethical behavior.

# Associate in Arts Degree

The associate in arts (A.A.) degree is designed to complete the Illinois Articulation Initiative transferable General Education Core Curriculum and the lower-division portion of a Baccalaureate Degree.

## • General Education Core Curriculum (37-39 Semester Hours)

- **Communications (9 semester hours)**

A grade of "C" or better is required in the Communication writing courses.

- ENG 101
- ENG 103
- COM 131

- **Mathematics (3-4 semester hours)**

- MAT 111
- MAT 115
- MAT 203
- MAT 204
- MAT 205
- MAT 220
- MAT 221
- MAT 230
- MAT 240

- **Humanities and Fine Arts (9 semester hours)**

At least one course must be selected from Humanities and one course from Fine Arts. Interdisciplinary courses encompassing both the humanities and the fine arts may be used for either category. Only one course noted with identical subscript letters can be utilized towards general education credit.

- **Humanities**

- **Foreign Language**

- LAN 262

- **Literature**

- ENG 160
- ENG 201
- ENG 203
- ENG 212\*
- ENG 225
- ENG 226
- ENG 227
- ENG 228
- ENG 230\*

- **Philosophy**

- PHL 101
- PHL 102
- PHL 103

- **Religious Studies**

- PHL 104\*

- **Interdisciplinary Humanities**

- HUM 150\*
- HUM 210

- **Fine Arts**

- **Performing Arts**

- *MUS 150\*\**
  - MUS 201
  - THE 141
  - **Visual Arts**
    - ART 118\*
    - ART 119
    - ART 120
    - ART 121<sub>A</sub>
    - ART 122<sub>A</sub>
    - HUM 112
  - **Interdisciplinary Fine Arts**
    - HUM 150\*
    - HUM 210
- **Physical and Life Sciences (7 to 8 semester hours)**

One course must be selected from Life Science and one course from Physical Science.  
At least one course must be a laboratory science course (LAB).

  - **Life Sciences**
    - BIO 103 (LAB)
    - BIO 104
    - BIO 105 (LAB)
    - BIO 123 (LAB)
    - BIO 131 (LAB)
    - BIO 140
  - **Physical Sciences**
    - CHE 102
    - CHE 103 (LAB)
    - CHE 105 (LAB)
    - GSC 105 (LAB)
    - GSC 106
    - GSC 115
    - PHY 175 (LAB)
    - PHY 201 (LAB)
    - PHY 211 (LAB)
- **Social and Behavioral Sciences (9 semester hours)**

Courses must be selected from at least two disciplines. Only one course noted with identical subscript letters can be utilized towards general education credit.

  - **Anthropology**
    - SOC 115\*
    - SOC 116\*
  - **Economics**
    - ECO 211
    - ECO 212
  - **History**
    - HIS 131
    - HIS 132
    - HIS 221
    - HIS 222
  - **Human Geography**
    - GEO 122\*
  - **Political Science**
    - PSC 163
    - PSC 164

- PSC 232
- PSC 233\*<sub>B</sub>
- PSC 251\*<sub>B</sub>
- PSC 261
- **Psychology**
  - PSY 103
  - PSY 200
  - PSY 214
  - PSY 215
- **Sociology**
  - SOC 111
  - SOC 112
  - SOC 251

## • **SVCC Degree Requirements (4 Semester Hours)**

- **First Year Experience (1 semester hour)**  
(SVCC Requirement-This is not a General Education Core Curriculum IAI course and is not required by the State for degree completion.)
  - FYE 101
- **Personal Health and Development (3 semester hours)**  
(SVCC Requirement-These are not General Education Core Curriculum IAI courses and are not required by the State for degree completion.)
  - ART 101
  - ART 113
  - BIO 120
  - BUS 237
  - CIS 109
  - EDU 105
  - MUS 106
  - *MUS 131\*\**
  - *MUS 133\*\**
  - *MUS 135\*\**
  - *MUS 137\*\**
  - *MUS 139\*\**
  - *MUS 140\*\**
  - MUS 155
  - *MUS 160\*\**
  - *MUS 215\*\**
  - THE 145
  - COM 161
  - THE 232
  - Any 100 level physical education course

## • **Major Field Requirements/Transfer Electives (21-23 Semester Hours)**

Students should consult an academic advisor and their transfer institution to determine the specific courses appropriate for their program of study.

Students should consult with an academic advisor and their transfer institution to determine how this requirement can be met.

## • **Total Credit Hours for Degree (64 Semester Hours)**

## **Computer Skills**

Students planning to enter virtually every field need to be knowledgeable of the operation and applications of computers.

## **Foreign Language**

While few baccalaureate institutions require a foreign or second language in their campus-wide general education requirements, competency through two, three, or four college semesters (or the high school equivalent) in a single foreign or second language is required for the Bachelor of Arts (B.A.) degree at some universities, for all bachelor's degrees in some colleges (such as colleges of liberal arts), and for some bachelor's degree majors. Thus, community college students who intend to transfer should plan to complete the foreign language courses required by their intended institution, college within a university, and/or major **prior to transferring**. Students should consult with an academic advisor and their transfer institutions to determine how this requirement can be met.

## **\*Human Diversity**

While General Education Core Curriculum courses incorporate as much as possible throughout all of its courses, authors, sources, and topics that expose students to the realities of a culturally diverse world, several courses (marked with an asterisk) are designed specifically to recognize and engender respect and value for human diversity. Therefore, as a state mandate, one or more courses incorporating human diversity for the purpose of improving human relations throughout an educated citizenry should be completed as part of graduation from SVCC.

All students must satisfy graduation requirements. See Policies

*\*\* These courses Not Currently Offered*

# Associate in Science Degree

The associate in science (A.S.) degree is designed to prepare students to transfer as juniors into a baccalaureate STEM program. Completion of the AS degree does NOT fulfill the requirements of the Illinois General Education Core Curriculum (GECC).

**Therefore, students will need to complete MORE general education courses after transfer by completing the GECC curriculum while enrolled at the participating Illinois transfer institution OR fulfilling the general education requirements of their selected non-participating transfer institution.**

## • General Education (31-33 Semester Hours)

- **Communications (9 semester hours)**

A grade of "C" or better is required in the Communication writing courses.

- ENG 101
- ENG 103
- COM 131

- **Mathematics (3-4 semester hours)**

Transfer students should check the mathematics requirement for the college or university in which they plan to transfer.

- MAT 111
- MAT 115
- MAT 203
- MAT 204
- MAT 205
- MAT 220
- MAT 221
- MAT 230
- MAT 240

- **Humanities and Fine Arts (6 semester hours)**

One course must be selected from Humanities and one course from Fine Arts. Interdisciplinary courses encompassing both the humanities and the Fine Arts may be used for either category. Only one course noted with identical subscript letters can be utilized towards general education credit.

- **Humanities**

- **Foreign Language**

- LAN 262

- **Literature**

- ENG 160
- ENG 201
- ENG 203
- ENG 212\*
- ENG 225
- ENG 226
- ENG 227
- ENG 228
- ENG 230\*

- **Philosophy**

- PHL 101
- PHL 102
- PHL 103

- **Religious Studies**

- PHL 104\*



- **Interdisciplinary Humanities**
      - HUM 150
      - HUM 210
  - **Fine Arts**
    - **Performing Arts**
      - *MUS 150\*\**
      - MUS 201
      - THE 141
    - **Visual Arts**
      - ART 118\*
      - ART 119
      - ART 120
      - ART 121<sub>A</sub>
      - ART 122<sub>A</sub>
      - HUM 112
    - **Interdisciplinary Fine Arts**
      - HUM 150
      - HUM 210
- **Physical and Life Sciences (7 to 8 semester hours)**

One course must be selected from Life Science and one course from Physical Science.  
At least one course must be a laboratory science course (LAB).

  - **Life Sciences**
    - BIO 103 (LAB)
    - BIO 104
    - BIO 105 (LAB)
    - BIO 123 (LAB)
    - BIO 131 (LAB)
    - BIO 140
  - **Physical Sciences**
    - CHE 102
    - CHE 103 (LAB)
    - CHE 105 (LAB)
    - GSC 105 (LAB)
    - GSC 106
    - GSC 115
    - PHY 175 (LAB)
    - PHY 201 (LAB)
    - PHY 211 (LAB)
- **Social and Behavioral Sciences (6 semester hours)**

Select two courses from two disciplines. Only one course noted with identical subscript letters can be utilized towards general education credit.

  - **Anthropology**
    - SOC 115\*
    - SOC 116\*
  - **Economics**
    - ECO 211
    - ECO 212
  - **History**
    - HIS 131
    - HIS 132
    - HIS 221
    - HIS 222

- **Human Geography**
  - GEO 122\*
- **Political Science**
  - PSC 163
  - PSC 164
  - PSC 232
  - PSC 233\*B
  - PSC 251\*B
  - PSC 261
- **Psychology**
  - PSY 103
  - PSY 200
  - PSY 214
  - PSY 215
- **Sociology**
  - SOC 111
  - SOC 112
  - SOC 251

## • **SVCC Degree Requirements (4 Semester Hours)**

- **First Year Experience (1 semester hour)**  
(SVCC Requirement-This is not a General Education Core Curriculum IAI course and is not required by the State for degree completion.)
  - FYE 101
- **Personal Health and Development (3 semester hours)**  
(SVCC Requirement-These are not General Education Core Curriculum IAI courses and are not required by the State for degree completion.)
  - ART 101
  - ART 113
  - BIO 120
  - BUS 237
  - CIS 109
  - EDU 105
  - MUS 106
  - *MUS 131\*\**
  - *MUS 133\*\**
  - *MUS 135\*\**
  - *MUS 137\*\**
  - *MUS 139\*\**
  - *MUS 140\*\**
  - MUS 155
  - *MUS 160\*\**
  - *MUS 215\*\**
  - THE 145
  - COM 161
  - THE 232
  - Any 100 level physical education course.

## • **Additional AS Requirements (6 - 9 semester hours)**

- **Mathematics (select from the following one additional mathematics course)**
  - MAT 150
  - MAT 203
  - MAT 204
  - MAT 205
  - MAT 211

- MAT 220
- MAT 221
- MAT 230
- MAT 231
- MAT 240
- **Life and Physical Sciences (select from the following one additional science course)**
  - BIO 111
  - BIO 123
  - BIO 131
  - CHE 106
  - PHY 202
  - PHY 212

## • **Major Field Requirements/Transfer Electives (18-23 Semester Hours)**

Students should consult their SVCC academic advisor and the transfer institution of interest to determine the courses needed for their major.

## • **Total Credit Hours for Degree (64 Semester Hours)**

### **Computer Skills**

Students planning to enter virtually every field need to be knowledgeable of the operation and applications of computers.

### **\*Human Diversity**

While General Education Core Curriculum courses incorporate as much as possible throughout all of its courses, authors, sources, and topics that expose students to the realities of a culturally diverse world, several courses (marked with an asterisk) are designed specifically to recognize and engender respect and value for human diversity. Therefore, as a state mandate, one or more courses incorporating human diversity for the purpose of improving human relations throughout an educated citizenry should be completed as part of graduation from SVCC.

All students must satisfy graduation requirements. See Policies

*\*\* These courses Not Currently Offered*

# Associate in Engineering Science Degree

Baccalaureate engineering programs are highly structured in order to meet the standards established by the Accreditation Board for Engineering and Technology (ABET) for candidates seeking state of Illinois registration as a professional engineer.

Community college students are strongly encouraged to complete an associate in engineering science degree prior to transferring to a four-year institution. The AES degree does not include the entire general education core curriculum. Students who complete an AES degree must complete the general education requirements for the baccalaureate degree of the university to which they transfer.

To transfer as a junior into a baccalaureate engineering program, students must complete all essential prerequisite courses. Since admission is highly competitive, completion of the suggested courses does not guarantee admission at the four-year college of the student's choice.

## • General Education (29-32 Semester Hours)

- **Communications (6 semester hours)**

A grade of "C" or higher is required in communication writing courses.

- ENG 101

- ENG 103

- **Humanities/Fine Arts (3-6 semester hours)**

Students are encouraged to select at least one course in either the humanities/fine arts or the social and behavioral sciences that emphasizes non-Western cultures or minority cultures within the United States. If two courses are selected in a field, a two-semester sequence in the same discipline is recommended. If only three hours are completed in Humanities/Fine Arts, then six hours are required in Social/Behavioral Sciences and vice-versa. Certain specialty areas in engineering require only three hours (1 course) from both Humanities/Fine Arts and Social/Behavioral Sciences. In turn, more credit hours are required in engineering specialty courses. Refer to AES degree chart in the SVCC catalog for specific course recommendations by specialty area. Also, see an academic advisor to complete required paperwork (substitution form) to document this combination of courses. Interdisciplinary courses encompassing both the humanities and the fine arts may be used for either category. Please refer to the Associate in Engineering Science Degree Chart link below. See an Academic Advisor to complete required paperwork for this program.

Associate in Engineering Science Degree Chart

- **Humanities (6 semester hours)**

Only one course noted with identical subscript letters can be utilized toward general education credit

- **Foreign Language**

- LAN 262

- **Literature**

- ENG 160

- ENG 201

- ENG 203

- ENG 212\*

- ENG 225

- ENG 226

- ENG 227

- ENG 228

- ENG 230\*

- **Philosophy**

- PHL 101

- PHL 102

- PHL 103

- **Religious Studies**
      - PHL 104\*
    - **Interdisciplinary Humanities**
      - HUM 150\*
      - HUM 210
  - **Fine Arts**
    - **Performing Arts**
      - *MUS 150\*\**
      - MUS 201
      - THE 141
    - **Visual Arts**
      - ART 118\*
      - ART 119
      - ART 120
      - ART 121<sub>A</sub>
      - ART 122<sub>A</sub>
      - HUM 112
    - **Interdisciplinary Fine Arts**
      - HUM 150\*
      - HUM 210
  - **Social and Behavioral Sciences (3-6 semester hours)**

Only one course noted with identical subscript letters can be utilized towards general education credit.

    - **Anthropology**
      - SOC 115\*
      - SOC 116\*
    - **Economics**
      - ECO 211
      - ECO 212
    - **History**
      - HIS 131
      - HIS 132
      - HIS 221
      - HIS 222
    - **Human Geography**
      - GEO 122\*
    - **Political Science**
      - PSC 163
      - PSC 164
      - PSC 232
      - PSC 233\*<sub>B</sub>
      - PSC 251\*<sub>B</sub>
      - PSC 261
    - **Psychology**
      - PSY 103
      - PSY 200
      - PSY 214
      - PSY 215
    - **Sociology**
      - SOC 111
      - SOC 112
      - SOC 251
  - **Science (5 semester hours)**
    - **Science**
      - CHE 105

- **Mathematics (12 semester hours)**
  - **Mathematics**
    - MAT 203
    - MAT 204
    - MAT 205
- **Required Prerequisite Courses (21 Semester Hours)**
  - **Mathematics (3 semester hours)**
    - MAT 211
  - **Science (15 semester hours)**
    - PHY 211
    - PHY 212
    - PHY 213
  - **Computer Programming (3 semester hours)**
    - MAT 150 or CIS 207 or CIS programming course - Structured Language
- **Engineering Specialty Courses (12-16 Semester Hours)**
  - BIO 105
  - BIO 131
  - CHE 106
  - CHE 201
  - CHE 202
  - CIS 208
  - EGR 103
  - PHY 221
  - PHY 222
  - PHY 246
  - PHY 247
- **SVCC Degree Requirements (1 Semester Hour)**
  - **First Year Experience (1 semester hour)**  
(SVCC Requirement-This is not a General Education Core Curriculum IAI course and is not required by the State for degree completion.)
    - FYE 101
- **Total Credit Hours for Degree (66-67 Semester Hours)**

**\*Human Diversity**

While General Education Core Curriculum courses incorporate as much as possible throughout all of its courses, authors, sources, and topics that expose students to the realities of a culturally diverse world, several courses (marked with an asterisk) are designed specifically to recognize and engender respect and value for human diversity. Therefore, as a state mandate, one or more courses incorporating human diversity for the purpose of improving human relations throughout an educated citizenry should be completed as part of graduation from SVCC.

All students must satisfy graduation requirements. See Policies

*\*\* These courses Not Currently Offered*

# Associate in Fine Arts Degree - Art or *Music*\*\*

The associate in fine arts (A.F.A.) degree is designed to complete the lower-division (freshman and sophomore) portion of a bachelor of fine arts degree in either art or *music*\*\*. Baccalaureate degree programs in the fine arts are highly structured and require many sequential courses in the major field at the lower-division level. As a result, the A.F.A. degree does not include the entire General Education Core Curriculum. **This means that students who complete an A.F.A. degree must complete the general education requirements for the baccalaureate degree of the university to which they transfer.**

## • General Education (28-33 Semester Hours)

- **Communications (9 semester hours)**

A grade of "C" or better is required in Communication writing courses.

- ENG 101
- ENG 103
- COM 131

- **Mathematics (3-4 semester hours)**

- MAT 111
- MAT 115
- MAT 203
- MAT 204
- MAT 205
- MAT 220
- MAT 221
- MAT 230
- MAT 240

- **Humanities (6 semester hours)**

Only one course noted with identical subscript letters can be utilized toward general education credit

- **Foreign Language**

- LAN 262

- **Literature**

- ENG 160
- ENG 201
- ENG 203
- ENG 212\*
- ENG 225
- ENG 226
- ENG 227
- ENG 228
- ENG 230\*

- **Philosophy**

- PHL 101
- PHL 102
- PHL 103

- **Religious Studies**

- PHL 104\*

- **Interdisciplinary Humanities**

- HUM 150\*
- HUM 210

- **Physical and Life Sciences (7-8 semester hours)**

One course must be selected from Life Science and one course from Physical Science. At least one course must be a laboratory course (LAB).

- **Life Sciences**
  - BIO 103 (LAB)
  - BIO 104
  - BIO 105 (LAB)
  - BIO 123 (LAB)
  - BIO 131 (LAB)
  - BIO 140
- **Physical Sciences**
  - CHE 102
  - CHE 103 (LAB)
  - CHE 105 (LAB)
  - GSC 105 (LAB)
  - GSC 106
  - GSC 115
  - PHY 175 (LAB)
  - PHY 201 (LAB)
  - PHY 211 (LAB)
- **Social and Behavioral Sciences (3-6 semester hours)**

Music requires 3 hours of Social and Behavioral Science and Art requires 6 hours of Social and Behavioral Science. Only one course noted with identical subscript letters can be utilized towards general education credit.

- **Anthropology**
  - SOC 115\*
  - SOC 116\*
- **Economics**
  - ECO 211
  - ECO 212
- **History**
  - HIS 131
  - HIS 132
  - HIS 221
  - HIS 222
- **Human Geography**
  - GEO 122\*
- **Political Science**
  - PSC 163
  - PSC 164
  - PSC 232
  - PSC 233\*<sub>B</sub>
  - PSC 251\*<sub>B</sub>
  - PSC 261
- **Psychology**
  - PSY 103
  - PSY 200
  - PSY 214
  - PSY 215
- **Sociology**
  - SOC 111
  - SOC 112
  - SOC 251

• **SVCC Degree Requirements (4 Semester Hours)**



- **First Year Experience (1 semester hour)**  
(SVCC Requirement-This is not a General Education Core Curriculum IAI course and is not required by the State for degree completion.)
  - FYE 101
- **Personal Health and Development (3 semester hours)**  
(SVCC Requirement-These are not General Education Core Curriculum IAI courses and are not required by the State for degree completion.)

Art and music students should choose courses from their prospective majors which will be applied to this requirement.

- ART 101
- ART 113
- BIO 120
- BUS 237
- CIS 109
- EDU 105
- MUS 106
- *MUS 131\*\**
- *MUS 133\*\**
- *MUS 135\*\**
- *MUS 137\*\**
- *MUS 139\*\**
- *MUS 140\*\**
- MUS 155
- *MUS 160\*\**
- MUS 215\*\*
- THE 145
- COM 161
- THE 232
- Any 100 level physical education course
- **Music Core Requirements (32-35 Semester Hours)**
  - **Music Theory (12 semester hours)**
    - *MUS 111\*\**
    - *MUS 112\*\**
    - *MUS 211\*\**
    - *MUS 212\*\**
  - **Music Literature/History (3 semester hours)**
    - *MUS 150\*\**
  - **Keyboard Skills (4 semester hours)**
    - *MUS 171\*\**
    - *MUS 172\*\**
    - *MUS 173\*\**
    - *MUS 174\*\**
  - **Aural Skills (4 semester hours)**
    - *MUS 181\*\**
    - *MUS 182\*\**
    - *MUS 283\*\**
    - *MUS 284\*\**
  - **Ensemble (4 semester hours)**
    - MUS 106
    - *MUS 139\*\**
    - *MUS 140\*\**

- MUS 155
- *MUS 160\*\**
- *MUS 215\*\**
- **Applied Instruction (8 semester hours)**
  - *MUS 131\*\**
  - *MUS 133\*\**
  - *MUS 135\*\**
  - *MUS 137\*\**

## • **Total Credit Hours for A.F.A. - Music Degree (64 Semester Hours)**

- **Art Core Requirements (18-21 Semester Hours)**
  - **Art History I and II (6 semester hours)**
    - ART 120
    - ART 121
  - **Drawing I and II (6 semester hours)**
    - ART 113
    - ART 114
  - **Two-Dimensional Design (3 semester hours)**
    - ART 101
  - **Three-Dimensional Design (3 semester hours)**
    - ART 102
  - **Additional Requirement (3 semester hours)**
    - ART 122
- **Elective Studio Art Courses (12 Semester Hours)**
  - ART 203
  - ART 204
  - ART 213
  - ART 214
  - ART 225
  - ART 230
  - ART 250
  - ART 251

## • **Total Credit Hours for A.F.A. - Art Degree (65 Semester Hours)**

### **\*Human Diversity**

While General Education Core Curriculum courses incorporate as much as possible throughout all of its courses, authors, sources, and topics that expose students to the realities of a culturally diverse world, several courses (marked with an asterisk) are designed specifically to recognize and engender respect and value for human diversity. Therefore, as a state mandate, one or more courses incorporating human diversity for the purpose of improving human relations throughout an educated citizenry should be completed as part of graduation from SVCC.

*\*\* These courses Not Currently Offered*

All students must satisfy graduation requirements. See Policies.

# Associate in Liberal Studies

The associate in liberal studies (A.L.S.) degree is a non-specialized degree that is tailored to meet the needs and interests of the individual student. Both transfer and career education courses may be used to fulfill the requirements for this alternate degree program. The A.L.S. degree is designed for the student who may not want to work toward the more traditional specialized degrees. While not intended to be a transfer degree, the A.L.S. degree is designed to enable the student to articulate with the Board of Trustee's baccalaureate degree program and the bachelor of liberal studies degree program at participating Illinois universities. (Sauk's articulation agreements with Illinois universities do not apply to the associate in liberal studies.)

## Degree Requirements

The specific requirements for the A.L.S. degree are as follows:

- A. Complete a minimum of 64 semester hours of course work at the 100 level, or above, with an average grade of "C" or better.
- B. Develop and fulfill a statement of educational goals and a specific written program of course work which must be approved and signed by the student, his or her academic advisor. This written program must be filled out and signed prior to the completion of the last 16 semester hours of course work that are to be used to satisfy requirements for the degree. The program cannot be changed without the consent of both the student and academic advisor.
- C. Complete 21 hours of general education plus one hour Orientation as outlined below: General education at Sauk Valley Community College is designed to provide learning experiences that prepare the student to assume a productive role as a citizen, to understand and function successfully in the world, and to prepare for lifelong learning. General education will provide the opportunity for the student to acquire the knowledge, skills, insights and sensitivity needed to function as an educated person. Courses for general education for the A.L.S. degree must be in compliance with general education from A.S., A.A., or A.A.S. degree requirements.
  - 1. Communications: 6 hours
  - 2. Social and Behavioral Sciences: 3 hours
  - 3. Humanities and Fine Arts: 3 hours
  - 4. Life and Physical Science/Math: 6 hours
  - 5. General Education Elective: 3 hours
  - 6. SVCC Degree Requirement: FYE 101: 1 hour
- D. Complete a minimum of 16 semester hours of course work at Sauk Valley Community College.
- E. All students must satisfy graduation requirements. See Policies .

# Associate in Applied Science

The associate in applied science (A.A.S.) degree is designed as a career program for students seeking specialized education which prepares them to enter or to advance in employment. These programs are not designed to transfer to four-year colleges and universities. The programs of study have been developed by the SVCC faculty with the assistance of local citizens serving on occupational workforce councils and with the approval of personnel from state agencies.

The guidelines for an associate in applied science degree are as follows:

- **General Education Requirements (Minimum of 15 Semester Hours)**

- **Communications (3 - 9) semester hours**
  - A grade of "C" or better is required in Communication Writing courses.
    - ENG 101 and one or more of the following, if required: ENG 103, ENG 111, COM 131.
- **Mathematics (0 -3 semester hours)**
  - MAT 106
  - MAT 110
  - MAT 111
  - MAT 115
  - MAT 121
  - MAT122
  - MAT 203
  - MAT 204
  - MAT 205
  - MAT 220
  - MAT 221
  - MAT 230
  - MAT 240
  - See the specific program for recommended mathematics course or sequence.
- **Humanities and Fine Arts (0 - 3 semester hours)**
  - **Humanities**
    - **Foreign Language**
      - *LAN 101* \*\*
      - *LAN 102* \*\*
      - *LAN 151* \*\*
      - *LAN 152* \*\*
      - LAN 161
      - LAN 162
      - *LAN 201* \*\*
      - *LAN 202* \*\*
      - *LAN 251* \*\*
      - *LAN 252* \*\*
      - LAN 261
      - LAN 262
    - **Literature**
      - ENG 160
      - ENG 201
      - ENG 203
      - ENG 212\*
      - ENG 225

- ENG 226
  - ENG 227
  - ENG 228
  - ENG 230\*
  - **Philosophy**
    - PHL 101
    - PHL 102
    - PHL 103
  - **Religious Studies**
    - PHL 104\*
  - **Interdisciplinary Humanities/Fine Arts**
    - HUM 150\*
    - HUM 210
- **Fine Arts**
  - **Performing Arts**
    - *MUS 150\*\**
    - MUS 201
    - THE 141
    - COM 161
    - THE 232
  - **Visual Arts**
    - ART 118\*
    - ART 119
    - ART 120
    - ART 121
    - ART 122
    - HUM 112
  - **Interdisciplinary Humanities/Fine Arts**
    - HUM 150\*
    - HUM 210
- **Physical and Life Science (3 - 8 semester hours)**  
 Selection must be from one of the following courses, unless a chosen applied science curriculum has a specific science requirement.
  - **Life Science**
    - BIO 103 (LAB)
    - BIO 104
    - BIO 105 (LAB)
    - BIO 108 (LAB)
    - BIO 109 (LAB)
    - BIO 110 (LAB)
    - BIO 111 (LAB)
    - BIO 120
    - BIO 123 (LAB)
    - BIO 131 (LAB)
    - BIO 140
  - **Physical Science**
    - CHE 102
    - CHE 103 (LAB)
    - CHE 105 (LAB)
    - GSC 105 (LAB)
    - GSC 106
    - GSC 115
    - PHY 175 (LAB)

- PHY 201 (LAB)
  - PHY 211 (LAB)
- **Social and Behavioral Science (0-6 semester hours)**
  - **Anthropology**
    - SOC 115\*
    - SOC 116\*
  - **Economics**
    - ECO 211
    - ECO 212
  - **History**
    - HIS 131
    - HIS 132
    - HIS 221
    - HIS 222
  - **Human Geography**
    - GEO 122\*
  - **Political Science**
    - PSC 163
    - PSC 164
    - PSC 232
    - PSC 233\*
    - PSC 251\*
    - PSC 261
  - **Psychology**
    - PSY 103
    - PSY 200
    - PSY 214
    - PSY 215
  - **Sociology**
    - SOC 111
    - SOC 112
    - SOC 251
- **SVCC Degree Requirements (1 Semester Hour)**
  - **First Year Experience (1 semester hour)**  
(SVCC Requirement-This is not a General Education Core Curriculum IAI course and is not required by the State for degree completion.)
  - FYE 101
- **Major Field Related Requirements/Electives (41-52.5 Semester Hours)**
- **Total Credit Hours for Degree (Minimum of 60 Semester Hours)**

## Major Field Course Work

Course work in the major field must satisfy the requirements of the specified curriculum in which the student is enrolled. See the appropriate program of the catalog for the required courses and number of credit hours that must be completed.

**\*Human Diversity**

While General Education Core Curriculum courses incorporate as much as possible throughout all of its courses, authors, sources, and topics that expose students to the realities of a culturally diverse world, several courses (marked with an asterisk) are designed specifically to recognize and engender respect and value for human diversity. Therefore, as a state mandate, one or more courses incorporating human diversity for the purpose of improving human relations throughout an educated citizenry should be completed as part of graduation from SVCC.

All students must satisfy graduation requirements. See Policies

*\*\* These courses Not Currently Offered*

# Certificate Programs

## Requirements

Certificate programs consist of a series of prescribed courses (in a specialized field) which prepare the student for entry level occupations. These programs range from 2 to 44.5 semester hours and are designed to be completed in less than two years. Certificate programs require few general education requirements and thus are designed to develop the technical competence of the student. Many certificate programs contain the core courses of the associate in applied science degree program in the same field, thereby allowing the student to continue with additional study and earn an A.A.S. degree.

Certificate students must satisfy graduation requirements. See Policies.

## Internships

In several areas of study, SVCC includes an internship as an additional credit course. It is an academic opportunity to expand students' horizons into the career environment they are studying. An internship is a cooperative effort between a business or health care institution and the college that combines education and experience for students and is closely monitored by the student, SVCC faculty, and the employer. An internship allows students to gain up to three credit hours in a semester toward their Associate in Applied Science (AAS) degree or occupational certificate. The student commits to working the proscribed time in the internship position. Internships in the curriculum include:

- Accounting (BUS)
- Office and Administrative Services (BUS)
- Business Administration-(Management-Marketing) (BUS)
- Computer Information Systems (Server Specialist) (CIS)
- Criminal Justice (CJS)
- Early Education (ECE)
- Industrial/Technical (IND)

For more Information about internship opportunities in a particular instructional area, contact the internship instructor or the Director of Business, Career and Technical Programs.

## Educational Guarantees

### Transfer Degree Guarantee

It is the policy of Sauk Valley Community College that students graduating with the associate in arts, associate in science, associate in engineering science, or associate in fine arts, be guaranteed the transferability of baccalaureate-oriented/university-parallel credit courses to public Illinois universities. Should such an appropriately approved course not transfer, the student will be offered a refund of the tuition paid for the non-transferring course credit, subject to the following conditions:

1. All course work for the degree must have been completed at Sauk Valley Community College.
2. The student must have met with an academic advisor, declared a major for a specified public Illinois university to which the student will transfer, and completed an approved academic plan.
  - a. Approved courses must have appeared as transferable on the course equivalency list from the university declared as the transfer university by the student at the time the student met with the academic advisor.
  - b. The student must have followed the academic plan.
3. The student must have graduated within three years of having an academic plan approved.



4. The student must have transferred to the declared public Illinois university within one year after receiving the A.A., A.S., A.E.S., or A.F.A. degree from SVCC.
5. The student must have requested and received an evaluation by the transfer institution immediately upon transfer of the SVCC courses.
6. The student must have verified to SVCC in writing within 60 days after being notified by the transfer institution that a course had been refused for credit and made a claim for the refund at that time. The written statement must have stated: the reasons for the refusal by the institution; the name, position, address and telephone number of the official notifying the student of the refusal; and, a copy of the correspondence and/or documentation provided by the transfer institution of the non-acceptance of the course.  
**NOTE:** An institution may award fewer credits for the course than SVCC awards; the guarantee applies only when the transfer institution awards no credit.
7. The course must have been completed with a grade of "A," "B," or "C."
8. Any refund would be based upon tuition paid at the time the course was completed.
9. The student must cooperate with SVCC personnel in resolving any transfer difficulties by notifying SVCC and submitting any necessary consent or releases for student records and/or correspondence.
10. This policy does not guarantee that the letter grade earned at SVCC for the course will be considered by the transfer institution for determining the student's grade point average, honors, or other purposes, but only that the transfer institution will give at least elective course credit for some purpose. This program does not provide for the refund of tuition for any other course, any fees or any incidental or consequential expenses or claims whatsoever, but only the tuition for the course guaranteed for which course credit is not given by the transfer institution.
11. Students' rights under this program are personal and may not be assigned or transferred, voluntarily or involuntarily. Further, no refund is required or will be made if a scholarship, financial aid program, grant or other source was used to pay the tuition.
12. Claims against the Transfer Program Guarantee must be filed with the Dean of Student Services within the prescribed time limits as set forth above.
13. Sauk Valley Community College will first attempt to resolve the issue with the transfer institution. If favorable resolution is not achieved within 120 days, the reimbursement will be authorized. The sole recourse available to participants enrolled pursuant to this guarantee program shall be limited to the tuition reimbursement of the class at the time of enrollment, with no recourse for damages, court costs, or any associated costs of any kind or right to appeal beyond those specified by SVCC.

## Additional Notes:

- A. Developmental courses at the College are not included as a part of this guarantee.
- B. Courses not awarded credit as a result of the student exceeding the maximum number of credits allowed in transfer are not included as a part of this guarantee.
- C. This guarantee does not guarantee that the graduate will be admitted to a university; each university determines its own admission criteria.

## Occupational Degree Guarantee

It is the policy of Sauk Valley Community College that students graduating with the associate in applied science degree or certificate requiring 20 hours or more in a career/occupational program be guaranteed competency in the skills represented in the degree or certificate. Should the graduate not be able to demonstrate the skills expected by his or her employer, the student will be offered up to 12 credit hours of retraining for a degree or 6 credit hours of retraining for a certificate, tuition free, subject to the following conditions:

1. All course work for the degree or certificate must have been completed at the College and a grade of "C" or better earned.
2. The student must have completed the program within four years of initial enrollment at the College.
3. The student must have been employed full-time in a job directly related to his/her program of study within one year after graduation from the College's A.A.S. degree or certificate program.

4. The employer must verify in writing to the College administration within 90 days of the graduate's initial employment listing the specific skills in which the graduate lacks competency as represented by the degree or certificate information printed in the College catalog from which the graduate received the degree. Courses for which credit was granted by articulation are not subject to this policy. The college administration and faculty will investigate and determine if such deficiencies are evident..
5. A written retraining plan must be mutually developed by the employer, the graduate, the appropriate dean, and the career/occupational program teacher, specifying the courses needed for retraining and the competencies to be mastered. The retraining plan will not be successfully completed until the student has demonstrated that such competencies have been remediated.
6. The retraining will be limited to courses regularly offered by the College and must be completed within one calendar year from the time the educational plan is agreed upon. Should the student audit, withdraw, or not receive a passing grade in a course identified in the retraining plan, it will be included in the offer of credit hours.
7. Prerequisites and other admission requirements for retraining courses must be met and are not included in the courses covered by this guarantee.
8. Books, course fees, and supplies will be included within the guarantee. Other course costs are not included.
9. This guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career or occupation.
10. Students' rights under this program are personal and may not be assigned or transferred voluntarily or involuntarily. Further, no refund is required or will be made.
11. Claims against the Occupational Program Guarantee must be filed with the appropriate College Administrator within the prescribed time limits as set forth above.
12. The sole recourse available to participants enrolled in this guarantee program shall be limited to tuition, books and supplies reimbursement for the retraining in the same class with no recourse for damages, court costs, or any associated costs of any kind or right to appeal beyond those specified by the College.

*\*\*These Courses Not Currently Offered.*

# Courses

## ACC 100 - Basic Accounting

This course emphasizes the procedural aspects of financial accounting for a sole proprietorship. The entire accounting cycle is analyzed for service and merchandising businesses. Specialized accounting procedures for cash, payroll accounting, the voucher system, and special journals are applied through manual and automated accounting systems. This non-transfer course is intended for those students planning to take only one semester of accounting or for those who need preparation before enrolling in ACC 101.

4 Semester hour(s)

**Lecture/Lab Hours**

4 lec/week

## ACC 101 - Financial Accounting

This course presents accounting as an information system that produces summary financial statements, primarily for users external to a business enterprise organized as a corporation. Students study the forms of business organization and the common transactions entered into by businesses. The emphasis is on understanding and applying basic accounting principles and other concepts that guide the reporting of the effect of transactions and other economic events on the financial condition and operating results of a corporation. The procedures of how to analyze and interpret historical financial statements, as well, and the limitations of using these in making forward-looking business decisions is included. The primary content emphasis will be accounting for current assets and liabilities, long-term assets and liabilities, corporations, cash flow statements, and financial statement analyses.

4 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: BUS 903

**Lecture/Lab Hours**

4 lec/week

## ACC 102 - Managerial Accounting

This course presents accounting as a system of producing information for use in internally managing a business. The course emphasizes the identification, accumulation, and interpretation of information for planning, controlling, and evaluating the performance of the separate components of a business. Included is the identification and measurement of the costs of producing goods or services and how to analyze and control these costs. Decision models commonly used in making specific short-term and long-term business decisions also are included.

Prerequisite: ACC 101

4 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: BUS 904  
**Lecture/Lab Hours**  
4 lec/week

## **ACC 201 - Intermediate Accounting I**

This course provides an in-depth analysis of the theory, concepts, and procedures underlying the preparation of external financial accounting statements and reports for corporate organizations. Accounting principles and concepts are analyzed and developed from a theoretical, conceptual, and historical environment and are then applied to specific business, transaction, and decision situations. Topical coverage includes: review of the financial accounting process; statements of income, retained earnings, cash flows, and balance sheet; time value of money concepts; cash and receivables; valuation of inventories; acquisition and disposition of property, plant, and equipment: depreciation and depletion; and intangible assets.

Prerequisite: ACC 102

4 Semester hour(s)  
**Lecture/Lab Hours**  
4 lec/week

## **ACC 202 - Intermediate Accounting II**

This course (a continuation of Intermediate Accounting I) provides an in-depth analysis of the theory, concepts, and procedures underlying the preparation of external financial statements and reports for corporate organizations. Accounting principles and concepts are analyzed, developed, and then applied to specific business decision situations. A thorough examination of long-term liabilities, stockholders equity, accounting changes, financial analysis and financial reporting through both manual and automated accounting systems is developed.

Prerequisite: ACC 201

4 Semester hour(s)  
**Lecture/Lab Hours**  
4 lec/week

## **ACC 203 - Cost Accounting**

A study of managerial and cost accounting concepts in planning, control and decision-making. Topics include product costing, cost drivers, cost-volume-profit analysis, activity based costing, budgets, standard costs, just-in-time applications and capital budgeting issues.

Prerequisite: ACC 102

3 Semester hour(s)  
**Lecture/Lab Hours**  
3 lec/week

## **ACC 204 - Tax Accounting**

This course provides an introductory study of the current federal revenue acts as they relate primarily to individual income tax theory and practice. Topical coverage includes the individual income tax return, gross income inclusions and exclusions, business expenses and retirement plans, self-employed and employee expenses, itemized and other deductions, credits and special taxes, accounting periods, accounting methods, depreciation, capital gains and losses, and payroll taxes. In addition to individual income tax theory and practice, an overview of partnership and taxation, corporate taxation, and tax administration and planning is provided.

Prerequisite: ACC 101

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **ACC 205 - Accounting Information Systems**

Accounting Information Systems examines the relationships and distinctions between accounting information systems (AIS) and the total management information system (MIS) environment, with major emphasis on computerized AIS. The AIS course will explore, in detail, several typical AIS application sub-systems, such as: (a) order entry/sales, (b) billing/receivables/cash receipts, (c) inventory, (d) purchasing/payables/cash disbursements, (e) payroll, and (f) materials planning/production.

Major themes throughout the AIS course will focus upon: (a) oral and written communication, (b) objectives and procedures of internal control, 8 typical business documents and reports, (d) proper systems documentation through charting devices, and (e) systems analysis and design methodologies. Additional specific AIS themes to be explored include: (a) The impact of emerging information technologies on the AIS and related systems; (b) The implications of business process re-engineering initiatives on AIS design, implementation, and management; and (c) Preparing to be, as an accountant, an effective user, evaluator, and developer of accounting information systems.

Prerequisite: ACC 102

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week.

## **ACC 207 - Accounting for Governmental and Not-For-Profit Organizations**

This course covers the basic accounting concepts and issues associated with non-profit and governmental organizations. The primary focus is on municipal accounting applications, funds, governmental activities, and business-type activities.

Prerequisite: ACC 102

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **AGR 102 - Introduction to Agricultural Economics**

An introduction to the principles of economics including production principles; production costs, supply and revenue; profit maximization; consumption and demand; price elasticity; market price determination; and competitive versus noncompetitive market models. These principles are applied to agriculture and the role of agriculture in the United States and world economies. Other topics include a survey of the world food situation; natural, human and capital resources; commodity product marketing; and agricultural problems and policies.

4 Semester hour(s)

### **Lecture/Lab Hours**

4 lec/week

## **AGR 109 - Soil Science**

An introduction to the chemical, physical, and biological properties of soils; the origin, classification, and distribution of soils and their influence on people and food production; the management and conservation of soils; and the environmental impact of soil use.

4 Semester hour(s)

### **Illinois Articulation Initiative (IAI)**

IAI: AG904

### **Lecture/Lab Hours**

3 lec,/ 2 lab hours/week

## **AGR 116 - Animal Science**

The application of the sciences of genetics, physiology and nutrition to the improvement of the animal industries and an introduction to management and production practices. Includes animal breeds, breeding and selection, products and marketing; production technology and economics; animal behavior; and current issues in animal science.

4 Semester hour(s)

### **Illinois Articulation Initiative (IAI)**

IAI: AG902

### **Lecture/Lab Hours**

3 lec,/ 2 lab hours/week

## **AGR 142 - Principles of Ornamental Horticulture**

This course is an introduction to the principles and practices in the development, production and use of horticultural crops (fruits, vegetables, greenhouse, turf, nursery, floral and landscape). Includes the classification, structure, growth and development, and

environmental influences on horticultural plants; horticultural technology; and an introduction to the horticultural industries.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **AGR 150 - Introduction to Agricultural Business Management**

Organization and structure of agricultural businesses; resource evaluation, policy development and implementation, functions of management, and laws and taxes that affect business.

4 Semester hour(s)

**Lecture/Lab Hours**

4 lec/week

## **AGR 155 - Introduction to Agricultural Marketing & Standards**

Survey of approaches to marketing agricultural products; implications for the producer, consumer, processor, and government; use of grain grading and standardization equipment.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **AGR 160 - Agricultural Salesmanship**

The course provides an introduction to the basic principles underlying the sales process in agricultural farm supply and practical application and development of sales techniques. Basic to the course is an understanding of the salesperson's obligation to self, his or her company, and his or her customer.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **AGR 201 - Plant Science**

This introductory course covers the basic principles of plant growth including human and environmental influences and the

theoretical and practical application of agronomic principles to crop production.

4 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: AG903

**Lecture/Lab Hours**

3 lec./ 2 lab hours/week

## **ART 100 - Media Arts**

This course is designed to provide students with the necessary computer and design skills to begin a career in graphic design. Various personal and corporate projects on the computer will deal with the generation and manipulation of images as they relate to design layout and production.

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

## **ART 101 - 2-D Design Foundations**

An introduction to two-dimensional design through the analysis of visual principles as they apply to design problems. Design problem solving in the studio and on the computer will be accompanied by lectures, demonstrations, and critiques. This is a foundation course for commercial, architectural, and fine arts students. An introduction to color theory is included.

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

## **ART 102 - 3-D Design Foundations**

The study of form and structure in three dimensions covering the relationships of masses, lines, texture, and color will be accompanied by lectures, demonstrations, and critiques.

Prerequisite: ART 101 or consent of instructor.

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

## **ART 103 - Digital Photography**



An overview of the basic concepts of camera control, lighting and composition for digital photography will be presented as well as shooting techniques for both still and video photography. File management, compression, image manipulation, and printing, of digital images will be included.

Prerequisites: None

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

## **ART 105 - Motion Graphics**

Motion graphics seamlessly combines various forms of media to create original and compelling visual art. In this course, students will gain a thorough understanding of input/output techniques, special effects, image compositing, and motion graphics. Students will also learn about the production timeline and graphical requirements of a multimedia project by demonstrating the manipulation of digital images in a studio environment. Students will also use 2D and 3D special effects to produce a television commercial.

Prerequisites: ART 100 or ART 230 with a grade of "C" or better.

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

## **ART 106 - Introduction to Computer Art**

This course is designed to provide students with the necessary computer skills to enhance their repertoire of available artistic media. Various projects ranging in content from design oriented to fine arts oriented will deal with the generation and manipulation of computer generated imagery, using the Photoshop program. Projects will build on design skills learned in ART 101 while emphasizing Photoshop as an artistic tool. Students will finish the course with proficiency of both skill and knowledge of the Photoshop software program.

Prerequisite: ART 101 and ART 113 or consent of instructor.

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

## **ART 107 - Digital Drawing**

Students will learn how to see a three-dimensional space and translate it to a two-dimensional surface through traditional drawing techniques. Instead of traditional drawing media, however, students will use pressure sensitive pens, tablets and software to input what they see into a computer.

Prerequisites: None

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

## **ART 113 - Basic Drawing I**

An introduction to drawing through the use of various black and white media, with an emphasis on observational representation through descriptive and expressive means. Topics to be covered include: gesture, line, value, perspective, texture, and composition. Class sessions will be accompanied by lectures, demonstrations, and critiques.

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

## **ART 114 - Basic Drawing II**

An investigation of drawing through the use of color, with an emphasis on observational representation and thematic development through descriptive and expressive means. Topics to be covered include: gesture, line, value, perspective, texture, composition, color theory and conceptual exploration. Class sessions will be accompanied by lectures, demonstrations, and critiques.

Prerequisite: ART 113 or consent of instructor.

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

## **ART 118 - Survey of Non-Western Art**

A survey of the visual arts (painting, drawing, printmaking, sculpture, applied arts and architecture) in Non-Western societies including Africa, Islamic Middle East, South Asia, China, Korea, Japan, Oceania, North, Central and South America. Examines works of art as expressions of the ideas and beliefs of people within their cultural and social contexts. Designed as a humanities elective or requirement for the non-art major.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI:F2 903N

**Lecture/Lab Hours**

3 lec/week

## **ART 119 - Survey of Western Art**

A survey of the history of art forms and aesthetic intentions of various cultures, designed as a humanities elective or requirement for the non-art major.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: F2 900

**Lecture/Lab Hours**

3 lec/week

## **ART 120 - Prehistoric Through Medieval Art**

This course is intended to fulfill the art history requirements for the art major, but is open to the public. Slide lectures stressing the major periods and styles in paintings, sculptures and architecture of prehistoric and ancient civilized cultures.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: F2 901

**Lecture/Lab Hours**

3 lec/week

## **ART 121 - Renaissance Through Romantic Art**

This course is intended to fulfill the art history requirements for the art major, but also meets humanities requirements as well. Slide lectures examine the major artistic trends that begin with the artistic Renaissance of the 15th century and continue through the Enlightenment of the 18th century.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: F2 902

**Lecture/Lab Hours**

3 lec/week

## **ART 122 - Modern Art**

This course is intended to fulfill the art history requirements for the art major, but is open to the public. Slide lectures covering the major movements of the nineteenth and twentieth centuries in Europe and the United States and the impact of the new technology on painting, sculpture and architecture.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: F2 902

**Lecture/Lab Hours**

3 lec/week

## **ART 202 - Watercolor Painting I**

An introduction to watercolor painting with an emphasis on observational representation and thematic development through descriptive and expressive means. Topics will include: the nature of the watercolor media, brush selection, support preparation, color theory, and techniques of application.

Prerequisite: For art majors, ART 101, ART 113 and ART 114 or consent of instructor.

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

## **ART 203 - Oil Painting I**

An investigation of oil painting with emphasis on observational representation and thematic development through descriptive and expressive means. Topics to be covered include: composition, color theory and conceptual exploration. Class sessions will be accompanied by lectures, demonstrations and critiques.

Prerequisite: For art majors, ART 101, ART 113 and ART 114 or consent of instructor.

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

## **ART 204 - Oil Painting II**

A further investigation of oil painting with emphasis on observational representation and thematic development through descriptive and expressive means. Topics to be covered include: preparation of painting surfaces, creation and use of various painting mediums, composition, color theory and conceptual exploration. Class sessions will be accompanied by lectures, demonstrations and critiques.

Prerequisite: ART 203 or consent of instructor.

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

## **ART 213 - Life Drawing I**

An introduction to drawing the human figure through the use of various black and white media. Topics to be covered include: basic drawing concepts, structural anatomy, proportions, movement and pictorial form.

Prerequisite: ART 101 and ART 113

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

## **ART 214 - Life Drawing II**

An exploration of figure drawing through the use of various color media. Topics to be covered include: basic drawing concepts, structural anatomy, proportions, movement and pictorial form.

Prerequisite: ART 101, ART 113 and ART 213

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

## **ART 225 - Photography I**

To provide an overview of the basic concepts of black and white photography and to provide an introduction to photographic equipment, selection and use. To introduce basic photographic techniques and image processing (wet and/or digital), film development, print enlargements, finishing and mounting techniques. Students will gain an understanding in how to solve Visual Problems through their photographic experiences, making photographs as a tool for learning and possible consideration for employment in the photographic field and to develop an appreciation of photography as an art form. A brief overview of the history of photography will be covered.

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

## **ART 230 - Graphic Design I**

This course is designed to provide the students with the necessary computer and design skills to begin a career in graphic design. Various personal and corporate projects on the computer will deal with the generation and manipulation of design images as they relate to layout and production.

Prerequisite: ART 101 or consent of instructor.

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

**ART 231 - Graphic Design II**

Fundamentals of advertising and design. Students continue with advanced studies of design principles, research and formats and layout, and create advertising and editorial designs for magazines and books. Computer graphics software will be used.

Prerequisite: ART 230 or ART 100 or consent of instructor.

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

**ART 236 - Film and Video**

The course will cover both the production of video and sound and how to use the medium as a communication tool. Students taking this course will be introduced to what is required for a career in video and audio media communications and methods to create video programming at a professional level.

Prerequisite: ART 100 or ART 230 with a grade of "C" or better.

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

**ART 237 - Image and Sound Recording**

Production techniques for digital photography, videography, and sound recording will be presented. Advanced principles of lighting and camera control for still and video image acquisition will be examined as well as sound recording for video. Emphasis will be on composition, camera skills, sound recording and mixing that make the product more flattering, more marketable, and more creative.

Prerequisite: ART 103

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

**ART 238 - Interactive Media Design**

Students will learn how sound, images, text and animation work together dynamically to entertain and educate. Students will continue with advanced studies of design principles and apply them to design of web sites. CD and DVD ROMs, kiosks, and mobile media to advertising and product marketing.

Prerequisite: ART 100 or ART 230.

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

## **ART 250 - Sculpture I**

An introduction to the basic tools, techniques, materials and thought processes that go into the creation of sculpture. Participants will have the opportunity to create works using techniques such as assemblage, carving, construction, clay modeling, plaster casting, and soldering.

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

## **ART 251 - Sculpture II**

Three-dimensional form as a means of expression will be explored through a variety of materials. Concepts of volume and mass, positive and negative space, surface texture and line will be emphasized in producing a unified work of art.

Prerequisite: ART 250 or consent of instructor.

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

## **ART 271 - Portfolio and Professional Art Practices**

Instruction in and preparation of a digital visual portfolio with accompanying written documentation for application to four-year universities, professional art shows and job applications within the art field. Preparation of personal work and written documentation for exhibition purposes culminating in a student prepared group exhibition in the college gallery.

Prerequisite: Consent of instructor. This course is for Art Majors.

1 Semester hour(s)

**Lecture/Lab Hours**

1 lec/week

## **ART 299 - Topics/Issues in Graphic Design**

Each topic/issue will provide students with the opportunity to further develop principles and concepts relating to a specific area of graphic design. Since topics/issues will vary, specific objectives and a detailed outline for each unit will be approved by the department prior to the semester it is offered. Topic to be listed on the students permanent academic record

Prerequisite: None

1 to 4 Semester hour(s)

### **Repeatable**

This course is repeatable three times for a maximum of 16 credits.

### **Lecture/Lab Hours**

1-4 lec/week

## **BIO 103 - Introductory Biology**

An introduction to fundamental principles of biology including: nature of science, basic chemistry, the organization, structure and function of organisms, cell division, reproduction, genetics, evolution and ecology. The course is designed for the student with minimal science background. This course will satisfy science requirements for A.A., A.S. transfer, and A.A.S. degree students. (For non-science majors.) Credit will not be awarded for both BIO 103 and BIO 104.

4 Semester hour(s)

### **Illinois Articulation Initiative (IAI)**

IAI: L1 900L

### **Lecture/Lab Hours**

3 lec, 2 lab/week

## **BIO 104 - Introductory Biology**

An introduction to fundamental principles of biology including: nature of science, basic chemistry, the organization, structure and function of organisms, cell division, reproduction, genetics, evolution and ecology. The course is designed for the student with minimal science background. This course will satisfy science requirements for A.A., A.S. transfer, and A.A.S. degree students. (For non-science majors.) Credit will not be awarded for both BIO 104 and BIO 103.

3 Semester hour(s)

### **Illinois Articulation Initiative (IAI)**

IAI: L1 900

### **Lecture/Lab Hours**

3 lec/week

## **BIO 105 - Principles of Biology**



A survey of the basic principles of biology including nature of science, cells, structure and function of organisms, genetics, evolution and ecology. This course is designed to satisfy the biology requirement for general education and vocation-occupational curriculum majors. It provides a basis for understanding principles common to all major fields of biology for the science or professional major. This course along with BIO 123 (Introduction to Botany) and BIO 131 (General Zoology) is part of the three semester sequence that satisfies the IAI 910 Biology requirement. Students who have completed BIO 105 with a grade of "C" or better will not receive credit for BIO 103 or BIO 104.

5 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: L1 910L, BIO 910

**Lecture/Lab Hours**

4 lec, 2 lab/week

## **BIO 108 - Introduction to Human Anatomy and Physiology**

A study of introductory chemistry, cells, tissues, and structure and function of organ systems including: digestive, respiratory, reproductive, urogenital, cardiovascular-lymphatic, musculoskeletal, nervous, immune, and endocrine systems.

4 Semester hour(s)

**Lecture/Lab Hours**

3 lec, 2 lab/week

## **BIO 109 - Human Anatomy and Physiology I**

A study of introductory chemistry, cells, metabolic processes, the organization of tissues, the skeletal system, joints and articulation, the integumentary system, micro and macro organization of the nervous system, and somatic and special senses.

Prerequisites: BIO 105 or BIO 108 with a grade of C or higher OR two years of high school biology with a C or higher within the last five years AND CHE 102 or CHE 103 or CHE 105 with a grade of C or higher OR one year of high school chemistry with a grade of C or higher within the last five years.

4 Semester hour(s)

**Lecture/Lab Hours**

3 lec, 2 lab/week

## **BIO 110 - Human Anatomy and Physiology II**

A continuation of BIO 109. BIO 110 is the study of the anatomy and physiology of the endocrine, muscular, cardiovascular, respiratory, digestive, urinary, immune, lymphatic, and reproductive systems. Additionally, electrolyte, pH, and water balance and human development will be discussed.

Prerequisite: BIO 109 with a grade of C.

4 Semester hour(s)

**Lecture/Lab Hours**

3 lec, 2 lab/week

## **BIO 111 - Introductory Microbiology**

A study of the chemistry, structure, metabolism, growth, genetics, ecology, and disease causing abilities of microorganisms. Intensive laboratory exercises will stress aseptic technique, culturing, isolation and microorganism identification using a wide variety of diagnostic procedures.

Prerequisite: BIO 105 with a grade of C or higher or BIO 108 with a grade of C, or higher or BIO 109 with a grade of C, or permission of instructor.

4 Semester hour(s)

**Lecture/Lab Hours**

3 lec, 3 lab/week

## **BIO 120 - Environmental Health**

An examination of the environmental effects on human physiological systems, resulting in diverse problems such as heart disease, cancer, and other health related concerns. This course is designed to assist the student in making informed, responsible decisions affecting personal and environmental wellness.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **BIO 123 - Introduction to Botany**

Activities, structure, methods of reproduction, relationships and uses of major types of plant life, with emphasis on flowering plants. This course is designed for the transfer student in agriculture, liberal arts, general education and science majors. This course along with BIO 105 (Principles of Biology) and BIO 131 (General Zoology) is part of the three semester sequence that satisfies the IAI 910 Biology requirement.

Prerequisite: BIO 105.

5 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: L1 910 L, BIO 910

**Lecture/Lab Hours**

4 lec, 2 lab/week

## **BIO 131 - General Zoology**

An introduction to the principles of classification of animals, followed by a systematic study of invertebrate and vertebrate animals including their morphology, physiology and natural history. Concepts of evolution, paleontology and ecology are discussed. This course along with BIO 105 (Principles of Biology) and BIO 123 (Introduction to Botany) is part of the three semester sequence that satisfies the IAI 910 Biology requirement.

Prerequisite: BIO 105 is required and MAT 115 or higher is recommended.

5 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: L1 910L, BIO 910

**Lecture/Lab Hours**

4 lec, 2 lab/week

## **BIO 140 - Environmental Biology**

This course concentrates on critical thinking needed to evaluate contemporary environmental issues with the goal of helping students make informed decisions. Basic biology, chemistry, geology and ecological concepts including biogeochemical cycles, population growth, biodiversity and evolution will be tied to environmental topics such as human overpopulation, climate change, pollution, natural resource use and alternate energy sources.

3 Semester hour(s) Semester hour(s)

**Illinois Articulation Initiative (IAI)**

L1 905

**Lecture/Lab Hours**

3 lec/week

## **BIO 270 - Topics/Issues in Biology**

A seminar on a special topic or current issue in one or more of the biological sciences. No topic/issue can be offered more than twice within three years. (Topic to be listed on students permanent academic record.)

.5 to 3 Semester hour(s)

**Repeatable**

This course is repeatable three times for a maximum of twelve credits.

**Lecture/Lab Hours**

.5-3 lec/week

## **BUS 103 - Introduction to Business**

Introduction to Business provides a foundation of knowledge in business including an understanding of the basic processes of

marketing, finance, production, accounting, information technology, human resource management and the relationships of business to our society and government and the global economy.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **BUS 105 - Fundamentals of Personal Selling**

An introduction to personal selling for those students whose main interest is in the field of marketing. This course will also provide the necessary skills of personal selling to potential salespeople so they may develop their growing responsibilities more efficiently and effectively to manage the entire value chain within their own organizations, with their suppliers, and with their customers. Potential salespeople will learn the sound skills of partnering and communication in order to develop and maintain strategic alliances within the regional, national, and international business communities. Integration of materials from other business and non-business disciplines will illustrate the application of theories in the practice of selling to deliver total quality. Potential salespeople will examine various methods in which salespeople employ technology to learn about, to connect with, and to build relationships with customers.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **BUS 106 - Business Mathematics I**

This course develops an approach to the study of the fundamentals of computational skills used in business. These computational skills may be employed in business/commercial decision making and in general quantitative business situations. Quantitative topics include reinforcement of fundamental arithmetic and mathematical processes, equations and word problems, percentages, decimals and fractions, product pricing and markup policies, bank reconciliations, notes and interest, payroll records, business inventory turnover, and insurance principles. Further topics include the study of business depreciation, business financial statements, business and personal insurance, corporate stocks and bonds, international business, compound interest applications, and business statistics.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **BUS 107 - Business Correspondence**

An examination of the service provided by written communication in business through letters, memorandums and reports. Considerable attention is given to the principles and characteristics of effective letter writing and to the creation of documents through competency of objective method of writing.

Prerequisite: ENG 101 and OAS 104.

3 Semester hour(s)  
**Lecture/Lab Hours**  
3 lec/week

## **BUS 112 - Human Relations**

Stresses development of the individual and inter-personal relationships applied to business and industry with emphasis upon values, communications, problem solving, motivation and leadership. In addition, human relations skills and organizational behavior concepts are developed within modern organization environments to understand behavior, performance, learning, perception, values, and diversity. Communications skills, conflict resolutions, power, politics, ethics, and team dynamics are presented and analyzed within modern organizations. Organizational development principles such as organizational change, global diversity, productivity, participative management, and time as well as career management skills are presented and applied.

3 Semester hour(s)  
**Lecture/Lab Hours**  
3 lec/week

## **BUS 205 - Principles of Management**

Principles of Management analyzes the organizing, planning and controlling of business activities and the directing of people to achieve the objectives of business by studying the current management theories.

3 Semester hour(s)  
**Lecture/Lab Hours**  
3 lec/week

## **BUS 210 - Marketing**

An examination of the fundamental principles and functions of marketing, with emphasis on the tools and techniques by which goods are transferred from producer to consumer, not-for-profit marketing, consumer behavior, organizational buying behavior and the relation of marketing to the economic and business structure.

3 Semester hour(s)  
**Lecture/Lab Hours**  
3 lec/week

## **BUS 211 - Introduction to International Business**

This course provides a survey of the world of international business. Topics of study include business operations in different cultures, the impact of geography upon business operations, an understanding of why products are the same or different in

countries, varying business practices, as well as the impact of the Internet upon international business. Problems and practices in international business management activities will be analyzed. The issues include American management techniques in foreign settings, comparative management among different countries and the complexity introduced by the management of international companies. The course focuses on international organizational functioning to help the student gain a diversity of views.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **BUS 213 - Retailing**

Retailing provides an analysis of current situations, trends and problems in the marketing of consumer goods on the retail level. Emphasis is placed on retail store policies and procedures, store operations and customer satisfaction. The continuing evolution of retailing is presented as a global, high-technology business which employs sophisticated communications and information systems to manage operations. Retailing is the set of business activities that adds value to the products and services sold to consumers for their personal and family use. Retailing strategies are presented along with merchandise management techniques and store management concepts and principles.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **BUS 214 - Business Statistics**

This course is an introduction to business statistics in which methods of collection, presentation and interpretation of quantitative data is studied. Emphasis is placed on the interpretation of data with such topics as averages, dispersion, probability, sampling, tests of significance and simple linear correlation being studied.

Prerequisite: MAT 220 or MAT 221.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: BUS 901

**Lecture/Lab Hours**

3 lec/week

## **BUS 216 - Advertising**

The basic principles of advertising, planning and management as it relates to marketing, sequence, including a survey of the major groups of advertising media (printed, broadcast, positive and point-of purchase media) and their application. Emphasis will be placed on the campaign approach to advertising program.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

**BUS 218 - Supervision Techniques**

The Supervision Techniques course analyzes the processes and structures to prepare students to become supervisors in modern organizations. Topics of study include modern supervision challenges, functions of the supervisor, skills of the supervisor, and the supervisors interaction with the organizations human resources function. Additional emphasis is placed upon the acquisition and development of modern supervisory skills in the workplace to include such skills as ethics, teamwork, diversity, goals, change, conflict, communication, motivation, leadership, organization, problem solving, and decision making.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

**BUS 222 - The Legal Environment of Business**

The legal environment law course is an introductory course to law and the judicial system. Topics covered in the course include federal law, securities, employment, labor relations, social environment laws, product liability and consumer protection.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

**BUS 231 - Occupational Seminar I**

A seminar designed to complement the student's initial placement in an approved working situation. Instructor approval required for enrollment.

Prerequisite: Completion of 12 hours in major field courses. Concurrent enrollment in BUS 235.

1 Semester hour(s)

**Lecture/Lab Hours**

1 lec/week

**BUS 232 - Occupational Seminar II**

A seminar designed to prepare occupational students for permanent job placement. Instructor approval required for enrollment.

Prerequisite: Completion of 12 hours in major field courses. Concurrent enrollment in BUS 236.

1 Semester hour(s)

**Lecture/Lab Hours**

1 lec/week

## **BUS 235 - Occupational Internship I**

An occupational experience utilizing on-the-job training. All students are required to spend a minimum of 15 hours each week on the job. Instructor approval required for enrollment.

Prerequisite: Concurrent enrollment in BUS 231.

3 Semester hour(s)

**Lecture/Lab Hours**

15 hours internship/week

## **BUS 236 - Occupational Internship II**

An occupational experience utilizing on-the-job training. All students are required to spend a minimum of 15 hours each week on the job. Instructor approval required for enrollment.

Prerequisite: Concurrent enrollment in BUS 232.

3 Semester hour(s)

**Lecture/Lab Hours**

15 hours internship/week

## **BUS 237 - Business and Managerial Ethics**

This course will examine the basis of the ethical principles of utilitarianism, universalism, distributive justice and personal liberty. These principles will form the basis of ethical analysis of business and managerial cases and dilemmas in the business areas of accountancy, finance, information systems, marketing, management and international business. Professional codes of ethics related to these areas will also be examined.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **BUS 260 - Entrepreneurship Principles**



Entrepreneurship Principles examines the various skills, habits and mindset essential for a successful entrepreneurial venture. Real world case studies will provide opportunities to analyze why certain businesses fail while others succeed. Students will also encounter exposure to a variety of entrepreneurship ventures through lectures, group discussions, and research that support growth in problem recognition, solution development, and the exploration of career options.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **BUS 270 - Topics/Issues in Business**

Seminar on a special topic or current issue in one or more business fields. No topic/issue seminar can be offered more than twice within three years. (Topic to be listed on the student's permanent academic record.)

1, 2, 3, or 4 Semester hour(s)

**Repeatable**

This course may be repeated 3 times for a maximum of 16 credits.

**Lecture/Lab Hours**

1-4 lec/week

## **CHE 102 - Introduction to Chemistry**

A one semester general survey covering basic chemistry principles including topics in organic chemistry. In particular, emphasizing electronic structure and periodic law, chemical bonding, stoichiometry, chemical reactions and calculations, acids, bases, salts, and organic compounds. Depth of coverage is designed to meet the needs for the general education requirement and of students in areas such as nursing, home economics and allied health. Credit will not be awarded for both CHE 102 (3 credits) and CHE 103 (4 credits).

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: P1 902

**Lecture/Lab Hours**

3 lec/week

## **CHE 103 - Introduction to Chemistry**

A one semester general survey covering basic chemical principles including topics in organic chemistry. In particular, emphasizing electronic structure and periodic law, chemical bonding, stoichiometry, chemical reactions and calculations, acids, bases, salts, and organic compounds. Depth of coverage is designed to meet the needs of the general education requirement and of students in areas such as nursing, home economics and allied health. Credit will not be awarded for both CHE 103 (4 credits) and CHE 102 (3 credits).

4 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: P1 902L

**Lecture/Lab Hours**

3 lec, 2 lab/week

**CHE 105 - General Chemistry I**

This course involves the study of matter, measurements, the periodic table of the elements, atomic structure, basic concepts of quantum theory, bonding, stoichiometry of compounds and reactions, solution chemistry, introduction to acids and bases, thermochemistry, the gaseous state, and basic concepts of the liquid and solid states. This class is for chemistry, engineering, pre-medical and science majors.

Prerequisite: One year of high school chemistry or CHE 103 or CHE 102.

5 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: P1 902L, CHM 911

**Lecture/Lab Hours**

4 lec, 2 lab/week

**CHE 106 - General Chemistry II**

A continuation of CHE 105. The course studies the principles and laws concerning the structure and behavior of matter. The laboratory work is devoted to the theories and practice of qualitative analysis.

Prerequisite: CHE 105.

5 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: CHM 912

**Lecture/Lab Hours**

4 lec, 2 lab/week

**CHE 201 - Organic Chemistry I**

This course covers the following topics: bonding; molecular structure and properties; reactivity and nomenclature of alkanes, cycloalkanes, alkenes, alkynes, alkyl halides, alcohols and ethers; stereochemistry; nucleophilic substitution and elimination reaction; infrared spectroscopy. Laboratory is required. Students should complete both CHE 201 and CHE 202 before transferring to another institution.

Prerequisite: CHE 106.

5 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: CHM 913

**Lecture/Lab Hours**

3 lec, 4 lab/week

## **CHE 202 - Organic Chemistry II**

This course covers the following topics: Nomenclature, reactions, and synthesis of aldehydes, ketones, carboxylic acids and their derivatives, aromatic compounds; conjugated dienes, dicarbonyl compounds, amines, amino acids, proteins, carbohydrates, phenols, NMR spectroscopy and MS spectrometry. Laboratory is required.

Prerequisite: CHE 201.

5 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: CHM 914

**Lecture/Lab Hours**

3 lec, 4 lab/week

## **CIS 101 - Fundamentals of Computer Information Systems**

This course provides an introduction to the fundamentals of computer information systems through a comprehensive study of the development, history, growth, and application of the computer as a tool of information systems. The student will gain a functional understanding of computer hardware, systems software, storage devices, telecommunications, database theory and applications, operating systems, programming languages, software development, systems analysis and design, and management information systems. Issues of computer security, Internet, and ethics will be stressed throughout the course. The student will be provided with a balance of real-world applications and technical information of information systems. The student will participate in introductory computer laboratory exercises emphasizing word processing and electronic spreadsheets.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **CIS 105 - Introduction to Microsoft Windows**

This introductory course is designed to introduce the student to the capabilities of Microsoft Windows in the context of a typical computing project. This course covers the primary components of Windows. This course not only explores the Windows sophisticated printing capabilities but also presents the many ways you can customize Windows to fit your own particular needs and tastes.

1 Semester hour(s)

**Lecture/Lab Hours**

.5 lec, 1 lab/week

## **CIS 106 - Microcomputer Spreadsheet Software**

This introductory course is designed to acquaint the student with the process of using personal computers to solve spreadsheet problems. In addition to providing the student with a working knowledge of the basic and advanced capabilities of spreadsheet software, the student will be exposed to the use of problem-solving techniques for situations in which spreadsheet solutions are appropriate.

Prerequisite: CIS 109 or consent of instructor.

2 Semester hour(s)

### **Lecture/Lab Hours**

1 lec, 2 lab/week

## **CIS 108 - Microcomputer Database Applications**

This introductory course is designed to acquaint the student with the use of Windows-based database management system to solve problems. In addition to providing the student with a working knowledge of the basic and advanced capabilities of a Windows database management system, the student will be exposed to the use of problem-solving techniques for situations in which database management solutions are appropriate.

Prerequisite: CIS 109 or consent of instructor.

2 Semester hour(s)

### **Lecture/Lab Hours**

1 lec, 2 lab/week

## **CIS 109 - Introduction to Microcomputers - Windows**

This introductory consists of the study of microcomputer hardware, software, operating systems and communications, networking, Internet, systems and program development life cycles and their role in business decision making. The use of Internet, multimedia, security, and ethics will be emphasized throughout the semester. In addition, laboratory experience will be gained with a survey of Microsoft Windows and business microcomputer software applications programs in word processing, electronic spreadsheets, database management, presentation graphics, and Internet.

Prerequisite: None. Students having no experience with computers are encouraged to first take OAS 103-Keyboarding, or CIS 105-Introduction to Windows.

3 Semester hour(s)

### **Illinois Articulation Initiative (IAI)**

IAI: BUS 902

### **Lecture/Lab Hours**

2 lec, 2 lab/week

## **CIS 120 - Introduction to Web Authoring Languages**

This course is designed for persons interested in learning to design and author web pages, using HTML and CSS.

None (CIS 109 recommended)

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **CIS 123 - JavaScript Basics**

This course is designed to enable the student to write simple JavaScript programs for use in web pages.

3 Semester hour(s)

**Lecture/Lab Hours**

3lec/week

## **CIS 130 - Information Systems Management**

This course is designed for students and managers who desire an overview of contemporary information systems technology management. Computer, telecommunications, and office systems management topics explain the relevant issues of effective management of information systems activities and highlight the areas of greatest potential application of the technology within corporate environments.

Prerequisite: CIS 101 or 109 or consent of instructor.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **CIS 135 - Personal Information Management**

A software application that is an effective personal information management program that helps you organize your busy schedule, keep track of contacts, and communicate with others. Multiple appointments can be kept and tasks accomplished in a day, week, or month. The application will assist in maintaining a full schedule by organizing the information in a structured, readable manner. Users easily can track meetings, e-mail messages, make to-do lists and notes with a particular contact.

Prerequisite: CIS 109 or IND 105 or OAS 141 or OAS 241.

1 Semester hour(s)

**Lecture/Lab Hours**

.5 lec, 2 lab/week

## **CIS 136 - Intro to Photo Editing Software**

This course is designed to introduce the student to basic photo editing skills, using a popular photo editing software package. Topics will include layers, selection methods, retouching of photos, and preparing photos for use on the web.

Prerequisite: CIS 109 or consent of instructor.

2 Semester hour(s)

### **Lecture/Lab Hours**

1 lec, 2 lab/week

## **CIS 137 - Introduction to Desktop Publishing - Level I**

An introduction to desktop publishing in which students will learn to manipulate, edit, store and plot both text and graphic information. Students will also learn how to develop and use artistic graphics necessary to produce business forms, charts, reports, newsletters, brochures and magazines utilizing the microcomputer.

Prerequisites: CIS 109 or IND 105 or OAS 141 or OAS 241.

1 Semester hour(s)

### **Lecture/Lab Hours**

.5 lec, 2 lab/week

## **CIS 138 - Introduction to Desktop Publishing - Level II**

An introduction to desktop publishing in which students will learn to manipulate, edit, store and plot both text and graphic information. Students will also learn how to develop and use artistic graphics necessary to produce business forms, charts, reports, newsletters, brochures and magazines utilizing the microcomputer.

Prerequisite: CIS 137.

1 Semester hour(s)

### **Lecture/Lab Hours**

.5 lec, 2 lab/week

## **CIS 139 - Introduction to Desktop Publishing - Level III**

An introduction to desktop publishing in which students will learn to manipulate, edit, store and plot both text and graphic information. Students will also learn how to develop and use artistic graphics necessary to produce business forms, charts, reports, newsletters, brochures and magazines utilizing the microcomputer.

Prerequisite: CIS 138.

1 Semester hour(s)

**Lecture/Lab Hours**

.5 lec, 2 lab/week

## **CIS 148 - Business Presentation Graphics**

This course focuses on creating effective and attractive presentation media for business presentations. The student will learn the basics of a software package specifically designed for presentation graphics. In addition to providing the student with a working knowledge of the graphics capabilities of various software packages, the student will be exposed to the use of problem-solving techniques for situations in which graphic solutions are appropriate.

Prerequisite: CIS 109 or consent of instructor.

1 Semester hour(s)

**Lecture/Lab Hours**

.5 lec, 1 lab/week

## **CIS 150 - Fundamentals of Business Computer Programming**

This course introduces students to programming logic, presenting the techniques of problem analysis and program design. Several business-oriented algorithms will be designed by the student using flowcharts, pseudocode and other programming logic tools.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **CIS 151 - Network Certification**

This course offers a hands-on approach to computer networking. Students will be introduced to a variety of networking hardware and software. Students will examine the application of networking hardware and software, and install, configure, and troubleshoot end to end networks. The course will introduce the most popular and recent technologies. This course is designed to prepare the successful student for the CompTIA N+ network certification.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec/2 lab

## **CIS 152 - Introduction to Internetworking**

This is the first of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. Instruction includes, but is not limited to, safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, routers, router programming, star topology, IP addressing, and network standards. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools and equipment and all local, state, and federal safety, building, and environmental codes and regulations.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec/2 lab

## **CIS 154 - Introduction to Internetworking Operating System**

This is the second of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. Instruction includes, but is not limited to, safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, Ethernet, Token Ring, Fiber Distributed Data Interface, TCP/IP Addressing Protocol, dynamic routing, and the network administrator's role and function. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state, and federal safety, building, and environmental codes and regulations.

Prerequisite: CIS 152.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec/2 lab/week

## **CIS 156 - Introduction to Local Area Networks**

This is the third of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. Instruction includes, but is not limited to, safety, networking, network terminology and protocols, LAN segmentation, IPX addressing, and Fast Ethernet standards. Particular emphasis is given to the use of IPX access lists, full-duplex and half-duplex Ethernet operation, and the benefits of network segmentation. In addition, emphasis will be placed on Interior Gateway Routing Protocol and Virtual Local Area Networks.

Prerequisite: CIS 154.

3 Semester hour(s)

**Lecture/Lab Hours**

1 lec/4 lab/week for 3 credits (75 contact hours)



## **CIS 158 - Introduction to Wide Area Networks**

This is the fourth of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. Instruction includes, but is not limited to, safety, networking, network terminology and protocols, WAN services, Frame Relay, and High-Level Data Link Control, Point-to-Point Protocol, and Dial-on-Demand standards. Particular emphasis is given to the use of Frame Relay operation, use and operation of Integrated Services Digital networks, and the operation and function of Point-to-Point Protocols.

Prerequisite: CIS 156.

3 Semester hour(s)

### **Lecture/Lab Hours**

1 lec/4 lab for 3 credits (75 contact hours)

## **CIS 160 - Intermediate Microcomputer Applications**

This course is a survey of microcomputer applications software as productivity tools for business. Operating systems, word processing, electronic spreadsheet, database management, and business presentation graphics applications software will be analyzed and examined through a lecture and laboratory structured learning approach.

Prerequisite: CIS 109 or consent of instructor.

3 Semester hour(s)

### **Lecture/Lab Hours**

2 lec, 2 lab/week

## **CIS 167 - A+ Certification**

This course offers a hands-on approach to microcomputer maintenance. This course will introduce a history of personal computer evolution as well as the most popular and recent technologies. Students will examine the personal computer; laptops and portable devices; current operating systems; printing & scanning techniques; basic networking; safety; and professionalism. This course is designed to prepare the successful student for the CompTIA A+ Essentials and A+ Technician exams.

3 Semester hour(s)

### **Lecture/Lab Hours**

2 lec, 2 lab/week

## **CIS 168 - IT Essentials-Basic Hardware and Operating Systems**

This course offers a hands-on approach to microcomputer maintenance. This history of personal computer evolution will be

introduced as well as the most popular and recent technologies. Students will examine the bus architecture; CPU parameters and replacement considerations; memory; video systems; storage devices and input/output devices. This course is designed to prepare the successful student for the Comptia A+ hardware certification.

2 Semester hour(s)

**Lecture/Lab Hours**

1 lec/2 lab

## **CIS 169 - IT Technician-Advanced Hardware & Operating Systems**

This course offers a hands-on approach to microcomputer software. The history of personal computer evolution will be introduced. This course will examine advanced issues on installing, maintaining, upgrading, and diagnosing advanced hardware, operating systems, printing, and networks. Advanced topics on safety and professionalism are covered in the course. This course is designed to prepare the successful student for the CompTIA IT Technician Exam.

2 Semester hour(s)

**Lecture/Lab Hours**

1 lec/2 lab

## **CIS 180 - Introduction to Internet**

This introductory level course is designed to equip the student with the necessary tools to navigate through the network of computers comprising the Internet. It will cover a brief history and description of the Internet, focusing on the World Wide Web and communication components. Students will examine and configure popular web browsers. Introductory level security issues will be addressed, including firewalls and content restriction. Finally, students will explore Web 2.0 tools and discuss how they might be incorporated into a web site. .

Prerequisite: None, but CIS 109 is recommended

1 Semester hour(s)

**Lecture/Lab Hours**

.5 lec, 1 lab/week

## **CIS 182 - Research and the Internet**

This course will allow students to discover various avenues of using the Internet for research. Research may include topics of educational research values for elementary and secondary education as well as higher education. Students may discover effective methods of researching topics of interest in general, including weather, travel, and merchandise.

1 Semester hour(s)

**Lecture/Lab Hours**

.5 lec, 1 lab/week

## **CIS 185 - Introduction to Multimedia**

This course will introduce students to multimedia. Students will produce projects using current multimedia production software. Students complete individual projects integrating several software products into a final project. Emphasis for the final project will be on the creation of a portfolio website that students may use to display their college class work, personal and professional interests, and submit as an online resume to potential employers.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **CIS 194 - Windows Operating Systems**

This course offers a hands-on approach to Windows Operating Systems and will provide an in-depth overview of the features, functions, upgrading, and configuration of Microsoft Operating Systems. Topics will include management, networking, installing and upgrading client systems in both a stand-alone and networked environment. Additional content will cover customizing the environment, optimizing performance, managing file systems, optimizing disks, performing file and folder operations, managing devices, evaluating system performance, exploring the Windows registry, using troubleshooting tools, enhancing the computer's security, and evaluating installation issues. This hybrid course will combine lectures, labs, videos, simulations, and group and individual assignments\

Prerequisite: CIS 101 or 109 (may be taken concurrently), or consent of instructor.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

## **CIS 197 - Security + Certification**

This course offers a hands-on approach to network security principles. An in-depth overview of recognizing and protecting against risks and threats to an organization's electronic data will be addressed. The course will be delivered with a variety of videos, labs, text, lecture, and demonstrations. This course prepares students for the current CompTIA's Security + Certification Exam.

Prerequisites: CIS 151 or CIS 152 or CIS 167, (may be taken as co-requisites), or consent of instructor.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

## **CIS 207 - C++ Programming**

This course teaches structured computer programming in the C++ language. It emphasizes structured design, and procedural and data abstraction. It covers the fundamental control structures and data types in C++.

Prerequisite: An algebra prerequisite (either MAT 081 with a grade of C or higher or two years of high school algebra with grades of C or higher or appropriate placement score) and CIS 150 or previous programming experience.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: CS 911

**Lecture/Lab Hours**

3 lec/week Course delivery mode: face to face

## **CIS 208 - C++ Programming II**

This course builds on the material in CIS 207 in teaching structured programming using the C++ programming language. It emphasizes abstract data types in addition to exploring sorting, searching, and recursion.

Prerequisite: CIS 207

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: CS 912

**Lecture/Lab Hours**

3 lec/week course delivery mode: face to face

## **CIS 210 - Systems Analysis and Design**

This course focuses on the analysis, design, implementation and documentation of complete business systems. Emphasis on project management and general management of business information systems will be presented.

Prerequisite: CIS 101 or CIS 109 or consent of instructor.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **CIS 214 - Computer Operating Systems**

This course provides a theoretical approach to computer operating systems. New and old operating systems will be examined with emphasis on changes made in recent years. An exhaustive survey of operating systems in use in business today and how technicians maintain and support them will be completed.

Prerequisite: CIS 101 or CIS 109 or consent of instructor.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **CIS 220 - Computer Accounting**

This course covers small business accounting using computer software. Topics include creating a chart of accounts, recording customer and vendor transactions, processing payroll, and printing reports. In addition, setting up a new company is covered as well as advanced topics such as exporting to spreadsheet software and using the computer software audit trail.

Prerequisite: CIS 109 or IND 105 or OAS 104 and ACC 100 or higher.

2 Semester hour(s)

**Lecture/Lab Hours**

1 lec, 2 lab/week

## **CIS 229 - Database Management Systems**

This course provides a theoretical approach to database management systems. Topics included are data security, web-enabled systems design and programming for systems, large-scale databases and data warehouses, system requirements, database performance, and SQL for database queries. Physical and logical database design and models will also be examined.

Prerequisite: CIS 101 or CIS 109 or consent of instructor.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **CIS 231 - Computer Information Systems Occupational Seminar I**

A seminar designed to complement the students initial placement in an approved working situation.

Prerequisite: Completion of 12 hours in major field courses. Concurrent enrollment in CIS 235.

1 Semester hour(s)

**Lecture/Lab Hours**

1 lec/week

## **CIS 232 - Computer Information Systems Occupational Seminar II**

A seminar designed to prepare occupational students for permanent job placement.

Prerequisite: Completion of 12 hours in major field courses.

1 Semester hour(s)

**Lecture/Lab Hours**

1 lec/week

## **CIS 235 - Computer Information Systems Occupational Internship I**

An occupational experience utilizing on-the-job training. All students are required to spend a minimum of 15 hours each week on the job.

Prerequisite: Concurrent enrollment in CIS 231.

3 Semester hour(s)

**Lecture/Lab Hours**

15 lab/week

## **CIS 236 - Computer Information Systems Occupational Internship II**

An occupational experience utilizing on-the-job training. All students are required to spend a minimum of 15 hours each week on the job.

Prerequisite: Concurrent enrollment in CIS 232.

3 Semester hour(s)

**Lecture/Lab Hours**

15 lab/week

## **CIS 244 - Advanced Desktop Publishing - Level I**

An advanced course in desktop publishing in which students will learn advanced ways to manipulate, edit, store and plot both text and graphic information. Students will also learn how to develop and use artistic graphics necessary to produce business publications with the software. Creating a publication, planning a publication, creating a new publication, placing a graphic, resizing and moving graphic in brochures utilizing the microcomputer. Students will be applying multiple character formats to text, positioning text within its leading, applying multiple paragraph formats to text, inserting and removing pages.

Prerequisite: CIS 139.

1 Semester hour(s)

**Lecture/Lab Hours**

.5 lec, 2 lab/week

## **CIS 245 - Advanced Desktop Publishing - Level II**

An advanced course in desktop publishing in which students will learn advanced ways to manipulate, edit, store and plot both text and graphic information. Students will also learn how to develop and use artistic graphics necessary to produce multiple pages, newsletters, master pages, columns, change line weights, work with graphics, and format text.

Prerequisite: CIS 244

1 Semester hour(s)

### **Lecture/Lab Hours**

.5 lec, 2 lab/week

## **CIS 246 - Advanced Desktop Publishing - Level III**

An advanced course in desktop publishing in which students will learn advanced ways to manipulate, edit, store and plot both text and graphic information. Students will also learn how to develop and use artistic graphics necessary to produce business brochures adding color and using mail merge, long publications, publish electronically, create a letterhead, calendar, advertisement, poster template, brochure, newsletter, report, and exporting to PDF, utilizing the microcomputer. Students will work with scanners and digital cameras.

Prerequisite: CIS 245

1 Semester hour(s)

### **Lecture/Lab Hours**

.5 lec, 2 lab/week

## **CIS 250 - Beginning Linux**

This course is designed to enable students to install the Linux operating system. Students will become familiar with general Linux commands and directory structures. This course will include an introduction to Linux editors and programming.

Prerequisite: CIS 151 or CIS 152 or CIS 167, (may be taken as co-requisites), or consent of instructor.

3 Semester hour(s)

### **Lecture/Lab Hours**

3 lec/week

## **CIS 252 - Advanced Routing**

This course is the first course of four courses designed to teach and train advanced routing techniques. It helps students prepare

for the first of four exams needed for CCNP certification. Students will be required to do hands-on routing setup exercises.

Prerequisite: CIS 158 or CCNA Certification.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

## **CIS 254 - Remote Access**

This course is the second course of four courses designed to teach and train remote access techniques. It helps students prepare for the second of the four exams needed for CCNP certification. Students will be required to do hands-on remote access setup exercises.

Prerequisite: CCNA or CIS 152, 154, 156, 158, and 252.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

## **CIS 256 - Multi-Layer Switching**

This course is the third course of four courses designed to teach and train network administrators; this course involves building multi-layer switching. The purpose of the building multi-layer switched networks is to teach network administrators how to build campus networks using multi-layer switching technologies over high speed Ethernet. The class will include an overview of SPT, bridging, switching and VLAN management. Students will also design, configure and troubleshoot multi-layered switched and routed networks. The class is designed to prepare students to pursue the CCNP examination. Students will be required to do hands-on multi-layer switching setup exercises.

Prerequisite: CCNA or CIS 152, 154, 156, 158, 252, and 254.

3 Semester hour(s)

**Lecture/Lab Hours**

1 lec, 4 lab/week

## **CIS 258 - Network Troubleshooting**

This course is the fourth course of the four course sequence designed to teach and train network administrators; this course involves network troubleshooting. The purpose of this course is to provide students with advanced classroom and advanced laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. This four course series is focused on providing the students with the knowledge and skills necessary to successfully pass the Certified Network Professional examination.

Prerequisite: CCNA or CIS 152, 154, 156, 158, 252, 254, 256.



3 Semester hour(s)

**Lecture/Lab Hours**

1 lec, 4 lab/week

## **CIS 260 - Systems Design Practicum**

Students will apply their knowledge of software applications while working in a team. The team will prepare a plan for the creation of an information system in a business. Research for this plan may involve discussion with professionals and access through the Internet and Learning Resource Center.

Prerequisite: CIS 160 or concurrent enrollment.

3 Semester hour(s)

**Lecture/Lab Hours**

1 lec, 4 lab/week

## **CIS 290 - Introduction to Servers**

This course offers a hands-on approach to servers. Topics will include server architecture, server administration, storage, security, networking, disaster recovery, and troubleshooting server hardware and software. This accelerated, hybrid course will combine lectures, labs, videos, simulations, and group and individual assignments.

Pre-requisite: CIS 194 or CIS 214, or approval from instructor.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec/2 lab/week

## **CIS 291 - Install and Configure Servers**

This course offers an advanced hands-on approach to Microsoft Windows Server through an in-depth look at the features, functions, configuration, deployment and administration of Windows Server. Key topics will include installation and configuration, server roles and features, Hyper-V, Active Directory, Group Policy, file and share access, print and document services, core network services, DHCP and DNS. This accelerated, hybrid course will combine lectures, labs, videos, simulations, and group and individual assignments.

Pre-requisite: CIS 290 (concurrent is okay), or consent of instructor.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec/2 lab/week

**CIS 292 - Manage and Administer Servers**

This course offers a hands-on approach to managing and configuring Windows Server. Content Topics will include how to configure file and print services, configure network services and access, configure a network policy server infrastructure, configure and manage Active Directory, configure and manage Group Policy. This accelerated, hybrid course will combine lectures, labs, videos, simulations, and group and individual assignments.

Pre-requisite: CIS 291

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec/2 lab/week

**CIS 293 - Configure Advanced Services**

This course offers an advanced hands-on approach to Microsoft Windows Server through an in-depth look at the features, functions, configuration, deployment and administration of Windows Server. The course will focus on advanced issues including how to configure and manage high availability, configure file and storage solutions, implement business continuity and disaster recovery, configure advanced network services, configure the Active Directory infrastructure, and configure identity and access solutions. This accelerated, hybrid course will combine lectures, labs, videos, simulations, and group and individual assignment

Pre-requisite: CIS 292

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec/2 lab/week

**CIS 299 - Topics/Issues in Computer Information Systems**

This course will present current topics/issues of interest to the computer information systems profession. (Topic to be listed on students permanent academic record.)

1, 2, 3, or 4 Semester hour(s)

**Repeatable**

This course is repeatable three times for a maximum of 16 credits.

**Lecture/Lab Hours**

1-2-3-4 lec/week

## **CJS 101 - Introduction to Criminal Justice**

The course examines the history, development and philosophy of the American criminal justice system. It includes discussions of the types of agencies involved in the administration of criminal justice and policies and procedures followed by those agencies, using a general career-oriented approach. Specific lectures include those topics such as criminal law, criminal offenses and offenders, and agencies responsible for the prevention and control of crime.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: CRJ 901

**Lecture/Lab Hours**

3 lec/week

## **CJS 120 - Introduction to Corrections**

The course is an introduction and analysis of punishment, custody and rehabilitation as administered by law enforcement, courts and corrections. Emphasis is placed on sociological study of the rehabilitation process. Includes visitations by practitioners and clients, as well as field trips to various types of institutions.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: CRJ 911

**Lecture/Lab Hours**

3 lec/week

## **CJS 130 - Criminal Investigation**

The guidelines and requisites for criminal investigators are defined and developed through a general orientation examining both preliminary and supplementary criminal investigations. Specific types of crime are examined in terms of statutory elements, *modus operandi*, evidence development and collection, sources of information, interview and interrogation, suspect identification, reporting and courtroom presentation and procedure.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **CJS 135 - Introduction to Criminal Law**

The factors relevant to resolution and decision in the bringing forth of criminal charges are developed within the adversary system. The basic principles of criminal liability are reviewed, laying the foundation for considering specific offenses against

property, habitation and persons. Special consideration is given to the criminal law within Illinois. CJS 101 is recommended.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **CJS 200 - Ethics in Criminal Justice**

Ethics is the study of right and wrong, good and evil. It involves all aspects of who we are-our minds, hearts, relationships with each other, and the intentions and motives for our actions. During this course students will become more aware and open to moral and ethical issues in criminal justice and students learn to develop critical thinking and analytical skills causing them to be more personally responsible. The educational process of ethics is recognizing how criminal justice is engaged in a process of authority, coercive power and selective discretionary authority. This course will develop whole sight in creation of a vision of ethical and moral standards within the criminal justice environment.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **CJS 208 - Juvenile Delinquency**

The course is an analysis of the social and psychological factors of delinquent behavior. The practical application of theories of causation, prevention and rehabilitation is considered with regard to programs. The role of the juvenile police, corrections and probation officers is considered, as well as a look at the Illinois Juvenile Court Act. CJS 101 is recommended.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: CRJ 914

**Lecture/Lab Hours**

3 lec/week

## **CJS 214 - Correctional Counseling and Treatment**

The course is an introduction to selected treatment techniques currently being used in American corrections. This course provides an understanding of the work of correctional treatment agents, their goals and profession, as well as an examination of the environments in which they work.

Prerequisites: CJS 101, CJS 105 and CJS 120 recommended.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **CJS 227 - Probation and Parole**

Early development, types of service, administrative organizations, investigation and supervisory aspects of probation and parole within the community and the legal structure of society.

Prerequisite: None. CJS 120 is recommended.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **CJS 230 - Police Community Relations**

An introduction and analysis of theories, techniques and programs involving police image and public response. Special attention will be given to problems of crime prevention, alcoholism, addiction and public safety.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **CJS 231 - Criminal Evidence and Procedure**

Criminal evidence for police, types of evidence, criminal procedures in various courts, arrest, search and seizure, collection of evidence, discretion and related topics.

Prerequisite: None. CJS 135 is recommended.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **CJS 232 - Police and Patrol Operations**

This course is a study of the responsibility, techniques and methods of police patrol. This includes the areas of patrol distribution, selective enforcement, pull-over and approach methods, emergency pursuit driving, search of suspects and buildings, field interrogations, and procedures in handling police-called-for services.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **CJS 238 - Criminology**

The course is an analysis of theories of criminology. Crime in relation to physical and psychological factors, to cultural areas, to the family and to other social institutions will be examined. Consideration is given to professional crime and white collar crime.

Prerequisites: SOC 111.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: CRJ 912

**Lecture/Lab Hours**

3 lec/week

## **CJS 240 - Police Administration**

An analysis of the organizing, planning and controlling of public agencies. Includes theories on the directing of people to achieve objectives as well as a survey of administration and management patterns. The course introduces personnel policies, budgeting and planning as they relate to the criminal justice system. Utilizes a case approach in analyzing current management theories.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **CJS 250 - Criminal Justice Practicum**

A supervised field experience designed to utilize and develop the students training and educational skills in a specific correctional, law enforcement, or social justice placement.

Prerequisite: Consent of instructor and approval of internship supervisor.

3 Semester hour(s)

**Lecture/Lab Hours**

5-15 lab/week

## **CJS 299 - Topics/Issues in Criminal Justice**

This course will be designed to meet the special needs and interests of students on an occasional basis. Analysis of special problems in law enforcement, parole, probation, corrections and criminalistics which arise during the educational process or which require special in-depth consideration. Special emphasis on local problems and requirements. (Topic to be listed on students permanent academic record.)

1, 2 or 3 Semester hour(s)

**Repeatable**

This course is repeatable three times for a maximum of twelve credits.

**Lecture/Lab Hours**

1-2-3 lec/week

**CLS 203 - Phlebotomy**

The study of techniques for obtaining blood samples by venipuncture. Medical and laboratory terminology, anatomy of the circulatory system, interpersonal communication, laboratory safety and laboratory clerical procedures are studied.

4 Semester hour(s)

**Lecture/Lab Hours**

1.5 lec, 9.5 lab/week

**COM 131 - Introduction to Oral Communication**

A study of communication theory as applied to speech. Designed to improve the student's ability to speak and listen, as well as to increase his/her own awareness of communicative concepts, principles and theories. Practical communication experiences in the class range from intrapersonal through interpersonal to public communication situations.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

C2900

**Lecture/Lab Hours**

3 lec/week

**COM 151 - Interpersonal Communications**

A basic course presenting the theoretical and practical background of interpersonal communication. Analysis and practice of the psychological, social and decision-making functions of interpersonal communication are incorporated as a foundation to communicate competence. Relationship skills in the home, workplace and social environments will be explored, analyzed and practiced.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

MC 901

**Lecture/Lab Hours**

3 lec/week

**COM 161 - Group Discussion**

An introduction to the fundamental principles of problem-solving by a group and practice in the basic process of democratic decision-making. Units of study include the pattern of thought in the problem-solving process, the use of evidence and reasoning, and leadership in group discussion.

Pre-requisite: COM 131 or consent of instructor.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **COM 181 - Introduction to Mass Communication**

This course is an overview of the history and development of various media: books, magazines, newspapers, radio, television, film, audio and video recording, and the information superhighway. Exploration of timely issues involving mass communication industries, how they operate in current economic, legal, political and global climates, and how these technologies are impacting society are reviewed.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

MC 911

**Lecture/Lab Hours**

3 lec/week

## **COM 231 - Public Speaking**

An analysis of the principles of organization, support, and presentation of public speeches. Instruction and practice in audience analysis, motivational devices, selection of supportive material and platform behavior in public address.

Pre-requisite: COM 131 or consent of instructor.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **CSS 100 - Student Success Skills**

This course is designed to help students develop and refine successful learning strategies for their college experience. The course will provide in-depth review of how students learn and interface with the faculty and the institution as a whole. Key elements of the course will include educational goal development, effective use of college textbooks, note taking, and test preparation skills. This course may be repeated two times for students requiring additional development of learning strategies.

1 Semester hour(s)



**Lecture/Lab Hours**

2 lab/week

**CSS 110 - Career Decision Making**

Introduction to careers and career exploration. Includes career information sources, career life styles, and career decision making. May be designed for specific career fields.

1 Semester hour(s)

**Lecture/Lab Hours**

1 lec/week

**CSS 111 - Resume and Interviewing Skills**

This course will assist individuals with two components of the job search. First, the students will have an opportunity to develop a professional resume and cover letter. Lectures and World Wide Web sites will assist individuals with information and samples for this process. Secondly, this course will address tips on how to interview successfully. Interviewing is a skill that can be improved and this class will assist in developing this process.

1 Semester hour(s)

**Lecture/Lab Hours**

1 lec/week

**CSS 120 - Information Literacy\*\***

*Instruction in developing an effective research strategy incorporating traditional library based information resources, electronic resources, and the internet as these apply to academics, professional and personal pursuits.*

1 Semester hour(s)

**Lecture/Lab Hours**

1 lec/week

**Notes**

**\*\*THIS COURSE NOT CURRENTLY OFFERED.**

**ECE 114 - Child Care and Development**

This course provides an overview of the theory and principles of human growth and development from conception through adolescence. Content includes an in-depth study of the inter-relatedness of physical, cognitive, social, and emotional aspects of development. Development is studied in the context of family, gender, culture, language, ability, socioeconomics, diversity, and society. Special emphasis will be on the theories of Piaget, Vygotsky, Erikson, and Gardner. Field observations are required.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

ECE 912

**Lecture/Lab Hours**

3 lec/week

## **ECE 115 - Principles of Early Childhood Education**

This survey course provides an overview of early childhood care and education including historical and cultural perspectives, organization, structure, programming, and evidence-based practices. Professional and evidence-based practices of highly-qualified early childhood educators are outlined with an emphasis on their ability to enhance development and learning of each and every child between the ages of birth and eight. Considerations for diversity of culture, language, race, socio-economic status, gender, ethnicity, and ability will be included. Students will spend a minimum of 15 hours of observation in diverse early childhood settings.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

**Notes**

This class contains an observation component and requires an Illinois State Police and FBI background check in order to complete requirements for course credit.

## **ECE 118 - Parent-Teacher-Child-Community Relations**

This course focuses on the child in the context of family, school and community. An analysis of the contemporary American family will be discussed, with emphasis on the individual family interactions within the larger societal context. The course will examine the interplay of diverse cultures, lifestyles, language and communication with the role of school and other community institutions. Students will gain an understanding of their professional role in supporting practices that strengthen respectful family/child relationships through effective use of community and family resources.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

ECE 915

**Lecture/Lab Hours**

3 lec/week

## **ECE 202 - Language Development in Young Children**

Students will be introduced to the perspective, concepts, and methods of language development in young children. The relationship between the structure and function of language and the growth process will be emphasized.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

**ECE 207 - Mathematics for the Young Child**

This course is an exploration of early mathematical content and concepts that are relevant to young children ages 0-6. Students will learn what mathematics looks like during the early years and learn strategies to recognize and promote mathematical understanding in young children. Particular emphasis will be on the following concepts: numbers, measurement, shapes, patterns, spatial relations, analysis of data

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

**ECE 208 - Guidance Principles for Children 0-13\*\***

An introductory study of approaches, techniques and theories of guidance which can be applied as a means of measuring behavior growth or change. This course attempts to give the practitioner an understanding of behavior and social development upon which to base methods and guidance principles. Application of guidance techniques will be developed.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

**Notes**

THIS COURSE IS NOT CURRENTLY OFFERED.

**ECE 228 - Child Health, Nutrition and Safety**

This course provides an overview of the health, safety and nutritional needs of young children and early childhood practices to ensure the health and well-being of each child in a group setting. Content includes roles and responsibilities of adults in meeting children's diverse needs, the promotion of healthy life style practices, understanding common childhood illnesses and injuries, meeting health, nutrition and safety standards, and planning nutritious meals that are appropriate for each child.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

**ECE 240 - Observation and Assessment of Young Children**

This course focuses on authentic, alternative, classroom-based assessment in young children and how to appropriately use

standardized test information. The course will further provide the student with the knowledge and skills to interpret and use information gained to plan curriculum that is responsive to and supportive of children's learning and development. Students will have the opportunity to engage in assessment processes through means of classroom observations, providing each student with a stronger understanding of child development skills. Students learn about and explore a variety of age, individually, linguistically and culturally appropriate formal and informal assessments to gather and share information on each child's skills, abilities, interests and needs, birth through age 8. This class requires a 20 hour observation clinical component.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

**Notes**

This class contains an observation component and requires an Illinois State Police and FBI background check in order to complete requirements for course credit.

## **ECE 250 - Early Childhood Education Practicum I**

A supervised field experience designed to utilize and develop the student's learned training and educational skills in a chosen field. All students are required to spend six hours per week at an early childhood site as agreed upon with advisor.

Prerequisite: Students may register for practicum only with the consent of the SVCC practicum coordinator or the student's assigned academic counselor. Completion of first and second semester courses in the ECE suggested program.

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

**Notes**

This class contains interaction with children and requires an Illinois State Police and FBI background check in order to complete requirements for course credit.

## **ECE 275 - Curriculum Development for the Early Childhood Classroom**

The principles involved in planning, implementing and evaluating developmentally appropriate, evidence-based curriculum for young children are studied. The course focuses on relationships among developmental theory, philosophy, practice and development of curriculum based on the needs and interests of young children including those who are culturally, linguistically, and ability diverse. The analysis of a wide range of early childhood curriculum models is emphasized. Field experiences are required.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **ECO 211 - Principles of Macroeconomics**

A survey of macro-economic theory with emphasis on resource allocation in a mixed-enterprise economy. Concentration is on

the operation of the market mechanism. The role of government and labor, national income determination and accounting, monetary and fiscal policy and the neoclassical synthesis.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: S3 901

## **ECO 212 - Principles of Microeconomics**

A continuation of ECO 211 with emphasis on micro-economic theory. Concentration is on supply and demand, the theory of the firm, monopoly and imperfect competition, international trade and finance, economic problems of underdeveloped nations and contemporary problems of economic growth and stability in a mixed enterprise economy. ECO 211 is recommended.

Prerequisite: ECO 211 recommended.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: S3 902

**Lecture/Lab Hours**

3 lec/week

## **EDU 101 - Introduction to Education**

Students will develop an overview of American education as both a professional and a public enterprise. Social, historical, and philosophical foundations will give perspective to an examination of current issues, policies and trends in the field of education.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

**Notes**

This class contains an observation component and requires an Illinois State Police and FBI background check in order to complete requirements for course credit.

## **EDU 102 - Computer Education for Teachers**

This course is designed to meet the needs of education majors. This course will introduce students to the fundamentals and skills necessary to effectively integrate computers into teaching. This course is designed for the student with minimal computer experience.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **EDU 105 - Preparing for Careers in Education**

This course is required for students pursuing Associate in Arts in Teaching degrees and highly recommended for all students seeking teacher certification in the State of Illinois. This course should be taken during the first semester of college course work as an education major. The course introduces the student to certification standards and the course sequence required for education majors. In addition, students are introduced to cognitive skills needed for teaching, classroom motivation and management skills, portfolios, and strategies for securing entry-level employment in the teaching profession. 1 lec/week

1 Semester hour(s)

**Lecture/Lab Hours**

1 lec/week

## **EDU 210 - Diversity in Education**

This course is designed to introduce preservice teachers to the basic principles and foundations of educating for diversity. The course will explore schooling in and for a global society. Emphasis will be on material evaluation and selection, curricular design, and the relationship between diversity, classroom procedure, and educational policy.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **EDU 220 - Students with Disabilities in School**

An introductory overview of the field of special education in which students will be introduced to the various disability categories that occur in the population including an overview of characteristics of individuals with disabilities and the diversity of the population of people with disabilities. Services and methodologies will be examined, including federal and state requirements for eligibility. Students will be encouraged to develop critical thinking skills in regards to current controversies in the field.

Prerequisite: PSY 103 or consent of instructor.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

ECE 913

**Lecture/Lab Hours**

3 lec/week

## **EDU 221 - Children's Literature**

Students in this course will examine and evaluate reading materials published for children between preschool and junior high. Students will also explore the role that literature plays in children's growth and development and the ways in which literature can

be incorporated into various settings.

Prerequisite: ACT standard score in English of 20 or above; suitable scores on the current English placement test, or grade of "C" or higher in ENG 099.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **EDU 222 - Teen and Adolescent Literature**

This course is an examination of the role of teen and adolescent literature in school curriculum. Students in the course will evaluate literature created for the junior high school and high school student. The course will focus on understanding the literary development of the literature, the impact of the literature in the classroom, and incorporating the literature in content-area subjects.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **EDU 224 - Education as an Agent for Change**

Education as an Agent for Change is designed to introduce students to the social forces influencing American education. Students will examine the social and philosophical foundations of American education, how educational traditions reflect American culture, and how schools can create social and cultural change.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **EDU 225 - Topics/Issues in Education**

This course is designed to meet the needs and interests of pre-service and in-service educators. The topics of the colloquia will vary from semester to semester and will focus on issues related to teaching and learning.

1, 2 or 3 Semester hour(s)

**Repeatable**

The course may be repeated for a maximum of nine hours when the topics vary.

**Lecture/Lab Hours**

1-2-3 lec/week

## **EDU 227 - Music for Elementary Teachers**

Music methods and instructional materials for the elementary grades are taught through activities in singing, listening, creating, playing and moving to music. A portion of the work will stress the understanding of the music fundamentals and the acquisition of functional facility at the piano.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **EDU 275 - Educational Psychology**

Educational Psychology is an exploration of psychological concepts as applied to educational practice. This course emphasizes behavioral and cognitive theories, motivation, classroom management, development, intellectual functioning, achievement, assessment, learner differences, and cultural influences on teaching and learning.

Prerequisite: PSY 103

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **EDU 276 - Clinical Experience in Elementary Education**

This 20-clock- hour experience is offered to help meet the practicum requirement for elementary education in Illinois. Interns will observe students in a public elementary school under the guidance of a cooperating teacher. Emphasis will be on teaching techniques, classroom dynamics and the effects of student developmental status on behavior and learning. A journal noting these factors will be kept by each intern.

1 Semester hour(s)

**Lecture/Lab Hours**

1.5 lab/week

**Notes**

This class contains an observation component and requires an Illinois State Police and FBI background check in order to complete requirements for course credit.

## **EDU 277 - Clinical Experience in Secondary Education**

This 20-clock-hour experience is offered to help meet the practicum requirement for secondary education in Illinois. Interns will observe students in a public middle or high school under the guidance of a cooperating teacher. Emphasis will be on teaching techniques, classroom dynamics and the effects of student developmental status on behavior and learning. A journal noting these factors will be kept by each intern.



1 Semester hour(s)

**Lecture/Lab Hours**

1.5 lab/week

**Notes**

This class contains an observation component and requires an Illinois State Police and FBI background check in order to complete requirements for course credit.

## **EDU 278 - Clinical Experience in Special Education**

This 20-clock-hour experience is offered to help meet the practicum requirement for special education in Illinois. Interns will observe students in a public school special education classroom under the guidance of a cooperating teacher. Emphasis will be on teaching techniques, classroom dynamics and the effects of student developmental status on behavior and learning. A journal noting these factors will be kept by each intern

1 Semester hour(s)

**Lecture/Lab Hours**

1.5 lab/week

**Notes**

This class contains an observation component and requires an Illinois State Police and FBI background check in order to complete requirements for course credit.

## **EET 107 - Introduction to DC and AC Circuits**

A beginning course in electronics that provides the student with the fundamentals needed in advanced electronics courses. Instruction is provided in the basic laws of direct and alternating current circuit theory and the operation of electronic devices and circuitry. Emphasis is placed upon the operation of electronic test equipment which is utilized in practical laboratory application.

Prerequisite: MAT 074 with a grade of "C" or higher.

4 Semester hour(s)

**Lecture/Lab Hours**

3 lec, 2 lab/week

## **EET 110 - Introduction to Digital Electronics**

A basic course in electronic logic circuitry. This course will introduce the student or experienced technician to digital logic circuits. Basic logic elements such as AND, OR, NAND and NOR gates will be introduced and characterized. Combinational logic circuits will be designed and analyzed in the lab.

4 Semester hour(s)

**Lecture/Lab Hours**

3 lec, 2 lab/week

## **EET 207 - Advanced Circuits**

An advanced course in circuit analysis and troubleshooting. This course will build on the fundamentals from EET 107. Circuit analysis and the use of schematics and test equipment will be examined from a technicians point of view.

Prerequisite: EET 107 with a grade of "C" or higher.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

## **EET 218 - Microprocessor Architecture and Applications**

A technician level course in microprocessor circuitry leading to an understanding of systems utilizing VLSI, CPUs, and peripherals. The architecture of the MC68HC11 microcontroller will be examined and used as the vehicle to define basic concepts. Students will investigate input-output control, bus interfacing and memory architecture through programming and troubleshooting of MC68HC11 systems.

Prerequisite: EET 110.

4 Semester hour(s)

**Lecture/Lab Hours**

3 lec, 2 lab/week

## **EET 245 - Programmable Controllers**

This course will cover both PLC programming and using the PLC as a troubleshooting device. Relay-type instructions, timer and counter operations, math and data compare instructions will be discussed. The course will also cover forcing commands as well as an introduction to the RSLogix 500 programming software. The primary PLCs used in this class will be Allen Bradley/SLC 500 series. More advanced programming instructions will be covered such as sequencers and shift registers and jump instructions. The course will use the RSLogix 500 programming software as the primary programming software.

Prerequisite: EET 110 with a grade of "C" or higher.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

## **EET 252 - Industrial Electronics**

A study of industrial control systems based on an input-decision-output analysis. Special concern is taken in areas where small control signals must be amplified to meet high power output requirements. Some of the topics covered will include photo electric inputs, reduced voltage starting SCR applications, thermo electronics, hall effect sensors, solid state relays and electronic motor control.

Prerequisite: EET 107 or ELT 120

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

## **EET 256 - Technical Problems**

This course is intended to fuse or gel many of the concepts, skills and knowledge that the student has learned during previous courses taken in the curriculum. Many of the assignments in this class will require knowledge that the student has acquired from previous courses.

Prerequisite: EET 245.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

## **EET 261 - Advanced Programmable Controllers**

This is an advanced course in programmable controllers. The course will be applicable to all modern industrial controllers. The course will cover PLC programming, including advanced programming instructions, networking instructions and applications. Products and processes used to collect information to document and analyze productivity through the use of accurate, versatile, and reliable electronic equipment that range from simple recorders to computer systems will be introduced. SCADA (Supervisory Control and Data Acquisition) systems and interfacing techniques using Remote Terminal Units (RTU) or other commercial modules will be covered. The use of robotics will be introduced.

Prerequisite: EET 245 with a grade of "C" or higher.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

## **EET 299 - Special Topics in Electronics**

Application of electronics principles to specific problems through case studies, simulation, special projects or problem-solving procedures. No topic/issue can be offered more than twice in three years. This course is repeatable two times for a maximum of

9 credits. Topic to be listed on the student's permanent academic record.

1 to 3 Semester hour(s)

**Repeatable**

This course is repeatable two times for a maximum of 9 credits.

**Lecture/Lab Hours**

1, 2 or 3 lec/2,4, or 6 lab/week

## **EGR 103 - Engineering Graphics**

This course is an introduction to engineering design and graphics, including design problems, sketching, dimensioning, tolerancing, multi-view orthographic representations, auxiliary views, section views, and working drawings. Students are required to use CAD in this course. Sketching and CAD techniques are integrated into the design process. This course is taught as a design studio class, which means that most of the time you will be working with other students in the classroom rather than listening to lectures. This course is also a project-based course with several case studies and one large, project. Students will work in design teams to analyze case studies and to design, prototype, and document a product.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: EGR 941

**Lecture/Lab Hours**

2 lec, 2 lab/week

## **EGR 250 - Internship in Engineering**

Participation in a work experience in an area of engineering under supervision of both the College and employer. Internship objectives will be identified for each student enrolled. Students may enroll in one semester hour at a time for a total of four semester hours credit.

Prerequisite: Sophomore standing.

1 Semester hour(s)

**Repeatable**

This course may be repeated for a maximum of four credits.

**Lecture/Lab Hours**

5 hours internship/week

## **EGR 270 - Topics/Issues in Engineering**

Seminar on a special topic or current issue in engineering. No topic/issue seminar can be offered more than twice within three years. (Topic to be listed on the students permanent academic record.)

1, 2, 3, or 4 Semester hour(s)

**Repeatable**

This course is repeatable three times for a maximum of 16 credits.

**Lecture/Lab Hours**

1-4 lec/week

## **ELA 090 - English Language Arts**

This lecture course provides supplemental, individualized, direct instructional support for writing projects undertaken in English 101.

1 Semester hour(s)

**Lecture/Lab Hours**

1 lec/week

## **ELA 095 - Developmental Language Arts**

This course focuses on developing reading and writing skills required to advance toward readiness for college-level coursework and to meet the needs of most entry-level workplace settings. The course covers fundamental comprehension skills and vocabulary building, as well as sentence-level fluency in composition and a review of grammar and mechanics.

Prerequisite: ACT standard score in English of 15 or below or required scores on the current English placement test.

4 Semester hour(s)

**Lecture/Lab Hours**

4 lec

## **ELA 099 - Preparatory Language Arts for the College Student**

This course centers on developing the necessary reading and writing skills required for success in college-level courses. Students will be asked to demonstrate paragraph and essay development, emphasizing purpose, organization, and support, as well as sentence-level grammar skills. In addition, students will achieve college-level reading skills, including basic comprehension, analytical reading, and vocabulary strategies. Mastery of discrete skills will be demonstrated in a concurrent lab course; application of combined skills will be demonstrated in classroom activity.

Prerequisite: ACT standard score in English of 16-21, required scores on the current English placement test, or a grade of "pass" in ELA 095.

4 Semester hour(s)

**Lecture/Lab Hours**

4 lec

## **ELT 101 - Electrical Wiring**

Students will be introduced to basic electrical wiring as it applies to residential occupancies, placing special emphasis on National Electric Code requirements. Students will develop an understanding of Ohms Law and be taught to wire series and parallel circuits; install single-pole, three-way and four-way switches, duplex receptacles and service panels; and troubleshoot circuits.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

## **ELT 102 - Small Appliance Repair**

This course will familiarize the student with the proper procedures for repair of small domestic appliances. The appliances that will be covered are coffeepots, toasters, irons, vacuum cleaners, thermostats, water heaters, range hoods, blenders, fans and motorized hand tools (drills, sanders, routers, etc.).

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

## **ELT 120 - Fundamentals of Electricity with Applied Mathematics**

This course provides basic electricity fundamentals, basic control strategies and electrical symbols. The class will provide the student with an understanding of basic electrical theory, schematic and wiring diagram symbols, motor theory, wiring and electrical troubleshooting. Conventional current will be used to define current flow. Applied mathematical concepts are incorporated into the course as required for successful understanding of objectives.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

## **ELT 259 - Industrial and Agricultural Wiring**

This course is a study of industrial and agricultural electrical systems. Emphasis will be placed on installation and troubleshooting of motor and electrical distributions.

Prerequisite: ELT 120 or EET 107

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

## **ELT 260 - Farm Wiring**

A study of farm and industrial electrical systems. Emphasis will be placed on installation and troubleshooting of motor circuits and electrical distributions.

Prerequisite: ELT 101 or ELT 120 or EET 107

3 Semester hour(s)

### **Lecture/Lab Hours**

2 lec, 2 lab/week

## **ELT 261 - National Electric Code**

A study of National Electric Code specifications with emphasis placed on proper installation of all circuits.

Prerequisite: ELT 101 or ELT 120 OR EET 107

3 Semester hour(s)

### **Lecture/Lab Hours**

3 lec/week

## **ELT 262 - Electrical Controls**

Provides the student with sufficient knowledge so that the person is proficient in the installation, servicing and maintenance of the controls used in industry and home.

Prerequisite: ELT 101 or ELT 120 or EET 107

3 Semester hour(s)

### **Lecture/Lab Hours**

2 lec, 2 lab/week

## **ELT 265 - Power Distribution**

This course provides an introduction to the operation, design and protection of power distribution systems. Topics will include generators, motors, principles of operation and applied design of medium voltage power distribution systems and substations and the distribution aspect of the interconnected power system.

Prerequisite: EET 107 or ELT 160 or ELT 120.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab hours/week

**EMS 101 - Emergency Medical Training\*\***

Students will be introduced to the roles of the EMT-B in providing emergency care under the direct supervision of a physician. Topics will include the medical/legal issues of emergency care, assessment techniques and procedures to assist with airway management, medical emergencies, traumas and protocols for communication about the transportation of emergency patients. The course includes clinical experience in the Emergency Room. This course has been approved by the National Highway Safety Bureau, US Department of Transportation. Students who successfully complete the course are eligible to take the Illinois EMT-B exam.

Prerequisite: High School Diploma or GED equivalent.

7 Semester hour(s)

**Lecture/Lab Hours**

5 lec, 4 lab/week

**Notes**

\*\*THIS COURSE NOT CURRENTLY OFFERED.

**EMS 106 - Paramedic I\*\***

Students will be introduced to the roles and responsibilities of the EMT-Paramedic in addition to the medical/legal and ethical aspects of the Emergency Medical Services System. Pathophysiology, pharmacology, medication administration and communication skills will also be studied as well as skill development. Specific clinical experiences will be required correlating with course content. Advanced airway management and skills will also be included. This course has been approved by the National Highway Safety Bureau, U.S. Department of Transportation.

Prerequisites: Students must possess a current Illinois EMT-B license and submit documentation that an EMS System vehicle will be available to accommodate field experience.

7.5 Semester hour(s)

**Lecture/Lab Hours**

5 lec, 5 lab/week

**Notes**

\*\*THIS COURSE NOT CURRENTLY OFFERED.

**EMS 111 - Paramedic II\*\***

Students will be introduced to patient assessment including history taking, assessment skills, clinical decision making, and communication/ documentation. Care of the trauma patient will be included covering the effects of trauma on all body systems. Specific clinical experiences will be required correlating to course content. This course has been approved by the National Highway Safety Bureau, U.S. Department of Transportation.



Prerequisites: Completion of EMS 106 with a grade of C or better.

8.5 Semester hour(s)

**Lecture/Lab Hours**

4 lec, 9 lab/week

**Notes**

**\*\*THIS COURSE NOT CURRENTLY OFFERED.**

## **EMS 116 - Paramedic III\*\***

Students will be introduced to the pathophysiology, assessment findings, and treatment plans for the patient experiencing cardiovascular disease, neurological problems, endocrine problems, allergy/anaphylactic conditions, gastroenterology, urology, and toxicological problems as well as effect of environmental conditions.

Prerequisite: Completion of EMS 111 Paramedic II with a grade of C or better or licensed RN.

10 Semester hour(s)

**Lecture/Lab Hours**

5 lec, 2 lab, 8 practicum hours/week

**Notes**

**\*\*THIS COURSE NOT CURRENTLY OFFERED.**

## **EMS 121 - Paramedic IV\*\***

Students will be introduced to the pathophysiology, assessment findings, and treatment plans for the patient experiencing infectious/communicable diseases, behavioral emergencies, gynecological emergencies, normal or abnormal labor, neonatal conditions, pediatric illness, geriatric situations, abuse or assault. They will also be able to adapt assessment and treatment for those experiencing various challenges as well as the chronic care patient. Common complaints will also be evaluated as well as learning to deal with the multiple aspects of the emergency scene.

Prerequisite: Completion of EMS 116 with a grade of "C" or better.

12 Semester hour(s)

**Lecture/Lab Hours**

3 lec, 18 lab/week

**Notes**

**THIS COURSE NOT CURRENTLY OFFERED.**

## **ENE 102 - Small Wind Energy\*\***

This course provides an introduction to the field of small wind energy. Installation and theory of small wind turbines designed for industrial and residential use will be examined. Labs will provide students with hands-on experience installing and troubleshooting small wind installations.

Prerequisite: ELT 120 or EET 107

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

**Notes**

**\*\*THIS COURSE NOT CURRENTLY OFFERED.**

## **ENE 130 - Photovoltaics**

The course will cover the basic principles of photovoltaics and how to effectively incorporate PV systems into stand-alone or interconnected electrical systems. The course will cover site evaluations, operation, design and sizing, installation and advantages and disadvantages of different systems.

Prerequisite: ELT 120 or EET 107 or consent of instructor.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

## **ENE 135 - Renewable Energy\*\***

This course covers the different forms of renewable energy and how they are used. The class will cover the basics of solar energy, solar photovoltaics, bioenergy, hydroelectricity, tidal power, wind energy, wave energy, and geothermal processes.

Prerequisite: EET 107 or ELT 120.or consent of instructor.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

**Notes**

**\*\*THIS COURSE NOT CURRENTLY OFFERED.**

## **ENE 140 - Solar Thermal Energy\*\***

This course will cover the basic theory of heat transfer and the principles of solar energy devices available and how they evolved. The course will touch upon residential, commercial and industrial applications.

ELT 120 or concurrent enrollment in ELT 120 or consent of instructor.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

**Notes**

**\*\*THIS COURSE NOT CURRENTLY OFFERED.**

**ENE 145 - Geothermal Energy\*\***

This course covers the theory of geothermal heating and cooling, design and installation. Heat transfer will be studied and the different modes involved in a geothermal system. Different designs and control strategies will be explored along with the advantages and disadvantages of each. Residential, commercial, and industrial systems will be covered.

Prerequisite: ELT 120 or concurrent enrollment in ELT 120 or consent of instructor.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

**Notes**

**\*\*THIS COURSE NOT CURRENTLY OFFERED.**

**ENG 101 - Composition I**

A basic course in essay writing with emphasis on exposition, ENG 101 stresses knowledge and application of the rhetorical modes. ENG 101 presupposes competence in grammar, usage, and mechanics.

Prerequisite: ACT standard score in English of 22 or above; suitable scores on the current English placement test, or grade of C or higher in ENG 099.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: C1 900

**Lecture/Lab Hours**

3 lec/week

**ENG 103 - Composition II**

An advanced course in essay writing with emphasis on formal research, ENG 103 serves to develop a proficiency in the collection and selection of data as applied to the completion of a formal research paper. In addition, students receive instruction in logic and reasoning, including the fundamentals of argumentative and persuasive writing.

Prerequisite: A grade of C or higher in ENG 101 or its equivalent.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: C1 901R

**Lecture/Lab Hours**

3 lec/week

## **ENG 111 - Business and Technical Communication**

Provides information on principles of written and oral communication specifically applied to business and technical fields. Assignments are designed to develop skill and practice in the use of these principles and include the writing of memoranda, business letters, instructions, informal reports and formal reports. Students are encouraged to tailor assignments to the specific careers they are pursuing. (Not applicable for humanities requirement.)

Prerequisite: ENG 101 with a grade of C or higher. Because of emphasis on graphics and computer formatting, students are advised to complete CIS 109 or IND 105 or to have equivalent word processing skills.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **ENG 153 - Basic News Writing**

Basic News Writing is a course designed to teach students the basic components of news reporting. In order to pass, students will demonstrate the ability to: write clear, concise, accurate, complete, balanced and readable news stories, define what constitutes news and how news stories differ from features and opinion pieces, effectively apply research skills for writing news stories, write effective leads, write a variety of types of news stories, gather and write news in an ethical manner and apply the laws governing journalists, demonstrate knowledge of AP Stylebook rules, and write under deadline pressure. Students will write information for mass audiences in print and electronic formats.

Prerequisite: ENG 101 with a grade of "C" or equivalent.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: MC 919

**Lecture/Lab Hours**

3 lec/week

## **ENG 154 - Basic News Editing**

Basic News Editing is an introduction to the principles and techniques of electronic editing, information management, and publication design emphasizing the editing of body copy and display type for maximum clarity and impact. On successful completion of the course, the student will be able to: effectively edit stories, rewrite stories without distorting them, write effective headlines and cutlines, demonstrate basic knowledge of typography, demonstrate the basics of publication design and the logic of packaging, and apply AP Stylebook rules.

Prerequisite: ENG 101 with a grade of "C" or equivalent or ENG 153 (Basic News Writing) with a grade of "C" or equivalent.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: MC 920

**Lecture/Lab Hours**

3 lec/week

**ENG 155-156 - Newspaper Production I & II\*\***

*A two-semester sequential course developing news writing, feature writing, layout and editing skills by participation on the staff of the College newspaper. ENG 155 will be offered only fall semester and ENG 156 will be offered only spring semester. Each semester enrollment carries one hour credit.*

Prerequisite: ENG 099 or ENG 101 or consent of instructor.

1 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

**Notes**

\*\*THIS COURSE NOT CURRENTLY OFFERED.

**ENG 160 - Introduction to Literature**

An examination of the elements of form, methods of analysis, historic periods, and theories of criticism of fiction, poetry, and drama.

Prerequisite: ACT standard score in English of 20 or above; suitable scores on the current English placement test or grade of "C" or higher in ENG 099.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: H3 900

**Lecture/Lab Hours**

3 lec/week

**ENG 201 - Fiction**

An examination of the elements of form, methods of analysis and theories of criticism of the short story, the novella and the novel.

Prerequisite: A grade of C or higher in ENG 101 or its equivalent, or consent of instructor.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: H3 901

**Lecture/Lab Hours**

3 lec/week

## **ENG 203 - Introduction to Poetry**

By reading, discussing, and writing about poetry, students will encounter a wide range of poetic forms; learn the terminology that identifies elements of poetry (meter, rhyme, imagery, etc.); recognize their own roles as readers in experiencing the meaning of poems; research how poets' lives and diverse cultural surroundings influence and are revealed in their poetry; and explore various approaches to literary criticism.

Prerequisite: ACT standard score in English of 20 or above; suitable scores on the current English placement test or grade of "C" or higher in ELA 099.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: H3 903

**Lecture/Lab Hours**

3 lec/week

## **ENG 206 - Topics/Issues in Literature**

An intensive study of literature based on a specific theme or subject or written by a selected group of authors. The topics of the colloquia will vary from semester to semester and will be announced in each semesters schedule. (Topic to be listed on the students permanent academic record.)

Prerequisite: ENG 101 with a grade of C or higher or its equivalent or consent of instructor.

3 Semester hour(s)

**Repeatable**

This course is repeatable twice for a maximum of nine credits.

**Lecture/Lab Hours**

3 lec/week

## **ENG 212 - Women and Literature**

In this course the students will read, discuss and respond to the works of women writers. Students will study the works of women writers from different countries and different time periods as they trace the contributions that women have made to the field of literature. The course will provide an opportunity to explore the place of women in the development of the genres of fiction, poetry and drama. In discussing specific works from a womans perspective, students will examine the roles women have played in literature.

Prerequisite: ENG 101 with a grade of C or higher or its equivalent or consent of instructor.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: H3 911D

**Lecture/Lab Hours**

3 lec/week

**ENG 225 - American Literature to 1860**

By participating in class discussion and reading original works, students will be exposed to and engaged in a broad and intensive study of American literature from the beginning up to 1860. Students will analyze and discuss specific themes, styles, and world views presented in the works. Students will be expected to read and analyze critical commentaries concerning the works. Furthermore, they will become acquainted with the relationships between the works and world in which the authors lived.

Prerequisite: ENG 101 with a grade of C or higher or its equivalent or consent of instructor.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: H3 914

**Lecture/Lab Hours**

3 lec/week

**ENG 226 - American Literature from 1860**

By participating in class discussion and reading original works, students will be exposed to and engaged in a broad and intensive study of American literature from 1860 to the present. Students will analyze and discuss specific themes, styles, and world views presented in the works. Students will be expected to read and analyze critical commentaries concerning the works. Furthermore, they will become acquainted with the relationships between the works and world in which the authors have lived.

Prerequisite: ENG 101 with a grade of C or higher or its equivalent or consent of instructor.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: H3 915

**Lecture/Lab Hours**

3 lec/week

**ENG 227 - British Literature I**

By listening to lectures and reading original works, students will be exposed to and engaged in a broad and intensive study of British literature from the beginning up to the Romantics. Students will analyze and discuss specific themes, styles, narrative structures and world views presented in the different works. Students will be expected to read and analyze secondary sources concerning the works. Furthermore, they will become acquainted with the relationships between the works and the world in which the authors lived.

Prerequisite: ENG 101 with a grade of C or higher or its equivalent or consent of instructor.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: H3 912

**Lecture/Lab Hours**

3 lec/week

**ENG 228 - British Literature II**

By listening to lectures and reading original works, students will engage in a broad and intensive study of British literature from the Romantics through the moderns. Students will analyze and discuss specific themes, styles, narrative structures and world views presented in the different works. Students will be expected to read and analyze secondary sources concerning the works. Furthermore, they will become acquainted with the relationships between the works and the world in which the authors lived.

Prerequisite: ENG 101 with a grade of C or higher or its equivalent or consent of instructor.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: H3 913

**Lecture/Lab Hours**

3 lec/week

**ENG 230 - Minority American Literature**

Students will read, discuss, and respond to selected works of Native American, African American, and Hispanic American writers. As they study these writers and their works, they will trace the contributions these various ethnic groups have made to the field of American literature. The course will be organized around the genres of autobiography, fiction, poetry, and drama.

Prerequisite: ENG 101 with a grade of C or higher or its equivalent or consent of instructor.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: H3 910D

**Lecture/Lab Hours**

3 lec/week

**ENG 270 - Creative Writing**

An introduction to the principles, problems and processes involved in writing poetry and fiction. The course includes lectures, readings, and examinations and criticism of students work.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week



## **ENG 271 - Creative Writing II**

This course focuses on creating a community of writers. Students will engage in producing, presenting and publishing original works of poetry and fiction.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **FIR 101 - Basic Firefighter Operations-Module A**

This Basic Firefighter Operations Module A course covers a portion of the total subjects required for certification, as well as incorporating a fire department atmosphere into the training. The program emphasizes developing the skills and knowledge necessary for entry-level personnel to become functioning members of a fire company. Module A will cover the following material: building construction; fire behavior; fire service organization; firefighter safety; communication; self-contained breathing apparatus; fire extinguishers, ropes and knots. Completion of course and additional requirements will provide the student with Certification in Basic Operations Firefighter from the Office of State Fire Marshall (OSFM). The Office of the State Fire Marshall requires this course before a firefighter can be certified as an Advanced Technician Firefighter.

4 Semester hour(s)

**Lecture/Lab Hours**

3 lec, 1 lab/week

## **FIR 102 - Basic Firefighter Operations-Module B**

The Basic Firefighter Operations Module B course covers a portion of the total subjects required for certification, as well as incorporating a fire department atmosphere into the training. Module B will cover the following material: forcible entry; ladders; fire hose; appliances; water supply; and ventilation. Completion of course and additional requirements will provide the student with Certification in Basic Operations Firefighter from the Office of the State Fire Marshall (OSFM). The Office of the State Fire Marshall requires this course before a firefighter can be certified as an Advanced Technician Firefighter.

Prerequisites: FIR 101 with a grade of "C" or better.

4 Semester hour(s)

**Lecture/Lab Hours**

3 lec, 1 lab/week

## **FIR 103 - Basic Firefighter Operations-Module C**

The Basic Firefighter Operations Module C course covers a portion of the total subjects required for certification, as well as incorporating a fire department atmosphere into the training. The program emphasizes developing the skills and knowledge necessary for entry-level personnel to become functioning members of a fire company. Module C will cover the following

material: firefighter survival; wildland and ground cover firefighting; protection of evidence for origin cause; fire ground search and rescue; fire prevention and public education; fire control; loss control; overhaul; fire detection; and alarm and suppression systems. Completion of course and additional requirements will provide the student with Certification in Basic Operations Firefighter from the Office of the State Fire Marshall (OSFM). The Office of the State Fire Marshall requires this course before a firefighter can be certified as an Advanced Technician Firefighter.

Prerequisites: FIR 100, FIR 101, FIR 102 with grades of "C" or better.

4 Semester hour(s)

**Lecture/Lab Hours**

3 lec/1 lab/week

## **FIR 104 - Advanced Technician Firefighter**

The Advanced Technician Firefighter is considered to be the senior category of firefighter within the fire company or department. The course covers the subjects required for Advanced Technician Firefighter certification. The program emphasizes the enhancement of skills and knowledge necessary for experienced personnel to further their skills within the fire company or department. Completion of course and additional requirements will provide the student with Certification in Advanced Technician Firefighter from the Office of the State Fire Marshall (OSFM). The Office of the State Fire Marshall requires this course before a firefighter can be certified in some of their other certification titles.

Prerequisites: FIR 100, FIR 101, FIR 102, FIR 103 with grades of "C" or better; or Certified State of Illinois Firefighter II or Certified Illinois Basic Firefighter.

5 Semester hour(s)

**Lecture/Lab Hours**

3 lec, 4 lab/week

## **FIR 105 - Tactics and Strategies I**

The Strategy and Tactics I course is designed for the Fire Officer who is responsible for commanding one to two companies at the fire or emergency scene, such as Company Officers and Chief Officers of small fire departments. Subject areas which will be covered are: company officer leadership; safety; pre-fire planning; fire behavior; building construction; fire fighting tactics; engine company and truck company operations; RIT Officer; and tactical exercises. This course is required for certification from the Office of the State Fire Marshall's Officer I program.

Prerequisites: High School Diploma or Equivalent.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **FIR 106 - Fire Service Vehicle Operator**

Fire Service Vehicle Operator is designed for engineers and officers of a fire department who, as part of their duties, are responsible for the safe operation of a fire service vehicle during emergency and non-emergency driving. The class covers common driving hazards, pre-trip inspections and driver training. This hour classroom program is combined with an AHJ-provided driving portion, lets the student prepare for OSFM certification completion. A minimum of a valid Illinois Class "B" non-CDL driver's license is required for the road-practice portion. SVCC does not offer the driving certification portion of this class.

Prerequisites: High School Diploma or Equivalent and valid driver's license. A minimum of a class "B" non-CDL driver's license is required for the road-practice portion.

1 Semester hour(s)

**Lecture/Lab Hours**

0.5 lec, 0.5 lab/week

## **FIR 200 - Management I**

The Fire Service Management I course is designed to provide the Fire Officer or Fire Officer Candidate, who is in charge of a single fire company or station, with information and skills in supervisory practices and personnel management. Subject areas covered will include: the role and function of the company fire officer; basic management principles and concepts; leadership; motivation; order giving; discipline; and conflict resolution. This course is required for completion of the Office of the State Fire Marshall's Fire Officer I Certification.

Prerequisite: High School Diploma or Equivalent.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **FIR 201 - Fire Service Instructor I**

The Fire Service Instructor I course is designed to give the student the knowledge and ability to teach from prepared materials which are predominantly skills oriented. Areas covered include: communication; concepts of learning; human relations in the teaching-learning environment; methods of teaching; organizing the learning environment; records and reports; testing and evaluation; instructor's roles and responsibilities; teaching techniques; and use of instructional materials. This course is required for certification for the Office of the State Fire Marshall's Officer I program. Completion of course and additional requirements will provide the student with certification as Fire Service Instructor I from the Office of the State Fire Marshall (OSFM). The Office of the State Fire Marshall requires this certification before a firefighter can be certified as a Fire Service Instructor II.

Prerequisite: High School Diploma or Equivalent.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **FIR 202 - Fire Prevention Principles**

The Fire Prevention Principles course covers materials in the areas of fire inspection, investigation, and public education. Topics include: laws; codes; ordinances; life safety code applications; building construction; occupancy; inspection techniques; installed systems and water supply. Fire investigation concentrates on first responder support of the investigation process. The course is written to meet the professional standards set forth in the National Fire Protection Association (NFPA) 1031 Standards of Professional Qualification for Fire Inspector and the Illinois Office of the State Fire Marshall. This course is required for certification for the Office of the State Fire Marshall's Officer I program.

Prerequisite: High School Diploma or Equivalent.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **FIR 203 - Hazardous Materials I**

The Hazardous Materials Awareness course will provide first responders with the knowledge and skills to understand hazardous substances and the risk associated with them in an incident; recognize the presence of hazardous substances in an emergency; understand the role of the emergency responder at the awareness level; including site security and control; have understanding of the U.S. Department of Transportation Emergency Guidebook; realize the need for additional resources; call for appropriate assistance; and make appropriate notifications to the community. The course meets the requirements of the Illinois Office of the State Fire Marshall, the Illinois Emergency Management Agency, and the National Fire Academy. Completion of course and additional requirements will provide the student with Certification Hazardous Materials Awareness (HMA) from the Office of the State Fire Marshall. The Office of the State Fire Marshall requires this course before a firefighter can be certified in any additional hazardous materials subject area

Prerequisite: High School Diploma or Equivalent.

1 Semester hour(s)

**Lecture/Lab Hours**

1 lec/week

## **FIR 204 - Hazardous Materials II**

Hazardous Materials Operations course provides those who are or will be operating as a member of a fire department, law enforcement agency, EMS agency, emergency management agency, or other first responder agency, the basic skills needed to evaluate and work defensively at an incident involving the release of hazardous materials. The objectives of the course are to teach participants basic hazards and risk-assessment techniques for Hazmat and CBRNE environments; how to select and use proper personal protective equipment provided to the first responder at the Operations level; how to perform basic control, containment and/or confinement operations within the capabilities of the resources and personal protective equipment available; provide an understanding of the types of CBRNE and WMD events that may be presented to the first responder; and provide an understanding of the relevant standard operating guidelines and termination procedures. National Fire Academy certification can be pursued with successful completion. Completion of course and additional requirements will provide the student with Certification Hazardous Materials Operations (HMO) from the Office of the State Fire Marshall. The Office of the State Fire Marshall requires this course before a firefighter can be certified in any additional hazardous materials technician level subject

area.

Prerequisite: FIR 203 with a grade of "C" or better.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

## **FIR 205 - Management II**

The Fire Service Management II course is designed to provide the Fire Officer or Fire Officer Candidate who is in charge of a single fire company or station, with information and skills in supervisory practices and personnel management. This course provides coverage in the areas of basics of communications, report writing, interpersonal communication, group dynamics, coaching and counseling skills, and performance appraisal. This course is required for certification from the Office of the State Fire Marshall's Officer I program.

Prerequisite: FIR 200 with a grade of "C" or better.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **FIR 206 - Vehicle and Machinery Operations**

The Vehicle/Machinery Operations course is designed to acquaint the firefighter with techniques used in Auto Extrication. The focus of the course allows the participant to become confident with the various extrication equipment and tools. Emphasis will be on safety, functions of the tools, and different techniques to remove victims from auto accidents. All students will be required to furnish protective clothing. Emergency Medical Technicians are encouraged to enroll in the course, however, will not be eligible for OSFM Certification. CEU hours may apply. Completion of course and additional requirements will provide the student with Certification in Vehicle Machinery Operations from the Office of the State Fire Marshall (OSFM). The Office of the State Fire Marshall requires this certification before a firefighter can be certified in any Technical Technician courses.

Prerequisites: FIR 207, FIR 100, FIR 101, FIR 102, and FIR 103, successful completion with grades of "C" or better.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 1 lab/week

## **FIR 207 - Technical Rescue Awareness**

The Technical Rescue Awareness (TRA) course is designed for the member of a first-in-company. It will provide first responders with the information needed to identify the rescue situation, its specific hazards, and the initial company operations. Subjects will include: structural collapse rescue, rope rescue, confined space rescue, vehicle and machinery rescue, water and ice rescue, wilderness search and rescue, trench and excavation rescue. The members of the steering committee followed the guidelines of

the OSFM and NFPA 1670 guidelines will be followed. This course is meant to provide the student a means in which to identify and properly react to uncommon, dangerous and difficult rescue situations. Further training is required for actual rescue operations and practices. Completion of course and additional requirements will provide the student with Certification in Technical Rescue Awareness from the Office of the State Fire Marshall (OSFM). The Office of the State Fire Marshall requires this course before a firefighter can be certified in any additional rescue subject area.

Prerequisite: High School Diploma or Equivalent.

1 Semester hour(s)

**Lecture/Lab Hours**

1 lec/week

## **FIR 208 - Building Construction**

The Building Construction course for the Fire Science program will provide the student with information and details on how building construction relates to the fire service. The content will enable the student to identify the components of building construction related to fire ground operations and life safety. Construction and design structure elements will be shown as key factors when inspecting, conducting pre-planning fire operations, and fire ground operations. The student will specifically focus on firefighter safety and the relationship between building construction and dynamics of fire behavior.

Prerequisite: High School Diploma or Equivalent.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **FYE 101 - First Year Experience**

This course is designed to facilitate the self-development of the student, and introduce students to the expectations of the college community. This course reviews the academic skills that promote success during their college career. Topics will include, but not limited to, identifying campus/community resources, test-taking strategies, career exploration/decision making, problem solving, literacy, and critical thinking. Students will also learn strategies for taking personal responsibility for their academic and career choices. (Students in good standing (GPA of 2.0 or higher), who have accumulated 16 semester hours or more prior to enrolling as a degree seeking student at Sauk are not required to take this class).

1 Semester hour(s)

**Lecture/Lab Hours**

1 lec/week

## **GEO 122 - World Regional Geography**

A systems approach to the study of the cultural and economic organizations of human activity throughout the world. Emphasis is placed upon perception and utilization of environment with special attention given to types of production, circulation patterns and settlement patterns throughout the world.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: S4 900N

**Lecture/Lab Hours**

3 lec/week

## **GSC 105 - Astronomy**

This course presents an overview of the history and development of the grand themes in astronomy. It is designed for students who either need to fulfill a general education laboratory science course or who desire to explore the nature of the universe that they inhabit. The course covers early views of the universe, the development of scientific models and principles, the technological and analytical tools used by astronomers, the nature of the planets and Sun in our solar system, the birth, life, and death of stars and galaxies, the origin and evolution of the universe, and the search for extraterrestrial life in the universe. Credit will not be awarded for both GSC 105 and GSC 106.

Prerequisite: MAT 080 or equivalent.

4 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: P1 906L

**Lecture/Lab Hours**

3 lec/2 lab week

## **GSC 106 - Astronomy**

An introductory survey of the universe which includes the following topics: peoples changing ideas about the cosmos; the motion of the stars, moon, planets, and sun in the sky; the physical characteristics of the moon and planets; the formation of the solar system; the properties, structure, origin, and evolution of our sun, the stars, and galaxies. Credit will not be awarded for both GSC 105 and GSC 106.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: P1 906

**Lecture/Lab Hours**

3 lec/week

## **GSC 115 - Environmental Geology**

This course deals with geology as it relates to human activities. It will emphasize how geologic processes and hazards influence human activities and how human activities influence our soils, water, atmosphere, the need for energy, waste disposal and environmental laws.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: P1 908

**Lecture/Lab Hours**

3 lec/week

**GSC 270 - Topics/Issues in the Sciences**

Seminar on a special topic or current issue in one or more of the biological or physical sciences. No topic/issue seminar will be offered more than twice within three years. (Topic to be listed on the students permanent academic record.)

3 Semester hour(s)

**Repeatable**

This course is repeatable three times for a maximum of twelve credits.

**Lecture/Lab Hours**

3 lec/week

**GSP 031 - Adult Basic Education (ABE) Beginning Literacy**

The purpose of this course is to improve basic skills in language arts, reading, communication, computational skills (math) and writing of beginning level ABE students in order to help them develop their adult roles as productive worker, effective family member, responsible community member and lifelong learner through taking responsibility for their own learning. The goals of the course are to increase students' level of functioning in basic academic, employment and life skills. There is also a Citizenship/Government Component for this class. The purpose of this component is to help students become more productive members of the community by understanding the way government works.

1, 2 or 3 Semester hour(s)

**Repeatable**

This course may be repeated three times for a maximum of twelve credits.

**Lecture/Lab Hours**

1-2-3 lec/week

**Notes**

(This course may not be counted toward degrees or career certificates)

**GSP 033 - Adult Basic Education (ABE) Intermediate Low**

The purpose of this course is to improve intermediate skills in language arts, reading, communication, computational skills (math) and writing while incorporating career explorations content. This course will provide guidance to ABE students in order to help them develop their adult roles as productive worker, effective family member, responsible community member and lifelong learner through taking responsibility for their own learning. The goals of the course are to increase students' level of functioning in basic academic skills necessary for life and employment.

Prerequisite: Completion of ABE Beginning or TABE Score of 461-517 grade level equivalency 4 to 5.9.

1, 2 or 3 Semester hour(s)



**Lecture/Lab Hours**

1-2-3 lec/week

**Notes**

(This course may not be counted toward degrees or career certificates)

**GSP 035 - Adult Basic Education (ABE) Intermediate High**

The purpose of this course is to improve skills in language arts, reading, communication, computational skills (math) and writing. Development in these areas will support the adult learner in the areas of: productive worker, effective family member, responsible community member and lifelong learner. The focus of this course is to provide learning experiences which support the learner taking responsibility for his or her own learning.

Prerequisite: Completion of ABE Intermediate or TABE Score of 518-566/6-8.9 grade equivalency.

1, 2 or 3 Semester hour(s)

**Repeatable**

This course may be repeated three times for a maximum of twelve credits.

**Lecture/Lab Hours**

1-2-3 lec/week

**Notes**

(This course may not be counted toward degrees or career certificates)

**GSP 041 - Adult Secondary Education (ASE) Low**

The purpose of this course is to build college and career readiness skills. Development of these skills will support the adult learner becoming self-sufficient and promote lifelong learning. The focus of this course is to provide learning experiences that build critical thinking, reflective thinking, and problem-solving abilities.

Prerequisite: Completion of ABE High Intermediate or TABE Score of: reading- 567-595, Math- 566-594/ 9-10.9 grade equivalency.

1, 2 or 3 Semester hour(s)

**Lecture/Lab Hours**

1-2-3 lec/week

**Notes**

(This course may not be counted toward degrees or career certificates)

**GSP 062 - ESL (English as a Second Language)-Beginning Literacy**

This course is designed for ESL students who have little or no literacy skills in English or their native language. The purpose of this class is to introduce English language literacy skills such as recognizing and writing the letters of the alphabet, identifying sound and letter correspondences, recognizing and writing numbers, responding to basic commands, and answering and asking questions about familiar topics.

Prerequisite: BEST Literacy Score of 0-20; CASAS Score of 0-180.

1, 2, 3, or 4 Semester hour(s)

**Repeatable**

This course is repeatable three times for a maximum of twelve credits.

**Lecture/Lab Hours**

1-2-3-4 lec/week

**Notes**

(This course may not be counted toward degrees or career certificates)

## **GSP 066 - ESL (English as a Second Language)-Low Intermediate**

Students will develop listening, speaking, reading and writing skills necessary to meet the needs of independent daily living.

Prerequisite: BEST Literacy Score of 64-67; CASAS Score of 201-210.

1, 2, 3, or 4 Semester hour(s)

**Lecture/Lab Hours**

1-2-3-4 lec/week

**Notes**

(This course may not be counted toward degrees or career certificates)

## **GSP 068 - ESL High Intermediate ESL**

Students will develop listening, speaking, reading and writing skills necessary to meet the needs of independent daily living and enable them to enter the work place.

Prerequisite: BEST Literacy Score 68-75; CASAS score of 211-220.

1, 2, 3, or 4 Semester hour(s)

**Repeatable**

This course is repeatable three times for a maximum of twelve credits.

**Lecture/Lab Hours**

1-2-3-4 lec/week

**Notes**

(This course may not be counted toward degrees or career certificates)

## **GSP 070 - ESL (English as a Second Language)-Advanced**

This course is designed for ESL students who function independently in the use of English in routine and work-related situations. The purpose of this class is to increase students' fluency in language skills using complex structures. Students focus on academic reading and writing skills within a variety of topics.

Prerequisite: BEST Literacy Score of 76-78; CASAS Score of 221-235.

1, 2, 3, or 4 Semester hour(s)

**Lecture/Lab Hours**

1, 2, 3, or 4 lec/week

**Notes**

(This course may not be counted toward degrees or career certificates)

## **GSP 080 - Adult Secondary Education (ASE)-High**

A class designed to help prepare adults for the following sections of the GED (General Educational Development) test; correctness and effectiveness of expression, interpretation of reading materials in social studies and natural sciences and interpretation of literary material, mathematics and the Illinois and U.S. Constitution.

Prerequisite: Completion of ASE Low or TABE Score of: Reading-596+, Math-595+/11-12 grade equivalency.

1, 2 or 3 Semester hour(s)

**Repeatable**

This course may be repeated for a maximum of twelve credits.

**Lecture/Lab Hours**

1-2-3 lec/week

**Notes**

(This course may not be counted toward degrees or career certificates)

## **GSV 100 - Commercial Drivers License Regulations**

The Commercial Motor Vehicle Safety Act of 1986 (CMVSA) has placed more stringent requirements on licensing of all commercial truck drivers. This two-credit hour course is designed to deliver all of the needed information to take and pass the Commercial Drivers License General Knowledge Written Exams in the states of Illinois and Iowa. Along with the Commercial Drivers License requirements, units on log books and first aid training will be covered.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **GSV 102 - Commercial Vehicle Operation**

Professional Commercial Motor Vehicle Operators not only need the necessary information to be successful, but they must be able to operate the tractor-trailer combination in a proficient and safe manner. Students will gain the knowledge necessary to become a commercial vehicle operator and develop the skills and techniques essential to the safe and professional operation of a commercial vehicle.

Prerequisite: GSV 100.

7 Semester hour(s)

**Lecture/Lab Hours**

14 lab/week

**HIS 131 - Western Civilization to 1648**

Origins and development of western civilization beginning with the classical civilization of the ancient world and dealing with the contributions of each major historical group until the emergence of modern Europe in the commercial revolution of the 16th century.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: S2 902

**Lecture/Lab Hours**

3 lec/week

**HIS 132 - Western Civilization Since 1648**

A continuation of the subject material offered in HIS 131. The history of the social, economic, political and intellectual life of modern times; the French Revolution; the Napoleonic era, nationalism and imperialism, world wars; the problems of world cooperation; and evaluation of present world problems are studied.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: S2 903

**Lecture/Lab Hours**

3 lec/week

**HIS 221 - American History to 1865**

Students will examine the first interactions of Native American cultures, European conquerors, and enslaved Africans. They will compare the Spanish, French, and English experiences in North America, and explore the events in the English colonies that led to revolution and independence. They will examine the constitution issues, political clashes, and social changes of the Federalist, Jefferson and Jacksonian periods. Students will explore westward expansion, immigration in the north, and the southern slave economy. They will consider the events of the decade of crisis that led to civil war, and look closely at the war and its major consequences. (Students cannot earn credit for both the HIS 223 and 224 sequence and the HIS 221 and 222 sequence.)

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: S2 900

**Lecture/Lab Hours**

3 lec/week

## **HIS 222 - American History Since 1865**

Students will examine American history from the Reconstruction Era to the present. They will gain an understanding of historical periods and events such as the Industrial Revolution, the Gilded Age, the Great Depression, the two World Wars, the Cold War, The Age of Affluence, and the Struggle for Racial and Gender Equality. (Students cannot earn credit for both the HIS 223 and 224 sequence and the HIS 221 and 222 sequence.)

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: S2 901

**Lecture/Lab Hours**

3 lec/week

## **HIS 231 - Topics/Issues in History**

An intensive study of one geographic region, period, theme, person, or other defined topic in history. Topics will vary from semester to semester and will be listed in the course schedule.

1, 2, 3, or 4 Semester hour(s)

**Repeatable**

This course may be repeated twice for a maximum of 12 credits. (Topic to be listed on student

**Lecture/Lab Hours**

1-2-3-4 lec/week

## **HRS 100 - E.P.A. Certification**

The course will contain all the information needed for a technician to successfully complete EPA certification. This is required to work in HVAC field.

.5 Semester hour(s)

**Lecture/Lab Hours**

.5 lec/week

## **HRS 105 - Refrigeration Principles\*\***

This course covers the theories used in air conditioning, including the relationship between pressure and temperature, conduction, convection, and radiation. The student will learn to work with refrigerant and pressure enthalpy charts so they can acquire a strong understanding of principles to build upon.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

**Notes**

**\*\*THIS COURSE NOT CURRENTLY OFFERED**

**HRS 114 - Sheet Metal Fabrication**

The students will obtain a working knowledge of layout and fabrication of common fittings used today. The student will learn how to use the tooling in a sheet metal shop safely and efficiently. This is a basic class and does not go into advanced layout procedures.

3 Semester hour(s)

**Lecture/Lab Hours**

1 lec, 3 lab/week

**HRS 120 - Basic Refrigeration**

This course will allow the student to become proficient in the use of tools and proficient in the correct materials to use for a given task. The tools will be specific to air conditioning operations for proper operations of components and system performance.

Prerequisite: HRS 105 or consent of instructor. Can be taken concurrently with HRS 105.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

**HRS 225 - Advanced Controls**

This course will cover controls in commercial and industrial settings including DDC and pneumatics. This is an advanced course and the class will look at different control strategies incorporated into building controls, and process controls. Large centrifugal refrigeration and large commercial boilers will be introduced into the control sequence for safe and efficient operation.

Prerequisites: HRS 105; ELT 120 or ELT 160; HRS 120; Co-requisite - HRS 120.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

**HUM 112 - Film Appreciation**

An introduction to film as an art form, emphasizing a study of the aesthetic and production elements of the medium, including narrative genres, directorial style, cinematography, acting and editing.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: F2 908

**Lecture/Lab Hours**

3 lec/week

## **HUM 150 - American Ethnic Cultural Expression**

The interdisciplinary study of art, architecture, music, literature, history and philosophy, which reflects the cultural identity of American racial and ethnic minorities.

Placement into ENG 101 (Composition I) or completion of ELA 099 (Preparatory Language Arts for the College Student).

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: HF 906D

**Lecture/Lab Hours**

3 lec/week

## **HUM 210 - Introduction to the Humanities I**

Introduction to the Humanities is the study of humanity and its involvement with the arts in society. It is a study of visual arts, music, literature, and philosophy beginning with the Greeks to the 20th century. With lectures, slides, performances, demonstrations, and videos, the student learns how the artist helps us to see that the "arts are a reflection of our world."

Prerequisite: ACT standard score in English of 20 or above; suitable scores on the current English placement test or grade of "C" or higher in ENG 099.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: HF 900

**Lecture/Lab Hours**

3 lec/week

## **HUM 213 - Topics/Issues in Humanities**

This course will be designed to meet the special needs and interests of the student population on an occasional basis. Topics to be addressed may be drawn from the areas of art, composition, language, literature, music, philosophy, speech communication or theatre.

1, 2 or 3 Semester hour(s)

**Repeatable**

This course may be repeated twice for a maximum of nine credits. (Topic to be listed on student's permanent record. permanent

academic record.)

**Lecture/Lab Hours**

1-2-3 lec/week

## **IDS 298 - Independent Studies**

A course designed for students desiring in-depth studies to augment existing courses. Independent study opportunities are available on an individual or collective basis. Individual projects are planned jointly by the student and an appropriate instructor, may generate from one to four credit hours (with no more than four semester credit hours or the equivalent in independent study to be completed for an associate degree program, and no independent study courses approved for the certificate level programs), are subject to instructor and department approval, and may be subject to prerequisites deemed appropriate in particular instances. Collective projects are planned and offered by an instructor as a special topics class within his/her discipline, subject to departmental approval. These projects may generate from one to four credit hours (with no more than four semester credit hours or the equivalent in independent study to be completed for an associate degree program and no independent study courses approved for the certificate level programs).

1 to 4 Semester hour(s)

**Lecture/Lab Hours**

1-4 lec/week

## **IND 108 - Introduction to CAD**

An introduction to engineering design and graphics using the latest version of AutoCAD. Basic AutoCAD commands will be introduced and emphasized throughout this course. Development of technical drawing skills including: design problems, sketching, dimensioning, tolerancing, orthographic projection, sectional views, and other viewing conventions. The course will proceed from the basics of design and sketching to applications used in preparing detail and assembly drawings.

None

2 Semester hour(s)

**Lecture/Lab Hours**

1 lec/2 lab

## **IND 118 - Mechanical Systems**

The course will contain all information needed for a technician, trades-person or maintenance man to successfully perform at a high level in their job. The course material will cover mechanical systems focusing on analysis of mechanical components, their relationships to each other, and failure prediction. General rigging will also be covered.

Prerequisite: EET 107 (may be taken concurrently) or ELT 120 (may be taken concurrently).

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week



## **IND 125 - Machining and Manufacturing Processes**

This course is an examination of the use and capabilities of the major machine tool groups, including foundry, their use in industry and the problems and properties of metal fabrication associated with each type. This is a manufacturing technique and basic machining course.

3 Semester hour(s)

### **Lecture/Lab Hours**

2 lec, 2 lab/week

## **IND 131 - OSHA Standards**

Provides students with information regarding basic safety principles in industry. A brief overview of the Occupational Safety and Health Administration (OSHA) will be discussed. The primary focus will be on OSHA regulations and standards that pertain to the construction and maintenance of industrial electro-mechanical systems.

1 Semester hour(s)

### **Lecture/Lab Hours**

1 lec. week

## **IND 203 - Advanced Machining and Manufacturing Processes**

An examination of the use and capabilities of the machine tool groups. An advanced course for students wishing to have a comprehensive knowledge of machine shop operations in terms of set-up, machine feeds, tool and cutter sharpening, and electrical discharge machining.

Prerequisite: IND 125 or consent of instructor.

3 Semester hour(s)

### **Lecture/Lab Hours**

2 lec, 2 lab/week

## **IND 207 - Computer Numerical Control Programming I**

This Computer Numerical Control Programming I course is designed to introduce to students the various processes involved in programming a CNC machine. Setting data points, programming different milling events, set-up functions, and repeat functions will be examined. This course is designed to prepare students who are looking for a position in the metalworking industry.

Prerequisites: IND 203, or consent of instructor.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

## **IND 208 - Computer Numerical Control Programming II**

This course will build on the CNC programming knowledge and skills learned in IND 207 - Computer Numerical Control Programming I. Students will be expected to program more advanced CNC machining processes, as well as identify the various types of CNC machines and programming functions used outside of the classroom. Industry tours will be a part of the course to give students a basic understanding of the diversity of types and uses of CNC machines.

Prerequisite: IND 207.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

## **IND 218 - Fluid Power**

This course will combine the operating fundamentals of hydraulic and pneumatic controls and operations. Students will read and interpret prints using proper symbols and documentation. Students will be able to design and assemble a complete fluid power system using the correct calculations for proper sizing of equipment.

Prerequisite: IND 116 or IND 118.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

## **IND 219 - Industrial Troubleshooting**

Students will learn to systematically troubleshoot equipment and control systems used in industry. This course will start with analyzing troubleshooting theory and flowcharts and evolve into actual hands-on troubleshooting of simulated industrial machinery.

Prerequisites: ELT 120 or EET 107; ELT 262, and EET 245 with a grade of "C" or higher or competency test with a grade of 80% or higher.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

## **IND 220 - Topics/Issues in Mechanics and Repair**

Application of mechanical principles to specific problems through case studies, simulation, special projects or problem solving procedures. No topic/issue can be offered more than twice in three years

1, 2 or 3 Semester hour(s)

### **Repeatable**

This course is repeatable three times for a maximum of twelve credits. (Topic to be listed on the student

### **Lecture/Lab Hours**

1-2-3 lec, 2-4-6 lab/week

## **IND 239 - Industrial Communications**

This course will introduce the fundamentals of industrial networks. Topics covered will include WANs, LANs, PANs, topologies, communication protocols, cabling, wired and wireless communications, and SCADA. Additional topics may be introduced to keep content current in this rapidly changing area. Lab activities will be included to provide "hands-on" experience with equipment.

Prerequisite: EET 110

3 Semester hour(s)

### **Lecture/Lab Hours**

2 lec, 2 lab/week

## **IND 250 (1) - Industrial Internship**

Participation in a work experience in an area of technology under supervision of both the college and an employer. Internship objectives will be identified for each student enrolled

Prerequisite: Twelve semester hours in major field and consent of instructor.

1 Semester hour(s)

### **Repeatable**

This course is repeatable three times for a maximum of twelve credits.

### **Lecture/Lab Hours**

5 hours internship/week

## **IND 250 (2) - Industrial Internship**

Participation in a work experience in an area of technology under supervision of both the College and an employer. Internship objectives will be identified for each student enrolled.

Prerequisite: Twelve semester credit hours in major field and consent of instructor.

2 Semester hour(s)

**Repeatable**

This course is repeatable three times for a maximum of twelve credits.

**Lecture/Lab Hours**

10 hours internship/week

## **IND 250 (3) - Industrial Internship**

Participation in a work experience in an area of technology under supervision of both the college and an employer. Internship objectives will be identified for each student enrolled.

Prerequisite: Twelve semester hours in major field and consent of instructor.

3 Semester hour(s)

**Repeatable**

This course is repeatable three times for a maximum of twelve credits.

**Lecture/Lab Hours**

15 hours internship/week

## **LAN 101 - Beginning French I\*\***

*A study of functional French with emphasis on speaking the language. Practice in reading and writing simple French. This course assumes that the student has no previous exposure to French language or culture.*

4 Semester hour(s)

**Lecture/Lab Hours**

4 lec/week

**Notes**

\*\*THIS COURSE NOT CURRENTLY OFFERED.

## **LAN 102 - Beginning French II\*\***

*A continuation of the study of functional French with emphasis on speaking the language. Practice in reading and writing simple French.*

Prerequisite: LAN 101 or 1 year of high school French.

4 Semester hour(s)

**Lecture/Lab Hours**

4 lec/week

**Notes**

\*\*THIS COURSE NOT CURRENTLY OFFERED.

## **LAN 151 - Beginning German I\*\***

*A study of functional German with emphasis on speaking the language. Practice in reading and writing simple German.*

4 Semester hour(s)

**Lecture/Lab Hours**

3 lec/2 lab/week

**Notes**

\*\*THIS COURSE NOT CURRENTLY OFFERED.

## **LAN 152 - Beginning German II\*\***

*A study of functional German with emphasis on speaking the language. Practice in reading and writing simple German.*

Prerequisite: LAN 151 or 1 year of high school German.

4 Semester hour(s)

**Lecture/Lab Hours**

3 lec, 2 lab/week

**Notes**

\*\*THIS COURSE NOT CURRENTLY OFFERED.

## **LAN 161 - Beginning Spanish I**

A study of functional Spanish with emphasis on speaking the language. Practice in reading and writing simple Spanish.

4 Semester hour(s)

**Lecture/Lab Hours**

4 lec/week

## **LAN 162 - Beginning Spanish II**

A study of functional Spanish with emphasis on speaking the language. Practice in reading and writing simple Spanish.

Prerequisite: LAN 161 or 1 year of high school Spanish.

4 Semester hour(s)

**Lecture/Lab Hours**

4 lec/week

## **LAN 163 - Survival Spanish I**

The focus of this course will be on necessary vocabulary, terms and idioms used in 21st century United States work places. The Spanish studied will involve a minimum of grammar and a maximum of oral repetition and memorization of short essential phrases. Dialogues will be practiced and mastered involving everyday situations in law enforcement, social work, counseling and businesses where clients are frequently Spanish speaking.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **LAN 164 - Survival Spanish II**

The course will extend drill and practice necessary to a worker in jobs requiring bilingual skills. The Spanish studied will go beyond elementary vocabularies in work-related situations. Some new attention will focus on past tense, commands, telephone communication and correspondence.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **LAN 201 - Intermediate French I\*\***

*A continuation of the study of functional French with emphasis on speaking the language. Practice in reading and writing simple French.*

Prerequisite: LAN 102 or two years of high school French.

4 Semester hour(s)

**Lecture/Lab Hours**

4 lec/week

**Notes**

\*\*THIS COURSE NOT CURRENTLY OFFERED.

## **LAN 202 - Intermediate French II\*\***

*Continued emphasis on expression in the language. Class discussion will be based on cultural readings, recordings, and film. Intensive grammar review with added cultural context.*

Prerequisite: LAN 201 or three years of high school French.

4 Semester hour(s)

**Lecture/Lab Hours**

4 lec/week

**Notes**

**\*\*THIS COURSE NOT CURRENTLY OFFERED.**

## **LAN 251 - Intermediate German I\*\***

*Continued emphasis on speaking the language. Class discussion based on the reading of selected short stories, plays, poetry and essays. General grammar review and composition.*

Prerequisite: LAN 151 or 2 year of high school German.

4 Semester hour(s)

**Lecture/Lab Hours**

3 lec, 2 lab/week

**Notes**

**\*\*THIS COURSE NOT CURRENTLY OFFERED.**

## **LAN 252 - Intermediate German II\*\***

*Continued emphasis on speaking the language. Class discussion based on the reading of selected short stories, plays, poetry and essays. General grammar review and composition.*

Prerequisite: LAN 251.

4 Semester hour(s)

**Lecture/Lab Hours**

3 lec, 2 lab/week

**Notes**

**\*\*THIS COURSE NOT CURRENTLY OFFERED.**

## **LAN 261 - Intermediate Spanish I**

Continued emphasis on speaking the language. Class discussion based on readings in grammar review text and culture presentations for Spain and South America. Selected Spanish prose readings.

Prerequisite: LAN 161-162 or 3 years of high school Spanish.

4 Semester hour(s)

**Lecture/Lab Hours**

4 lec/week

## **LAN 262 - Intermediate Spanish II**

Continued emphasis on speaking the language. Class discussion based on readings in grammar review text and culture presentations for Spain and South America. Selected Spanish prose readings.

Prerequisite: LAN 261.

4 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: H1 900

**Lecture/Lab Hours**

4 lecweek

## **LAN 263 - Survival Spanish III**

The course offers extensive practice in comprehension and speaking of Spanish. Mastery of intermediate level text materials and tapes provide cultural and idiomatic awareness and sound language review. Advanced repetition and conversation practice in the target language.

Prerequisite: LAN 164.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **LAN 264 - Survival Spanish IV**

The course offers extensive practice in comprehension and speaking of Spanish. Mastery of intermediate level text materials and tapes provide cultural and idiomatic awareness and sound language review. Advanced repetition and conversation practice in the target language.

Prerequisite: LAN 164 or permission of instructor. Special condition: LAN 263 does not transfer to universities as part of a foreign language prerequisite>

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **LAN 299 - Topics/Issues in Foreign Language**



Seminar on a special topic or current issue in foreign language. The topics covered will vary from situation to situation depending on the needs of the student population being served and the nature of the subject being studied. The specific topic covered will be listed on the students permanent academic record. The course outline must be approved by the academic department each time a different topic or issue is to be offered under this variable topic course label

1 to 4 Semester hour(s)

**Repeatable**

This course is repeatable three times for a maximum of 12 credits.

**Lecture/Lab Hours**

1-4 lec/week

## **MAT 070 - Fundamentals of Mathematics**

This is a course in basic mathematical skills and concepts. Emphasis is on the development and review of computational and operational skills with whole numbers, fractions, decimals, percent, ratio and proportion, measurement systems, geometric shapes, and an introduction to working with variables and solving one-step algebraic equations.

Prerequisite: Appropriate placement score.

3 Semester hour(s)

**Repeatable**

This course may be repeated for a maximum of twelve credits.

**Lecture/Lab Hours**

3 lec/week

## **MAT 072 - Pre-Algebra**

Designed to prepare students for elementary algebra. Topics include a review of arithmetic operations and mathematical principles, signed numbers, exponents, linear equations, polynomial operations, elementary graphing, and problems of application.

Prerequisite: MAT 070 with a grade of C or higher or appropriate placement score.

3 Semester hour(s)

**Repeatable**

This course may be repeated for a maximum of twelve credits.

**Lecture/Lab Hours**

3 lec/week

## **MAT 074 - Elementary Algebra**

This is an introductory course in algebra. Topics include: integers and operations, the real number system, expressions and exponents, linear equations and inequalities, graphs of equations, polynomials and factoring, slope and equations of lines,

systems of linear equations, rational expressions, radicals, and quadratic equations.

Prerequisite: MAT 072 with a grade of C or higher or appropriate placement score.

4 Semester hour(s)

**Repeatable**

This course may be repeated for a maximum of sixteen credits.

**Lecture/Lab Hours**

4 lec/week

## **MAT 075 - Beginning Algebra**

This is an introductory course in algebra. Topics include: Integers and operations, the real number system, expressions and exponents, linear equations and inequalities, graphs of equations, polynomials and factoring, slope and equations of lines, systems of linear equations, and quadratic equations. Credit earned does not count toward any degree, nor does it transfer. A scientific calculator will be used in this course.

Prerequisite: Appropriate placement score, or completion of MAT 070 or MAT 072 with a grade of "C" or better.

4 Semester hour(s)

**Repeatable**

This course may be repeated for a maximum of 16 credits.

**Lecture/Lab Hours**

4 lec/week

## **MAT 076 - Geometry**

A study of points, lines, planes, angles, and other geometric figures. Properties of size and shape are investigated through observation and deduction. Topics include proof and logic, parallels and polygons, congruence and similarity, inequalities, right triangles, circles, area and volume. Compass/straightedge constructions and locus problems are also included. This course is designed for students that have not taken high school geometry or for those who need to relearn the basic concepts of geometry.

Prerequisite: MAT 074 or MAT 075 or higher level math course with a grade of C or higher or appropriate placement score, or one year of high school algebra with grades of C or higher or one year of Math 1 with grades of C or higher.

4 Semester hour(s)

**Lecture/Lab Hours**

4 lec/week

## **MAT 080 - Intermediate Algebra**

This course assumes familiarity with material in MAT 074. Topics extended to an intermediate level include: real numbers and expressions, equations and inequalities, graphing methods, polynomials and factoring, rational expressions, radicals, quadratic equations, and systems of equations. New topics include: functions and their graphs, radicals and complex numbers, quadratic

and rational inequalities, graphs of second degree equations and variation.

Prerequisite: MAT 074 with a grade of C or higher or appropriate placement score, or one year of high school algebra with grades of C or higher.

4 Semester hour(s)

**Lecture/Lab Hours**

4 lec/week

## **MAT 081 - Intermediate Algebra**

This is an intermediate level algebra course; the following topics will be extended to an intermediate level of competency; real numbers and expressions, equations and inequalities, graphing methods, polynomials and factoring, quadratic equations, and systems of equations. New topics include: functions and their graphs, radicals and complex numbers, rational expressions, quadratic equations, quadratic and rational inequalities, graphs of second degree equations, and variation.

Prerequisite: Appropriate placement score or completion of MAT 074 or MAT 075 with a grade of "C" or higher.

4 Semester hour(s)

**Lecture/Lab Hours**

4 lec/week

## **MAT 106 - Applied Mathematics**

Applied mathematics is a fundamental course for students in technical and career programs. The course includes fundamental mathematics, algebra, geometry, right triangle trigonometry, business mathematics, and statistical concepts which are applied to the solution of practical problems. Scientific notation, metrics and use of the calculator are also covered.

Prerequisite: MAT 075 with a grade of C or higher or appropriate placement score, or one year of high school algebra with grade of C or higher, or High School Math 1 with grade of C or higher.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **MAT 110 - Mathematics for Elementary Teachers I**

The emphasis of this course is placed on mathematical reasoning and problem-solving as it pertains to modern elementary/middle school mathematics. Topics include: basic problem solving, whole numbers and elementary number theory, fractions, ratios and percents, rational numbers, and real numbers.

Prerequisite: MAT 076 with a grade of C or higher or one year of high school geometry with a grade of C or higher and MAT 081 with a grade of C or higher, or two years of high school algebra with grades of C or higher or appropriate placement score.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

## **MAT 111 - Mathematics for Elementary Teachers II**

This course is a continuation of MAT 110 - Mathematics for Elementary Teachers I. Topics include: real numbers, introductory probability and statistics, geometry measurement, coordinate geometry and transformations.

Prerequisite: MAT 110 with a grade of C or higher.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: M1 903

**Lecture/Lab Hours**

2 lec, 2 lab/week

## **MAT 115 - Principles of Modern Mathematics**

An investigation of the key ideas in contemporary mathematics. Three or four topics will be studied in-depth, with at least three chosen from the following list: geometry, combinatorics and probability, graph theory, logic and set theory, mathematics of finance, and statistics. These topics are taught with an emphasis on problem-solving. This course serves as a general mathematics elective for liberal arts majors.

Prerequisite: MAT 081 with a grade of C or higher or two years of high school algebra with grades of C or higher, Math 3 with a C or higher, or appropriate placement score.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: M1 904

**Lecture/Lab Hours**

3 lec/week

## **MAT 121 - College Algebra**

This course assumes proficiency with material in MAT 081. Topics extended to the college level include: real numbers, exponents and radicals, polynomials and factoring, fractional expressions, equations and inequalities, functions and their graphs, conic sections, and systems of equations and inequalities. New topics include: zeros of polynomial functions, rational functions, exponential and logarithmic functions, matrices, sequences, and the Binomial Theorem. This course requires a graphing calculator.

Prerequisite: Either High School Math 3 with grades of C or higher, or both a geometry prerequisite (either MAT 076 with grade of C or higher or one year of high school geometry with grades of C or higher) and an algebra prerequisite (either MAT 081 with a grade of C or higher or two years of high school algebra with grades of C or higher or appropriate placement score).

4 Semester hour(s)

**Lecture/Lab Hours**

4 lec/week

## **MAT 122 - Trigonometry**

This course consists of an elementary survey of trigonometry and its applications. Topics include a review of prerequisite topics, radian measure and the unit circle, trigonometric functions and their graphs, and inverse trigonometric functions. Also included are trigonometric identities and equations, the solution of right and oblique triangles, vectors, and a review of exponential and logarithmic functions and their applications.

Prerequisite: MAT 121 with a grade of a "C" or higher OR four years of college preparatory high school mathematics with grades of a "C" or higher OR Math 3 with a grade of "C" or higher OR appropriate placement score.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **MAT 150 - Computer Programming for Math and Engineering**

The syntax of a high-level programming language is studied and applied to problems in mathematics, science and engineering. An emphasis is placed on the structured development of algorithms to solve these problems. The programming language features that lend themselves to problems in these areas such as special variable types, library and user defined functions, and subprograms are dealt with in more detail. Applications involving methods of finding roots of functions, numerical techniques of integration and differentiation, vector and matrix operations included.

Prerequisite: MAT 203 with a grade of C or better.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **MAT 203 - Calculus and Analytic Geometry I**

The elementary concepts of differential and integral calculus are introduced and applications are discussed. These include: limits, continuity, the derivative, rules of differentiation, the indefinite and definite integral. Trigonometric functions are dealt with. Some applications are: related rates, graphing, extreme value problems and Newton's method for finding roots of equations.

Prerequisite: MAT 122 - Trigonometry with a grade of C or higher (or appropriate placement score) OR four years of college preparatory high school mathematics with grades of C or higher and either the appropriate placement score or an ACT Math score at least 26 OR Math 3 with a grade of C or higher and either appropriate placement score or an ACT Math score of at least 26

4 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: M1 900-1, MTH 901

**Lecture/Lab Hours**

4 lec/week

## **MAT 204 - Calculus and Analytic Geometry II**

The methods of differentiation and integration are extended and power series are introduced. The new methods deal with: logarithms, exponential, hyperbolic and inverse trigonometric functions. Some applications are: area between two curves, volumes of revolution, arc length, and work. The techniques of integration by parts, partial fractions, trigonometric substitution and numerical integration are covered. Power series and the Taylor series function representation are introduced.

Prerequisite: MAT 203 with a grade of C or higher.

4 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: M1 900-2, MTH 902

**Lecture/Lab Hours**

4 lec/week

## **MAT 205 - Calculus and Analytic Geometry III**

The elementary ideas concerning conic sections, polar curves, and vector-valued and multivariate functions are covered. These topics include: area, arc length and tangents for polar curves. In addition, vectors, vector derivatives, curvature and motion in two and three space are studied. The multivariate concepts of differentiability, partial differentiation, gradient vectors, Lagrange multipliers, finding relative extreme values, and multiple integration are studied. This course also includes material on vector fields, line integrals, independence of path, Green's Theorem, surface integrals, the Divergence Theorem, and Stokes Theorem.

Prerequisite: MAT 204 with a grade of C or higher.

4 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: M1 900-3, MTH 903

**Lecture/Lab Hours**

4 lec/week

## **MAT 211 - Differential Equations**

This course is an introduction to methods of solving differential equations as well as applications of differential equations to physical problems. The methods for solving first-order differential equations include numerical techniques, separation of variables, substitution methods, exact equation techniques, and identification of integrating factors. Also, some types of higher order equations will be explored. Linear independence and the Wronskian of higher order equations will be covered. Methods for solving second-order homogeneous and non-homogeneous equations include the method of undetermined coefficients,

reduction of order, and variation of parameters. LaPlace transforms and power series methods will also be studied, as well as some applications of second order equations.

Prerequisite: MAT 204 with a grade of C or higher.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: MTH 912

**Lecture/Lab Hours**

3 lec/week

## **MAT 220 - Finite Mathematics**

A study of some major topics in finite mathematics: interest, annuities, matrix theory, matrix operations, solutions of systems of inequalities, linear programming by graphing and Simplex methods, principles of counting and probability. Applications of these topics in the fields of business management, economics, and social science, as well as natural science are included.

Prerequisite: MAT 121 with a grade of "C" or higher (or appropriate placement score), OR four years of college preparatory high school mathematics with grades of "C" or higher OR Math 3 with a grade of "C" or higher.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: M1 906

**Lecture/Lab Hours**

3 lec/week

## **MAT 221 - Calculus for Business and Social Sciences**

A brief course in elementary differential and integral calculus. Primarily for students of business, economics and social science, with emphasis on applications.

Prerequisite: MAT 121 with a grade of C or higher or appropriate placement score, or four years of college preparatory high school mathematics with grades of C or higher OR Math 3 with a grade of "C" or higher.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: M1 900-B

**Lecture/Lab Hours**

3 lec/week

## **MAT 230 - Discrete Mathematics**

An introduction to analysis of finite collections and mathematical foundations of sequential machines, computer system design, data structures and algorithms. Includes: sets and logic, counting, recursion, graph theory, trees, nets, Boolean algebra, automata,

and formal grammars and languages.

Prerequisite: MAT121 or consent of instructor.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: M1 905, CS 915

**Lecture/Lab Hours**

3 lec/week

## **MAT 231 - Linear Algebra**

This course is an introduction to the mathematical theory and application of matrices, vectors, vector spaces, and linear transformations. Topics include the algebra of matrices for solving systems of linear equations, the theory of finite-dimensional vector spaces, and theorems and applications associated with eigenvectors and eigenvalues. Students will construct proofs of propositions involving the following: matrices, determinants, vector spaces and inner product spaces. Applications of linear algebra will be examined.

Prerequisite: MAT 204 with a grade of C or higher.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: MTH 911

**Lecture/Lab Hours**

3 lec/week

## **MAT 240 - Elementary Statistics**

An introduction to basic concepts in statistical methods including measures of central tendency, measures of dispersion, probability, theoretical and empirical distribution, estimation, tests of hypotheses, linear regression and correlation.

Prerequisite: MAT 081 with a grade of "C" or higher or two years of high school algebra with grades of C or higher, Math 3 with a C or higher, or appropriate placement scores.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: M1 902

**Lecture/Lab Hours**

3 lec/week

## **MUS 101 - Fundamentals of Music**

Fundamentals of music for those with little or no musical background. Includes study of notational symbols, scales, keys, intervals and rhythm. This course is highly recommended as preparation for MUS 111-Theory of Music, and for students with



minimal background in music theory. This course is highly recommended as preparation for MUS 111 (Theory of Music I) and for students with minimal background in music theory.

2 Semester hour(s)

**Lecture/Lab Hours**

2 lec/week

## **MUS 106 - Concert Choir**

Practical experience in choral singing of accompanied and unaccompanied music of the various periods and styles.

1 Semester hour(s)

**Repeatable**

This course may be repeated for a maximum of four credits.

**Lecture/Lab Hours**

3 lab/week

## **MUS 111 - Theory of Music I\*\***

Begins an intense study of harmonic musical structure of the Common Practice period. Subject matter ranges from basic fundamentals to elementary formal structure, melodic analysis and writing in the musical practice of the late 17th and early 18th centuries.

Prerequisite: Concurrent enrollment in MUS 181

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

**Notes**

\*\*THIS COURSE IS NOT CURRENTLY OFFERED.

## **MUS 112 - Theory of Music II\*\***

A continuation of MUS 111. Study of diatonic harmony and non-harmonic tones. Introduction to chromatic harmony and secondary functions; small forms. Emphasis on part-writing analysis.

Prerequisite: MUS 111 and concurrent enrollment in MUS 182

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

**Notes**

\*\*THIS COURSE IS NOT CURRENTLY OFFERED.

## **MUS 131-133-135-137 - Applied Music\*\***

Stresses performance with proficiency requirements at each level. Instruction to be received by appointment. Placement and grade by audition and examination. Performance in juries and recitals are required each semester and constitute part of the grade. Instruction is granted in areas by the regular College staff and part-time instructors approved by the music department. Student should accumulate two credits per semester for his/her major performance medium, totaling eight credit hours for two-year music program. For secondary performance medium, the student should accumulate a total of four credit hours for two-year music program.

Prerequisite: Consent of instructor.

1 to 2 Semester hour(s)

### **Repeatable**

MUS 131-Voice, MUS 133-Organ, MUS 135-Piano, MUS 137-Instrumental. These courses may be repeated three times for a maximum of eight credits.

### **Lecture/Lab Hours**

2-4 lab/week

### **Notes**

\*\*THESE COURSES ARE NOT CURRENTLY OFFERED.

## **MUS 139 - Ensemble - Vocal\*\***

Study and performance of music works written for smaller instrumental and vocal ensembles. Two hours per week and other meetings as scheduled. Students enrolled for credit expected to present at least one public performance per semester. All music majors are required to participate in some ensemble activity each semester.

Prerequisite: Consent of instructor.

1 Semester hour(s)

### **Repeatable**

These courses may be repeated for a maximum of four credits.

### **Lecture/Lab Hours**

2 lab/week

### **Notes**

\*\*THIS COURSE IS NOT CURRENTLY OFFERED.

## **MUS 140 - Ensemble - Instrumental\*\***

Study and performance of music works written for smaller instrumental and vocal ensembles. Two hours per week and other meetings as scheduled. Students enrolled for credit expected to present at least one public performance per semester. All music majors are required to participate in some ensemble activity each semester.

Prerequisite: Consent of instructor.

1 Semester hour(s)

**Repeatable**

These courses may be repeated for a maximum of four credits.

**Lecture/Lab Hours**

2 lab/week

**Notes**

**\*\*THIS COURSE IS NOT CURRENTLY OFFERED.**

## **MUS 143 - Jazz Ensemble\*\***

Preparation and performance of varied types and styles of instrumental music in the Jazz genre. Students may enroll for one semester hour at a time for a maximum of four hours. This course provides the needed group practice to complement individual music instruction and the music theory courses. Students enrolled for credit are expected to present at least one public performance per semester. This course may be repeated three times for a maximum of four credits.

1 Semester hour(s)

**Repeatable**

This course may be repeated three times for a maximum of four credits.

**Lecture/Lab Hours**

2 lab

**Notes**

**\*\*THIS COURSE IS NOT CURRENTLY OFFERED.**

## **MUS 150 - Music History and Literature\*\***

A survey of the development of western music from the Middle Ages to the present. Representative works by major composers of each period are chosen to illustrate form, style and techniques in vocal and instrumental music. Recommended for music majors.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: F1 901

**Lecture/Lab Hours**

3 lec/week

**Notes**

**\*\*THIS COURSE IS NOT CURRENTLY OFFERED.**

## **MUS 155 - Concert Band**

Preparation and performance of a variety of instrumental concert band music. Students may enroll for one semester hour at a time for a total of two hours for each section. This course provides the needed group practice to complement individual music instruction and the music theory courses.

Prerequisite: Consent of instructor.

1 Semester hour(s)

**Repeatable**

This course may be repeated for a maximum of four credits.

**Lecture/Lab Hours**

2 lab/week

## **MUS 171 - Keyboard Skills I\*\***

Develops a rudimentary knowledge of the keyboard and playing skills sufficient to cope with simple situations. Emphasis on notation, harmonization, transposition, improvisation, and basic piano literature.

1 Semester hour(s)

**Lecture/Lab Hours**

2 lab/week

**Notes**

\*\*THIS COURSE IS NOT CURRENTLY OFFERED.

## **MUS 172 - Keyboard Skills II\*\***

The student will continue to develop keyboard and playing skills learned in MUS 171. Continued emphasis on notation, harmonization, transposition, improvisation, and basic piano literature.

Prerequisite: MUS 171 with a grade of C or better or proficiency examination.

1 Semester hour(s)

**Lecture/Lab Hours**

2 lab/week

**Notes**

\*\*THIS COURSE IS NOT CURRENTLY OFFERED.

## **MUS 173 - Keyboard Skills III\*\***

The student will continue to develop keyboard and playing skills learned in MUS 172. Continued emphasis on notation, harmonization, transposition, improvisation, and basic piano literature.

Prerequisite: MUS 172 with a grade of C or better or proficiency examination.

1 Semester hour(s)

**Lecture/Lab Hours**

2 lab/week

**Notes**

\*\*THIS COURSE IS NOT CURRENTLY OFFERED.

## **MUS 174 - Keyboard Skills IV\*\***

The student will continue to develop keyboard and playing skills learned in MUS 173-Keyboard Skills III. Continued emphasis on notation, harmonization, transposition, improvisation, and basic piano literature.

Prerequisite: MUS 173 with a grade of C or better or proficiency examination.

1 Semester hour(s)

**Lecture/Lab Hours**

2 lab/week

**Notes**

\*\*THIS COURSE IS NOT CURRENTLY OFFERED.

## **MUS 181 - Aural Skills I\*\***

Develop skills in melodic, harmonic, and rhythmic dictation and sight-singing.

Prerequisite: Concurrent enrollment in MUS 111.

1 Semester hour(s)

**Lecture/Lab Hours**

2 lab/week

**Notes**

\*\*THIS COURSE IS NOT CURRENTLY OFFERED.

## **MUS 182 - Aural Skills II\*\***

The student will continue to develop skills in melodic, harmonic, and rhythmic dictation and sight-singing learned in MUS 181.

Prerequisite: MUS 181 and concurrent enrollment in MUS 112.

1 Semester hour(s)

**Lecture/Lab Hours**

2 lab/week

**Notes**

\*\*THIS COURSE IS NOT CURRENTLY OFFERED.

## **MUS 201 - Music Appreciation**

A course where the novice can learn, without going into music history, the basic mechanics of all types of music ranging from

classical to rock. The course emphasizes what to listen for and to identify factors that influence music (politics, religion, technology, philosophy, etc.). Examples of various arts are used to clarify fundamental concepts for those who have no experience in the field of music. (Open to all students)

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: F1 900

**Lecture/Lab Hours**

3 lec/week

## **MUS 211 - Theory of Music III\*\***

A continuation of MUS 112. MUS 211 continues the study of modulation, chromatic harmony including altered, borrowed and extended tertian chordal structure. In addition, the student will expand their study of musical form; application of part-writing procedures to instrumental music.

Prerequisite: MUS 112 and concurrent enrollment in MUS 283.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

**Notes**

\*\*THIS COURSE IS NOT CURRENTLY OFFERED.

## **MUS 212 - Theory of Music IV\*\***

A continuation of MUS 211. MUS 212 advances the student's study of chromatic harmony, including chromatic modulation, chords of the ninth, eleventh and thirteenth, mediants, and modernist techniques in the music of the late 18th through late 20th century.

Prerequisite: MUS 211 and concurrent enrollment in MUS 284.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

**Notes**

\*\*THIS COURSE IS NOT CURRENTLY OFFERED.

## **MUS 283 - Aural Skills III\*\***

The student will continue to develop skills in melodic, harmonic, and rhythmic dictation and sight-singing learned in MUS 182.

Prerequisite: MUS 182 and concurrent enrollment in MUS 211.

1 Semester hour(s)

**Lecture/Lab Hours**

2 lab/week

**Notes**

**\*\*THIS COURSE IS NOT CURRENTLY OFFERED.**

## **MUS 284 - Aural Skills IV\*\***

The student will continue to develop skills in melodic, harmonic, and rhythmic dictation and sight-singing learned in MUS 283.

Prerequisite: MUS 283 and concurrent enrollment in MUS 212.

1 Semester hour(s)

**Lecture/Lab Hours**

2 lab/week

**Notes**

**\*\*THIS COURSE IS NOT CURRENTLY OFFERED.**

## **NRS 101 - Basic Nursing Assistant**

An introduction of theory and practice necessary to meet the patient's needs within the scope of the beginning nursing assistant. Topics will include basic information about body structure and function and related terminology, growth and development with emphasis on aging and the role and responsibilities of the nursing assistant to help the client with personal hygiene and mobility within a safe environment. The course includes clinical experience in a subacute health care setting. The student will provide care to individuals who need assistance with the activities of daily living.

Prerequisite: Meet admission criteria of at least 15 years of age and ability to meet health and immunization requirements that are detailed at the orientation session.

4 Semester hour(s)

**Lecture/Lab Hours**

3 lec, 2 lab/week

## **NRS 103 - Advanced Nursing Assistant**

This course will focus on advanced nursing assistant skills. Topics will include the role and responsibilities of the nursing assistant in relation to measuring vital signs, assisting the patient with nutrition, fluid balance and elimination; special procedures, such as the application of heat and cold therapies, admission, discharge and postmortem care. Students will care for patients with common medical surgical conditions, Alzheimers Disease and related dementias. This course includes clinical experience in a subacute health care setting.

Prerequisite: NRS 101

4 Semester hour(s)

**Lecture/Lab Hours**

3 lec, 2 lab/week

**NRS 108 - Practical Nursing Fundamentals**

This course is designed to introduce the beginning practical nursing student to the profession of nursing with particular focus in the long term care setting. Safe and effective care principles will be applied. The students will be expected to manage hygiene related needs, basic safety, and nutritional provision of oral fluids and foods. Concepts related to assessment, culture, values and ethics, legal aspects, and therapeutic interpersonal communication skills will be presented. The principles and practices of medication administration will be introduced. Alterations in bowel and urinary elimination, oxygenation, rest and sleep will be discussed. The concepts of pain, teaching and learning, death and dying, and spirituality will be addressed. The nursing process will be introduced and integrated throughout the course. Knowledge, skills, and attitudes needed to perform competent nursing care will be applied to the care of the geriatric/adult patients. Clinical experience will focus on the basic care of the geriatric/adult resident in the long term care setting.

Prerequisite: Admission to the LPN program.

13 Semester hour(s)

**Lecture/Lab Hours**

8 lec/5 lab

**NRS 109 - Foundations of Modern Bedside Nursing II and Reproductive Health**

This course includes the knowledge, skills, and attitudes of nursing care related to the following: maternity patient, normal newborn and newborn with complications, pediatric patient, care of patients with sexually transmitted diseases, and pathology and care related to the urinary and reproductive systems (male and female). The clinical/laboratory component will help reinforce knowledge and skills needed with the birthing family, hospitalized child, well child care, and adult patients with selected medical and surgical conditions with a patient-centered focus.

Prerequisite: NRS 108 with a grade of C or better.

7 Semester hour(s)

**Lecture/Lab Hours**

4 lec/6 lab

**NRS 110 - Practical Nursing-Foundations of Medical Surgical Nursing I**

Topics will include the knowledge, skills and attitudes of nursing care related to gastrointestinal, musculoskeletal, diabetes, respiratory, and cardiovascular and hematologic and lymphatic system disorders. The clinical and laboratory component provides experience in the care of the patient throughout the adult lifespan (ages 18 years through old age) with medical and surgical conditions with integration of the nursing process.

Prerequisites: NRS 108 and BIO 108 with a grade of C or better or permission of instructor.



7 Semester hour(s)

**Lecture/Lab Hours**

4 lec/6 lab

## **NRS 111 - Practical Nursing-Foundations of Medical Surgical Nursing III**

Topics will include the systems and concepts of nursing care related to actual mental health diagnoses or issues and disease states in the systems of endocrine, immune, nervous and integumentary. Evidence based knowledge, skills, and attitudes of practical nursing regarding education, teamwork, and employment opportunities; preparation for licensure; career evaluation; legal responsibilities, and the concept and management of patient centered care are incorporated. The clinical component will provide experience in the adult long term and skilled care nursing settings.

Prerequisites: NRS 109 and NRS 110 with a grade of C or better.

5.5 Semester hour(s)

**Lecture/Lab Hours**

4 lec/3 lab/week

## **NRS 113 - Drug Dosage Calculations**

A course designed to promote competency in calculating commonly encountered drug dosage problems. Conversions between metric and household systems will be covered. Concepts regarding safety in medication administration and interpreting health care provider orders will be included. Students will learn how to calculate oral, parenteral, IV flow rates, critical care and pediatric drug dosage calculations using their calculation method of choice.

Prerequisite:

- BIO 108 or concurrent enrollment in BIO 108; AND
- NRS 108 or concurrent enrollment in NRS 108; OR
- Permission of instructor

1 Semester hour(s)

**Lecture/Lab Hours**

2 lec/week

## **NRS 115 - Intravenous Therapy**

The purpose of the LPN Intravenous Therapy Course is to provide the LPN with the appropriate knowledge and skill to perform selected tasks in intravenous therapy on stabilized patients under the supervision of a registered nurse, physician, dentist or podiatrist. Upon successful completion of the course, the LPN will receive a certificate from the Licensed Practical Nurse Association of Illinois.

Current Illinois practical nurse license. A sponsoring agency willing to provide a registered nurse preceptor and consent of instructor required.

2 Semester hour(s)

**Lecture/Lab Hours**

1.5 lec/0.5 lab/week

## **NRS 116 - Medical Terminology for Health Careers**

NRS 116 is an internet-based medical terminology course designed for students pursuing health careers. Students will develop knowledge of the foundation of word parts, combining forms, anatomical terminology, and medical terms organized by body systems. The course includes the study of definition and use of medical terms common to many health related disciplines.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **NRS 121 - CNA Recertification**

This course is designed for students interested in working in nursing homes or hospital settings, and who must validate 21 performance skills due to a consecutive 24 month lapse in CNA employment. Through this eight hour program, students will be reevaluated in a clinical setting providing care to individuals who need assistance with activities of daily living.

Prerequisite: Must be on the Illinois Healthcare Worker Registry in good standing.

0.5 Semester hour(s)

**Lecture/Lab Hours**

1 lab

## **NRS 140 - Fundamentals of Nursing Practice**

This course is designed to introduce the beginning student to the profession of nursing in the long term care and acute care settings. Safe and effective care will be emphasized. Students will be expected to manage hygiene related needs, safety, and nutritional provision of oral fluids and foods. Concepts related to assessment, culture, values, ethics, legal aspects, and therapeutic interpersonal communication skills will be presented. The principles and practices of medication administration and safe maintenance of an IV infusion will be introduced. Alterations in bowel and urinary elimination, oxygenation, rest and sleep will be discussed. The concepts necessary to support a patient's psychosocial integrity including pain, teaching and learning, death and dying, and spirituality will be addressed. Knowledge, skills, and attitudes needed to perform basic nursing skills competently will be applied to the care of the aged and adult patients with medical/surgical conditions in the classroom, lab and clinical setting. The nursing process will be introduced and integrated throughout the course.

Admission to ADN program. BIO 109 with a grade of "C" or better or concurrent enrollment.

9 Semester hour(s)

**Lecture/Lab Hours**

5 lec/8 lab

**NRS 141 - Pharmacology for Nursing**

This course is designed to provide nursing students an introduction to the principles of pharmacology with emphasis on drug classes, rationale for use, dosage, therapeutic, adverse and side effects, integration of legal, ethical, other social factors and nursing implications.

Admission to the ADN or LPN program. Bio 108 or 109 with a grade of "C" or better or concurrent enrollment.

2 Semester hour(s)

**Lecture/Lab Hours**

2 lec.

**NRS 142 - Medical Surgical Nursing I**

The fundamental principles previously learned are applied to the management of the perioperative patient, management of patients with problems of the endocrine, nervous, skin, and immune systems. Other concepts include intravenous therapy, fluid & electrolytes, shock, community health nursing, emergency care, bioterrorism, and the concepts of management for safe and effective care. The lab and clinical component provides experience in meeting the needs of the aged patient and adult patient with medical and surgical problems.

NRS 140 Fundamentals of Nursing Practice, NRS 141 Pharmacology for Nursing with a grade of "C" or better, BIO 110 with a grade of "C" or better or concurrent enrollment.

9 Semester hour(s)

**Lecture/Lab Hours**

5 lec/8 lab

**NRS 200 - Nursing Concepts for Role Transition**

Nursing concepts designed to aid the student in role transition necessary for upward mobility. Emphasis on the utilization of the components of the nursing process; concepts related to nursing in less predictable, possibly unstable environments. Includes introduction to the registered professional nurses role in patient teaching activities. For students taking the lab component, activities will consist of orientation to the Nursing Skills Lab and the Clinical Competency Exam procedure. In addition, the student will receive an assessment of their skill level in relation to generic students at the end of the second semester of the ADN program.

Prerequisite: Licensed practical nurse or eligible for licensure. LPNs who graduated from SVCC after July 1991 may be exempt from the lab section.

1 to 2 Semester hour(s)

**Lecture/Lab Hours**

1 lec, 0-2 lab/week

**NRS 201 - Bridging Nursing Concepts**

This course is designed to provide review of basic nursing concepts for the LPN to transition to the professional nurse role. The nursing process and key concept related to nursing care in the acute care environment will be covered. Lab activities will prepare the student for the skills required for NRS 243-Advanced Medical-Surgical Nursing.

Licensed Practical Nurse or eligible for licensure. Lab section is a review of required skills.

2 Semester hour(s)

**Lecture/Lab Hours**

1 lec/2 lab

**NRS 243 - Advanced Medical Surgical Nursing**

Requires students to apply knowledge, skills, and attitudes for or towards the care of adult patients in a simulated laboratory and acute care environments. Complex multisystem disruptions and the subsequent nursing needs for patient care will be experienced. Focus will be on patients with related cardiovascular, peripheral vascular, respiratory, gastrointestinal, musculoskeletal, hematologic, renal, shock and acid/base imbalances. Students will apply the nursing process and utilize information literacy skills to achieve deliberative and competent decision-making that is grounded in evidence based practice to achieve best practice outcomes. Emphasis will be placed on prioritization of care through collaboration with other members of the health care team, patients and their families.

NRS 142 Medical Surgical Nursing I. BIO 110 with a grade of "C" or better.

8 Semester hour(s)

**Lecture/Lab Hours**

4 lec./8 lab

**NRS 244 - Pediatric Nursing**

This course explores the physiological alterations of clients with acute and chronic health care needs. Building on the foundations of previous nursing courses and the nursing process, students will examine the impact of and plan nursing care for pediatric clients experiencing acute and/or chronic alterations. Utilizing the nursing process and nursing management, psychosocial and physiological adaptations will be examined in the context of social justice, cultural competence, and equity of health care.

Enrollment in the Nursing Program and NRS 142-Medical Surgical Nursing I with a grade of "C" or better.

2.5 Semester hour(s)

**Lecture/Lab Hours**

2 lec/1 lab

## **NRS 245 - Reproductive Health**

This course introduces and examines past, present and future trends involving male and female reproductive health (from puberty through menopause). Nursing discussions will emphasize and expand student knowledge regarding pregnancy, labor and delivery, postpartum and newborn (antepartum, intrapartum, postpartum and newborn care) for normal and complicated care situations. Lifestyle choices and the effects on an individual's health will be discussed as well as family dynamics, abuse, and reproductive illnesses (diseases/issues). The clinical component will help reinforce knowledge and skills needed in maternal and infant areas concerning assessments, planning, decision making abilities, and critical thinking.

PSY 103, NRS 142 and BIO 110 all with a "C" or better.

3.5 Semester hour(s)

### **Lecture/Lab Hours**

2 lec/3 lab

## **NRS 246 - Psychiatric/Mental Health Nursing**

The course focuses on the concepts related to nurse management of patients with mental illness. Emphasis is placed on the knowledge, skills, and attitudes, such as therapeutic nurse-patient relationship, which are essential to the care of persons with mental health problems. The lab and clinical component provides experience in utilizing the nursing process to meet the needs of patients with varying degrees of illness behavior in the acute, chronic and outpatient settings.

NRS 243-Advanced Medical Surgical Nursing and PSY 103 both with a grade of "C" or better.

4 Semester hour(s)

### **Lecture/Lab Hours**

2.5 lec/3 lab

## **NRS 247 - Transition into Practice Capstone**

A clinical-based learning experience that enables the student to apply the knowledge, skills and attitudes necessary to implement advanced nursing theory, skills, and research in the delivery of nursing care to the complex patient. Data sets of health care systems will be analyzed for comparison with current national, state and local trends and standards. An evidence based project to enhance patient care will be created. The project will incorporate the principles of communication, teamwork, patient centered care, quality improvement and informatics to advocate for the highest standard of nursing practice. Review of previous systems and concepts will be done for NCLEX preparation.

NRS 243-Advanced Medical Surgical Nursing with a grade of "C" or better.

6 Semester hour(s)

### **Lecture/Lab Hours**

3 lec/6 lab

## **NUR 178 - Pharmacology**

Pharmacology focuses on reinforcing the relationship between pharmacologic knowledge and nursing practice. It provides the background needed to understand drugs currently on the market, as well as drugs yet to be released. Nursing implications using the nursing process are emphasized.

Prerequisite: Admission to online nursing program

Co-requisite: NUR 179, NUR 181

2 Semester hour(s)

**Lecture/Lab Hours**

2 lec/week

## **NUR 179 - Fundamentals of Nursing**

Fundamentals of Nursing is a foundation course in the nursing process which introduces the Neuman Systems Model with its emphasis on holistic health of culturally diverse clients. The Systems Model provides an integrated understanding of the client, the environment, health and nursing. Basic skills necessary for implementation of the nursing process will be included.

Prerequisite: Admission to online nursing program

Co-requisite: NUR 178, NUR 181

4 Semester hour(s)

**Lecture/Lab Hours**

4 lec/week

## **NUR 181 - Fundamentals of Nursing Clinical**

Fundamentals of Nursing Clinical introduces application of the nursing process and the Neuman Systems Model in various settings including long-term care and acute care facilities. Successful mastery of skills in an intensive laboratory setting will be accomplished prior to clinical experience.

Prerequisite: Admission to online nursing program

Co-requisite: NUR 178, NUR 179

5.5 Semester hour(s)

**Lecture/Lab Hours**

11 lab/week

## **NUR 182 - Medical/Surgical Nursing I**

Medical/Surgical Nursing I builds on previous content, with an emphasis on applying the nursing process to multicultural clients

with medical and/or surgical conditions. Topics include health promotion and illness, biopsychosocial concepts related to health care, clients with fluid, electrolyte, and acid-based imbalances, critical thinking, perioperative, immune system and oxygenation.

Prerequisite: NUR 178, NUR 179, NUR 181

Co-requisite: NUR 183

4 Semester hour(s)

**Lecture/Lab Hours**

4 lec/week

## **NUR 183 - Medical/Surgical Nursing I Clinical**

Medical/Surgical Nursing I Clinical applies the nursing process to multicultural clients with medical and/or surgical conditions. Emphasis is on fluid, electrolyte, and acid-based imbalances, perioperative nursing, immune system disorders and oxygenation.

Prerequisite: NUR 178, NUR 179, NUR 181

Co-requisite: NUR 182

5.5 Semester hour(s)

**Lecture/Lab Hours**

11 lab/week

## **NUR 280 - Family Health Nursing**

Family Health Nursing introduces application of the nursing process to assist all family members to reach optimal levels of wellness. Content ranges from prenatal care through childbirth to care of the child through adolescence. Alternations in health are included.

Prerequisite: NUR 178, NUR 179, NUR 181, NUR 182, NUR 183

Co-requisite: NUR 281

5 Semester hour(s)

**Lecture/Lab Hours**

5 lec/week

## **NUR 281 - Family Health Nursing Clinical**

Family Health Nursing Clinical introduces application of the nursing process with families both in wellness and alterations in health. Select clinical experiences will be arranged which may include clinics and acute care settings.

Prerequisite: NUR 178, NUR 179, NUR 181, NUR 182, NUR 183

Co-requisite: NUR 280

3 Semester hour(s)

**Lecture/Lab Hours**

12 lab/week

**NUR 282 - Medical/Surgical Nursing II**

Medical/Surgical Nursing II builds on previous content, with an emphasis on applying the nursing process to multicultural clients with medical and/or surgical conditions. Topics include assessment and interventions for clients with cardiac, hematologic, nervous, musculoskeletal and gastrointestinal problems.

Prerequisite: NUR 182, NUR 183

Co-requisite: NUR 283

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

**NUR 283 - Medical/Surgical Nursing II Clinical**

Medical/Surgical Nursing II Clinical builds on previous content, with an emphasis on applying the nursing process to multicultural clients with medical and/or surgical conditions. Topics include assessment and interventions for clients with cardiac, hematologic, nervous, musculoskeletal and gastrointestinal problems.

Prerequisite: NUR 182, NUR 183

Co-requisite: NUR 282

3 Semester hour(s)

**Lecture/Lab Hours**

12 lab/week

**NUR 284 - Professional Roles in Nursing**

Professional Roles in Nursing covers many topics, including the history of nursing, development of the profession, ethical and bioethical issues, nursing law and liability, role of the registered nurse, leadership and management, diversity in current practice, and alternative and complementary healing practice.

Prerequisite: NUR 280, NUR 281, NUR 282, NUR 283

Co-requisite: NUR 285, NUR 286, NUR 287, NUR 288

1 Semester hour(s)

**Lecture/Lab Hours**

1 lec/week



## **NUR 285 - Mental Health Nursing**

Mental Health Nursing uses the nursing process to assess clients and families with physiological, psychological, sociocultural, developmental and spiritual stressors which impact clients defenses, disturbing their stability. Nursing interventions to assist clients to achieve a state of wellness are emphasized. Community resources for aiding mental health and treating mental illness will be identified.

Prerequisite: NUR 280, NUR 281, NUR 282, NUR 283

Co-requisite: NUR 284, NUR 286

2 Semester hour(s)

**Lecture/Lab Hours**

2 lec/week

## **NUR 286 - Mental Health Nursing Clinical**

Mental Health Nursing Clinical applies the nursing process using primary, secondary and tertiary prevention/interventions in community, acute care and mental health settings.

Prerequisite: NUR 280, NUR 281, NUR 282, NUR 283

Co-requisite: NUR 284, NUR 285

3 Semester hour(s)

**Lecture/Lab Hours**

12 lab/week

## **NUR 287 - Medical/Surgical Nursing III**

Medical/Surgical Nursing III builds on previous content, with an emphasis on applying the nursing process to multicultural clients with medical and/ or surgical conditions. Topics include assessment and interventions for clients with emergency, sensory, endocrine, integumentary and renal conditions.

Prerequisite: NUR 280, NUR 281, NUR 282, NUR 283

Co-requisite: NUR 284, NUR 288

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **NUR 288 - Medical Surgical III Clinical**

Medical/Surgical Nursing III builds on previous content, with an emphasis on applying the nursing process to multicultural

clients with medical and/or surgical conditions. Topics include assessment and interventions for clients with emergency, sensory, endocrine, integumentary and renal conditions.

Prerequisite: NUR 280, NUR 281, NUR 282, NUR 283

Co-requisite: NUR 284, NUR 287

3 Semester hour(s)

**Lecture/Lab Hours**

12 lab/week

## **OAS 103 - Keyboarding and Document Processing Basic - Level I**

Instruction in keyboard and machine control techniques with the objective of developing a mastery of the keyboard and skills in producing basic and academic reports.

2 Semester hour(s)

**Lecture/Lab Hours**

4 lab/week

## **OAS 104 - Keyboarding and Document Processing Basic - Level II**

Instruction in keyboard and machine control techniques with the objective of developing a mastery of the keyboard and skills in producing basic and academic reports.

Prerequisite: OAS 103

2 Semester hour(s)

**Lecture/Lab Hours**

4 lab/week

## **OAS 105 - Document Processing Intermediate - Level I**

Designed for those who wish to acquire additional knowledge and skill for vocational use of the microcomputer for document production. Emphasis is placed on intensive skill building in the areas of speed and accuracy. Skill is developed in letter-style variations. Creation of documents from rough draft copy, business source-paper forms, manuscript, and statistical tabulation problems are included. Composition at the keyboard is also introduced.

Prerequisites: OAS 104.

1 Semester hour(s)

**Lecture/Lab Hours**

2 lab/week

## **OAS 106 - Document Processing Intermediate - Level II**

Designed for those who wish to acquire additional knowledge and skill for vocational use of the microcomputer for document production. Emphasis is placed on intensive skill building in the areas of speed and accuracy. Skill is developed in letter-style variations. Creation of documents from rough draft copy, business source-paper forms, manuscript, statistical tabulation, and international formatting problems are included.

Prerequisites: OAS 105.

1 Semester hour(s)

**Lecture/Lab Hours**

2 lab/week

## **OAS 107 - Document Processing Intermediate - Level III**

Designed for those who wish to acquire additional knowledge and skill for office use of the microcomputer for document production. Emphasis is placed on intensive skill building in the areas of speed and accuracy. Skill is developed in letter-style variations. Creation of documents from rough draft copy, business source-paper forms, manuscript, composition, and statistical tabulation problems are included.

Prerequisites: OAS 106.

1 Semester hour(s)

**Lecture/Lab Hours**

2 lab/week

## **OAS 108 - Document Processing Intermediate - Level IV**

Designed for those who wish to acquire additional knowledge and skill for office use of the microcomputer for document production. Emphasis is placed on intensive skill building in the areas of speed and accuracy. Skill is developed in letter-style variations. Creation of documents from rough draft copy, business source-paper forms, manuscript, composition, statistical tabulation, and web creation problems are included.

Prerequisites: OAS 107 or equivalent.

1 Semester hour(s)

**Lecture/Lab Hours**

2 lab/week

## **OAS 110 - Proofreading and Editing**

Designed for those who wish to acquire additional knowledge in proofreading and editing skills including a review of the rules in

language arts. It is designed to sharpen skills in detecting and correcting errors in written communications and provides a thorough review in proofreading, editing, and formatting.

Prerequisites: OAS 104.

1 Semester hour(s)

**Lecture/Lab Hours**

2 lab/week

## **OAS 111 (3) - Machine Transcription**

Designed to build secretarial skills through the use of office dictation equipment. Spelling, punctuation, grammar, proofreading, editing and composing are stressed using realistic job experiences. Letters and other materials must be transcribed at a speed that would be acceptable in an office situation.

Prerequisite: OAS 104.

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

## **OAS 112 - Legal Transcription**

An introductory course designed to enable office workers to effectively deal with legal terminology and forms. All assignments will be typed from dictation presented on a transcribing unit. Areas of study in the course include: 1) general law, 2) corporate law, 3) litigation, 4) real estate, and 5) wills and estates.

Prerequisite: OAS 104.

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

## **OAS 113 - Medical Transcription**

An introductory course designed to enable office workers to deal effectively with medical terminology and forms. All assignments will be typed from dictation presented on a transcribing unit.

Prerequisite: OAS 104.

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

## **OAS 130 - Records Management**

This course is designed to acquaint the student with the process of using Alphabetic, Correspondence, Geographic, Subject, and Numeric filing rules used based on or adapted from the latest recommendations of the Association of Records Managers and Administrators (ARMA) as well as hands-on practice simulation. In addition to providing the student with basic indexing and filing rules, the student will be exposed to the use of problem-solving techniques for situations in which filing solutions are appropriate using the ARMA filing rules. Students will also be exposed to filing documents electronically.

1 Semester hour(s)

**Lecture/Lab Hours**

2 lab/week

## **OAS 141 - Word Processing with Microcomputers**

This course will familiarize the user with advanced features of word processing. Course emphasis will include document creation, document deleting and document printing.

Prerequisite: OAS 104.

2 Semester hour(s)

**Lecture/Lab Hours**

4 lab/week

## **OAS 202 - Document Processing Advanced - Level I**

Instruction in the development of proficiency in production of office documents. Content includes production of technical and statistical reports, complex tabulations, basic integrated marketing and hospitality documents; and correspondence including block and modified block letters with various notations using the microcomputer with word processing software.

Prerequisite: OAS 108.

1 Semester hour(s)

**Lecture/Lab Hours**

2 lab/week

## **OAS 203 - Document Processing Advanced - Level II**

Instruction in the development of proficiency in production of office documents. Content includes production of correspondence, complex tabulation, basic legal documents; and advanced composition using the microcomputer with word processing software.

Prerequisite: OAS 202.

1 Semester hour(s)

**Lecture/Lab Hours**

2 lab/week

### **OAS 204 - Document Processing Advanced - Level III**

Instruction in the development of proficiency in production of office documents. Content includes production of technical and statistical reports, complex tabulations, basic legal documents; and advanced composition using the microcomputer with word processing software.

Prerequisite: OAS 203.

1 Semester hour(s)

**Lecture/Lab Hours**

2 lab/week

### **OAS 205 - Document Processing Advanced - Level IV**

Instruction in the development of proficiency in production of office documents. Content includes production of technical and statistical reports, complex tabulations, basic legal documents; and advanced composition using the microcomputer with word processing software.

Prerequisite: OAS 204.

1 Semester hour(s)

**Lecture/Lab Hours**

2 lab/week

### **OAS 213 - Advanced Medical Transcription**

An advanced course to enable office workers to work effectively with medical terminology and forms. All assignments will be typed from dictation presented on a transcribing unit. Medical specialties will be covered in this course.

Prerequisite: OAS 113.

3 Semester hour(s)

**Lecture/Lab Hours**

6 lab/week

### **OAS 233 - Calculating Machines - Level I**

An introduction to the basic operating techniques of electronic calculators. Professional skill in machine operation will be developed through systematic practice.

Prerequisites: BUS 106.

1 Semester hour(s)

**Lecture/Lab Hours**

2 lab/week

## **OAS 234 - Calculating Machines - Level II**

An introduction to the basic operating techniques of electronic calculators. Professional skill in machine operation will be developed through systematic practice.

Prerequisites: OAS 233.

1 Semester hour(s)

**Lecture/Lab Hours**

2 lab/week

## **OAS 235 - Calculating Machines - Level III**

An introduction to the basic operating techniques of electronic calculators. Professional skill in machine operation will be developed through systematic practice.

Prerequisites: OAS 234.

1 Semester hour(s)

**Lecture/Lab Hours**

2 lab/week

## **OAS 241 - Word Processing Concepts**

Introduces principles of word processing. Emphasis is on office practices, organizational structure, role of the office worker and career opportunities.

Prerequisite: OAS 104 and CIS 109.

2 Semester hour(s)

**Lecture/Lab Hours**

2 lec/week

## **OAS 251 - Office Methods**

Methods, procedures and office routines employed in the various types of business offices. An examination of office ethics, the function and responsibility of the office employee, telephone usage and etiquette and receptionist techniques. The role of the office worker in data processing is discussed. Emphasis on the control of office systems which facilitate the creation, usage, storage, disposal and preservation of business records.

Prerequisite: OAS 104.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **OAS 270 - Case Studies/Problems in Office Systems**

Application of office occupation principles to specific problems through case studies, simulation, special class projects or problem solving procedures. No topic/problem can be offered more than twice in three years. (Topic to be listed on the students permanent academic record.)

1, 2, 3, 4, 5, 6 Semester hour(s)

**Lecture/Lab Hours**

1-6 lec/week

## **PED 115 - Nutrition and Diet Therapy**

This course is designed to provide knowledge about the basic principles of nutrition, nutrition in health promotion and nutrition in health care. The topics of this course include essential nutrients, their sources, absorption, metabolisms and functions, nutrition across the life span and an introduction to clinical nutrition. Credit will not be awarded for both PED 115 and NRS 132.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

**Notes**

All courses may be selected as an elective course in all programs. All one credit activity courses may be repeated for a total of two credits.

## **PED 121 - Basketball I**

Instruction and competition in first year collegiate basketball. Collegiate skill development in areas of passing, dribbling, shooting, rebounding, and defensive movement. Collegiate level offensive and defensive systems will be taught along with knowledge of current rules and team strategies. Practice and team scheduled competition. This course may not be repeated for credit.



Prerequisite: Consent of instructor.

1 Semester hour(s)

**Repeatable**

This course may be repeated for a maximum of two credits.

**Lecture/Lab Hours**

2 lab/week

**Notes**

All courses may be selected as an elective course in all programs. All one credit activity courses may be repeated for a total of two credits.

## **PED 123 - Conditioning**

Instruction in the testing and measuring of physical abilities and sports skills. Included are suggestions for relaxation, the effects of exercise and diet on the body, warm-up exercises and self-testing stunts. Special sections are offered from time to time for senior citizens.

1 Semester hour(s)

**Repeatable**

This course may be repeated for a maximum of two credits.

**Lecture/Lab Hours**

2 lab/week

**Notes**

All courses may be selected as an elective course in all programs. All one credit activity courses may be repeated for a total of two credits.

## **PED 126 - Tennis**

Instruction and competition in collegiate tennis. Collegiate skill development in areas of serve, strokes, footwork, and net play. Collegiate level offensive and defensive strategies will be taught along with knowledge of current rules and doubles play. Practice and team scheduled competition. This course may be repeated one time for a maximum of two credits.

1 Semester hour(s)

**Repeatable**

This course may be repeated for a maximum of two credits.

**Lecture/Lab Hours**

2 lab/week

**Notes**

All courses may be selected as an elective course in all programs. All one credit activity courses may be repeated for a total of two credits.

## **PED 127 - Volleyball**

Instruction and competition in collegiate volleyball. Collegiate skill development in areas of serving, passing, setting, spiking, digging, and blocking. Collegiate level offensive and defensive systems will be taught along with knowledge of current rules and team strategies. Practice and team scheduled competition. This course may be repeated one time for a maximum of two credits.

1 Semester hour(s)

**Repeatable**

This course may be repeated for a maximum of two credits.

**Lecture/Lab Hours**

2 lab/week

**Notes**

All courses may be selected as an elective course in all programs. All one credit activity courses may be repeated for a total of two credits.

## **PED 134 - Golf I**

Instruction and competition in first year collegiate golf. Collegiate skill development in areas of full swing, fairway iron and wood play, pitching and chipping, and putting. Collegiate level course management will be taught along with knowledge of current rules and strategies of play. Practice and team scheduled competition. This course may not be repeated for credit.

Prerequisite: Consent of instructor.

1 Semester hour(s)

**Repeatable**

This course may be repeated for a maximum of two credits.

**Lecture/Lab Hours**

2 lab/week

**Notes**

All courses may be selected as an elective course in all programs. All one credit activity courses may be repeated for a total of two credits.

## **PED 148 - Team Sports**

Combination of seasonal sports, touch football/volleyball (fall semester) and basketball/softball (spring semester). Instruction, demonstration and practice, fundamental skills, knowledge of rules and strategies of play will be covered. Interclass competition.

1 Semester hour(s)

**Repeatable**

This course may be repeated for a maximum of two credits.

**Lecture/Lab Hours**

2 lab/week

**Notes**

All courses may be selected as an elective course in all programs. All one credit activity courses may be repeated for a total of two credits.

## **PED 150 - Super-Circuit Fitness I**

Introduction to and participation in a multi-station aerobic super-circuit through the use of sub-maximal weights with multiple repetitions. After initial cardiovascular and other physiological training, students develop their strength, flexibility and cardiovascular endurance and reduce body fat by rotating through a circuit of 12 exercise machines, changing machines once every 30 seconds. This course may be repeated for a maximum of two credits.

1 Semester hour(s)

### **Repeatable**

This course may be repeated for a maximum of two credits.

### **Lecture/Lab Hours**

2 lab/week

### **Notes**

All courses may be selected as an elective course in all programs. All one credit activity courses may be repeated for a total of two credits.

## **PED 151 - Super-Circuit Fitness II**

A continuation of PED 150 - Super-Circuit Fitness I. The course is for those students desiring to continue benefiting from the Super-Circuit Fitness Center.

1 Semester hour(s)

### **Repeatable**

This course may be repeated for a maximum of two credits.

### **Lecture/Lab Hours**

2 lab/week

### **Notes**

All courses may be selected as an elective course in all programs. All one credit activity courses may be repeated for a total of two credits.

## **PED 152 - Super-Circuit Fitness III**

A continuation of PED 151 - Super-Circuit Fitness II. The course is for those students desiring to continue benefiting from the Super-Circuit Fitness Center.

1 Semester hour(s)

### **Repeatable**

This course may be repeated for a maximum of two credits.

### **Lecture/Lab Hours**

2 lab/week

### **Notes**

All courses may be selected as an elective course in all programs. All one credit activity courses may be repeated for a total of two credits.

## **PED 153 - Super-Circuit Fitness IV**

A continuation of PED 152 - Super-Circuit Fitness III. The course is for those students desiring to continue benefiting from the Super-Circuit Fitness Center.

1 Semester hour(s)

### **Repeatable**

This course may be repeated for a maximum of two credits.

### **Lecture/Lab Hours**

2 lab/week

### **Notes**

All courses may be selected as an elective course in all programs. All one credit activity courses may be repeated for a total of two credits.

## **PED 210 - Techniques and Theory of Basketball Coaching**

Instruction and demonstration of fundamental skills, study of the rules, theory of offense and defense, methods of organizing practices, the psychology of coaching and the development of team spirit. Classroom and practical participation.

3 Semester hour(s)

### **Lecture/Lab Hours**

3 lec/week

### **Notes**

All courses may be selected as an elective course in all programs. All one credit activity courses may be repeated for a total of two credits.

## **PED 211 - Techniques and Theory of Baseball Coaching**

Instruction and demonstration of fundamental skills, study of rules, theory of offense and defense, methods of organizing practices, the psychology of coaching and the development of team spirit. Classroom and practical participation.

3 Semester hour(s)

### **Lecture/Lab Hours**

3 lec/week

### **Notes**

All courses may be selected as an elective course in all programs. All one credit activity courses may be repeated for a total of two credits.

## **PED 213 - First Aid**

Action to be taken in case of accident and sudden illness in the home, school and community. Students successfully completing the course will receive standard American Red Cross Certification in one person CPR and First Aid.

2 Semester hour(s)

**Lecture/Lab Hours**

2 lec/week

**Notes**

All courses may be selected as an elective course in all programs. All one credit activity courses may be repeated for a total of two credits.

## **PED 214 - Introduction to Physical Education**

Course covers the historical development, philosophies, aims and objectives of physical education. Students will be oriented as to the scope and opportunities of physical education teachers in modern school system.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

**Notes**

All courses may be selected as an elective course in all programs. All one credit activity courses may be repeated for a total of two credits.

## **PED 220 - Rhythms and Games for Children**

Methods of administering, supervising and teaching the major areas of rhythms, games, testing and apparatus in the elementary school grades. The course is designed to fit the needs of the classroom teacher in approaching the area of learning.

2 Semester hour(s)

**Lecture/Lab Hours**

1 lec, 2 lab/week

**Notes**

All courses may be selected as an elective course in all programs. All one credit activity courses may be repeated for a total of two credits.

## **PED 234 - Golf II**

Instruction and competition in a second year of collegiate golf with team leadership experience. Continued collegiate skill development in areas of full swing, fairway iron and wood play, pitching and chipping, and putting. Collegiate level course management will be further developed along with knowledge of current rules and strategies of play. Practice and team scheduled competition.

Prerequisite: PED 134 or consent of instructor.

1 Semester hour(s)

**Repeatable**

This course may be repeated for a maximum of two credits.

**Lecture/Lab Hours**

2 lab/week

**Notes**

All courses may be selected as an elective course in all programs. All one credit activity courses may be repeated for a total of two credits.

## **PHL 101 - Introduction to Logic and Formal Reasoning**

A study of the principles of correct reasoning. Attention will be given to such topics as the logical use of language, types of definition, mathematical logic and methods of science. Emphasis is placed on understanding logical theory and on using techniques of valid reasoning. Although modern symbolic logic may be included in the content, the course will focus on a humanistic approach to logic rather than a mathematical one.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: H4 906

**Lecture/Lab Hours**

3 lec/week

## **PHL 102 - Introduction to Philosophy**

By listening to lectures and studying the text, students will be exposed to and engaged in a broad and intensive study of philosophy. Although the emphasis will be on western thought, they will be exposed to alternative views and the basics of non-western philosophy. Students will become familiar with and come to understand the essential features of philosophic thought. They will learn to define philosophy and to understand metaphysics, epistemology, and questions of God.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: H4 900

**Lecture/Lab Hours**

3 lec/week

## **PHL 103 - Ethics and Social Policy**

An examination of moral aspects of human conduct and a study of ethical principles for moral evaluation. Surveys ethical theory from antiquity to the present.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: H4 904

**Lecture/Lab Hours**

3 lec/week

**PHL 104 - World Religions**

A comparative survey of some of the leading ideas of the world's major religions, including Confucianism, Taoism, Hinduism, Buddhism, Judaism, Christianity and Islam. Attention will be given also to the primitive roots of civilized religion and to the cultural context in which the various conceptions developed.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: H5 904N

**Lecture/Lab Hours**

3 lec/week

**PHL 204 - Contemporary Moral Issues**

This course presents each side of several controversial social issues such as abortion and affirmative action. The main thrust of the course is to see the ethical basis of these issues in light of some traditional and liberal philosophical thought.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

**PHY 175 - Introduction to Physics**

Basic concepts of physics including units in mechanics, sound, optics, electricity, magnetism and Bohr theory; to build an organized body of knowledge relating to physical phenomena encountered in the student's life. Designed to meet the laboratory requirements for non-science majors and students in elementary education.

Prerequisite: ELT 120; or MAT 080, MAT 081, MAT 106, or higher; or 2 years of high school algebra with a grade of "C" or higher; or appropriate mathematics placement score.

4 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: P1 900L

**Lecture/Lab Hours**

3 lec, 2 lab/week

**PHY 201 - General Physics I**

This course is a survey of the general principles of mechanics, sound and heat. The course is designed for: (1) those students whose curriculum requires a one-year course in physics (pre-medical, pre-dental, architecture, agriculture, radio communication); (2) engineering students who have not had high school physics; (3) students who have an interest in the field of physics and select it to satisfy the science requirement of their curriculum. The main objective of the course is to acquaint the student with the experimental method, to develop laboratory skills and to present the student with an organized body of knowledge related to physical phenomena encountered in the student's life.

Prerequisite: MAT 121.

5 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: P1 900L

**Lecture/Lab Hours**

4 lec, 2 lab/week

## **PHY 202 - General Physics II**

This course is a survey of the general principles of electricity, magnetism, light and optics, and modern physics. It provides an introduction to the fundamental concepts and mathematics associated with physics as an organized body of knowledge based on the scientific method.

Prerequisite: PHY 201.

5 Semester hour(s)

**Lecture/Lab Hours**

4 lec, 2 lab/week

## **PHY 210 - Introduction to Engineering Profession**

This course is an introduction to the different engineering fields and careers. It examines the role of the engineer in society, professional engineering organizations, basic skills associated with engineering problem solving and communication, the engineering design process, and ethics and professional responsibility.

2 Semester hour(s)

**Lecture/Lab Hours**

2 lec/week

## **PHY 211 - Engineering Physics I**

An examination of the basic principles of mechanics with special emphasis on conceptual and mathematical problem-solving. Topics include linear kinematics, Newton's Laws, rotational motion, gravitation, and equilibrium.

Prerequisites: High school physics or PHY 201 and MAT 203.



5 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: P2 900L

**Lecture/Lab Hours**

4 lec, 2 lab/week

## **PHY 212 - Engineering Physics II**

An examination of the basic principles of electricity and magnetism with selected topics in electric and magnetic fields, potentials, network theory, dielectric and magnetic properties of matter, capacitance, inductance, dc and ac circuits, Maxwells equations, and electromagnetic waves.

Prerequisite: PHY 211 and MAT 204 or concurrent enrollment in MAT 204.

5 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: PHY 912

**Lecture/Lab Hours**

4 lec, 2 lab/week

## **PHY 213 - Engineering Physics III**

An introduction to heat and thermodynamics, oscillations and waves, geometrical and physical optics, the properties of light, relativity, quantum mechanics, atomic and nuclear physics, elementary particles, and solid state physics..

Prerequisite: PHY 212 and MAT 204.

5 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: PHY 913

**Lecture/Lab Hours**

4 lec, 2 lab/week

## **PHY 221 - Mechanics I (Statics)**

A vector algebra approach to understanding the principles of and problem-solving techniques of both particle and rigid body systems in three dimensions. Topics include rigid body equilibrium and equivalent systems of force, centroids, analysis of structures, and friction.

Prerequisite: PHY 211 and MAT 204 or concurrent enrollment in MAT 204.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: EGR 942

**Lecture/Lab Hours**

3 lec/week

## **PHY 222 - Mechanics II (Dynamics)**

A course which begins with a study of particle motion and extends into rigid body motion. The kinematics of motion are explored and dynamic, kinetic, and impulse/momentum concepts are used to solve the equations of motion.

Prerequisites: PHY 221 and MAT 205 or concurrent enrollment in MAT 205.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: EGR 943

**Lecture/Lab Hours**

3 lec/week

## **PHY 246 - Introduction to Circuit Analysis**

This course is an introduction to methods for analyzing electric circuits using the following elements and methods of analysis: Kirchoffs laws, node and mesh equations, equivalent circuits, operational amplifiers, resistor-capacitor-inductor circuits, sinusoidal steady-state analysis, three-phase circuits, Laplace transforms, transfer functions and frequency response.

Prerequisite: PHY 212 and MAT 211 or consent of instructor.

4 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: EGR 931

**Lecture/Lab Hours**

4 lec/week

## **PHY 247 - Circuit Analysis Laboratory**

This course presents students with a series of experimental projects that analyze different network configurations. It utilizes circuit analysis methods, such as Kirchoffs laws, nodal and mesh equations, resistor combination laws, the superposition theorem, Thevenins and Nortons theorems, and phasor analysis to characterize both DC and AC circuits.

Prerequisite: PHY 246 or concurrent enrollment and PHY 212 and MAT 211 or consent of instructor.

1 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: EGR 931L

**Lecture/Lab Hours**

2 lab/week

## **PHY 270 - Topics and Issues in Physics**

This course is offered in a seminar or workshop format over special topics or current issues in physics. The central theme of the course will be listed on the student's permanent academic record.

Prerequisites: Determined by topics presented.

1 to 5 Semester hour(s)

### **Repeatable**

This course is repeatable three times for a maximum of twelve credits.

### **Lecture/Lab Hours**

1-6 lec/lab week

## **PSC 163 - American Politics and Government**

Students will examine American constitutional foundations and democratic values, explore the role of public opinion and the character of the political process, and understand the role of the media and interest groups in policy-making. Students will gain an understanding of how the major branches of the federal government work, and improve skills in evaluating and analyzing current public policy issues.

3 Semester hour(s)

### **Illinois Articulation Initiative (IAI)**

IAI: S5 900

### **Lecture/Lab Hours**

3 lec/week

## **PSC 164 - State and Local Politics and Government**

This course is a survey of the institutions, politics and public policies of government in American states and communities. Special emphasis will be given to the State of Illinois and the communities of the Sauk Valley area.

3 Semester hour(s)

### **Illinois Articulation Initiative (IAI)**

IAI: S5 902

### **Lecture/Lab Hours**

3 lec/week

## **PSC 232 - Introduction to Comparative Government**

Students will examine political systems in several regions of the world. They will gain an understanding of both the diversities

and commonalities of political culture, tradition, and practice in selected nations of Europe, Asia, and Latin America.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: S5 905

**Lecture/Lab Hours**

3 lec/week

## **PSC 233 - Politics of the Developing World**

Comparative examination of the political systems of selected non-western countries, including institutions, electoral systems, principles of governance, causes of political instability and revolution, and techniques of political analysis.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: S5 906N

**Lecture/Lab Hours**

3 lec/week

## **PSC 251 - Middle East Politics**

Religious, political, economic, and social dimensions of life in the modern Middle East. The role of Islam, encounters with Western modernity, Arab-Israeli conflict, and political economy of the region.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

S5 906N

**Lecture/Lab Hours**

3 lec/week

## **PSC 261 - International Relations**

This course is an introduction to international relations and world politics. It includes studies of international conflict, a history of war, a survey of East-West relations, North-South relations and the problems posed by a more integrated global economy. Case studies of current areas of crises will be emphasized.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: S5 904

**Lecture/Lab Hours**

3 lec/week

## **PSY 103 - Introduction to Psychology**

This course is designed to introduce the student to major concepts, theories, principles, and research in the field of psychology. This course will survey the scientific study of human and animal characteristics and behavior. Major topics from biological, behavioral, cognitive, personality, developmental, abnormal, and social psychology theory and research will be emphasized. Universal characteristics and individual differences will be explored

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: S6 900

**Lecture/Lab Hours**

3 lec/week

## **PSY 200 - Human Growth and Development**

A study of physical, cognitive, and psychosocial development of the human across the lifespan. Normative and non-normative patterns of development will be examined. Several major theories of human development will be explored. Practical application of research findings will be emphasized.

Prerequisite: PSY 103 or equivalent.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: S6 902

**Lecture/Lab Hours**

3 lec/week

## **PSY 211 - Supervisory and Management Psychology**

A systematic study of the application of psychological methods and principles in public and private organizations, business, and industry. Emphasis will be on personnel selection, management, supportive supervision and factors influencing efficiency in all organizations.

Prerequisite: PSY 103 is recommended.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **PSY 214 - Child Developmental Psychology**

Child Developmental Psychology is an exploration of human growth and development from immediately before conception

through adolescence. Content and application of theory and research related to physical, cognitive, and psychosocial domains of child development will be reviewed.

Prerequisite: PSY 103.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: S6 903

**Lecture/Lab Hours**

3 lec/week

## **PSY 215 - Social Psychology**

Social Psychology is a systematic introduction to theory and research on the ways social factors influence individual and group behavior. Examines attitudes, social perception, establishment of norms, conformity, leadership, group dynamics and research methods. (IAI GECC Code S8 900).

Prerequisite: PSY 103.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: S8900

**Lecture/Lab Hours**

3 lec/week

## **PSY 217 - Abnormal Psychology**

Abnormal psychology seeks to describe abnormal behavior from a number of contemporary theoretical and therapeutic viewpoints. Major diagnostic categories are explored. The diagnosis of disorders, their symptoms, etiologies, courses, treatment, and outcomes are core to the course. Applications to daily life, allied health, criminal justice, human development, and various other clinical settings will be common.

Prerequisite: PSY 103 or consent of instructor.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: PSY 905

**Lecture/Lab Hours**

3 lec/week

## **PSY 270 - Substance Abuse**

This course is designed to improve knowledge about substance abuse. It will help the student understand the general phenomena of substance abuse, etiology, psychological and biological effects, impact on individual functioning, legal, social, and treatment

issues. Students will acquire a broad overview of the field.

PSY 103 or consent of instructor.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **PSY 273 - Industrial/Organizational Psychology**

Industrial/Organizational Psychology is a systematic analysis of human behavior in work organizations. Both individual and group behavior is considered with emphasis on leadership, motivation, and communication within and among organizations.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **RAD 100 - Radiologic Technology Introduction**

This course is designed to outline expectations of the Radiologic Technology program, a career in radiologic technology, and options for advancement. Clinical observation in a medical imaging department and simulation testing is a required component of the course.

.50 Semester hour(s)

**Lecture/Lab Hours**

.50 lec/week

## **RAD 101 - Radiologic Technology Clinical Experience I**

Students are oriented to the functions of a hospital radiology department. Students are competency tested in a simulated setting before assignment to a hospital and again in the x-ray department under direct supervision of a registered radiographer in all procedures introduced in RAD 120. Image critique sessions are a regularly scheduled inclusion.

Pre-requisite: Admission to Radiologic Technology Program; concurrent enrollment in RAD 120.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **RAD 102 - Radiologic Technology Clinical Experience II**

The students' information base is expanded with introduction of more complex radiographic examinations in RAD 121 classroom content. The student is again competency tested in the lab before assignment to a hospital and the student remains under direct supervision of a registered radiographer in the radiography department. Students gain additional experience through performance of procedures competently completed in the first semester. Image critique sessions are a regularly scheduled inclusion.

**Pre-requisite:** Admission to Radiologic Technology Program; RAD 101, RAD 120 and concurrent enrollment in RAD 121.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

### **RAD 103 - Radiologic Technology Clinical Experience III**

The student will gain experience through performance of procedures competently completed in first two semesters and complete final first-year competency evaluations. The student will perform portable procedures, surgical and emergency room procedures, and other complex problems involving radiographic examinations in these areas.

**Pre-requisite:** RAD 102 and concurrent enrollment in RAD 122.

2 Semester hour(s)

**Lecture/Lab Hours**

2 lec/week

### **RAD 110 - Technical Nursing I**

This course provides students initial skills and background knowledge to perform basic nursing techniques necessary to function in their specific area of health care. This course includes an introduction to legal and ethical responsibilities, communication techniques, interpersonal relationships, medical and surgical asepsis, vital sign measurement, positioning and transfer techniques, and emergency care.

**Pre-requisite:** Admission to the Radiologic Technology Program

1 Semester hour(s)

**Lecture/Lab Hours**

3 lec/2 lab for 5 weeks

### **RAD 111 - Technical Nursing II**

This course builds on the beginning skills and background knowledge presented in the Technical Nursing I course. This course provides students with more advanced skills and procedures necessary for functioning in their specific area of health care. A review of vital signs assessment, an introduction to oxygen administration along with content for the care of patients with special



problems and alternative medical treatments, patients during imaging examinations of the gastrointestinal system, and patients during special procedures. Introduction to pharmacology is included.

Pre-requisite: RAD 110

1 Semester hour(s)

**Lecture/Lab Hours**

2 lab/week

## **RAD 120 - Radiologic Technology Anatomy and Positioning I**

This course covers an introduction to the medical field and beginning level x-ray examination procedures. Topics include: professional ethics, radiation safety, medical terminology, the radiographic anatomy and positioning of the chest, abdomen and extremities. Introductory information and laboratory practice is provided with relation to radiographic equipment, accessories and exposure factors.

Pre-requisite: Admission to the Radiologic Technology Program.

5 Semester hour(s)

**Lecture/Lab Hours**

4 lec, 2 lab/week

## **RAD 121 - Radiologic Technology Anatomy and Positioning II**

The intermediate level students give attention to specific ethical issues and radiation protection practices. Study of radiographic anatomy and positioning is expanded with attention to skull, spine and contrast studies of the abdominal and thoracic viscera and spine. There is continuing investigation of the theoretical and mechanical factors affecting exposure values. Laboratory practice is provided to give student experience in processing techniques and continued experience in exposure techniques.

Pre-requisite: RAD 120 with a "C" or higher.

5 Semester hour(s)

**Lecture/Lab Hours**

4 lec, 2 lab/week

## **RAD 122 - Radiologic Physics**

An introduction to the basic concepts of radiologic physics, circuitry of radiographic equipment and fundamentals of diagnostic imaging. The theory of x-ray production is related to the structures of the equipment. Theory of x-ray interaction at the atomic level is included.

Pre-requisite: MAT 106 or MAT 121 with a grade of "C" or better.

3 Semester hour(s)

**Lecture/Lab Hours**

4 hrs/week in classroom with online component

## **RAD 197 - Ionizing Radiation in Medicine**

Based on the foundation laid in RAD 196, the students study the characteristics of the various applicable ionizing radiations. Topics include: interactions of radiation and matter, emission spectra, radio-active isotope production and use, therapeutic applications of radiation, and computers are introduced as they will be applicable to radiation therapy and advanced uses of radiation. Radiation safety implications are stressed.

Prerequisite: RAD 196 Recommended: PHY 175.

4 Semester hour(s)

**Lecture/Lab Hours**

4 lec/week

## **RAD 200 - Venipuncture for Radiologic Technology**

The various techniques for obtaining blood samples are taught, emphasis is on quality samples and safety. Injection techniques are emphasized.

Prerequisite: Sophomore standing in Radiologic Technology Program.

1 Semester hour(s)

**Lecture/Lab Hours**

1 lec/week

## **RAD 201 - Radiologic Technology Clinical Experience IV**

The student now functions more independently in the radiologic department to master previous skills. Emphasis is placed on examination of trauma patients, surgical radiography and pediatric procedures. Image critique requirement continues.

Pre-requisite: RAD 102; concurrent enrollment in RAD 220.

5 Semester hour(s)

**Lecture/Lab Hours**

24 hours internship/week

## **RAD 202 - Radiologic Technology Clinical Experience V**

The student continues to function more independently and performs emergency radiographic procedures during day, evening, and weekend shifts with indirect supervision of a registered radiographer. The student becomes involved in special procedure radiography, including assignment for observation in special modalities. Image critique continues and final competency testing is performed by students in areas previously tested.

Pre-requisite: RAD 201 with a grade of "C" or better; concurrent enrollment in RAD 223.

5 Semester hour(s)

**Lecture/Lab Hours**

24 internship hours/week

## **RAD 220 - Image Production in Radiography**

Emphasis is placed on image production among radiographic accessories including Computed Radiography and Digital Radiography. Evaluation of image artifacts and proper quality control is summarized. Advanced imaging in Fluoroscopy is also associated with image production.

Pre-requisite: RAD 122 with grade of "C" or higher.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **RAD 221 - Pathology and Advanced Imaging Modalities in Diagnostic Imaging**

The topics covered include computed tomography, magnetic resonance imaging, and sonography. Pathology and diagnosis through imaging as they relate to advanced modalities is introduced. In addition, a review and summary of all radiographic anatomy is provided.

Pre-requisite: RAD 122 with a grade of "C" or higher.

4 Semester hour(s)

**Lecture/Lab Hours**

4 lec/week

## **RAD 222 - Ionizing Radiation in Medicine**

This course covers the characteristics of the various applicable ionizing radiations used in diagnostic imaging. Topics include: interactions of radiation and matter, emission spectra, fundamentals of radiobiology, and systemic effects of irradiation to the human body. Radiation safety implications are stressed.

Pre-requisite: RAD 221 with a grade of "C" or higher.

3 Semester hour(s)

**Lecture/Lab Hours**

8-week hybrid with 4 hrs/week lecture and online requirements

## **RAD 223 - Cross Sectional Anatomy**

Anatomy of the human body will be studied in cross section. Anatomy of the brain, neck, thorax, abdomen/pelvis and the musculoskeletal system will be presented in the axial (transverse), sagittal, coronal, and orthogonal (oblique) imaging planes using multiple diagnostic imaging modalities. Anatomical structure, location, and function will be identified using illustrations and radiographic images comparing computed tomography and magnetic resonance imaging.

Pre-requisite: RAD 220 or instructor consent with proof of ARRT certification.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **RAD 224 - Registry Review**

The course is a review of previous course materials and preparation for the Registry Examination in Radiography given by American Registry of Radiologic Technologists. Mock Registry exams included in the content of the course.

Pre-requisite: RAD 223 with a grade of "C" or higher.

2 Semester hour(s)

**Lecture/Lab Hours**

2 lec/week

## **RAD 250 - Radiologic Technology Clinical Electives**

Student may do an elective rotation in a hospital or clinic setting in a speciality area of their interest. Possible modalities include: CT, MRI, Cardiac Catheterization, Sonography, Nuclear Medicine.

Pre-requisite: RAD 201 with a "C" or above.

2 Semester hour(s)

**Lecture/Lab Hours**

24 hours/week for 6 weeks.

## **RAD 284 - Radiologic Technology Clinical Experience IV**

The student having competently performed exams during the first three semesters now functions more independently in the radiologic department to perfect previous skills. More emphasis is placed on examination of trauma patients, surgical radiography and pediatric procedures. Image critique continues and emphasis is on quality assurance problems coordinated with RAD 294.

Prerequisite: RAD 186, concurrent enrollment in RAD 294.

4 Semester hour(s)

**Lecture/Lab Hours**

24 internship/week

## **RAD 285 - Radiologic Technology Clinical Experience V**

The student continues to function more independently and performs emergency radiographic procedures during day, evening and weekend shifts with indirect supervision of a registered radiographer. The student becomes involved in special procedure radiography, including assignment at affiliate hospitals performing a high volume of specialized work. Film critique continues and final competency testing is performed by student in areas previously tested.

Prerequisite: RAD 284, concurrent enrollment in RAD 296.

4 Semester hour(s)

**Lecture/Lab Hours**

24 internship/week

## **RAD 286 - Radiologic Technology Clinical Experience VI**

The student continues to perform independently with minimal supervision of a registered radiographer and final competency testing is completed in preparation for assuming a position as staff technologist. Film critiques are continued, focusing on complex problems and exams. Student may do an elective rotation in a specialty area of interest.

Prerequisite: RAD 285, concurrent enrollment in RAD 297.

3 Semester hour(s)

**Lecture/Lab Hours**

24 internship/12 weeks

## **RAD 294 - Quality Control in Radiography**

Emphasis is placed on the interactions among radiographic accessories, processing and film characteristics. Students are given practical problems and trouble-shooting abilities are developed. Radiographic anatomy and positioning studies continue with attention directed toward bedside and surgical radiography.

Prerequisite: RAD 196.

3 Semester hour(s)  
**Lecture/Lab Hours**  
3 lec/week

## **RAD 295 - Special Radiographic Procedures**

Radiologic anatomy and positioning studies continue with attention toward special procedures, tomography, angiography, mammography, selective arteriography, arthrography, salpingography, lymphography and myelography.

Prerequisite: RAD 197 and RAD 294.

3 Semester hour(s)  
**Lecture/Lab Hours**  
3 lec/week

## **RAD 296 - Survey of Disciplines Applied to Radiology**

The special topics covered include: pediatric radiology, nuclear medicine technology, digital radiography, CT, MRI, ultrasound, administration and a survey of medical and surgical disease processes as they relate to radiologic modalities. In addition, a review and summary of all radiographic anatomy is provided.

Prerequisite: RAD 294.

4 Semester hour(s)  
**Lecture/Lab Hours**  
4 lec/week

## **RAD 297 - Advanced Radiologic Technology Seminar**

The course is intended as a review of previous course materials and preparation for the Registry Examination in Diagnostic Radiography. Special problems and issues (especially ethical and safety issues) will be dealt with as appropriate. Students will be assisted with career decisions and special efforts toward immediate job placement will be made.

Prerequisite: RAD 295 and RAD 296.

2 Semester hour(s)  
**Lecture/Lab Hours**  
2 lec/week

## **RCT 100 - Cross Sectional Anatomy**

Anatomy of the human body will be studied in cross section. Anatomy of the brain, neck, thorax, abdomen/pelvis and the musculoskeletal system will be presented in the axial (transverse), sagittal, coronal, and orthogonal (oblique) imaging planes using multiple diagnostic imaging modalities. Anatomical structure, location, and function will be identified using illustrations and radiographic images comparing computed tomography and magnetic resonance imaging.

Prerequisite: RAD 296 or instructor consent with proof of ARRT Certification.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **RCT 101 - Computed Tomography Physics & Equipment**

The course is intended to provide the technologist with comprehensive knowledge of instrumentation and physics of a computerized tomography unit. Fundamentals of data acquisition with a digital system, concepts of image reconstruction principles in conventional, helical and multislice helical installations are included. Other principles of the technology include: image manipulation and visualization, radiation dose, scan parameters, and quality control. Advanced imaging utilizing 3D imaging, CT angiography, PET, and virtual reality imaging are introduced.

Prerequisite: Admission to the CT Certificate Program.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **RCT 102 - Computed Tomography Procedures**

The course is intended to provide the technologist with comprehensive knowledge of computed tomography procedures. An emphasis is placed on radiation safety, patient care and assessment. Upon completion, students will be able to demonstrate an understanding of contrast agents and injection techniques, CT protocols and procedures. Pathology and its appearance on the CT image, PET fusion imaging, and interventional CT procedures are introduced.

Prerequisite: Admission to the CT Certificate Program.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **RCT 103 - CT Clinical Applications**

Students function in the CT department under the direct supervision of a technologist to complete CT procedures. Students will use theory and techniques learned in the didactic courses of the program and apply these in the clinical setting. Arrangement for clinical education will be selected according to student geographic area. Students will demonstrate progression in clinical

competency through the course.

Prerequisite: Admission to the CT Certificate Program.

7 Semester hour(s)

**Lecture/Lab Hours**

24 lab/week

## **REC 230 - Leadership in Leisure Studies**

A study of the theory, principles, and processes of leadership in the delivery of leisure services. Field experience required.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **REC 276 - Perspectives in Outdoor Recreation**

This course examines the outdoor recreation movement in America and its impact on natural resources; reviews relationships between changing public demand and the many agencies involved in supplying outdoor recreation.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **RMS 112 - Medical Sonography Clinical Exp II**

Students are placed in a health care institution to reinforce and broaden knowledge gained in Clinical Education I. Technical and professional aspects of patient scanning in: obstetrics, pelvic, abdominal, and superficial structures.

Prerequisite: Consent of program coordinator.

3 Semester hour(s)

**Lecture/Lab Hours**

24 lab/week

## **RMS 113 - Medical Sonography Clinical Exp III**

Continuation of Diagnostic Medical Imaging Sonography clinical experience in a health care institution. Reinforcement and broadening of knowledge gained in RMS 112. Technical and professional aspects of patient scanning in: obstetrics, pelvic,



abdominal, and superficial structures.

Prerequisite: RMS 112 and consent of program coordinator.

2 Semester hour(s)

**Lecture/Lab Hours**

24 lab/week

## **RMS 114 - Medical Sonography Clinical Exp IV**

Continuation of Diagnostic Medical Imaging Sonography clinical experience in a health care institution. Reinforcement and broadening of knowledge gained in RMS 113. Technical and professional aspects of patient scanning in : obstetrics, pelvic, abdominal and superficial structures.

Prerequisite: Pre-enrollment criteria, RMS 113 and consent of program coordinator.

3 Semester hour(s)

**Lecture/Lab Hours**

24 lab/week

## **RMS 212 - Medical Sonography Vascular Clinical Exp I**

Supervised clinical training in vascular imaging skills. Students will observe, assist, and perform various patient imaging procedures. The focus of this course is clinical skills, professionalism, and correct performance of hospital procedures and policies.

Prerequisite: Pre-enrollment criteria and admission to program.

3 Semester hour(s)

**Lecture/Lab Hours**

24 lab/week

## **RMS 213 - Medical Sonography Vascular Clinical Exp II**

Supervised clinical training in vascular imaging skills. Students will observe, assist, and perform various patient imaging procedures. The focus of this course is clinical skills, professionalism, and correct performance of hospital procedures and policies. This course builds upon those skills learned in the classroom and RMS 212.

Prerequisite: Pre-enrollment criteria and completion of RMS 212.

2 Semester hour(s)

**Lecture/Lab Hours**

24 lab/week

## **SOC 111 - Introduction to Sociology**

Students will be introduced to the perspective, concepts and methods of sociology. Emphasis will be given to how the groups that make up our society function. The forces that hold groups together or cause them to change will be explored while the students examine how they learn to play roles within the family, school, religion, peer groups and in other social settings.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: S7 900

**Lecture/Lab Hours**

3 lec/week

## **SOC 112 - Social Problems**

A study of the nature of social problems including strategies for achieving social change. Students will participate in the selection and presentation to the class of the specific problems to be considered. Investigation of local communities will constitute an important aspect of the course.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: S7 901

**Lecture/Lab Hours**

3 lec/week

## **SOC 115 - Introduction to Anthropology**

This course is a study of the biological and cultural origins and variations of human beings. Humans' adaptation to different natural environments and resulting modes of social-cultural systems and behaviors are emphasized via selected case studies of extinct and extant human groups. Principles of ethnography, archaeology, and linguistics shall be addressed throughout the course.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: S1 900N

**Lecture/Lab Hours**

3 lec/week

## **SOC 116 - General Cultural Anthropology**

An analysis of the origin and basis of culture- its major components, cultural variation, cultural evolution and cultural adaptation.

Analysis of selected cultures as case studies.

Prerequisite: SOC 115 is recommended.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: S1 901N

**Lecture/Lab Hours**

3 lec/week

## **SOC 200 - Introduction to Social Work**

Students will be introduced to the profession of social work with an emphasis on the generalist approach. The course will encourage the student to develop reasoning capacities while examining some of the controversial, contemporary issues in social welfare. Current social services available and gaps in services will be explored by the student. The student will examine the knowledge, skills and values needed for effective social work practice.

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **SOC 231 - Topics/Issues in the Social Sciences**

This course will be designed to meet the special needs and interests of students on an occasional basis. Topics to be addressed may be from the areas of history, geography, economics, anthropology, sociology, psychology and political science.

1, 2 or 3 Semester hour(s)

**Repeatable**

This course may be repeated twice for a maximum of nine credits. (Topic to be listed on student's permanent academic record.)

**Lecture/Lab Hours**

1-2-3 lec/week

## **SOC 251 - Human Sexuality and Marriage**

This course assesses psychological, sociological and biological perspectives on human sexuality, courtship and marriage in the contemporary United States. Emphasis is placed on sex-role acquisition as part of the general development of personality; the psychosocial aspects of dating, courtship, family planning, parenthood, marital dissolution and remarriage; family functions and problems; alternatives to the traditional family; and the changing nature of family life.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: S7 902

**Lecture/Lab Hours**

3 lec/week

## **THE 141 - Introduction to Theatre**

The study of the constituent elements of the theatre arts, examining these elements from the perspective of the audience as well as from that of the theatre practitioners. Consideration will be given to the dramatic text, the actor, technical elements of theatre and the place of theatre in our society and a view of the history of the theatre arts will also be provided.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: F1 907

**Lecture/Lab Hours**

3 lec/week

## **THE 142 - Introduction to Technical Theatre**

By combining in-class work with practical application, this course introduces students to the basic elements of technical production. Students will apply knowledge by completing technical work on a full scale production. This course is designed to give students a working knowledge of basic materials, practices, and safety procedures involved in several technical disciplines. The topics covered will include scenic design and construction, costume design and construction, lighting design and practice, and audio systems and equipment. Other topics will depend upon the needs of the production such as prop design and construction and makeup design and application. Professionals from the community will take part in the instruction of this course.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

## **THE 145 - Basic Acting**

This course trains the student in concentration, imagination, observation and the effective use of voice and body, all of which are fundamental to the actor's craft. Basic experiences in scene study will also be provided, so that students will learn to adapt performance elements to the demands of dramatic texts.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: TA 914

**Lecture/Lab Hours**

3 lec/week

## **THE 147 - Theatre Practicum**

Students receive credit for practical theatre experiences onstage in performance and backstage on work crews related to theatrical productions in the theatre program. This course may be repeated for a maximum of four credits. Admission into this course must be approved by the Instructor.

Prerequisite: Consent of instructor.

1 Semester hour(s)

**Repeatable**

This course may be repeated for a maximum of four credits.

**Lecture/Lab Hours**

2 lab/week

## **THE 232 - Introduction to Performance of Literature**

Designed to increase student understanding and appreciation of texts, especially literary works of art, through the simultaneous development of understanding and skill in performance. Areas of study will include: literary theory, literary analysis, the text-performer relationship, and the development of body and voice skills. Students will experience performing in various literary genres.

3 Semester hour(s)

**Illinois Articulation Initiative (IAI)**

IAI: TA 916

**Lecture/Lab Hours**

3 lec/week

## **THE 245 - Intermediate Acting**

This course hones skills such as character and script analysis, impulse, observation, action, and listening. Through an exploration of movement techniques and exercises, students will develop an awareness of physical and vocal expressions and character. Students will focus on playing objectives and action as they pertain to specific character relationships. Instruction and practice will be given in scene analysis and the application of that analysis to the rehearsal process and to performance situations.

Prerequisite: SPE 145

3 Semester hour(s)

**Lecture/Lab Hours**

3 lec/week

## **VOC 121 - CNA Competency for Nursing Admission**

This course will allow persons licensed or certified in other health care disciplines (examples: Medical Assistant, Paramedic, Army Medic) to competency the certified nursing assistant skills in order to meet nursing program application requirements. Students will be evaluated in the lab and clinical setting providing care to individuals who need assistance with activities of daily

living.

Pre-requisite: Certification or licensure in a health care discipline. Meet the health and immunization requirements. Healthcare provider or professional rescuer CPR certification and criminal background check.

0.5 Semester hour(s)

**Lecture/Lab Hours**

1 lab/week

## **VOC 176 - Pharmacology Non-Licensed Personnel**

The student will acquire an understanding of basic pharmacology and the effects of several drugs on clients. Instruction will include the uses, sources, forms, and delivery routes of drugs. Knowledge will be gained in the areas of drug classifications, actions, and adverse reactions, along with legal implementation regarding controlled substances and other medications. Current technology will be utilized to master course objectives.

2 Semester hour(s)

**Lecture/Lab Hours**

2 lecture/week

## **VOC 250 - Introduction to Public Health**

The purpose of this course is to provide a comprehensive view of what public health is and how it functions in today's world. Emphasis will be placed on learning to be a leader in public health by understanding the three core functions of public health, critical thinking and the tool of collaboration.

1 Semester hour(s)

**Lecture/Lab Hours**

1 lec/week

## **VOC 276 - Medications in Action**

The study of medications and their action on the body. Includes an overview of normal physiology and pathophysiology as they relate to specific drug therapy; classification and general drug actions; common side effects; and nursing implications associated with specific drugs.

Prerequisites: Licensed health care provider or students currently enrolled in health programs with instructor's permission.

2 Semester hour(s)

**Lecture/Lab Hours**

2 lec/week

## **WLD 101 - Industrial MIG Welding**

This course is designed to provide students with a thorough understanding of arc welding fundamentals including: welding safety, MIG welding, blueprint reading, welding symbols, AWS 14.3 welding standard, oxyacetylene cutting, air carbon arc, reclaim welding and cutting. Training to develop the manual skills necessary to make high quality MIG welds is included with emphasis placed in the areas of various joint configurations, single pass, multiple pass, fillet, and groove, overlap welds in flat and horizontal position. Oxyacetylene welding and cutting equipment setup and safety will also be emphasized.

2 Semester hour(s)

### **Lecture/Lab Hours**

1 lec, 2 lab/week

## **WLD 102 - Shielded Metal Arc Welding**

This course introduces the fundamental theory, safety practices, equipment, and techniques required for shielded metal arc welding (SMAW) in the flat, horizontal, vertical, and overhead positions. Qualification tests in flat, horizontal, vertical and overhead positions are used in the evaluation of student progress toward making industrial standard welds.

3 Semester hour(s)

### **Lecture/Lab Hours**

2 lec, 2 lab/week

## **WLD 103 - MIG Welding**

This course is designed to provide students with a thorough understanding of the Metal Inert Gas (MIG) arc welding fundamentals, also referred to as Gas Metal Arc Welding (GMAW), including the following topics: welding safety, power sources and wire feeders, machine setup, adjustment and maintenance, identification of welding defects and quality welds, metal transfer methods, wire selection, shielding gas selection, testing procedures, and other MIG processes (including FCAW, SAW and Aluminum MIG). Training to develop the manual skills necessary to make high quality MIG welds is included with emphasis placed in the areas of various joint configurations, single pass, multiple pass, fillet, groove, and overlap welds in flat, horizontal, vertical, and overhead positions.

3 Semester hour(s)

### **Lecture/Lab Hours**

2 lec, 2 lab/week

## **WLD 104 - TIG Welding**

This course is designed to provide students with a thorough understanding of the Tungsten Inert Gas (TIG) arc welding fundamentals, also referred to as Gas Tungsten Arc Welding (GTAW), including the following topics: welding safety, power sources, machine setup, adjustment and maintenance, identification of welding defects and quality welds, filler wire selection, shielding gas selection, testing procedures, other TIG processes including stainless steel and aluminum. Training to develop the

manual skills necessary to make high quality TIG welds is included with emphasis placed in the areas of various joint configurations, single pass, multiple pass, fillet, groove, and overlap welds in flat, horizontal, vertical, and overhead positions.

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week

## **WLD 106 - Welding Fundamentals**

This course is designed to provide students with a thorough understanding of the basics of Metal Inert Gas (MIG) arc welding fundamentals, also referred to as Gas Metal Arc Welding (GMAW) and stick welding, also referred to as Shielded Metal Arc Welding (SMAW) including the following topics: welding safety, power sources, and wire feeders, machine set up, adjustment and maintenance, identification of welding defects and quality welds, and welding techniques. Training to develop the manual skills necessary to make high quality MIG and SMAW welds is included with emphasis placed in the areas of various joint configurations, single pass, multiple pass, fillet, groove, overlap welds in a flat position. Oxyacetylene cutting equipment setup and safety will also be emphasized.

2 Semester hour(s)

**Lecture/Lab Hours**

1 lec, 2 lab/week

## **WLD 140 - Robotic Welding**

This course is designed to give students hands-on understanding of robotic arc welding. Topics to be covered include safely jogging the robot, setting up welding equipment, robotic welding teach pendent, robotic welding parameters, motion types, programming examples, saving and backing up robot programs and controller files. Students will develop robotic welding programs using robot controllers application software and hardware.

WLD 103 - MIG Welding

3 Semester hour(s)

**Lecture/Lab Hours**

2 lec, 2 lab/week



# Programs

## Associate in Applied Science

### Accounting

## Associate in Applied Science (021)

This program prepares the student for entry-level positions or to be a junior member of the accounting staff of a private business, industrial enterprise, public accounting firm, or governmental agency. Emphasis is on the financial record keeping aspects of accounting and the preparation and analysis of reports as a basis for managerial decisions.

## Work and Employment

Accountants generally work in one of four major areas. Public accountants are employed primarily in auditing, taxation, or consulting businesses. Management accountants handle the financial records (such as taxes, budgeting, costs and investments) for a company. Government accountants maintain and examine the records of government agencies and audit private businesses which are subject to government regulations. Internal auditors review their company's operations.

## Special Considerations

Students who are interested in a bachelor's degree in accounting or in pursuing a CPA should follow the guidelines for the associate of science business transfer program described in this catalog.

Accountants usually have the following skills and aptitudes: work carefully and accurately, able to analyze and interpret figures, able to work with numbers, follow directions well, dependable and honest, neat and orderly, display mathematical aptitude.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Dr. Dennis Day, Professor of Accounting, 815/835-6328.

## Major Field Requirements - Sem/Hrs: 46

- ACC 101 - Financial Accounting 4 Semester hour(s)
- ACC 102 - Managerial Accounting 4 Semester hour(s)
- ACC 201 - Intermediate Accounting I 4 Semester hour(s)
- ACC 202 - Intermediate Accounting II 4 Semester hour(s)
- ACC 203 - Cost Accounting 3 Semester hour(s)
- ACC 204 - Tax Accounting 3 Semester hour(s)
- ACC 205 - Accounting Information Systems 3 Semester hour(s)
- ACC 207 - Accounting for Governmental and Not-For-Profit Organizations 3 Semester hour(s)

- BUS 103 - Introduction to Business 3 Semester hour(s)
- BUS 222 - The Legal Environment of Business 3 Semester hour(s)
- BUS 231 - Occupational Seminar I 1 Semester hour(s)
- BUS 232 - Occupational Seminar II 1 Semester hour(s)
- BUS 235 - Occupational Internship I 3 Semester hour(s)
- BUS 236 - Occupational Internship II 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- Electives (CIS, OAS) Semester hour (s): 1

## General Education Requirements - Sem/Hrs: 18

- Communications 6 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- Social Science (ECO 211 required) 3 Semester hour(s)
- Physical/Life Science 3 Semester hour(s)
- Mathematics (MAT 106 or higher) 3 Semester hour(s)

## SVCC Requirement - Sem/Hrs: 1

- FYE 101 - First Year Experience 1 Semester hour(s)

## Total Hours Required for A.A.S. Degree: 65

## Suggested Program

### First Semester - Sem/Hrs: 14

- ACC 101 - Financial Accounting 4 Semester hour(s)
- BUS 103 - Introduction to Business 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)

### Second Semester - Sem/Hrs: 17

- Physical/Life Science 3 Semester hour(s)
- Elective 1 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- Mathematics (MAT 106 or higher) 3 Semester hour(s)

- ACC 102 - Managerial Accounting 4 Semester hour(s)
- ECO 211 - Principles of Macroeconomics 3 Semester hour(s)

### Third Semester - Sem/Hrs: 17

- ACC 201 - Intermediate Accounting I 4 Semester hour(s)
- ACC 203 - Cost Accounting 3 Semester hour(s)
- ACC 205 - Accounting Information Systems 3 Semester hour(s)
- BUS 222 - The Legal Environment of Business 3 Semester hour(s)
- BUS 231 - Occupational Seminar I 1 Semester hour(s)
- BUS 235 - Occupational Internship I 3 Semester hour(s)

### Fourth Semester - Sem/Hrs: 17

- ACC 202 - Intermediate Accounting II 4 Semester hour(s)
- ACC 204 - Tax Accounting 3 Semester hour(s)
- ACC 207 - Accounting for Governmental and Not-For-Profit Organizations 3 Semester hour(s)
- BUS 232 - Occupational Seminar II 1 Semester hour(s)
- BUS 236 - Occupational Internship II 3 Semester hour(s)
- ENG 111 - Business and Technical Communication 3 Semester hour(s)

# **Agriculture**

## **Associate in Applied Science (017)**

This program will provide an introduction to the various fields of agriculture. The program will train students within the Agricultural Education CTE area. Specifically, students will work within Agriculture and Food & Natural Resources Career Cluster in jobs such as crop production or livestock farming, agronomy, food distribution systems, and ag-business systems.

## **Work and Employment**

Students will be prepared for entry-level employment within Business, Marketing, and Computer Education CTE area for positions in ag-sales, lending, and ag-marketing.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354

## **Major Field Requirements - Sem Hrs: 25**

- AGR 102 - Introduction to Agricultural Economics 4 Semester hour(s)
- AGR 109 - Soil Science 4 Semester hour(s)
- AGR 150 - Introduction to Agricultural Business Management 4 Semester hour(s)
- AGR 155 - Introduction to Agricultural Marketing & Standards 3 Semester hour(s)
- AGR 160 - Agricultural Salesmanship 3 Semester hour(s)
- AGR 201 - Plant Science 4 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)

## **General Education Requirements - Sem/Hrs: 16-17**

- Humanities/Fine Arts OR Social/Behavioral Science 3 Semester hour(s)
- Mathematics - MAT 106 or higher 3-4 Semester hour(s)
- BIO 103 - Introductory Biology 4 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)

## **Internship Requirements - Sem/Hrs: 3**

- IND 250 (3) - Industrial Internship 3 Semester hour(s)

## SVCC Degree Requirement - Sem/Hrs: 1

- FYE 101 - First Year Experience 1 Semester hour(s)

## Electives - Select 15-16 Sem/Hrs

### Electives for Business Track

- ACC 101 - Financial Accounting 4 Semester hour(s)
- ACC 102 - Managerial Accounting 4 Semester hour(s)
- BUS 103 - Introduction to Business 3 Semester hour(s)
- BUS 205 - Principles of Management 3 Semester hour(s)
- BUS 210 - Marketing 3 Semester hour(s)
- BUS 222 - The Legal Environment of Business 3 Semester hour(s)
- BUS 260 - Entrepreneurship Principles 3 Semester hour(s)
- ECO 211 - Principles of Macroeconomics 3 Semester hour(s)
- ECO 212 - Principles of Microeconomics 3 Semester hour(s)

### Electives for Technical Track

- Welding - Select up to 5 Semester hour(s) -- WLD 106 and WLD 102 preferred
- AGR 116 - Animal Science 4 Semester hour(s)
- AGR 142 - Principles of Ornamental Horticulture 3 Semester hour(s)
- BIO 120 - Environmental Health 3 Semester hour(s)
- BIO 140 - Environmental Biology 3 Semester hour(s) Semester hour(s)
- ELT 120 - Fundamentals of Electricity with Applied Mathematics 3 Semester hour(s)
- ELT 259 - Industrial and Agricultural Wiring 3 Semester hour(s)
- IND 118 - Mechanical Systems 3 Semester hour(s)
- IND 218 - Fluid Power 3 Semester hour(s)

## Total Hours Required for A.A.S. Degree: 60-62

## Suggested Program

### First Semester - Sem/Hrs: 15

- AGR 109 - Soil Science 4 Semester hour(s)
- AGR 150 - Introduction to Agricultural Business Management 4 Semester hour(s)

- BIO 103 - Introductory Biology 4 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)

## Second Semester - Sem/Hrs: 14-15

- Mathematics MAT 106 or higher 3.4 Semester hour(s)
- AGR 102 - Introduction to Agricultural Economics 4 Semester hour(s)
- AGR 201 - Plant Science 4 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)

## Third Semester - Sem/Hrs: 15-16

- Electives 6-7 Semester hour(s)
- Social/Behavioral Science OR Humanities/Fine Arts 3 Semester hour(s)
- AGR 155 - Introduction to Agricultural Marketing & Standards 3 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)

## Fourth Semester - Sem/Hrs: 15

- Electives - 9 Semester hour(s)
- AGR 160 - Agricultural Salesmanship 3 Semester hour(s)
- IND 250 (3) - Industrial Internship 3 Semester hour(s)

# **Computer Information Systems: Microcomputer Applications**

## **(076) Associate in Applied Science**

This program is designed to provide a graduate with the entry level job skills necessary in the computer information systems field with a specialization in microcomputer applications. Majors study the theory, design, development, and application of computer technology to computer information systems, and develop in-depth knowledge on the operation and structure of major business software packages.

## **Work and Employment**

The rapid spread of computers and computer-based technologies in recent years has generated need for skilled, highly trained workers. Computers have become essential to the operation of stores, banks, colleges and universities, government agencies, hospitals, factories, and many other profit and non-profit entities in our society. Employment for CIS graduates is expected to grow as organizations seek new applications for computers and improvements to the software already in use. Employers are increasingly interested in employees who can combine areas of technical expertise or who are adaptable, are able to learn and incorporate new skills, and are able to find opportunities for increased efficiency through the use of automation.

## **Special Consideration**

Workers usually have the following skills and aptitudes: work independently, quickly and accurately, think logically and use good judgment, concentrate, possess mechanical and mathematical aptitudes, patience and persistence.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Dr. Mary Lou Kidder, Professor of Computer Information Systems, 815/835-6358;

Kevin Megill, Associate Professor of Computer Information Systems, 815/835-6251;

Valarie Sleger, Professor of Computer Information Systems, 815/835-6388.

## **Major Field Requirements**

- ACC 101 - Financial Accounting 4 Semester hour(s)
- ACC 102 - Managerial Accounting 4 Semester hour(s)
- BUS 103 - Introduction to Business 3 Semester hour(s)
- CIS 106 - Microcomputer Spreadsheet Software 2 Semester hour(s)
- CIS 108 - Microcomputer Database Applications 2 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- CIS 130 - Information Systems Management 3 Semester hour(s)
- CIS 137 - Introduction to Desktop Publishing - Level I 1 Semester hour(s)
- CIS 148 - Business Presentation Graphics 1 Semester hour(s)
- CIS 160 - Intermediate Microcomputer Applications 3 Semester hour(s)
- CIS 167 - A+ Certification 3 Semester hour(s)
- CIS 182 - Research and the Internet 1 Semester hour(s)
- CIS 210 - Systems Analysis and Design 3 Semester hour(s)
- CIS 214 - Computer Operating Systems 3 Semester hour(s)

- CIS 229 - Database Management Systems 3 Semester hour(s)
- CIS 260 - Systems Design Practicum 3 Semester hour(s)
- OAS 141 - Word Processing with Microcomputers 2 Semester hour(s)

Minimum Hours for Major Field Requirements: 45

General Education Requirements - Sem/Hrs: 18-19

- Communications 6 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- Physical/Life Science 3 Semester hour(s)
- Mathematics (MAT 106 or higher required) 3-4 Semester hour(s)

SVCC Requirement - Sem/Hrs: 1

- FYE 101 - First Year Experience 1 Semester hour(s)

Total Hours Required for A.A.S. Degree: 64-65

Suggested Program

First Semester - Sem/Hrs: 17

- MAT 106 Applied Mathematics (or higher Math) 3 semester hour(s)
- ACC 101 - Financial Accounting 4 Semester hour(s)
- BUS 103 - Introduction to Business 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)

Second Semester - Sem/Hrs: 17

- Social/Behavioral Science 3 Semester hour(s)
- ACC 102 - Managerial Accounting 4 Semester hour(s)
- CIS 106 - Microcomputer Spreadsheet Software 2 Semester hour(s)
- CIS 108 - Microcomputer Database Applications 2 Semester hour(s)
- CIS 182 - Research and the Internet 1 Semester hour(s)



- CIS 229 - Database Management Systems 3 Semester hour(s)
- OAS 141 - Word Processing with Microcomputers 2 Semester hour(s)

### Third Semester - Sem/Hrs: 15-16

- Physical/Life Science 3-4 Semester hour(s)
- CIS 130 - Information Systems Management 3 Semester hour(s)
- CIS 137 - Introduction to Desktop Publishing - Level I 1 Semester hour(s)
- CIS 148 - Business Presentation Graphics 1 Semester hour(s)
- CIS 160 - Intermediate Microcomputer Applications 3 Semester hour(s)
- CIS 210 - Systems Analysis and Design 3 Semester hour(s)

### Fourth Semester - Sem/Hrs: 15

- Humanities/Fine Arts-3
- CIS 167 - A+ Certification 3 Semester hour(s)
- CIS 214 - Computer Operating Systems 3 Semester hour(s)
- CIS 260 - Systems Design Practicum 3 Semester hour(s)
- ENG 111 - Business and Technical Communication 3 Semester hour(s)

# **Computer Information Systems: Networking Specialist**

## **(075) Associate in Applied Science**

This program is designed to prepare students for employment in business, industry and government. Computer network specialists are responsible to oversee the design, administration, and security of organization network infrastructure. In addition to the training provided by the certificates for networking, networking specialist and networking professional, the degree provides a stronger background in business.

## **Work and Employment**

Computer network specialists are employed by all sectors of the economy including the communications industry. Network professionals are employed in large and small organizations with diverse responsibilities including supervision of computer network specialists.

## **Special Considerations**

Computer network specialists must have the following skills and aptitudes: communicate well, work under pressure, show good judgment, be systematic and accurate. A clear understanding of computer technology and internetworking is important.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Dr. Mary Lou Kidder, Professor of Computer Information Systems, 815/835-6358;

Kevin Megill, Associate Professor of Computer Information Systems, 815/835-6251;

Valarie Sleger, Professor of Computer Information Systems, 815/835-6388.

## **Major Field Requirements**

\*Networking Electives Semester hour(s) 15 hrs minimum

- BUS 103 - Introduction to Business 3 Semester hour(s)
- CIS 101 - Fundamentals of Computer Information Systems 3 Semester hour(s)
- CIS 151 - Network Certification 3 Semester hour(s)
- CIS 152 - Introduction to Internetworking 3 Semester hour(s)
- CIS 154 - Introduction to Internetworking Operating System 3 Semester hour(s)
- CIS 156 - Introduction to Local Area Networks 3 Semester hour(s)
- CIS 158 - Introduction to Wide Area Networks 3 Semester hour(s)
- CIS 167 - A+ Certification 3 Semester hour(s)
- CIS 197 - Security + Certification 3 Semester hour(s)
- CIS 250 - Beginning Linux 3 Semester hour(s)

**Minimum Hours for Major Field Requirement: 45**

## Electives

\* Select a minimum of 15 hours from a recommended sequence:

- CIS 290 - Introduction to Servers 3 Semester hour(s)
- CIS 291 - Install and Configure Servers 3 Semester hour(s)
- CIS 292 - Manage and Administer Servers 3 Semester hour(s)
- CIS 293 - Configure Advanced Services 3 Semester hour(s)  
OR .....2nd SEQUENCE
- CIS 252 - Advanced Routing 3 Semester hour(s)
- CIS 256 - Multi-Layer Switching 3 Semester hour(s)
- CIS 258 - Network Troubleshooting 3 Semester hour(s)  
IN ADDITION (both sequences) CHOOSE FROM:
- ACC 101 - Financial Accounting 4 Semester hour(s)  
OR
- ACC 102 - Managerial Accounting 4 Semester hour(s)  
OR
- CIS 194 - Windows Operating Systems 3 Semester hour(s)

## General Education Requirements

- Communications 6 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s) **OR** Social/Behavioral Science 3 Semester hour(s)
- Physical/Life Science 3 Semester hour(s)
- Mathematics (MAT 106 or higher required) 3-4 Semester hour(s)

Sem/Hrs: 15-16

SVCC Requirement - Sem/Hrs: 1

- FYE 101 - First Year Experience 1 Semester hour(s)

Total Hours Required for A.A.S. Degree: 61-62

## Suggested Program

First Semester - Sem/Hrs: 16

- CIS 101 - Fundamentals of Computer Information Systems 3 Semester hour(s)
- CIS 151 - Network Certification 3 Semester hour(s)
- CIS 152 - Introduction to Internetworking 3 Semester hour(s)
- CIS 154 - Introduction to Internetworking Operating System 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)

## Second Semester - Sem/Hrs: 15

- Humanities/Fine Arts 3 Semester hour(s) **OR** Social/Behavioral Science 3 Semester hour(s) **OR** Physical/Life Science 3 Semester hour(s)
- CIS 156 - Introduction to Local Area Networks 3 Semester hour(s)
- CIS 158 - Introduction to Wide Area Networks 3 Semester hour(s)
- CIS 167 - A+ Certification 3 Semester hour(s)
- CIS 250 - Beginning Linux 3 Semester hour(s)

## Third Semester - Sem/Hrs: 15

- \*Networking Electives 9 Semester hour(s)
- Physical/Life Science 3 Semester hour(s)
- BUS 103 - Introduction to Business 3 Semester hour(s)

## Fourth Semester - Sem/Hrs: 15-16

- Mathematics (MAT 106 or higher) 3-4 Semester hour(s)
- \*Networking Electives 6 Semester hour(s)
- CIS 197 - Security + Certification 3 Semester hour(s)
- ENG 111 - Business and Technical Communication 3 Semester hour(s)

# Computer Information Systems: Windows Server Administrator

## (077) Associate in Applied Science

This program is designed to prepare students for employment in business, industry, and government utilizing computer client/server networks of all sizes. Computer server specialists are responsible for configuring, maintaining, and administering hardware and operating systems at the server and client level. Completing certain sequences in this curriculum will also prepare students to sit for industry certifications sponsored through Microsoft Corporation.

The type of jobs for which it would train graduates:

- Server Administrator
- Server Support
- Network Support Technician
- Network Support Administrator

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Dr. Mary Lou Kidder, Professor of Computer Information Systems, 815/835-6358;

Kevin Megill, Associate Professor of Computer Information Systems, 815/835-6251;

Valarie Sleger, Professor of Computer Information Systems, 815/835-6388.

## Major Field Requirements

- BUS 103 - Introduction to Business 3 Semester hour(s)
- CIS 101 - Fundamentals of Computer Information Systems 3 Semester hour(s)
- CIS 151 - Network Certification 3 Semester hour(s)
- CIS 167 - A+ Certification 3 Semester hour(s)
- CIS 194 - Windows Operating Systems 3 Semester hour(s)
- CIS 197 - Security + Certification 3 Semester hour(s)
- CIS 250 - Beginning Linux 3 Semester hour(s)
- CIS 290 - Introduction to Servers 3 Semester hour(s)
- CIS 291 - Install and Configure Servers 3 Semester hour(s)
- CIS 292 - Manage and Administer Servers 3 Semester hour(s)
- CIS 293 - Configure Advanced Services 3 Semester hour(s)

Minimum Hours for Major Field Requirements: 33

## General Education Requirements - Sem/Hrs: 18-19

- Communications 6 Semester hour(s) - (ENG 101 and ENG 111 Required)
- Humanities/Fine Arts 3 Semester hour(s)
- Social/Behavioral Sciences 3 Semester hour(s)
- Physical/Life Sciences 3 Semester hour(s)
- Mathematics (MAT 106 or higher required) 3-4 Semester hour(s)

## Electives - Sem/Hrs: 9

- ACC 101 - Financial Accounting 4 Semester hour(s)
- ACC 102 - Managerial Accounting 4 Semester hour(s)
- BUS 231 - Occupational Seminar I 1 Semester hour(s)
- BUS 235 - Occupational Internship I 3 Semester hour(s)
- CIS 152 - Introduction to Internetworking 3 Semester hour(s)
- CIS 154 - Introduction to Internetworking Operating System 3 Semester hour(s)
- CIS 156 - Introduction to Local Area Networks 3 Semester hour(s)
- CIS 158 - Introduction to Wide Area Networks 3 Semester hour(s)
- CIS 231 - Computer Information Systems Occupational Seminar I 1 Semester hour(s)  
STRONGLY RECOMMENDED
- CIS 235 - Computer Information Systems Occupational Internship I 3 Semester hour(s)  
STRONGLY RECOMMENDED

## SVCC Requirement - Sem/Hrs: 1

- FYE 101 - First Year Experience 1 Semester hour(s)

Total Hourse Required for A.A.S. Degree: 61-62

## Suggested Program

### First Semester - Sem/Hrs: 16

- CIS 101 - Fundamentals of Computer Information Systems 3 Semester hour(s)
- CIS 151 - Network Certification 3 Semester hour(s)
- CIS 167 - A+ Certification 3 Semester hour(s)
- CIS 194 - Windows Operating Systems 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)

### Second Semester - Sem/Hrs: 15

- Physical/Life Science 3 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- CIS 197 - Security + Certification 3 Semester hour(s)
- CIS 290 - Introduction to Servers 3 Semester hour(s)
- CIS 291 - Install and Configure Servers 3 Semester hour(s)

### Third Semester - Sem/Hrs: 15 - 16

- Math (MAT 106 or higher) 3-4 Semester hour(s)
- BUS 103 - Introduction to Business 3 Semester hour(s)
- CIS 250 - Beginning Linux 3 Semester hour(s)
- CIS 292 - Manage and Administer Servers 3 Semester hour(s)
- CIS 293 - Configure Advanced Services 3 Semester hour(s)

### Fourth Semester - Sem/Hrs: 15

- Electives 9 Semester hour(s) (see elective options)
- Humanities/Fine Arts 3 Semester hour(s)
- ENG 111 - Business and Technical Communication 3 Semester hour(s)

# **Criminal Justice-Justice Affairs**

## **Associate in Applied Science (082)**

This program prepares students for careers in criminal justice that are outside of law enforcement, such as corrections, court services, dispatching, court advocacy, security loss prevention, and private investigations.

## **Work and Employment**

This applied science program is designed to prepare students to work in correctional institutions, judicial centers, security facilities, and locations where the criminal justice system is utilized. Younger students who wish to rise in the ranks are advised to follow a transfer program and earn a bachelor's degree because higher education has become increasingly important.

## **Special Considerations**

Justice Affairs students should cultivate their communication skills. Effective work in the justice system is based heavily on the ability to communicate well in the field. Students should also be aware of the strength and physical agility requirements required of applicants by criminal justice agencies in Illinois. The college offers a wide range of physical education courses and a super circuit fitness center. Previous criminal record and felony convictions can negatively impact the opportunity to gain employment in the field.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Daniel McCollum, Assistant Professor of Criminal Justice, 815/835-6256.

## **Major Field Requirements - Sem/Hrs: 30**

- CJS Elective-CJS 250 Recommended-3 Semester hour(s)
- CJS 200 - Ethics in Criminal Justice 3 Semester hour(s)
- CJS 214 - Correctional Counseling and Treatment 3 Semester hour(s)
- CJS 227 - Probation and Parole 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)
- PSY 200 - Human Growth and Development 3 Semester hour(s)
- PSY 217 - Abnormal Psychology 3 Semester hour(s)

## **Criminal Justice Core Courses - Sem/Hrs: 15**

- CJS 101 - Introduction to Criminal Justice 3 Semester hour(s)
- CJS 120 - Introduction to Corrections 3 Semester hour(s)
- CJS 135 - Introduction to Criminal Law 3 Semester hour(s)
- CJS 208 - Juvenile Delinquency 3 Semester hour(s)
- CJS 238 - Criminology 3 Semester hour(s)



## General Education Requirements - Sem/Hrs: 18

- Communications (ENG 101, 111 or 103 required) 6 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- Social/Behavioral Science (SOC 111 required) 3 Semester hour(s)
- Physical/Life Science 3 Semester hour(s)
- Mathematics (MAT 106 or higher required) 3 Semester hour(s)

Electives (see your major field advisor): 3 semester hours

## SVCC Requirement - Sem/Hrs: 1

- FYE 101 - First Year Experience 1 Semester hour(s)

Total Hours Required for A.A.S. Degree: 64

## Suggested Program

### First Semester - Sem/Hrs: 16

- Mathematics (MAT 106 or higher) 3 Semester hour(s)
- CJS 101 - Introduction to Criminal Justice 3 Semester hour(s)
- CJS 120 - Introduction to Corrections 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)

### Second Semester - Sem/Hrs: 15

- CJS 135 - Introduction to Criminal Law 3 Semester hour(s)
- CJS 200 - Ethics in Criminal Justice 3 Semester hour(s)
- ENG 111 - Business and Technical Communication 3 Semester hour(s)  
or
- ENG 103 - Composition II 3 Semester hour(s)
- PSY 200 - Human Growth and Development 3 Semester hour(s)

### Third Semester - Sem/Hrs: 15

- Humanities/Fine Arts 3 Semester hour(s)
- CJS 208 - Juvenile Delinquency 3 Semester hour(s)
- CJS 227 - Probation and Parole 3 Semester hour(s)
- SOC 111 - Introduction to Sociology 3 Semester hour(s)

### Fourth Semester - Sem/Hrs: 18

- Physical/Life Science 3 Semester hour(s)
- CJS Elective-CJS 250 Recommended 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- CJS 238 - Criminology 3 Semester hour(s)
- CJS 214 - Correctional Counseling and Treatment 3 Semester hour(s)
- PSY 217 - Abnormal Psychology 3 Semester hour(s)

# **Criminal Justice-Law Enforcement**

## **Associate in Applied Science (081)**

This program prepares students for careers in law enforcement agencies such as municipal police departments, county sheriffs' departments, state police and private security concerns. The program includes general education courses and provides an emphasis on criminal justice courses and supportive social science courses.

## **Nature of Work and Employment**

Law enforcement majors pursue careers as municipal police officers, sheriffs' deputies, state troopers and private security guards. The job market in law enforcement is closely tied to legislation to fund it. If funding of tax supported law enforcement does not meet society's demand for law enforcement, growth will occur in the market for trained personnel in private security.

## **Special Considerations**

Law enforcement students should cultivate their communications skills. Much of effective law enforcement is based on the communication skills of arresting officers. Students should also be aware of the strength and agility standards required of applicants by law enforcement agencies in Illinois. The College offers a wide range of physical education courses and a super circuit fitness center for those who are concerned about meeting these requirements. Younger students should seriously consider studying for a bachelor's degree as the job market for law enforcement majors is competitive. Previous criminal record and felony convictions can negatively impact the opportunity to gain employment in the field.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Daniel McCollum, Assistant Professor of Criminal Justice, 815/835-6256.

## **Major Field Requirements - Sem/Hrs: 30**

- CJS Elective-CJS 250 Recommended 3 Semester hour(s)
- CJS 130 - Criminal Investigation 3 Semester hour(s)
- CJS 200 - Ethics in Criminal Justice 3 Semester hour(s)
- CJS 230 - Police Community Relations 3 Semester hour(s)
- CJS 231 - Criminal Evidence and Procedure 3 Semester hour(s)
- CJS 232 - Police and Patrol Operations 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- PSC 163 - American Politics and Government 3 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)

## **Criminal Justice Core Courses - Sem/Hrs: 15**

- CJS 101 - Introduction to Criminal Justice 3 Semester hour(s)
- CJS 120 - Introduction to Corrections 3 Semester hour(s)
- CJS 135 - Introduction to Criminal Law 3 Semester hour(s)

- CJS 208 - Juvenile Delinquency 3 Semester hour(s)
- CJS 238 - Criminology 3 Semester hour(s)

## General Education Requirements - Sem/Hrs: 18

- Communications (ENG 101, 111 or 103 required) 6 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- Social/Behavioral Science (SOC 111 required) 3 Semester hour(s)
- Physical/Life Science 3 Semester hour(s)
- Mathematics (MAT 106 or higher required) 3 Semester hour(s)

## SVCC Requirement - Sem/Hrs: 1

- FYE 101 - First Year Experience 1 Semester hour(s)

## Total Hours Required for A.A.S. Degree: 64

## Suggested Program

### First Semester - Sem/Hrs: 16

- Mathematics (MAT 106 or higher) 3 Semester hour(s)
- CJS 101 - Introduction to Criminal Justice 3 Semester hour(s)
- CJS 120 - Introduction to Corrections 3 Semester hour(s)
- CJS 130 - Criminal Investigation 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)

### Second Semester - Sem/Hrs: 15

- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- CJS 232 - Police and Patrol Operations 3 Semester hour(s)
- ENG 111 - Business and Technical Communication 3 Semester hour(s)  
or
- ENG 103 - Composition II 3 Semester hour(s)
- PSC 163 - American Politics and Government 3 Semester hour(s)

- SOC 111 - Introduction to Sociology 3 Semester hour(s)

### Third Semester - Sem/Hrs: 15

- Humanities/Fine Arts 3 Semester hour(s)
- CJS 200 - Ethics in Criminal Justice 3 Semester hour(s)
- CJS 208 - Juvenile Delinquency 3 Semester hour(s)
- CJS 230 - Police Community Relations 3 Semester hour(s)

### Fourth Semester - Sem/Hrs: 18

- Physical/Life Science 3 Semester hour(s)
- CJS 135 - Introduction to Criminal Law 3 Semester hour(s)
- CJS 231 - Criminal Evidence and Procedure 3 Semester hour(s)
- CJS 238 - Criminology 3 Semester hour(s)
- CJS 250 - Criminal Justice Practicum 3 Semester hour(s)  
(recommended)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)

# **Early Childhood Education**

## **(042) Associate in Applied Science**

This program aligns to the AAS/Gateways ECE Level 4 credential.

The Early Childhood Education program provides the academic background and practical experience for people interested in careers in education, including infant, preschool and school-age child care in early childhood centers, family child care homes, parent education, and early childhood program supervision. Coursework focuses on theory, research and program practice pertaining to children prenatal to early school age. Students will have the opportunity to observe and assess children's behaviors and to work directly with children in a supervised setting. This program provides a comprehensive course of study, including physical, cognitive, social and emotional development of young children, curriculum development, literature and language arts, creative activities for teaching art, music, math and science, behavior guidance, health and nutrition, and one supervised practicum experience.

## **Credential Program Description**

Students enrolled in Early Childhood programs at Sauk Valley Community College will be eligible to complete credentials through Gateways to Opportunities state professional development system for ECE levels 2, 3 and 4. Benefits of this credentialing process increase a student's employability through ACCESS Illinois and make students eligible for scholarship opportunities and wage differentials.

## **Work and Employment**

The early childhood education program is designed to educate professionals for a diverse and challenging field. Employment opportunities for graduates of the early childhood education program are very positive, whether pursuing a career in a group day care, preschool setting, or in family care.

## **Criminal History Check Policy**

Illinois law requires licensed early childhood programs to conduct a criminal background investigation on applicants for employment. Employment of individuals who have been convicted of committing or attempting to commit offenses that may put children in harm's way is prohibited. Laws vary according to the agency and their licensing body.

Students who perform classroom observations through coursework at Sauk Valley Community College may be required by the selected school/site to undergo a criminal background check prior to placement. Students may be denied at any observation site based on the results of that check.

Students who feel their criminal background may exclude them from observation or employment should seek counseling with SVCC faculty or advising staff early in their program to determine how it may affect their participation and eligibility.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Janis Jones, Assistant Professor of Education, 815/835-6410.

## **Major Field Requirements - Sem/Hrs: 41-42**

- ECE 114 - Child Care and Development 3 Semester hour(s)
- ECE 115 - Principles of Early Childhood Education 3 Semester hour(s)
- ECE 118 - Parent-Teacher-Child-Community Relations 3 Semester hour(s)
- ECE 202 - Language Development in Young Children 3 Semester hour(s)
- ECE 207 - Mathematics for the Young Child 3 Semester hour(s)
- OR
- MAT 106 - Applied Mathematics 3 Semester hour(s) **OR HIGHER**
- ECE 228 - Child Health, Nutrition and Safety 3 Semester hour(s)
- ECE 240 - Observation and Assessment of Young Children 3 Semester hour(s)
- ECE 250 - Early Childhood Education Practicum I 3 Semester hour(s)
- ECE 275 - Curriculum Development for the Early Childhood Classroom 3 Semester hour(s)
- EDU 102 - Computer Education for Teachers 3 Semester hour(s)
- OR
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- EDU 210 - Diversity in Education 3 Semester hour(s)
- EDU 220 - Students with Disabilities in School 3 Semester hour(s)
- EDU 221 - Children's Literature 3 Semester hour(s)
- OR
- LAN 161 - Beginning Spanish I 4 Semester hour(s)
- PED 220 - Rhythms and Games for Children 2 Semester hour(s)

## General Education Requirements

- Communications (ENG 101 and COM 131 Required) 6 Semester hour(s)
- Physical Science (BIO 120 Recommended) 3 Semester hour(s)
- Social and Behavioral Sciences (PSY 103, PSY 214 & SOC 251 Required) 9 Semester hour(s)

Sem/Hrs: 18

## SVCC Requirement - Sem/Hrs: 1

- FYE 101 - First Year Experience 1 Semester hour(s)

Total Hours Required for A.A.S. Degree: 60-61

## Suggested Program

First Semester - Sem/Hrs: 15

- BIO 120 - Environmental Health 3 Semester hour(s) (Recommended)
- ECE 114 - Child Care and Development 3 Semester hour(s)
- ECE 115 - Principles of Early Childhood Education 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- PED 220 - Rhythms and Games for Children 2 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)

## Second Semester - Sem/Hrs: 15

- ECE 202 - Language Development in Young Children 3 Semester hour(s)
- ECE 275 - Curriculum Development for the Early Childhood Classroom 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- SOC 251 - Human Sexuality and Marriage 3 Semester hour(s)
- EDU 210 - Diversity in Education 3 Semester hour(s)

## Third Semester - Sem/Hrs: 15-16

- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- ECE 118 - Parent-Teacher-Child-Community Relations 3 Semester hour(s)
- ECE 228 - Child Health, Nutrition and Safety 3 Semester hour(s)
- EDU 220 - Students with Disabilities in School 3 Semester hour(s)
- EDU 221 - Children's Literature 3 Semester hour(s)
- OR
- LAN 161 - Beginning Spanish I 4 Semester hour(s) Or Higher

## Fourth Semester - Sem/Hrs: 15

- ECE 207 - Mathematics for the Young Child 3 Semester hour(s)
- OR
- MAT 106 - Applied Mathematics 3 Semester hour(s) **OR HIGHER**
- ECE 240 - Observation and Assessment of Young Children 3 Semester hour(s)
- ECE 250 - Early Childhood Education Practicum I 3 Semester hour(s)
- EDU 102 - Computer Education for Teachers 3 Semester hour(s)
- OR
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- PSY 214 - Child Developmental Psychology 3 Semester hour(s)



# **Electronic Engineering Technology\*\***

**\*\* This program is not currently being offered**

## **(065) Associate in Applied Science**

Graduates of the Electronic Engineering Technology (EET) program are prepared to enter the work force as engineering technicians, field service engineers, and application engineers or to move into supervisory positions. Graduates may continue their education at many colleges and universities and earn an advanced degree. The EET program provides students with the technical knowledge and skills to compete in the constantly changing field of electronics. Students receive both theory and "hands-on" training in the areas of communications, computers, consumer and industrial electronics, instrumentation and microprocessors. The program content is constantly updated so that students stay current and competitive in today's market place.

## **Work and Employment**

Graduates of this program are prepared to work in research, electronic layout, instrumentation, design, field service, communications and service laboratories. Graduates may supervise technicians in the assembly, installation, repair, maintenance, calibration, and modification of electronic circuitry and systems.

## **Special Considerations**

Workers usually have the following skills and aptitudes: the ability to do precise and detailed work, use good eye-hand coordination, notice and compare differences in objects, have mathematical and mechanical aptitudes, are analytic, curious and creative.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Steven McPherson, Associate Professor of Electronics/Technology, 815/835-6347.

## **Major Field Requirements - Sem/Hrs: 41**

- EET 107 - Introduction to DC and AC Circuits 4 Semester hour(s)
- EET 110 - Introduction to Digital Electronics 4 Semester hour(s)
- EET 207 - Advanced Circuits 3 Semester hour(s)
- EET 218 - Microprocessor Architecture and Applications 4 Semester hour(s)
- EET 245 - Programmable Controllers 3 Semester hour(s)
- EET 252 - Industrial Electronics 3 Semester hour(s)
- EET 256 - Technical Problems 3 Semester hour(s)
- EET 261 - Advanced Programmable Controllers 3 Semester hour(s)
- ELT 265 - Power Distribution 3 Semester hour(s)
- ENE 130 - Photovoltaics 3 Semester hour(s)
- IND 108 - Introduction to CAD 2 Semester hour(s)
- IND 131 - OSHA Standards 1 Semester hour(s)

- IND 239 - Industrial Communications 3 Semester hour(s)
- IND 250 (2) - Industrial Internship 2 Semester hour(s)

## SVCC Requirement - Sem/Hrs: 1

- FYE 101 - First Year Experience 1 Semester hour(s)

## General Education Requirements - Sem/Hrs: 23

- Communications (ENG 101, 111 required) 6 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- Mathematics (MAT 121, 122 required) 7 Semester hour(s)
- Physical/Life Science (PHY 175 required) 4 Semester hour(s)

Total Hours Required for an A.A.S. Degree: 65

## Suggested Program

### First Semester - Sem/Hrs: 18

- EET 107 - Introduction to DC and AC Circuits 4 Semester hour(s)
- EET 110 - Introduction to Digital Electronics 4 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- IND 108 - Introduction to CAD 2 Semester hour(s)
- MAT 121 - College Algebra 4 Semester hour(s)

### Second Semester - Sem/Hrs: 16

- Humanities/Fine Arts 3 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- EET 207 - Advanced Circuits 3 Semester hour(s)
- EET 245 - Programmable Controllers 3 Semester hour(s)
- IND 131 - OSHA Standards 1 Semester hour(s)
- MAT 122 - Trigonometry 3 Semester hour(s)

### Third Semester - Sem/Hrs: 17

- EET 218 - Microprocessor Architecture and Applications 4 Semester hour(s)
- EET 252 - Industrial Electronics 3 Semester hour(s)
- EET 261 - Advanced Programmable Controllers 3 Semester hour(s)
- ELT 265 - Power Distribution 3 Semester hour(s)
- PHY 175 - Introduction to Physics 4 Semester hour(s)

#### Fourth Semester - Sem/Hrs: 14

- EET 256 - Technical Problems 3 Semester hour(s)
- ENE 130 - Photovoltaics 3 Semester hour(s)
- ENG 111 - Business and Technical Communication 3 Semester hour(s)
- IND 239 - Industrial Communications 3 Semester hour(s)
- IND 250 (2) - Industrial Internship 2 Semester hour(s)

## **Emergency Medical Service\*\***

**\*\*This degree is not currently offered.**

Emergency Medical Training for both Basic and Paramedic levels is available through Mercy Medical Center or OSF St. Anthony's accredited programs. Contact the Emergency Departments of CGH Medical Center in Sterling or KSB Hospital in Dixon to register and coordinate the necessary clinical and field experience. Your local fire department also may have accredited training available. Students who successfully complete the course are eligible to take the Illinois or national licensure exams.

## **(054) Associate in Applied Science**

The Emergency Medical Services (EMS) courses provide the opportunity to earn an Associate in Applied Science degree. In addition, those who complete are eligible to become a licensed EMT in the state of Illinois.

Individuals in Emergency Medical Services provide immediate care to critically ill or injured persons and may transport them to the hospital. They determine the nature and extent of the patient's condition. Following strict procedures, they provide critical intervention and transportation. Administering medications, stabilizing injuries, and communicating with medical staff via radio or phone are just some of the duties performed.

The specific responsibilities of EMS providers depend on their level of certification and licensure. The National Registry of Emergency Medical Technicians (NREMT) registers providers at three levels: Emergency Responder (First Responder) provides simple stabilization techniques using a limited amount of equipment. EMT-Basic provides treatments for illness and injury including oxygen, bandaging, splinting, defibrillation, several medications, and emotional support. EMT-Paramedic may also perform diagnostic 12 lead EKG interpretation, transport patients with critical intervention medications, perform invasive airway and chest decompression interventions.

## **AAS degree in Emergency Medical Services**

The Associate in Applied Science degree in Emergency Medical Services is the next step for paramedic level providers. In addition to previously mentioned skills, the degree offers a broader knowledge base and more refined skills in patient diagnostics and care. Oral and written communication skills, business and personnel management qualifies the graduate for management and business positions as well as fostering matriculation to baccalaureate programs.

## **Work and Employment**

EMS personnel work for private ambulance services, municipal fire or police, hospitals, industry and manufacturing. Through national registry, providers may work in all 50 states with specific state licensure.

## **Admission Requirements**

- Complete the College general admission procedures.
- Health and Immunization requirements.

EMS 101 / EMT-Basic

1. High School Diploma or GED equivalent

2. Proof of age 18 (prior to licensure)
3. Current AHA Healthcare Provider or ARC Professional Rescuer CPR card.

EMS 106 / EMT - Paramedic

1. Current EMT-Basic or EMT-Intermediate license
2. Contact EMS office at 285-5560 or 285-5561
3. Written precept agreement with EMT-P level provider for field experience.

## Application Deadline

First day of class.

## Out-of-District Application

SVCC is required by law to give preference to in-district resident candidates. Out-of-district applicants will be considered if space is available.

### Program Contacts

Doug Sears, EMS Instructor, 815/285-5561, [dsears@ksbhospital.com](mailto:dsears@ksbhospital.com)

## General Education Requirements - Sem/Hrs: 25-26

- Communications (ENG 101, SPE 131 required) 6 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- Mathematics (MAT 106 or higher required) 3 Semester hour(s)
- Physical/Life Science (BIO 108, CHE 102 or CHE 103 required) 7 - 8 Semester hour(s)
- Social/Behavioral Science (PSY 103, PSY 200 required) 6 Semester hour(s)

## Related Requirements - Sem/Hrs: 6

- BUS 112 - Human Relations 3 Semester hour(s)
- BUS 205 - Principles of Management 3 Semester hour(s)

## SVCC Requirement - Sem/Hrs: 1

- FYE 101 - First Year Experience 1 Semester hour(s)

## Major Field Requirements - Sem/Hrs: 38

- EMS 106 - Paramedic I\*\* 7.5 Semester hour(s)
- EMS 111 - Paramedic II\*\* 8.5 Semester hour(s)
- EMS 116 - Paramedic III\*\* 10 Semester hour(s)
- EMS 121 - Paramedic IV\*\* 12 Semester hour(s)

Total hours required for A.A.S. degree: 70-71

## Note

Program Requirements: A grade of “C” or better is required in major field requirements, communications, mathematics, social behavioral sciences, and physical life sciences.

## Suggested Program

### First Semester - Sem/Hrs: 15.5

- BIO 108 - Introduction to Human Anatomy and Physiology 4 Semester hour(s)
- EMS 106 - Paramedic I\*\* 7.5 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)

### Second Semester - Sem/Hrs: 14.5

- MAT 106 - Applied Mathematics 3 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)
- EMS 111 - Paramedic II\*\* 8.5 Semester hour(s)

### Summer Semester - Sem/Hrs: 6

- PSY 200 - Human Growth and Development 3 Semester hour(s)

### Third Semester - Sem/Hrs: 16-17

- CHE 102 - Introduction to Chemistry 3 Semester hour(s)  
**OR**
- CHE 103 - Introduction to Chemistry 4 Semester hour(s)
- EMS 116 - Paramedic III\*\* 10 Semester hour(s)
- BUS 112 - Human Relations 3 Semester hour(s)

### Fourth Semester - Sem/Hrs: 18

- Humanities/Fine Arts 3 Semester hour(s)

- BUS 205 - Principles of Management 3 Semester hour(s)
- EMS 121 - Paramedic IV\*\* 12 Semester hour(s)

# **Fire Science**

## **(039) Associate in Applied Science**

The Fire Science Degree AAS program is designed to prepare the student for knowledge and competencies necessary for leadership or management in the field of firefighting and fire prevention. Employed and volunteer fire protection services will be applicable. Graduates specialize with additional competencies to enter the fields of fire inspection and insurance investigation or pursue certification.

## **Work and Employment**

The type of jobs for which graduates would be trained might be: officers of operations in emergency disaster agencies; fire departments; public safety agencies; industrial fire protection and prevention; commercial fire protection; prevention and distribution; fire and/or arson investigation or inspection; crime scene investigation; and forestry and fire prevention public education.

## **Special Considerations**

SVCC recruits all individuals equally for the programs. The performance based portion of the curriculum will be set up for all individuals equally. Students who cannot meet eligibility requirements involving physical exertion or donning of personal protective equipment may attend lectures and observe potential hazards from a safe distance. Students with disabilities may work with their instructors to identify areas within their field of study that they can be trained to perform or will be counseled regarding employability difficulties. The Office of the State Fire Marshall (OSFM) certification will be applicable after multiple course completions and will be necessary to have on file for practice of the discipline.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Jeffrey Newbury, Assistant Professor of Fire Science, 815/835-6269.

## **Major Field Requirements - Sem/Hrs: 44**

- FIR 101 - Basic Firefighter Operations-Module A 4 Semester hour(s)
- FIR 102 - Basic Firefighter Operations-Module B 4 Semester hour(s)
- FIR 103 - Basic Firefighter Operations-Module C 4 Semester hour(s)
- FIR 104 - Advanced Technician Firefighter 5 Semester hour(s)
- FIR 105 - Tactics and Strategies I 3 Semester hour(s)
- FIR 106 - Fire Service Vehicle Operator 1 Semester hour(s)
- FIR 200 - Management I 3 Semester hour(s)
- FIR 201 - Fire Service Instructor I 3 Semester hour(s)
- FIR 202 - Fire Prevention Principles 3 Semester hour(s)
- FIR 203 - Hazardous Materials I 1 Semester hour(s)
- FIR 204 - Hazardous Materials II 3 Semester hour(s)
- FIR 205 - Management II 3 Semester hour(s)
- FIR 206 - Vehicle and Machinery Operations 3 Semester hour(s)
- FIR 207 - Technical Rescue Awareness 1 Semester hour(s)



- FIR 208 - Building Construction 3 Semester hour(s)

## General Education Requirements - Sem/Hrs: 15-16

- Communications 6 Semester hour(s) (ENG 101 and ENG 111 required)
- Mathematics 3 Semester hour(s) (MAT 106 or higher)
- Social Science 3 Semester hour(s) (PSY 103 required)
- Physical/Life Science 3-4 Semester hour(s) (CHE 102 OR CHE 103 required)

## SVCC Degree Requirement - Sem/Hrs: 1

FYE 101 - First Year Experience 1 Semester hour(s)

Total Hours Required for A.A.S. Degree: 60-61

## Suggested Program

### First Semester - Sem/Hrs: 16

- FIR 101 - Basic Firefighter Operations-Module A 4 Semester hour(s)
- FIR 102 - Basic Firefighter Operations-Module B 4 Semester hour(s)
- FIR 103 - Basic Firefighter Operations-Module C 4 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)

### Second Semester - Sem/Hrs: 15

- FIR 104 - Advanced Technician Firefighter 5 Semester hour(s)
- FIR 105 - Tactics and Strategies I 3 Semester hour(s)
- FIR 106 - Fire Service Vehicle Operator 1 Semester hour(s)
- MAT 106 - Applied Mathematics 3 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)

### Third Semester - Sem/Hrs: 13-14

- FIR 200 - Management I 3 Semester hour(s)
- FIR 201 - Fire Service Instructor I 3 Semester hour(s)
- FIR 202 - Fire Prevention Principles 3 Semester hour(s)
- FIR 203 - Hazardous Materials I 1 Semester hour(s)
- CHE 102 - Introduction to Chemistry 3 Semester hour(s)

**OR**

- CHE 103 - Introduction to Chemistry 4 Semester hour(s)

## **Fourth Semester - Sem/Hrs: 16**

- FIR 204 - Hazardous Materials II 3 Semester hour(s)
- FIR 205 - Management II 3 Semester hour(s)
- FIR 206 - Vehicle and Machinery Operations 3 Semester hour(s)
- FIR 207 - Technical Rescue Awareness 1 Semester hour(s)
- FIR 208 - Building Construction 3 Semester hour(s)
- ENG 111 - Business and Technical Communication 3 Semester hour(s)

# Management

## (022) Associate in Applied Science

This program has been designed for persons seeking employment or advancement in middle management positions in business and industry. The program offers a student the opportunity to combine classroom instruction with on-the-job work experience. The program is designed to prepare a student for positions in human resources, sales, advertising, merchandising and production.

## Work and Employment

Managers are needed in every business to plan, control and direct major functions toward organizational goals. The many job titles used for managers demonstrate the variety of responsibilities and positions in which managers work.

Mid-level managers hold intermediary positions between supervisory and top management. They might be responsible for a specific region, division, or activity in sales, service, or production.

## Special Considerations

Managers usually have the following skills and aptitudes: maintain high employee morale; communicate clearly in speech and in writing; show organization, objectivity, tactfulness, fairness and responsibility; think logically; and make good decisions.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354; Dr. Dennis Day, Professor of Accounting, 815/835-6328;

Dr. Mary Lou Kidder, Professor of Computer Information Systems, 815/835-6358;

Jose Mendez, Associate Professor of Business, 815/835-6274

## Major Field Requirements - Sem/Hrs: 45

- Electives (ACC, BUS, CIS, OAS) 3 Semester hour(s)
- ACC 101 - Financial Accounting 4 Semester hour(s)
- ACC 102 - Managerial Accounting 4 Semester hour(s)
- BUS 103 - Introduction to Business 3 Semester hour(s)
- BUS 105 - Fundamentals of Personal Selling 3 Semester hour(s)
- BUS 106 - Business Mathematics I 3 Semester hour(s)
- BUS 112 - Human Relations 3 Semester hour(s)
- BUS 205 - Principles of Management 3 Semester hour(s)
- BUS 210 - Marketing 3 Semester hour(s)
- BUS 211 - Introduction to International Business 3 Semester hour(s)
- BUS 218 - Supervision Techniques 3 Semester hour(s)
- BUS 222 - The Legal Environment of Business 3 Semester hour(s)
- BUS 231 - Occupational Seminar I 1 Semester hour(s)
- BUS 235 - Occupational Internship I 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)

## General Education Requirements - Sem/Hrs: 18

- Communications (ENG 101, SPE 131 required) 6 Semester hour(s)
- Social/Behavioral Science (ECO 211 required) 3 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- Physical/Life Science 3 Semester hour(s)
- Mathematics 3 Semester hour(s)

## SVCC Requirement - Sem/Hrs: 1

- FYE 101 - First Year Experience 1 Semester hour(s)

**Total Hours Required for A.A.S. Degree: 64**

## Suggested Program

### First Semester - Sem/Hrs: 17

- ACC 101 - Financial Accounting 4 Semester hour(s)
- BUS 103 - Introduction to Business 3 Semester hour(s)
- BUS 106 - Business Mathematics I 3 Semester hour(s)
- BUS 112 - Human Relations 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)

### Second Semester - Sem/Hrs: 16

- ACC 102 - Managerial Accounting 4 Semester hour(s)
- BUS 210 - Marketing 3 Semester hour(s)
- BUS 211 - Introduction to International Business 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)

### Third Semester - Sem/Hrs: 15

- Mathematics or Science 3 Semester hour(s)
- BUS 105 - Fundamentals of Personal Selling 3 Semester hour(s)
- BUS 205 - Principles of Management 3 Semester hour(s)
- BUS 222 - The Legal Environment of Business 3 Semester hour(s)
- ECO 211 - Principles of Macroeconomics 3 Semester hour(s)

### Fourth Semester - Sem/Hrs: 16

- Electives (ACC, BUS, CIS, OAS) 3 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- Mathematics or Science 3 Semester hour(s)

- BUS 218 - Supervision Techniques 3 Semester hour(s)
- BUS 231 - Occupational Seminar I 1 Semester hour(s)
- BUS 235 - Occupational Internship I 3 Semester hour(s)

# Marketing

## (020) Associate in Applied Science

This program prepares students for entry-level positions such as sales representative or manager trainee. Additional training may lead to other positions such as store manager and human resources or operations manager in retail, wholesale, insurance, finance, banking or real estate firms.

## Work and Employment

Marketing offers a wide range of career opportunities. The skills needed for each job vary by product line, market, and level of responsibility. Buyers purchase the best available merchandise at the lowest possible prices and expedite the delivery of goods from the producer to the consumer. Salespersons represent their products to potential buyers. Wholesale and retail sales are integral parts of a complex system of production, distribution and merchandising. Wholesale buyers purchase goods directly from manufacturers or from other wholesale firms for resale to retail firms or to commercial establishments and other institutions. Retail buyers purchase goods from wholesale firms or directly from manufacturers for resale to the public.

## Special Considerations

Graduates of this program should have the following skills and aptitudes: get along well with others; able to plan and make decisions; work well under pressure; and are aggressive, persuasive, creative and resourceful.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Dr. Dennis Day, Professor of Accounting, 815/835-6328;

Dr. Mary Lou Kidder, Professor of Computer Information Systems, 815/835-6358;

Jose Mendez, Associate Professor of Business, 815/835-6274

## Major Field Requirements

- ACC 101 - Financial Accounting 4 Semester hour(s)
- ACC 102 - Managerial Accounting 4 Semester hour(s)
- BUS 103 - Introduction to Business 3 Semester hour(s)
- BUS 105 - Fundamentals of Personal Selling 3 Semester hour(s)
- BUS 106 - Business Mathematics I 3 Semester hour(s)
- BUS 112 - Human Relations 3 Semester hour(s)
- BUS 205 - Principles of Management 3 Semester hour(s)
- BUS 210 - Marketing 3 Semester hour(s)
- BUS 211 - Introduction to International Business 3 Semester hour(s)
- BUS 213 - Retailing 3 Semester hour(s)
- BUS 216 - Advertising 3 Semester hour(s)
- BUS 222 - The Legal Environment of Business 3 Semester hour(s)
- BUS 231 - Occupational Seminar I 1 Semester hour(s)
- BUS 235 - Occupational Internship I 3 Semester hour(s)

- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)

**Total Hours Major Field Requirements: 45**

## **General Education Requirements - Sem/Hrs: 18**

- Communications (ENG 101, SPE 131 required) 6 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- Social/Behavioral Science (ECO 211 required) 3 Semester hour(s)
- Physical/Life Science 3 Semester hour(s)
- Mathematics (MAT 106 or higher) 3 Semester hour(s)

## **SVCC Requirement - Sem/Hrs: 1**

- FYE 101 - First Year Experience 1 Semester hour(s)

**Total Hours Required for A.A.S.: 64**

## **Suggested Program**

### **First Semester - Sem/Hrs: 17**

- ACC 101 - Financial Accounting 4 Semester hour(s)
- BUS 103 - Introduction to Business 3 Semester hour(s)
- BUS 106 - Business Mathematics I 3 Semester hour(s)
- BUS 112 - Human Relations 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)

### **Second Semester - Sem/Hrs: 16**

- ACC 102 - Managerial Accounting 4 Semester hour(s)
- BUS 210 - Marketing 3 Semester hour(s)
- BUS 211 - Introduction to International Business 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)

### **Third Semester - Sem/Hrs: 15**

- Mathematics or Science 3 Semester hour(s)
- BUS 105 - Fundamentals of Personal Selling 3 Semester hour(s)
- BUS 205 - Principles of Management 3 Semester hour(s)
- BUS 222 - The Legal Environment of Business 3 Semester hour(s)
- ECO 211 - Principles of Macroeconomics 3 Semester hour(s)

### **Fourth Semester - Sem/Hrs: 16**

- Mathematics or Science 3 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- BUS 213 - Retailing 3 Semester hour(s)
- BUS 216 - Advertising 3 Semester hour(s)
- BUS 231 - Occupational Seminar I 1 Semester hour(s)
- BUS 235 - Occupational Internship I 3 Semester hour(s)



# Multicraft Technology

## (061) Associate in Applied Science

Graduates of the Multicraft Technology program are prepared to enter the work force as engineering technicians, field service engineers, plant maintenance technicians and application engineers or to move into supervisory positions. Graduates may continue their education at many colleges and universities and earn an advanced degree. Multicraft technicians combine knowledge of mechanical engineering technology with knowledge of electrical and electronic circuits to maintain, design, develop, test, and manufacture electronic and computer-controlled mechanical systems, such as robotic assembly machines. They also operate these machines in factories and other work sites. Maintenance technicians will work independently and with other plant personnel to perform preventative, predictive and routine maintenance tasks. They will troubleshoot issues, repair failures of production and facilities equipment, and ensure maximum equipment efficiency and effectiveness. Their work often overlaps that of both electrical and electronic engineering technicians and mechanical engineering technicians. The program content is constantly updated so that students stay current and competitive in today's market place. This degree allows the student to choose electives towards a student-selected specialization in Alternative Energy\*\*, Electrical, Electronics, HVAC, or Welding.

Graduates of the program may pursue certification in their field.

## Work and Employment

Graduates of this program are prepared to work in industry, instrumentation, design, field service, and service laboratories. Graduates may supervise technicians in the assembly, installation, repair, maintenance, calibration, and modification of electro-mechanical systems and robotics.

Sauk has formed partnerships with local manufacturers to offer paid internships for students in the Multicraft program. Visit <https://www.svcc.edu/academics/programs/manufacturing-technology/multicraft-technology/meip.html> for details.

## Special Considerations

Workers usually have the following skills and aptitudes: the ability to do precise and detailed work, use good eye-hand coordination, notice and compare differences in objects, have mathematical and mechanical aptitudes, are analytic, curious and creative.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Scott Gillihan, Assistant Instructor of Welding, 815/835-6278;

Steven McPherson, Associate Professor of Electronics/Technology, 815/835-6347.

## Major Field Requirements - Sem/Hrs: 46

- Electives 9 Semester hour(s) -See Area Emphasis electives below for choices.
- EET 110 - Introduction to Digital Electronics 4 Semester hour(s)
- EET 245 - Programmable Controllers 3 Semester hour(s)
- ELT 120 - Fundamentals of Electricity with Applied Mathematics 3 Semester hour(s)
- ELT 259 - Industrial and Agricultural Wiring 3 Semester hour(s)
- ELT 262 - Electrical Controls 3 Semester hour(s)
- IND 108 - Introduction to CAD 2 Semester hour(s)

- IND 118 - Mechanical Systems 3 Semester hour(s)
- IND 125 - Machining and Manufacturing Processes 3 Semester hour(s)
- IND 131 - OSHA Standards 1 Semester hour(s)
- IND 218 - Fluid Power 3 Semester hour(s)
- IND 239 - Industrial Communications 3 Semester hour(s)
- IND 250 (1) - Industrial Internship 1 Semester hour(s)
- WLD 102 - Shielded Metal Arc Welding 3 Semester hour(s)
- WLD 106 - Welding Fundamentals 2 Semester hour(s)

## General Education Requirements - Sem/Hrs: 16

- Communications 6 Semester hour(s)
- Humanities/Fine Arts 3 semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- Physical Science (PHY 175 Required) 4 Semester hour(s)

## SVCC Degree Requirement - Sem/Hrs: 1

FYE 101 - First Year Experience 1 semester hour

- FYE 101 - First Year Experience 1 Semester hour(s)

## Electives for Alternative Energy Emphasis - Select 9 Sem/Hrs

- ENE 102 - Small Wind Energy\*\* 3 Semester hour(s)
- ENE 135 - Renewable Energy\*\* 3 Semester hour(s)
- ENE 140 - Solar Thermal Energy\*\* 3 Semester hour(s)
- ENE 145 - Geothermal Energy\*\* 3 Semester hour(s)

## Electives for Electrical Emphasis - Select 9 Sem/Hrs

- EET 252 - Industrial Electronics 3 Semester hour(s)
- ELT 101 - Electrical Wiring 3 Semester hour(s)
- ELT 261 - National Electric Code 3 Semester hour(s)
- IND 219 - Industrial Troubleshooting 3 Semester hour(s)

## Electives for Electronics Emphasis - Select 9 Sem/Hrs

- EET 107 - Introduction to DC and AC Circuits 4 Semester hour(s)
- EET 207 - Advanced Circuits 3 Semester hour(s)
- EET 218 - Microprocessor Architecture and Applications 4 Semester hour(s)
- EET 261 - Advanced Programmable Controllers 3 Semester hour(s)
- EET 299 - Special Topics in Electronics 1 to 3 Semester hour(s)

## Electives for HVAC Emphasis - Select 9 Sem/Hrs

- HRS 114 - Sheet Metal Fabrication 3 Semester hour(s)
- HRS 120 - Basic Refrigeration 3 Semester hour(s)
- HRS 225 - Advanced Controls 3 Semester hour(s)

## Electives for Machining Emphasis - Select 9 Sem/Hrs

- IND 203 - Advanced Machining and Manufacturing Processes 3 Semester hour(s)
- IND 207 - Computer Numerical Control Programming I 3 Semester hour(s)
- IND 208 - Computer Numerical Control Programming II 3 Semester hour(s)

## Electives for Welding Emphasis - Select 9 Sem/Hrs

- WLD 101 - Industrial MIG Welding 2 Semester hour(s)
- WLD 103 - MIG Welding 3 Semester hour(s)
- WLD 104 - TIG Welding 3 Semester hour(s)
- WLD 140 - Robotic Welding 3 Semester hour(s)

**Total Hours Required for A.A.S. Degree: 63**

## Suggested Program

(will vary according to emphasis; see an academic advisor for individualized plan.)

### First Semester - Sem/Hrs: 15

- ELT 120 - Fundamentals of Electricity with Applied Mathematics 3 Semester hour(s)  
OR
- EET 107 - Introduction to DC and AC Circuits 4 Semester hour(s)  
(if choosing the Electronics Emphasis)
- EET 110 - Introduction to Digital Electronics 4 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- IND 108 - Introduction to CAD 2 Semester hour(s)
- IND 118 - Mechanical Systems 3 Semester hour(s)
- WLD 106 - Welding Fundamentals 2 Semester hour(s)

### Second Semester - Sem/Hrs: 13

Social/Behavioral Science 3 Semester hr(s)

- EET 245 - Programmable Controllers 3 Semester hour(s)
- ELT 259 - Industrial and Agricultural Wiring 3 Semester hour(s)
- ELT 262 - Electrical Controls 3 Semester hour(s)
- IND 131 - OSHA Standards 1 Semester hour(s)

### Summer Semester - Sem/Hrs: 3

- WLD 102 - Shielded Metal Arc Welding 3 Semester hour(s)

### Third Semester - Sem/Hrs: 15

- Elective 6 Semester hour(s)
- English 101 Composition I - 3 Semester hour(s)
- IND 125 - Machining and Manufacturing Processes 3 Semester hour(s)
- IND 218 - Fluid Power 3 Semester hour(s)

### Fourth Semester - Sem/Hrs: 17

- Elective 3 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- ENG 111 - Business and Technical Communication 3 Semester hour(s)
- IND 239 - Industrial Communications 3 Semester hour(s)
- IND 250 (1) - Industrial Internship 1 Semester hour(s)
- PHY 175 - Introduction to Physics 4 Semester hour(s)

## Nursing (ADN)

### (052) Associate in Applied Science

This program prepares graduates to function with the knowledge, skill and attitudes needed to adapt quickly within the ever changing health care environment for entry level nursing practice in a variety of health care settings. This program is approved by the Illinois Department of Financial and Professional Regulation.

## Work and Employment

Registered nurses deliver care to patients in all areas of the health care spectrum in collaboration with interprofessional members of the health care team in hospital, long-term care or in the patient's home environment. Nurses also provide services in community facilities such as health departments, industry, schools and clinics. Promotion of health and general well being is provided by the registered nurse in all settings. With experience and education, nurses may work in specialized areas such as obstetrics, pediatrics, emergency or intensive care units. Nurses may obtain bachelor's degrees and advanced degrees such as master's or doctorate degrees.

## TEAS Testing-Requirement for All Nursing Applicants

- All new applicants and re-applicants to the nursing program must take the ATI TEAS test.
- TEAS testing must be completed prior to the application deadline date.
- Testing will include areas of Reading, English, Mathematics and Science.
- Applicants may not test any more than once a semester. Retesting allowed in subsequent semesters. Test may be repeated three times.
- TEAS testing applicable for admission **MUST** be completed at SVCC or additional charges. ATI transcripts are incurred.
- **You must set up an ATI account with a user name and password.**
  - Go to [www.atitesting.com](http://www.atitesting.com)
- Contact the SVCC Testing Center 815/835-6350 to schedule a time.
  - **Fee will be paid to ATI per credit card at the time of testing.**
- **BRING THE FOLLOWING TO THE TESTING SESSION:**
  - **ATI user name, password and ID number**
  - **Photo ID**
  - **Credit card for payment to ATI**
- Study guides are available in the SVCC Library or may be purchased online at <http://www.atitesting.com>. For free practice tests, please visit [http://www.testprepreview.com/teas\\_practice.html](http://www.testprepreview.com/teas_practice.html)
- TEAS score valid for 3 years.

**Points will be awarded according to your score as detailed in the Nursing Admission Handbook.**

## Special Considerations

In order to become licensed as a registered nurse, one must complete a state approved program like Sauk Valley's and pass the National Council Licensure Examination (NCLEX) for Registered Nurses (RN).

# Admission Requirements

Satisfy all of the following academic criteria:

1. Active CNA certificate on file with IDPH with verification of work history or documentation of successful completion of a state approved CNA program or VOC 121 within the last 2 years. CNA work history verification can be documented via: tax records, payment stub, IDPH registry (if clinical updates are present) or a letter from the employer. (Advanced Placement students - LPN license is applicable for this requirement.)
2. Cumulative Grade Point Average of 2.5 or above.
3. **ENGLISH LANGUAGE ARTS** (Note: only one of the following criteria must be met. the most recent score or grade will be utilized. (This category does not provide points for admission.)
  - SVCC Placement Test/ACT Writing Score of 22 or above.
  - Completed ELA 099 or ENG 101 with a grade of "C" or better
4. **MATH** (Note: only one of the following must be met. The highest level point standard achieved will be utilized. Applicants are encouraged to complete higher level math courses without risk to points earned.)
  - Four semesters of high school algebra with a "C" or better (**within the last five years of when the algebra course was taken.**)
  - Satisfactory completion of MAT 081 or a higher level math course with a grade of "C" or better at SVCC.
  - Grade of "C" or better in an equivalent course at another college/university.
  - Placed into entry-level transferrable college level math, (MAT 110/115; 121/240 or higher).
5. **CHEMISTRY** (Note: only one of the following must be met. The most recent score or grade will be utilized.)
  - Grade of "C" or better for two semesters (1 year) of high school chemistry (**within the last 5 years of when the chemistry was taken.**)
  - Grade of "C" or better in CHE 103, CHE 102, or higher at SVCC.
  - Grade of "C" or better in an equivalent course at another college/university..
6. **BIOLOGY** (Note: only one of the following must be met. The most recent score or grade will be utilized.)
  - Grade of "C" or better for four semesters of high school biology (**within the last 5 years of when the biology was taken.**)
  - Grade of "C" or better in BIO 105 or BIO 108 at SVCC. BIO 105 qualifies for higher points.
  - Grade of "C" or better in an equivalent course at another college/university.

High school coursework used to fulfill requirements must be completed within 5 years of application to the program. This means the last course completed not the graduation date.

The biology department requires a student who has not had a high school biology course within 5 years with a grade of "C" or better, to complete BIO 105 or BIO 108 prior to registering for BIO 109 and BIO 110. Also, those candidates who did not complete high school chemistry with a grade of "C" or better within the last 5 years must complete CHE 103 prior to registering for BIO 109. It is highly recommended that associate degree nursing applicants complete high school algebra, biology and chemistry.

## Admission Procedure

1. Complete the college's general admission procedure.
2. Attend a nursing information meeting.
3. Meet with the Health Career Education Advisor and develop an academic progression plan.
4. File a current Nursing program application form with the Dean of Health Professions.

5. Submit two letters of recommendation to the Dean of Health Professions.  
Further admission information is available in the Admission Handbook.

## Application Deadlines

The admission requirements and the admission procedure must be completed by March 1 of the year the applicant wishes to be admitted. If the class is not filled, candidates must meet the second candidate evaluation deadline of June 1.

## Out-of-District Application

Out-of-district applicants to the nursing program will be considered after June 1, if space is available and there are no qualified in-district applicants.

## Program Requirements

A grade of "C" is the minimum passing grade for all major field requirements, social science, humanities, natural science, and mathematics courses. Successful completion of a nursing course requires a "C" in the classroom, satisfactory clinical performance and "Pass" on clinical competency or skills based performance measures. A student who is unsatisfactory in any one of these areas will receive a failing grade for the course. If an NRS course is failed, it may be repeated once. No more than one NRS course may be repeated.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Office of Health Professions, 815/835-6374.

## Major Field Requirements - Sem/Hrs: 44

- NRS 140 - Fundamentals of Nursing Practice 9 Semester hour(s)
- NRS 141 - Pharmacology for Nursing 2 Semester hour(s)
- NRS 142 - Medical Surgical Nursing I 9 Semester hour(s)
- NRS 243 - Advanced Medical Surgical Nursing 8 Semester hour(s)
- NRS 244 - Pediatric Nursing 2.5 Semester hour(s)
- NRS 245 - Reproductive Health 3.5 Semester hour(s)
- NRS 246 - Psychiatric/Mental Health Nursing 4 Semester hour(s)
- NRS 247 - Transition into Practice Capstone 6 Semester hour(s)

## General Education Requirements - Sem/Hrs: 17

- Communications: (ENG 101 required): 3 semester hours
- Social/Behavioral Science (PSY 103 required): 3 semester hours
- Humanities (PHL 101 required): 3 semester hours
- \*Physical/Life Sciences (BIO 109 and 110): 8 semester hours

## SVCC Requirement - Sem/Hrs: 1

- FYE 101 - First Year Experience 1 Semester hour(s)

## Total Hours Required for A.A.S. Degree: 62

The NRS courses are organized to be completed in a two-year sequence. However, provisions are made for those who need to distribute the general education courses over a longer period of time. See Option I and Option II.

## Footnote

\*MAT 240, CHE 103 or CHE 105, BIO 111, PED 115, ENG 103, SPE 131, SOC 111 and PSY 200 are recommended for those intending to continue their education toward a baccalaureate degree. Refer to your transfer institution for specific requirements.

## OPTION I

### Pre-Admission - Sem/Hrs: 7

- FYE 101 - First Year Experience 1 Semester hour(s)
- PHL 101 - Introduction to Logic and Formal Reasoning 3 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)

### First Semester - Sem/Hrs: 15

- BIO 109 - Human Anatomy and Physiology I 4 Semester hour(s)
- NRS 140 - Fundamentals of Nursing Practice 9 Semester hour(s)
- NRS 141 - Pharmacology for Nursing 2 Semester hour(s)

### Second Semester - Sem/Hrs: 13

- BIO 110 - Human Anatomy and Physiology II 4 Semester hour(s)
- NRS 142 - Medical Surgical Nursing I 9 Semester hour(s)

### Third Semester - Sem/Hrs: 17

- ENG 101 - Composition I 3 Semester hour(s)
- NRS 243 - Advanced Medical Surgical Nursing 8 Semester hour(s)
- NRS 244 - Pediatric Nursing 2.5 Semester hour(s)
- NRS 245 - Reproductive Health 3.5 Semester hour(s)

### Fourth Semester - Sem/Hrs: 10

- NRS 246 - Psychiatric/Mental Health Nursing 4 Semester hour(s)
- NRS 247 - Transition into Practice Capstone 6 Semester hour(s)

## OPTION II

Successfully complete the following courses. Begin NRS course sequence upon acceptance into the nursing program.

The sequence of NRS courses is the same as Option I.



- BIO 109 - Human Anatomy and Physiology I 4 Semester hour(s)
- BIO 110 - Human Anatomy and Physiology II 4 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- PHL 101 - Introduction to Logic and Formal Reasoning 3 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)

# Nursing, Advanced Placement

A licensed practical nurse (LPN) who wishes to expand her/his role in the nursing field can earn an associate degree in nursing through an advanced placement process. This process permits the LPN to receive credit in escrow for certain ADN courses. In addition, the LPN must complete the general education prerequisites comparable to the generic ADN student at the point she/he wishes to enter the program.

The LPN has two options for advanced placement. Option I would permit entry into the second semester of the first year of the program. Option II would permit entry into the first semester of the second year of the program.

## Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;  
Office of Health Professions, 815/835-6374.

## Option I

1. Complete the College's general admission procedure.
2. Submit a transcript from a school of practical nursing.
3. Complete the following courses with a grade of "C" or above:

- BIO 109 - Human Anatomy and Physiology I 4 Semester hour(s)
- MAT 081 - Intermediate Algebra 4 Semester hour(s)  
OR higher (MAT 240 recommended for BSN completion).
- NRS 141 - Pharmacology for Nursing 2 Semester hour(s)  
Students have until Fall 2017 to comply.
- PHL 101 - Introduction to Logic and Formal Reasoning 3 Semester hour(s)  
Students have until Fall 2017 to comply.
- PSY 103 - Introduction to Psychology 3 Semester hour(s)

## 4. Skill Level Assessment.

The applicant will be required to register for a two credit hour Independent Study (IDS). This course will orient the applicant to the Nursing Skills Lab and the skills testing procedures. In addition, the student will receive an assessment of their skill level in relation to first semester ADN students through participation in the skills testing for NRS 140 - Fundamentals of Nursing Practice. This course will be graded as pass/fail. In order to receive a passing grade, the applicant will be required to complete the orientation for and the skills testing/performance. The applicant will not be required to pass the skills testing/performance. The student must register for the IDS and skills testing/performance by October 1. It is recommended that this process be completed during the fall semester immediately prior to the spring semester the applicant wishes to be admitted to the ADN program. (LPNs who graduated from SVCC's program after July, 1991 may be exempt from this requirement.)

## 5. Credits in escrow.

The applicant will receive 9 credits for NRS 140 Fundamentals of Nursing Practice upon completion of NRS 142 Medical Surgical Nursing I with a grade of "C" or better.

**Note:** All requirements must be completed by the end of the fall semester of the year before the applicant wishes to be admitted to the program.

## Note

All requirements must be completed by the end of the fall semester of the year before the applicant wishes to be admitted to the program.

## OPTION II

1. Complete the College's general admission procedure.
2. Submit a transcript from a school of practical nursing.
3. Complete the following courses with a grade of "C" or above:

- BIO 109 - Human Anatomy and Physiology I 4 Semester hour(s)
- BIO 110 - Human Anatomy and Physiology II 4 Semester hour(s)
- MAT 081 - Intermediate Algebra 4 Semester hour(s)  
OR higher (MAT 240 recommended for BSN completion).
- NRS 141 - Pharmacology for Nursing 2 Semester hour(s)
- PHL 101 - Introduction to Logic and Formal Reasoning 3 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)

## 4. NRS 201 Bridging Nursing Concepts

NRS 201 is a two credit hour course. The lab portion of this course will consist of orientation to the Nursing Skills Lab and the skills testing procedures. In addition, the applicant will receive an assessment of their skill level in relation to generic students at the end of the second semester of the ADN program through participation in the skills testing/performance of NRS 142 - Medical-Surgical Nursing I. The lab portion of the course will be graded as pass/fail. In order to receive a passing grade for the lab, the applicant will be required to complete the orientation and the administration of the skills testing/performance. The applicant will not be required to pass the skills testing/performance. This exam is only offered during the spring semester. (LPN's who graduated from SVCC's program after July 1991 may be exempt from this requirement). The applicants must pass NRS 201 Bridging Nursing Concepts with a grade of "C" or better to be eligible for admission into the second level courses of the ADN program.

## 5. Credits in escrow.

The student will receive 18 credits in escrow for NRS 140 Fundamentals of Nursing Practice and NRS 142 Medical Surgical Nursing I upon the completion of NRS 201. These credits will be awarded upon receiving a grade of "C" or better for the nursing courses in the first semester second level of the ADN program.

# **Office and Administrative Services: Administrative Assistant**

## **(023) Associate in Applied Science**

This program is designed to prepare students for employment as an administrative secretary, secretary, or other office positions in private businesses and governmental organizations. Many office and administrative services courses are offered in an open laboratory classroom. Students progress on an individual basis. See laboratory personnel in Room 3K4 for placement in appropriate classes.

### **Work and Employment**

Secretarial and administrative office work continues to evolve along with new office automation and organizational restructuring. In many cases, secretaries have assumed new responsibilities and learned to operate different equipment. Secretaries are responsible for a variety of administrative and clerical duties that are necessary to run and maintain organizations efficiently. Secretaries increasingly use personal computers to run spreadsheets, word processing, database management, desktop publishing and graphics programs-tasks previously handled by managers and professionals. Some secretaries perform highly specialized work that requires knowledge of technical terminology and procedures. Employment opportunities should be quite plentiful, especially for well qualified secretaries.

### **Special Considerations**

Workers usually have the following skills and aptitudes: communicate well, work under pressure, concentrate despite distractions, show good judgment and common sense, are dependable and responsible, patient, systematic, neat and accurate.

The administrative assistant option has been developed to provide a student with training in machine transcription and/or computerized office applications.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Mary Ann Hurd, Assistant Professor of Office and Administrative Services, 815-835-6202.

## **Administrative Assistant (023)**

### **Major Field Requirements-Sem/Hrs: 10**

- BUS 106 - Business Mathematics I 3 Semester hour(s)

### **Major Field Requirement Electives-7 Sem/Hrs**

- CIS 137 - Introduction to Desktop Publishing - Level I 1 Semester hour(s)
- CIS 138 - Introduction to Desktop Publishing - Level II 1 Semester hour(s)
- CIS 139 - Introduction to Desktop Publishing - Level III 1 Semester hour(s)
- OAS 111 (3) - Machine Transcription 3 Semester hour(s)
- OAS 112 - Legal Transcription 3 Semester hour(s)
- OAS 113 - Medical Transcription 3 Semester hour(s)
- OAS 141 - Word Processing with Microcomputers 2 Semester hour(s)

## Related Field Requirements-Sem/Hrs: 31

- ACC 100 - Basic Accounting 4 Semester hour(s)  
OR Higher
- BUS 107 - Business Correspondence 3 Semester hour(s)
- BUS 231 - Occupational Seminar I 1 Semester hour(s)
- BUS 235 - Occupational Internship I 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- OAS 105 - Document Processing Intermediate - Level I 1 Semester hour(s)
- OAS 106 - Document Processing Intermediate - Level II 1 Semester hour(s)
- OAS 107 - Document Processing Intermediate - Level III 1 Semester hour(s)
- OAS 108 - Document Processing Intermediate - Level IV 1 Semester hour(s)
- OAS 130 - Records Management 1 Semester hour(s)
- OAS 202 - Document Processing Advanced - Level I 1 Semester hour(s)
- OAS 203 - Document Processing Advanced - Level II 1 Semester hour(s)
- OAS 204 - Document Processing Advanced - Level III 1 Semester hour(s)
- OAS 205 - Document Processing Advanced - Level IV 1 Semester hour(s)
- OAS 233 - Calculating Machines - Level I 1 Semester hour(s)
- OAS 234 - Calculating Machines - Level II 1 Semester hour(s)
- OAS 235 - Calculating Machines - Level III 1 Semester hour(s)
- OAS 241 - Word Processing Concepts 2 Semester hour(s)
- OAS 251 - Office Methods 3 Semester hour(s)

## General Education Requirements-Sem/Hrs: 18

- Communications 6 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- Social/Behavioral Sciences 3 Semester hour(s)
- Mathematics 3 Semester hour(s)
- Life Science 3 Semester hour(s)

## SVCC Requirement-Sem/Hrs: 1

- FYE 101 - First Year Experience 1 Semester hour(s)

**Total Hours Required for A.A.S. Degree: 60**

# **Office and Administrative Services: Medical Office Administrative Assistant**

## **(024) Associate in Applied Science**

The program is designed to prepare students for employment as an administrative secretary, secretary, or other office positions in private business and governmental organizations. Many office and administrative services courses are offered in an open laboratory classroom. Students progress on an individual basis. See laboratory personnel in Room 3K4 for placement in appropriate classes.

## **Work and Employment**

Secretarial and administrative office work continues to evolve along with new office automation and organizational restructuring. In many cases, secretaries have assumed new responsibilities and learned to operate different office equipment. Secretaries are responsible for a variety of administrative and clerical duties that are necessary to run and maintain organizations efficiently. Secretaries increasingly use personal computers to run spreadsheets, word processing, database management, desktop publishing and graphics programs-tasks previously handled by managers and professionals. Some secretaries perform highly specialized work that requires knowledge of technical terminology and procedures. Employment opportunities should be quite plentiful, especially for well qualified secretaries.

## **Special Considerations**

Workers usually have the following skills and aptitudes: communicate well, work under pressure, concentrate despite distractions, show good judgment and common sense, are dependable and responsible, patient, systematic, neat and accurate.

The medical assistant option has been developed to provide the student with preparation for employment in the medical field.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Mary Ann Hurd, Assistant Professor of Office and Administrative Services, 815/835-6202.

## **Medical Office Assistant (024)**

### **Major Field Requirements - Sem/Hrs: 14**

- BUS 106 - Business Mathematics I 3 Semester hour(s)
- NRS 116 - Medical Terminology for Health Careers 3 Semester hour(s)
- OAS 113 - Medical Transcription 3 Semester hour(s)
- OAS 213 - Advanced Medical Transcription 3 Semester hour(s)
- OAS 241 - Word Processing Concepts 2 Semester hour(s)

### **Related Field Requirements - Sem/Hrs: 28**

- ACC 100 - Basic Accounting 4 Semester hour(s)  
Or Higher
- BUS 107 - Business Correspondence 3 Semester hour(s)
- BUS 231 - Occupational Seminar I 1 Semester hour(s)
- BUS 235 - Occupational Internship I 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- OAS 105 - Document Processing Intermediate - Level I 1 Semester hour(s)
- OAS 106 - Document Processing Intermediate - Level II 1 Semester hour(s)
- OAS 107 - Document Processing Intermediate - Level III 1 Semester hour(s)
- OAS 108 - Document Processing Intermediate - Level IV 1 Semester hour(s)
- OAS 202 - Document Processing Advanced - Level I 1 Semester hour(s)
- OAS 203 - Document Processing Advanced - Level II 1 Semester hour(s)
- OAS 204 - Document Processing Advanced - Level III 1 Semester hour(s)
- OAS 205 - Document Processing Advanced - Level IV 1 Semester hour(s)
- OAS 233 - Calculating Machines - Level I 1 Semester hour(s)
- OAS 234 - Calculating Machines - Level II 1 Semester hour(s)
- OAS 235 - Calculating Machines - Level III 1 Semester hour(s)
- OAS 251 - Office Methods 3 Semester hour(s)

### General Education Requirements - Sem/Hrs: 19

- Communications 6 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- Mathematics 3 Semester hour(s)
- Life Science(BIO 108 required) 4 Semester hour(s)

### SVCC Requirement - Sem/Hrs: 1

- FYE 101 - First Year Experience 1 Semester hour(s)

Total Hours Required for A.A.S. Degree: 62

# **Office and Administrative Services: Legal Office Assistant**

## **(026) Legal Office Assistant**

The program is designed to prepare students for employment as an administrative secretary, secretary, or other office positions in private business and governmental organizations. Many office and administrative services courses are offered in an open laboratory classroom. Students progress on an individual basis. See laboratory personnel in Room 3K4 for placement in appropriate classes.

## **Work and Employment**

Secretarial and administrative office work continues to evolve along with new office automation and organizational restructuring. In many cases, secretaries have assumed new responsibilities and learned to operate office equipment. Secretaries are responsible for a variety of administrative and clerical duties that are necessary to run and maintain organizations efficiently. Secretaries increasingly use personal computers to run spreadsheets, word processing, database management, desktop publishing and graphics programs-tasks previously handled by managers and professionals. Some secretaries perform highly specialized work that requires knowledge of technical terminology and procedures. Employment opportunities should be quite plentiful, especially for well qualified secretaries.

## **Special Considerations**

Workers usually have the following skills and aptitudes: communicate well, work under pressure, concentrate despite distractions, show good judgment and common sense, are dependable and responsible, patient, systematic, neat and accurate.

The legal assistant option has been developed to provide the student with preparation for employment in the legal field.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Mary Ann Hurd, Assistant Professor of Office and Administrative Services, 815/835-6202.

## **Legal Office Assistant (026)**

### **Major Field Requirements-Sem/Hrs: 10**

- Electives (ACC, BUS, CIS, OAS) 1 Semester hour(s)
- BUS 106 - Business Mathematics I 3 Semester hour(s)
- BUS 222 - The Legal Environment of Business 3 Semester hour(s)
- OAS 112 - Legal Transcription 3 Semester hour(s)

### **Related Field Requirements-Sem/Hrs: 31**

- ACC 100 - Basic Accounting 4 Semester hour(s)  
OR Higher



- BUS 107 - Business Correspondence 3 Semester hour(s)
- BUS 231 - Occupational Seminar I 1 Semester hour(s)
- BUS 235 - Occupational Internship I 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- OAS 105 - Document Processing Intermediate - Level I 1 Semester hour(s)
- OAS 106 - Document Processing Intermediate - Level II 1 Semester hour(s)
- OAS 107 - Document Processing Intermediate - Level III 1 Semester hour(s)
- OAS 108 - Document Processing Intermediate - Level IV 1 Semester hour(s)
- OAS 130 - Records Management 1 Semester hour(s)
- OAS 202 - Document Processing Advanced - Level I 1 Semester hour(s)
- OAS 203 - Document Processing Advanced - Level II 1 Semester hour(s)
- OAS 204 - Document Processing Advanced - Level III 1 Semester hour(s)
- OAS 205 - Document Processing Advanced - Level IV 1 Semester hour(s)
- OAS 233 - Calculating Machines - Level I 1 Semester hour(s)
- OAS 234 - Calculating Machines - Level II 1 Semester hour(s)
- OAS 235 - Calculating Machines - Level III 1 Semester hour(s)
- OAS 241 - Word Processing Concepts 2 Semester hour(s)
- OAS 251 - Office Methods 3 Semester hour(s)

## General Education Requirements-Sem/Hrs: 18

- Communications 6 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- Social/Behavioral Sciences 3 Semester hour(s)
- Mathematics 3 Semester hour(s)
- Physical/Life Science 3 Semester hour(s)

## SVCC Requirement-Sem/Hrs: 1

- FYE 101 - First Year Experience 1 Semester hour(s)

Total Hours Required for A.A.S. Degree: 60

# Paraprofessional Educator

## (041) Associate in Applied Science

The Illinois State Board of Education <http://www.isbe.net/licensure/html/paraprofessional.htm> awards a paraprofessional educator endorsement on an educator license with stipulations to individuals who: 1) are at least 20 years old; 2) Hold a high school diploma or its recognized equivalent (GED) *and* has met one of the following criteria

- Holds an associate degree (or higher) from a regionally accredited institution of higher education; (evidence is an official transcript); *or*
- Has completed at least 60 semester hours of credit from a regionally accredited institution of higher education (excluding remedial coursework); *or*
- Presents an official score report from Educational Testing Service (ETS) showing a score of 460 or higher on the ParaPro test; *or*
- Presents evidence of earning the following scores on the Work Keys test (offered by ACT): Reading for Information (4), Writing or Business Writing (3), and Applied Mathematics (4).

## Work and Employment

The Paraprofessional Educator degree will assist individuals in securing the education and credentials needed to obtain employment as a paraprofessional. The program incorporates general education and professional requirements, as well as related electives, and prepares individuals to obtain employment as an instructional assistant in pre-K-12th grade. The employment of elementary and secondary paraprofessionals is dependent upon publicly-funded resources. Most employment opportunities in this occupation will result from fairly high attrition or turnover. Many employment opportunities include part-time positions but full-time employment is available on a limited basis. These positions usually merit entry-level pay.

Advancement to other occupations related to child and adolescent care is possible with further education, training and experience.

## Special Considerations

Entry level child care position salaries may begin at minimum wage. This program is not designed, nor intended, to transfer as a package; however the curriculum includes many transferable courses for the student who decides to pursue a baccalaureate degree.

To be a Title I Paraprofessional, students must hold state approval as a Teacher Aide. Title I paraprofessionals seeking employment should be prepared to provide the employer with a current academic transcript or demonstrate successful completion of a State Paraprofessional Certification Examination

For more information, refer to the Illinois State Board of Education (ISBE) website at <http://www.isbe.net/nclb/htmls/paraprof.htm>.

## Criminal History Check Policy

Illinois law requires Illinois school boards to conduct a criminal background investigation on applicants for employment. This law also prohibits the employment of a person who has been convicted of committing or attempting to commit any one or more of a number of offenses. At present, offenses include first degree murder; any Class X felony; juvenile pimping; soliciting for a

juvenile prostitute; exploitation of a child; obscenity; child pornography; harmful material; criminal sexual assault; aggravated criminal sexual assault; offenses set forth in the Cannabis Control Act; and crimes defined in the Illinois Controlled Substance Act. Employment must be denied whether the offenses and/or conviction occurred inside or outside the state of Illinois.

Students who perform classroom observations through coursework at Sauk Valley Community College may be required by the selected school/site to undergo a criminal background check prior to placement. Students may be denied at any observation site based on the results of that check.

Students who feel their criminal background may exclude them from observation or employment should seek counseling with SVCC faculty or advising staff early in their program to determine how it may affect their participation and eligibility.

#### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354

Janis Jones, Assistant Professor of Education, 815/835-6410

## **Professional Core Requirements - Sem/Hrs: 25**

- ECE 202 - Language Development in Young Children 3 Semester hour(s)
- EDU 101 - Introduction to Education 3 Semester hour(s)
- EDU 102 - Computer Education for Teachers 3 Semester hour(s)
- EDU 210 - Diversity in Education 3 Semester hour(s)
- OR
- EDU 275 - Educational Psychology 3 Semester hour(s)
- EDU 220 - Students with Disabilities in School 3 Semester hour(s)
- EDU 221 - Children's Literature 3 Semester hour(s)
- EDU 276 - Clinical Experience in Elementary Education 1 Semester hour(s)
- or
- EDU 277 - Clinical Experience in Secondary Education 1 Semester hour(s)
- MAT 111 - Mathematics for Elementary Teachers II 3 Semester hour(s)
- PSY 200 - Human Growth and Development 3 Semester hour(s)
- or
- PSY 214 - Child Developmental Psychology 3 Semester hour(s)

## **Related Requirements - Sem/Hrs: 13-14**

To be selected from the following list or others as approved by the department.

When making choices, students should consult with their advisor to be sure that vocational training needs and state licensing requirements for teacher's aides are being met.

- Additional Physical/Life Science 3-4 Semester hour(s)
- CJS 208 - Juvenile Delinquency 3 Semester hour(s)
- ECE 114 - Child Care and Development 3 Semester hour(s)
- ECE 115 - Principles of Early Childhood Education 3 Semester hour(s)
- ECE 118 - Parent-Teacher-Child-Community Relations 3 Semester hour(s)
- ECE 208 - Guidance Principles for Children 0-13\*\* 3 Semester hour(s)
- ECE 228 - Child Health, Nutrition and Safety 3 Semester hour(s)
- ECE 250 - Early Childhood Education Practicum I 3 Semester hour(s)
- EDU 222 - Teen and Adolescent Literature 3 Semester hour(s)

- EDU 227 - Music for Elementary Teachers 3 Semester hour(s)
- HUM 150 - American Ethnic Cultural Expression 3 Semester hour(s)  
or
- PHL 104 - World Religions 3 Semester hour(s)  
or
- EDU 224 - Education as an Agent for Change 3 Semester hour(s)
- LAN 161 - Beginning Spanish I 4 Semester hour(s)
- PED 213 - First Aid 2 Semester hour(s)
- PED 220 - Rhythms and Games for Children 2 Semester hour(s)
- PSY 217 - Abnormal Psychology 3 Semester hour(s)

## General Education Requirements - Sem/Hrs: 24-25

- Communications (ENG 101, 103 and SPE 131 required) 9 Semester hour(s)
- Social/Behavioral Science (PSY 103 required, SOC 251 recommended) 6 Semester hour(s)
- Science (Physical/Life Science) 3-4 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- Mathematics (MAT 110 required) 3 Semester hour(s)

## SVCC Requirement - Sem/Hrs: 1

- FYE 101 - First Year Experience 1 Semester hour(s)

## Total Hours Required for A.A.S. Degree: 64

### Note

Due to State guidelines, students enrolled in this degree may earn no more than 20 credits through prior experience as listed in the Policies section of this catalog.

## Suggested Program

### First Semester - Sem/Hrs: 16

- EDU 101 - Introduction to Education 3 Semester hour(s)
- EDU 102 - Computer Education for Teachers 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- MAT 110 - Mathematics for Elementary Teachers I 3 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)

### Second Semester - Sem/Hrs: 15

Related Requirements 3 Semester hour(s)

- ECE 202 - Language Development in Young Children 3 Semester hour(s)

- ENG 103 - Composition II 3 Semester hour(s)
- MAT 111 - Mathematics for Elementary Teachers II 3 Semester hour(s)
- PSY 200 - Human Growth and Development 3 Semester hour(s)
- or
- PSY 214 - Child Developmental Psychology 3 Semester hour(s)

### Third Semester - Sem/Hrs: 18

- Related Requirements 6 Semester hour(s)
- EDU 220 - Students with Disabilities in School 3 Semester hour(s)
- EDU 221 - Children's Literature 3 Semester hour(s)
- SOC 251 - Human Sexuality and Marriage 3 Semester hour(s)

### Fourth Semester - Sem/Hrs: 15

- Humanities/Fine Arts 3 Semester hour(s)
- Physical/Life Science 3-4 Semester hour(s)
- Related Requirements 4-5 Semester hour(s)
- EDU 210 - Diversity in Education 3 Semester hour(s)
- OR
- EDU 275 - Educational Psychology 3 Semester hour(s)
- EDU 276 - Clinical Experience in Elementary Education 1 Semester hour(s)
- or
- EDU 277 - Clinical Experience in Secondary Education 1 Semester hour(s)

# Radiologic Technology

## (051) Associate in Applied Science

### (Diagnostic X-ray Technology)

Radiographers perform diagnostic imaging exams, administer contrast media, and operate radiographic equipment to perform a variety of imaging procedures including diagnostic X-rays, CT scans, magnetic resonance imaging (MRI) exams, bone densitometry, mammography, cardiovascular interventional studies, and additional specialties in nuclear medicine, ultrasound, and radiation therapy.

## Work and Employment

Radiographers work in hospitals, clinics, doctors' offices, government health agencies and research hospitals. According to the U.S. Department of Labor, the demand for radiologic technologists is expected to grow as X-ray and other radiologic specialties are increasingly used to diagnose and treat diseases.

## Special Considerations

Graduates must pass a national registry exam to be certified and registered. With additional on-the-job training or formal schooling radiographers may become certified and registered in ultrasound, nuclear medicine, radiation therapy, CT, MRI, mammography, bone densitometry, cardiovascular and quality assurance. With advanced degrees, they may become managers, instructors and administrative technologists.

## Admission Requirements:

1. **Biology - Anatomy and Physiology** (One of these following criteria must be met. The most recent score or grade will be utilized. Multiple attempts at anatomy and physiology may be a factor in the admission process.)
  - *BIO 108 or BIO 109 or BIO 110* with a grade "C" or better
  - Two semesters (One year) of high school *Anatomy and Physiology* with a "C" or better within the last five years.
  - Equivalent Anatomy and Physiology course at another college or university with a grade "C" or better.
2. **Mathematics** (One of these following criteria must be met. The most recent score or grade will be utilized.)
  - Placed into MAT 081 (Intermediate-Algebra) or MAT 106 (Applied Math) or higher or its equivalent.
  - Completed MAT 075 (Elementary-Algebra), MAT 081 (Intermediate Algebra formerly MAT 105), MAT 076 (Geometry) OR **initial** approved Rad Tech general education math course with a grade of "C" or better.
  - Equivalent math course at another college or university with a grade "C" or better.
  - Two semesters of high school algebra with a "C" or better within the last five years.
3. **English Language Arts** (One of these following criteria must be met. The most recent score or grade will be utilized.)
  - Placed into ENG 101 using SVCC Placement or ACT writing score.
  - Completed ELA 099 (formerly ENG 99/100) or ENG 101 with a grade of "C" or higher.
  - Completed an equivalent English course at another college or university with a grade "C" or higher.
4. **Other**  
A minimum of SIX hours of earned college credit from the required General Education Courses with at least an overall GPA of 2.5 or higher OR, for students without any earned college credit (exception high school dual credit program), application within two years of high school with an ACT score in the 45th percentile, overall high school GPA of 2.5 or

higher, grades of "C" or better in four semesters (two years) of high school laboratory sciences, and grades of "C" or better for two semesters (one year) of high school algebra.

## Admission Procedures

1. Complete the College general admission procedure.
2. Attend an information meeting.
3. File an application form with the Office of Health Professions.
4. Complete an academic plan with the Health Advisor.
5. Two letters of recommendation on file in the Office of Health Professions.
6. Appointment with Coordinator of Radiologic Technology.
7. Complete TEAS V test though SVCC testing center or other approved ATI testing center.
8. A "point system" will be utilized to evaluate all qualified applicants. Applicants will be awarded points for completion of specific general education and program admission requirements. These are explained in the Radiologic Technology Admission Handbook given out at the informational meeting.

## Program Requirements

NRS 116, Medical Technology for Health Careers, must be completed with a grade of "C" or above prior to starting the first semester RAD courses. A course accepted as equivalent in transfer from another institution may require a "B" or better due to differences in course grading scales. See the health counselor for more information. A grade of "C" is the minimum passing grade for all major field requirements, communications, life science, and mathematics courses. A "C" average must be maintained in all other general education requirements. Successful completion of a radiologic technology course requires a "C" in the classroom and a "C" in the clinical experience. A student who is unsatisfactory in any one of these areas will receive a failing grade for the course. If a RAD course is failed, it may be repeated once by going through a readmission to the program. No more than one RAD course may be repeated.

## Application Deadlines

The SVCC admission policy requirements and minimum Radiologic Technology Academic Admission Requirements must be completed by the priority screening deadline of March 1 of the year the applicant wishes to be admitted. A second evaluation will be implemented for qualified students after the additional screening deadline of June 1. Students who apply after the application deadlines will be evaluated as spaces are available.

## Out-of-District Application

Sauk Valley Community College is required by law to give preference to in-district resident candidates. Out-of-district applicants will be considered if space is available after June 1 of the year of application to enter the program. Out-of-district applicants to the program coming from colleges with cooperative agreements will be given the same consideration as in-district applicants according to availability of out-of-district clinical sites.

## Accreditation

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Dianna Brevitt, Coordinator Radiologic Technology, 815/835-6362.

## **Major Field Requirements - Sem/Hrs: 52.5**

- NRS 116 - Medical Terminology for Health Careers 3 Semester hour(s)
- RAD 100 - Radiologic Technology Introduction .50 Semester hour(s)
- RAD 101 - Radiologic Technology Clinical Experience I 3 Semester hour(s)
- RAD 102 - Radiologic Technology Clinical Experience II 3 Semester hour(s)
- RAD 103 - Radiologic Technology Clinical Experience III 2 Semester hour(s)
- RAD 110 - Technical Nursing I 1 Semester hour(s)
- RAD 111 - Technical Nursing II 1 Semester hour(s)
- RAD 120 - Radiologic Technology Anatomy and Positioning I 5 Semester hour(s)
- RAD 121 - Radiologic Technology Anatomy and Positioning II 5 Semester hour(s)
- RAD 122 - Radiologic Physics 3 Semester hour(s)
- RAD 200 - Venipuncture for Radiologic Technology 1 Semester hour(s)
- RAD 201 - Radiologic Technology Clinical Experience IV 5 Semester hour(s)
- RAD 202 - Radiologic Technology Clinical Experience V 5 Semester hour(s)
- RAD 220 - Image Production in Radiography 3 Semester hour(s)
- RAD 221 - Pathology and Advanced Imaging Modalities in Diagnostic Imaging 4 Semester hour(s)
- RAD 222 - Ionizing Radiation in Medicine 3 Semester hour(s)
- RAD 223 - Cross Sectional Anatomy 3 Semester hour(s)
- RAD 224 - Registry Review 2 Semester hour(s)

## **General Education Requirements - Sem/Hrs: 13**

- Communications 3 Semester hour(s)
- \*Mathematics (MAT 106 or MAT 121 or higher required) 3 Semester hour(s)
- \*Life Science \*(BIO 108 required) 4 Semester hour(s)
- Social/Behavioral Science (PSY 103 recommended) 3 Semester hour(s)

## **SVCC Requirement - Sem/Hrs: 1**

- FYE 101 - First Year Experience 1 Semester hour(s)

## **Total Hours Required for A.A.S. Degree: 66.5**

### **Footnote**

\*MAT 121 or higher, BIO 109, 110, CHE 103, PHY 175 are recommended for those intending to continue their education.

\*\*BIO 109 and BIO 110 can be used in lieu of BIO 108

### **OPTION I**



## Suggested Program

### First Semester - Sem/Hrs: 14

- Natural Science (BIO 108 or BIO 109) 4 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- RAD 101 - Radiologic Technology Clinical Experience I 3 Semester hour(s)
- RAD 110 - Technical Nursing I 1 Semester hour(s)
- RAD 120 - Radiologic Technology Anatomy and Positioning I 5 Semester hour(s)

### Second Semester - Sem/Hrs: 15-19

- \* Natural Science (BIO 110) 0-4 Semester hour(s)
- Mathematics (MAT 106 or MAT 121 or higher) 3 Semester hour(s)
- Communications 3 Semester hour(s)
- RAD 102 - Radiologic Technology Clinical Experience II 3 Semester hour(s)
- RAD 111 - Technical Nursing II 1 Semester hour(s)
- RAD 121 - Radiologic Technology Anatomy and Positioning II 5 Semester hour(s)

### Summer Session - Sem/Hrs: 8

- Social/Behavioral Science 3 Semester hour(s)
- RAD 103 - Radiologic Technology Clinical Experience III 2 Semester hour(s)
- RAD 122 - Radiologic Physics 3 Semester hour(s)

### Third Semester - Sem/Hrs: 13

- RAD 200 - Venipuncture for Radiologic Technology 1 Semester hour(s)
- RAD 201 - Radiologic Technology Clinical Experience IV 5 Semester hour(s)
- RAD 220 - Image Production in Radiography 3 Semester hour(s)
- RAD 221 - Pathology and Advanced Imaging Modalities in Diagnostic Imaging 4 Semester hour(s)

### Fourth Semester - Sem/Hrs: 13

- RAD 202 - Radiologic Technology Clinical Experience V 5 Semester hour(s)
- RAD 222 - Ionizing Radiation in Medicine 3 Semester hour(s)
- RAD 223 - Cross Sectional Anatomy 3 Semester hour(s)
- RAD 224 - Registry Review 2 Semester hour(s)

### Optional Session - Sem/Hrs: 2

- RAD 250 - Radiologic Technology Clinical Electives 2 Semester hour(s)

### Footnote

\* For students taking BIO 109 and 110 sequence.

## OPTION II

### Suggested Program

Students complete the general education requirements prior to admission. These requirements include:

- BIO 108 - Introduction to Human Anatomy and Physiology  
or
- BIO 109 - Human Anatomy and Physiology I  
and
- BIO 110 - Human Anatomy and Physiology II
- Humanities/Fine Arts, 3 semester hours
- MAT 106 - Applied Mathematics  
or
- MAT 121 - College Algebra
- FYE 101 - First Year Experience
- PSY 103 - Introduction to Psychology

The sequence of the RAD classes would then be the same as in Option I. Students considering going into advanced imaging areas should consider the following electives: MAT 121, CHE 103, PHY 175.

## **Associate in Liberal Studies**

### **Liberal Studies**

The associate in liberal studies (A.L.S.) degree is a non-specialized degree that is tailored to meet the needs and interests of the individual student. Both transfer and career education courses may be used to fulfill the requirements for this alternate degree program. The A.L.S. degree is designed for the student who may not want to work toward the more traditional specialized degrees. While not intended to be a transfer degree, the A.L.S. degree is designed to enable the student to articulate with the Board of Trustee's baccalaureate degree program and the bachelor of liberal studies degree program at participating Illinois universities. (Sauk's articulation agreements with Illinois universities do not apply to the associate in liberal studies.)

## Associate in Arts

### Agribusiness

## Associate in Arts (112)

The agribusiness degree will prepare students to transfer to a four-year institution to earn a bachelor's degree with a business focus on agriculture. Sauk Valley Community College offers transferable courses in agriculture, and also offers online courses which are taught as part of a partnership between the College of Agricultural, Consumer and Environmental Sciences (ACES) at the University of Illinois and Illinois Community Colleges. Students who opt to take UIUC's College of ACES courses will use distance education technologies such as Yepas, the synchronous web-based software "Elluminate" ([www.illuminate.com](http://www.illuminate.com)), and online assignments and discussion boards. Courses that include laboratory experience will require one or two Saturday sessions on the University of Illinois campus in Urbana. The classes are all taught by University of Illinois faculty, but the student will receive credit towards an associate degree from Sauk Valley Community College.

Students will pay regular Sauk Valley Community College tuition, not U of I tuition, for ACES courses. Credits from either the Agriculture or Agribusiness degree program may be transferred to the U of I or other four-year institutions to pursue a bachelor's degree. Students must have completed all developmental English Language Arts, and math courses prior to registering for the ACES agricultural courses.

#### Work and Employment

According to the U of I ACES and the U.S. Department of Agriculture, more than 48,000 agricultural-related jobs are available each year in agriculture and more than 300 agricultural careers are available globally.

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.**

#### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354.

## Agriculture-Agribusiness, Farm and Financial Management - IAI Recommended Baccalaureate Curriculum

### Suggested Program

#### First Semester - Sem/Hrs: 17-18

- AGR/BUS Elective 3-4 Semester hour(s)
- ACC 101 - Financial Accounting 4 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- MAT 220 - Finite Mathematics 3 Semester hour(s)
- **OR**
- MAT 240 - Elementary Statistics 3 Semester hour(s)

## Second Semester - Sem/Hrs: 17-18

- Humanities 3 Semester hour(s)
- ACC 102 - Managerial Accounting 4 Semester hour(s)
- AGR 102 - Introduction to Agricultural Economics 4 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)
- MAT 203 - Calculus and Analytic Geometry I 4 Semester hour(s)  
or
- MAT 221 - Calculus for Business and Social Sciences 3 Semester hour(s)

## Third Semester - Sem/Hrs: 14

- Fine Arts 3 Semester hour(s)
- CHE 105 - General Chemistry I 5 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- ECO 211 - Principles of Macroeconomics 3 Semester hour(s)

## Fourth Semester - Sem/Hrs: 17

- Humanities/Fine Arts 3 Semester hour(s)
- Electives 3 Semester hour(s)
- Social Science 3 Semester hour(s)
- BIO 105 - Principles of Biology 5 Semester hour(s)
- ECO 212 - Principles of Microeconomics 3 Semester hour(s)

**Total Credits: 65-67**

# Art

## Associate in Arts (601)

Illinois colleges and universities offer two different bachelor's degrees in Art: the professional Bachelor of Fine Arts (B.F.A) degree and the Bachelor of Arts (B.A.) degree with a major in Art. In general, because the B.F.A. degree prepares students for graduate school, it requires 70 or more semester credits in Art, while the B.A. degree (major in Art) requires about 40 to 50 semester credits in Art. At some schools, a B.A. degree requires competency in a foreign language, while the B.F.A. degree does not.

To transfer as a junior into either a B.F.A. program or B.A. program with a major in Art, students should select one of the options following consultation with the Art department. **Most schools require a portfolio review** for admission to a B.F.A. program, for registration in a second studio course in a medium and/or for scholarship consideration.

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.** This program includes the basic courses university art departments require their freshmen and sophomores to take as well as foundation courses in various areas of specialization.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354

Glenn Bodish, Associate Professor 815/835-6250

## ART-IAI Recommended Baccalaureate Curriculum

## SUGGESTED PROGRAM

### First Semester - Sem/Hrs: 16

- Mathematics 3 Semester hour(s)
- ART 101 - 2-D Design Foundations 3 Semester hour(s)
- ART 113 - Basic Drawing I 3 Semester hour(s)
- ART 120 - Prehistoric Through Medieval Art 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)

### Second Semester - Sem/Hrs: 15

- Social/Behavioral Science 3 Semester hour(s)
- ART 102 - 3-D Design Foundations 3 Semester hour(s)
- ART 114 - Basic Drawing II 3 Semester hour(s)
- ART 121 - Renaissance Through Romantic Art 3 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)

### Third Semester - Sem/Hrs: 18-19

- \*Life Science 3-4 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- Humanities 6 Semester hour(s)
- \*\*ART Elective 3 Semester hour(s)
- ART 122 - Modern Art 3 Semester hour(s)

### Fourth Semester - Sem/Hrs: 15-16

- Social/Behavioral Science 3 Semester hour(s)
- \*Physical Science 3-4 Semester hour(s)
- \*\*ART Elective 2 Semester hour(s)
- ART 213 - Life Drawing I 3 Semester hour(s)
- ART 271 - Portfolio and Professional Art Practices 1 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)

**Total Credits: 65**

### Footnotes

\*One lab science required.

\*\*Art elective courses may be chosen from various media in consultation with an academic advisor or art department faculty.

## Athletic Training

### Associate in Arts (635)

This program prepares students to transfer to four-year institutions to pursue a bachelor's degree in athletic training. **Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.** Individualized articulation sheets for some universities are available in the Student Services Center.

## Work and Employment

Athletic trainers work for high schools, colleges, universities, professional athletic teams, the armed forces, sports medicine clinics, recreation clubs, resorts and camps. Athletic trainers make sure sport players are in the best physical condition and are able to withstand the rigors of competition. Trainers determine the physical condition of athletes and recommend exercises that will increase their strength and flexibility and then correct any weaknesses.

## Special Considerations

To become a certified athletic trainer, a student must graduate with a Bachelors or Masters degree from an accredited professional athletic training education program and pass a comprehensive test administered by the Board of Certification. Once certified, they must meet ongoing continuing education requirements in order to remain certified. Athletic trainers must also work under the direction of a physician and within their state practice act. For more information, visit [www.nata.org](http://www.nata.org).

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354.

## Suggested Program

### First Semester - Sem/Hrs: 14

- Humanities 3 Semester hour(s)
- CHE 103 - Introduction to Chemistry 4 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- MAT 220 - Finite Mathematics 3 Semester hour(s)

### Second Semester - Sem/Hrs: 17

- Social/Behavioral Science 3 Semester hour(s)
- Personal Development 3 Semester hour(s)
- BIO 105 - Principles of Biology 5 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)
- MAT 240 - Elementary Statistics 3 Semester hour(s)



### Third Semester - Sem/Hrs: 18

- Fine Arts 3 Semester hour(s)
- BIO 109 - Human Anatomy and Physiology I 4 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)
- PED 115 - Nutrition and Diet Therapy 3 Semester hour(s)
- PED 213 - First Aid 2 Semester hour(s)

### Fourth Semester - Sem/Hrs: 15

- Humanities/Fine Arts 3 Semester hour(s)
- Elective 1 Semester hour(s)
- BIO 110 - Human Anatomy and Physiology II 4 Semester hour(s)
- PHY 175 - Introduction to Physics 4 Semester hour(s)
- PSY 200 - Human Growth and Development 3 Semester hour(s)

Total Credits: 64

# Business

## Associate in Arts (210)

Business programs at community colleges and bachelor's degree schools include courses and majors in general business, accounting, finance, marketing and management. The following recommendations apply to programs in all of these fields. Community college students are strongly encouraged to complete an Associate degree prior to transfer. Further, students should consult closely with an advisor early in their programs if they intend to transfer as juniors into a bachelor's degree program.

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program. Individualized articulation sheets for some universities are available in the advising office.**

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Dr. Dennis Day, Professor of Accounting, 815/835-6328;

Dr. Mary Lou Kidder, Professor of Computer Information Systems, 815/835-6358;

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## Business - IAI Recommended Baccalaureate Curriculum

## Suggested Program

### First Semester - Sem/Hrs: 14-15

- ACC 101 - Financial Accounting 4 Semester hour(s)
- BUS 103 - Introduction to Business 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- MAT 203 - Calculus and Analytic Geometry I 4 Semester hour(s)
- or
- MAT 221 - Calculus for Business and Social Sciences 3 Semester hour(s)

### Second Semester - Sem/Hrs: 16

- Social/Behavioral Science 3 Semester hour(s)
- Personal Development 3 Semester hour(s)
- ACC 102 - Managerial Accounting 4 Semester hour(s)
- BUS 214 - Business Statistics 3 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)

### Third Semester - Sem/Hrs: 18-19

- \* Life Science 3-4 Semester hour(s)
- Fine Arts 3 Semester hour(s)
- BUS 222 - The Legal Environment of Business 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- ECO 211 - Principles of Macroeconomics 3 Semester hour(s)
- PHL 103 - Ethics and Social Policy 3 Semester hour(s)

#### **Fourth Semester - Sem/Hrs: 15-16**

- \* Physical Science 3-4 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- Electives 3 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- ECO 212 - Principles of Microeconomics 3 Semester hour(s)

**Total Credits: 64-65**

#### **Notes**

1. BUS 103 and BUS 222 are recommended electives based on top transfer school requirements.  
\*One lab science required.

## Business - Accounting Major

### Associate in Arts (220)

Business programs at community colleges and bachelor's degree schools include courses and majors in general business, accounting, finance, marketing and management. The following recommendations apply to programs in all of these fields. Community college students are strongly encouraged to complete an Associate degree prior to transfer. Further, students should consult closely with an advisor early in their programs if they intend to transfer as juniors into a bachelor's degree program.

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program. Individualized articulation sheets for some universities are available in the Student Services Center.**

#### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Dr. Dennis Day, Professor of Accounting, 815/835-6328;

Dr. Mary Lou Kidder, Professor of Computer Information Systems, 815/835-6358;

## Business - IAI Recommended Baccalaureate Curriculum

### Suggested Program

#### First Semester - Sem/Hrs: 14-15

- ACC 101 - Financial Accounting 4 Semester hour(s)
- BUS 103 - Introduction to Business 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- MAT 203 - Calculus and Analytic Geometry I 4 Semester hour(s)
- or
- MAT 221 - Calculus for Business and Social Sciences 3 Semester hour(s)

#### Second Semester - Sem/Hrs: 16

- Social/Behavioral Science 3 Semester hour(s)
- Personal Development 3 Semester hour(s)
- ACC 102 - Managerial Accounting 4 Semester hour(s)
- BUS 214 - Business Statistics 3 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)

#### Third Semester - Sem/Hrs: 18-19

- \* Life Science 3-4 Semester hour(s)
- Fine Arts 3 Semester hour(s)
- BUS 222 - The Legal Environment of Business 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- ECO 211 - Principles of Macroeconomics 3 Semester hour(s)
- PHL 103 - Ethics and Social Policy 3 Semester hour(s)

#### **Fourth Semester - Sem/Hrs: 15-16**

- \* Physical Science 3-4 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- Electives 3 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- ECO 212 - Principles of Microeconomics 3 Semester hour(s)

**Total Credits: 64-65**

#### **Notes**

1. BUS 103 and BUS 222 are recommended electives based on top transfer school requirements.  
\*One lab science required.

## Communication (Media)

### Associate in Arts (614)

The Communication (Media) degree integrates courses in journalism and news editorial and applies current trends and technologies to create a cohesive academic program that meets clearly articulated goals that appropriately describe its scope and mission. Community college students are encouraged to complete an Associate in Arts degree prior to transfer.

**Note:** Students should be computer literate. Computer skills may be acquired before or early in the college experience.

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.**

#### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Thomas Irish, Assistant Professor of English, 815/835-6394;

Patricia Fulfs, Associate Professor of Communication, 815/835-6224.

### Communication (Media) - Journalism/News Editorial/Photojournalism-IAI Recommended Baccalaureate Curriculum

#### Suggested Program

##### First Semester - Sem/Hrs: 16

- Math 3 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- COM 181 - Introduction to Mass Communication 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)

##### Second Semester - Sem/Hrs: 16

- \*Electives/Foreign Language 4 Semester hour(s)
- \*\*Personal Development 3 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)

##### Third Semester - Sem/Hrs: 16-17

- \*Electives/Foreign Language 4 Semester hour(s)

- Fine Arts 3 Semester hour(s)
- \*\*\*Life Science 3-4 Semester hour(s)
- ENG 153 - Basic News Writing 3 Semester hour(s)
- ENG 270 - Creative Writing 3 Semester hour(s)

## Fourth Semester - Sem/Hrs: 16-17

- \*Humanities/Foreign Language 4 Semester hour(s)
- \*\*\*Physical Science 3-4 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- ENG 154 - Basic News Editing 3 Semester hour(s)
- ENG 271 - Creative Writing II 3 Semester hour(s)

Total Credits: 65

## Footnotes

\*B.A. degree may require competency in a single foreign language through the third or fourth college semester. B.S. degree may require more courses in mathematics, statistics and/or computer science. Consult an academic advisor for more information.

\*Art Photography courses also recommended (ART 103, ART 225)

\*\*Students are encouraged to take SPE 161 to meet this requirement.

\*\*\*One lab science required.

# Communication Studies

## Associate in Arts (610)

The Communication Studies program seeks to provide students with comprehensive knowledge of the nature of human communication, the symbol systems by which it functions, the environments in which it occurs, its media, and its effects. This program focuses on communication interaction between individuals and the impact each has on the other. Community college students are strongly encouraged to complete an Associate in Arts degree before transfer.

**Note:** Students should be computer literate. Computer skills may be acquired before or early in the college experience.

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.**

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Patricia Fulfs, Associate Professor of Communication, 815/835-6224;

Paul Edleman, Professor of Speech/Political Science, 815/835-6265;.

Noel Berkey, Assistant Professor of English, 815/835-6207

## Communication Studies-IAI Recommended Curriculum

### Suggested Program

#### First Semester - Sem/Hrs: 16

- Humanities 3 Semester hour(s)
- Math 3 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)

#### Second Semester - Sem/Hrs: 15

- Electives 3 Semester hour(s)
- Fine Arts 3 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- COM 161 - Group Discussion 3 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)

#### Third Semester - Sem/Hrs: 16-17

- Electives 3 Semester hour(s)
- \*Electives/Foreign Language 4 Semester hour(s)



- \*\*Life Science 3-4 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- COM 181 - Introduction to Mass Communication 3 Semester hour(s)

## Fourth Semester - Sem/Hrs: 16-17

- \*Electives/Foreign Language 4 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- \*\*Physical Science 3-4 Semester hour(s)
- COM 151 - Interpersonal Communications 3 Semester hour(s)
- COM 231 - Public Speaking 3 Semester hour(s)

**Total Credits: 64**

## Footnotes

\*Three to four semesters of a college level foreign language or three to four years of a high school level foreign language may be required for a Bachelor of Arts degree.

\*\*One lab science required.

# Computer Science/Information Technology Track

## Associate in Arts (641)

Bachelor's degree programs in Computer Science encompass two distinct emphases: an information systems (or business) emphasis and a technical emphasis. While either emphasis will prepare a student for a computing career, there are important differences in the context of the work to be performed, the types of problems to be solved, and the types of systems to be designed and managed. For both emphases, starting positions include such titles as programmer, programmer-analyst, and network analyst. Be sure to see an academic advisor or computer science faculty member to select the appropriate emphasis for you.

## Information Technology Track

The Information Technology (or business) track focuses on the use of computer technology and information management methods to solve business problems. This requires an understanding of the organizational context of the problem and the technologies, methodologies, and tools available in a variety of business applications.

Baccalaureate schools may have multiple computing degree programs, often located in different departments, which are based on the Computer Science recommendations. Consult the baccalaureate school you are considering as a transfer school to determine the department location and specific requirements for the specific major program in which you are interested.

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program. Individualized articulation sheets for some universities are available in the advising office.**

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Dr. Mary Lou Kidder, Professor of Computer Information Systems, 815/835-6358;

Kevin Megill, Associate Professor of Computer Information Systems, 815/835-6251;

Valarie Sleger, Professor of Computer Information Systems, 815/835-6388.

## Computer Science-Suggested Program

### First Semester - Sem/Hrs: 17-18

- ACC 101 - Financial Accounting 4 Semester hour(s)
- CIS 101 - Fundamentals of Computer Information Systems 3 Semester hour(s)
- CIS 150 - Fundamentals of Business Computer Programming 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- MAT 203 - Calculus and Analytic Geometry I 4 Semester hour(s)
- or
- MAT 220 - Finite Mathematics 3 Semester hour(s)
- or
- MAT 221 - Calculus for Business and Social Sciences 3 Semester hour(s)

## Second Semester - Sem/Hrs: 16-17

- Life Science 3-4 Semester hour(s)
- ACC 102 - Managerial Accounting 4 Semester hour(s)
- BUS 214 - Business Statistics 3 Semester hour(s)
- \* CIS 207 - C++ Programming 3 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)

## Third Semester - Sem/Hrs: 18

- Fine Arts 3 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- CIS 208 - C++ Programming II 3 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- ECO 211 - Principles of Macroeconomics 3 Semester hour(s)
- MAT 230 - Discrete Mathematics 3 Semester hour(s)

## Fourth Semester - Sem/Hrs: 15-16

- Humanities 3 Semester Hours
- Fine Arts 3 Semester hour(s)
- Personal Development 3 Semester hour(s)
- Physical Science 3-4 Semester hour(s)
- ECO 212 - Principles of Microeconomics 3 Semester hour(s)

**Total Credits: 67-68**

## Footnote

\*CIS 150 or previous programming experience required as a prerequisite for CIS 207.

# Criminal Justice

## Associate in Arts (624)

Community college students interested in completing bachelor's degrees in Criminal Justice and related majors are strongly encouraged to complete an Associate degree prior to transfer. Since admission is competitive, however, completion of these courses alone does not guarantee admission.

Note: Students should be knowledgeable in the use of computers, i.e., be able to negotiate an operating system; access the Internet; and use word processing, database and spreadsheet software.

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.** Individualized articulation sheets for some universities are available in the Student Services Center.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Daniel McCollum, Assistant Professor of Criminal Justice, 815/835-6256.

## Criminal Justice - IAI Recommended Baccalaureate Curriculum

## Suggested Program

### First Semester - Sem/Hrs: 16

- \*Mathematics 3 Semester hour(s)
- CJS 101 - Introduction to Criminal Justice 3 Semester hour(s)
- \*\* CJS 130 - Criminal Investigation 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)

### Second Semester - Sem/Hrs: 16

- Fine Arts 3 Semester hour(s)
- Personal Development 1 Semester hour(s)
- \*\* CJS 135 - Introduction to Criminal Law 3 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)
- PSC 163 - American Politics and Government 3 Semester hour(s)
- SOC 111 - Introduction to Sociology 3 Semester hour(s)

### Third Semester - Sem/Hrs: 16-17

- Humanities 3 Semester hour(s)

- \*\*\*Life Science 3-4 Semester hour(s)
- Personal Development 1 Semester hour(s)
- CJS 120 - Introduction to Corrections 3 Semester hour(s)
- CJS 208 - Juvenile Delinquency 3 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)

## Fourth Semester - Sem/Hrs: 16-17

- \*\*\*Physical Science 3-4 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- Personal Development 1 Semester hour(s)
- Electives 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- CJS 238 - Criminology 3 Semester hour(s)

**Total Credits: 65**

## Footnotes

\*Transfer institution will determine most appropriate mathematics course(s).

\*\* Western Illinois University recommends completion of CJS 101, 130, 135 and 208. Other CJS courses transfer as elective credit.

\*\*\*One lab science required.

# Economics

## Associate in Arts (651)

This program prepares students to transfer to four-year institutions to pursue a bachelor's degree in economics. **Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.**

## Work and Employment

Economists seek careers in financial institutions and other aspects of business and government. Economists can also be self-employed as financial advisors or compete for some jobs with business graduates.

## Special Considerations

Students planning to major in economics should cultivate effective oral and written communication skills and computer literacy.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354.

Students wishing to pursue a Bachelor of Arts in Economics should consult an academic advisor regarding foreign language requirements.

## Economics - Suggested Program

### First Semester - Sem/Hrs: 17-18

- Humanities 3 Semester hour(s)
- ACC 101 - Financial Accounting 4 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- MAT 203 - Calculus and Analytic Geometry I 4 Semester hour(s)
- or
- MAT 220 - Finite Mathematics 3 Semester hour(s)

### Second Semester - Sem/Hrs: 16-17

- Fine Arts 3 Semester hour(s)
- ACC 102 - Managerial Accounting 4 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)
- PSC 163 - American Politics and Government 3 Semester hour(s)

- MAT 204 - Calculus and Analytic Geometry II 4 Semester hour(s)  
or
- MAT 221 - Calculus for Business and Social Sciences 3 Semester hour(s)

### Third Semester - Sem/Hrs: 15-16

- Communication 3 Semester hour(s)
- \*Life Science 3 Semester hour(s)
- Humanities/Fine Arts 3-4 Semester hour(s)
- ECO 211 - Principles of Macroeconomics 3 Semester hour(s)
- MAT 150 - Computer Programming for Math and Engineering 3 Semester hour(s)

### Fourth Semester - Sem/Hrs: 15-16

- Electives 6 Semester hour(s)
- \*Physical Science 3-4 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- ECO 212 - Principles of Microeconomics 3 Semester hour(s)

**Total Credits: 64-66**

### Footnote

\*One lab science required.

## Education, Early Childhood

### Associate in Arts (681)

To teach young children (birth to age 8) in Illinois public schools, teachers must be licensed by the State of Illinois. Since admission is competitive, completion of the recommended courses does not guarantee admission. Community college students are strongly encouraged to complete an Associate in Arts (AA) degree prior to transfer. A minimum grade point average of 2.5 (on a 4.0 scale), dependent on the transfer school requirements, and the passage of the Illinois Test of Academic Proficiency (TAP) or equivalent ACT plus Writing or SAT score are required for program admission.

Information regarding Illinois standards for Professional Educator License is available on the Illinois State Board of Education Website at [www.isbe.net](http://www.isbe.net).

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.** Individualized articulation sheets for some universities are available in the advising office.

### Criminal History Check Policy

Illinois law requires Illinois school boards to conduct a criminal background investigation on applicants for employment. This law also prohibits the employment of a person who has been convicted of committing or attempting to commit any one or more of a number of offenses. At present, offenses include first degree murder; any Class X felony; juvenile pimping; soliciting for a juvenile prostitute; exploitation of a child; obscenity; child pornography; harmful material; criminal sexual assault; aggravated criminal sexual assault; offenses set forth in the Cannabis Control Act; and crimes defined in the Illinois Controlled Substance Act. Employment must be denied whether the offenses and/or conviction occurred inside or outside the state of Illinois.

Students who perform classroom observations through coursework at Sauk Valley Community College may be required by the selected school/site to undergo a criminal background check prior to placement. Students may be denied at any observation site based on the results of that check.

Students who feel their criminal background may exclude them from observation or employment should seek counseling with SVCC faculty or advising staff early in their program to determine how it may affect their participation and eligibility.

#### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354

Janis Jones, Assistant Professor of Education, 815/835-6410

## Education, Early Childhood - IAI Recommended Baccalaureate Curriculum

### SUGGESTED PROGRAM

#### First Semester - Sem/Hrs: 17

- EDU 101 - Introduction to Education 3 Semester hour(s)  
OR
- EDU 102 - Computer Education for Teachers 3 Semester hour(s)
- EDU 105 - Preparing for Careers in Education 1 Semester hour(s)



- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- MAT 110 - Mathematics for Elementary Teachers I 3 Semester hour(s)
- MUS 201 - Music Appreciation 3 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)

## Second Semester - Sem/Hrs: 15

- ART 119 - Survey of Western Art 3 Semester hour(s)
- ECE 114 - Child Care and Development 3 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)
- MAT 111 - Mathematics for Elementary Teachers II 3 Semester hour(s)
- PSY 214 - Child Developmental Psychology 3 Semester hour(s)

## Third Semester - Sem/Hrs: 15-16

- \*Physical Science 3-4 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- ECE 118 - Parent-Teacher-Child-Community Relations 3 Semester hour(s)
- EDU 220 - Students with Disabilities in School 3 Semester hour(s)
- HIS 221 - American History to 1865 3 Semester hour(s)  
or
- HIS 222 - American History Since 1865 3 Semester hour(s)

## Fourth Semester - Sem/Hrs: 17-18

- \*\*Electives 3 Semester hour(s)
- \*Life Science 3-4 Semester hour(s)
- Humanities 3 Semester hour(s)
- Personal Development 2 Semester hour(s)
- EDU 210 - Diversity in Education 3 Semester hour(s)  
OR
- EDU 275 - Educational Psychology 3 Semester hour(s)
- PSC 163 - American Politics and Government 3 Semester hour(s)

## Total Credits: 65-66

## Footnotes

\*One lab science required.

\*\*Suggested electives include: ECE 115, EDU 101 or 102, 224, 276, GEO 122, PED 220

## Education, Elementary

### Associate in Arts (680)

To teach in Illinois public schools (grades 1-6), teachers must be licensed by the state of Illinois. Community college students are strongly encouraged to complete an Associate in Arts degree prior to transfer. Since admission is competitive, completion of the recommended course does not guarantee admission. A minimum grade point average of 2.5 (on a 4.0 scale), dependent on the transfer school requirements, and the passage of the Illinois Test of Academic Proficiency (TAP) or equivalent ACT plus Writing or SAT score are required for program admission.

Information regarding Illinois standards for Professional Educator License is available on the Illinois State Board of Education Website at [www.isbe.net](http://www.isbe.net).

**General education and major field requirements vary significantly by intended transfer institution. Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.** Individualized articulation sheets for some universities are available in Academic Advising.

### Criminal History Check Policy

Illinois law requires Illinois school boards to conduct a criminal background investigation on applicants for employment. This law also prohibits the employment of a person who has been convicted of committing or attempting to commit any one or more of a number of offenses. At present, offenses include first degree murder; any Class X felony; juvenile pimping; soliciting for a juvenile prostitute; exploitation of a child; obscenity; child pornography; harmful material; criminal sexual assault; aggravated criminal sexual assault; offenses set forth in the Cannabis Control Act; and crimes defined in the Illinois Controlled Substance Act. Employment must be denied whether the offenses and/or conviction occurred inside or outside the state of Illinois.

Students who perform classroom observations through coursework at Sauk Valley Community College may be required by the selected school/site to undergo a criminal background check prior to placement. Students may be denied at any observation site based on the results of that check.

Students who feel their criminal background may exclude them from observation or employment should seek counseling with SVCC faculty or advising staff early in their program to determine how it may affect their participation and eligibility.

#### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354

Janis Jones, Assistant Professor of Education, 815/835-6410

### Suggested Program

#### First Semester - Sem/Hrs: 17

- EDU 101 - Introduction to Education 3 Semester hour(s)  
OR
- EDU 102 - Computer Education for Teachers 3 Semester hour(s)
- EDU 105 - Preparing for Careers in Education 1 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)

- FYE 101 - First Year Experience 1 Semester hour(s)
- MAT 110 - Mathematics for Elementary Teachers I 3 Semester hour(s)
- MUS 201 - Music Appreciation 3 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)

## Second Semester - Sem/Hrs: 15

\*\*Social/Behavioral Sciences 3 Semester hour(s)

- EDU 220 - Students with Disabilities in School 3 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)
- MAT 111 - Mathematics for Elementary Teachers II 3 Semester hour(s)
- PSC 163 - American Politics and Government 3 Semester hour(s)

## Third Semester - Sem/Hrs: 17

- Humanities 3 Semester hour(s)
- \*\*Physical Science 4 Semester hour(s)
- Personal Development 1 Semester hour(s)
- \*\*\*Electives 3 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- HIS 221 - American History to 1865 3 Semester hour(s)
- or
- HIS 222 - American History Since 1865 3 Semester hour(s)

## Fourth Semester - Sem/Hrs: 15

- \*\*Life Science 4 Semester hour(s)
- Math/Science 3 Semester hour(s)
- Personal Development 1 Semester hour(s)
- ART 119 - Survey of Western Art 3 Semester hour(s)
- EDU 210 - Diversity in Education 3 Semester hour(s)
- OR \*\*\*Electives
- EDU 276 - Clinical Experience in Elementary Education 1 Semester hour(s)

**Total Credits: 64**

## Footnotes

\* Choose from ECO 211 or ECO 212, GEO 122, PSY 200 or PSY 214.

\*\*Science requirement can vary anywhere from 7-12 hours and may include multiple labs.

\*\*\*Suggested electives include: EDU 101 or 102, 221, 224, 275, PED 220 and/or Physical/Earth Science.

## Education, Secondary

### Associate in Arts (685)

To teach in Illinois public schools (grades 9-12), teachers must be licensed by the state of Illinois. Students in secondary education major in the academic discipline they intend to teach. Community college students are strongly encouraged to complete an Associate in Arts (A.A.) or Associate in Science (A.S.) degree prior to transfer. Since admission is competitive, completion of the recommended course does not guarantee admission. A minimum grade point average of 2.5 (on a 4.0 scale), dependent on the transfer school requirements, and the passage of the Illinois Test of Academic Proficiency (TAP) or equivalent ACT plus Writing or SAT score are required for program admission.

Students planning to earn a Bachelor of Arts degree or a degree from a college of arts and science should be alerted to the probable need to complete a foreign language requirement before transfer.

Information regarding Illinois standards for Professional Educator License is available on the Illinois State Board of Education Website at [www.isbe.net](http://www.isbe.net)

**General education and major field requirements vary significantly by transfer institution. Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.**

## Criminal History Check Policy

Illinois law requires Illinois school boards to conduct a criminal background investigation on applicants for employment. This law also prohibits the employment of a person who has been convicted of committing or attempting to commit any one or more of a number of offenses. At present, offenses include first degree murder; any Class X felony; juvenile pimping; soliciting for a juvenile prostitute; exploitation of a child; obscenity; child pornography; harmful material; criminal sexual assault; aggravated criminal sexual assault; offenses set forth in the Cannabis Control Act; and crimes defined in the Illinois Controlled Substance Act. Employment must be denied whether the offenses and/or conviction occurred inside or outside the state of Illinois.

Students who perform classroom observations through coursework at Sauk Valley Community College may be required by the selected school/site to undergo a criminal background check prior to placement. Students may be denied at any observation site based on the results of that check.

Students who feel their criminal background may exclude them from observation or employment should seek counseling with SVCC faculty or advising staff early in their program to determine how it may affect their participation and eligibility.

#### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354

Janis Jones, Assistant Professor of Education, 815/835-6410

## Education, Secondary

### Suggested Program

First Semester - Sem/Hrs: 17

- \*\*Math 3 Semester hour(s)
- \*\*\*Major Electives 3 Semester hours(s)
- EDU 101 - Introduction to Education 3 Semester hour(s)
- EDU 105 - Preparing for Careers in Education 1 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)

## Second Semester - Sem/Hrs: 16

- Fine Arts 3 Semester hour(s)
- Personal Development 1 Semester hour
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- EDU 102 - Computer Education for Teachers 3 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)
- PSY 200 - Human Growth and Development 3 Semester hour(s)
- OR
- PSY 214 - Child Developmental Psychology 3 Semester hour(s)

## Third Semester - Sem/Hrs: 16-17

- Fine Arts/Humanities 3 Semester hour(s)
- \*\*\*\*Humanities 3 Semester hour(s)
- Personal Development 1 Semester hour
- \*Physical Science 3-4 Semester hour(s)
- EDU 220 - Students with Disabilities in School 3 Semester hour(s)
- HIS 221 - American History to 1865 3 Semester hour(s)
- OR
- HIS 222 - American History Since 1865 3 Semester hour(s)

## Fourth Semester - Sem/Hrs: 14-15

- \*Life Science 3-4 Semester hour(s)
- \*\*\*\*Social & Behavioral Science 3 Semester hour(s)
- \*\*\*Major Electives 4 Semester hour(s)
- EDU 210 - Diversity in Education 3 Semester hour(s)
- OR
- EDU 275 - Educational Psychology 3 Semester hour(s)
- EDU 277 - Clinical Experience in Secondary Education 1 Semester hour(s)

**Total Credits: 64**

## Footnotes

- \*One lab science required.

- \*\*Teaching major will determine the most appropriate mathematics course(s).
- \*\*\*Student's major (intended area of teaching) will guide the selection of major elective course work.

## Education, Special

### Associate in Arts (690)

To teach in Illinois public schools, teachers must be licensed by the state of Illinois. Community college students are strongly encouraged to complete an Associate in Arts degree prior to transfer. Since admission is competitive, completion of the recommended course does not guarantee admission. A minimum grade point average of 2.5 (on a 4.0 scale), dependent on the transfer school requirements, and the passage of the Illinois Test of Academic Proficiency (TAP) or equivalent ACT plus Writing or SAT score are required for program admission.

Information regarding Illinois standards for Professional Educator License is available on the Illinois State Board of Education Website at [www.isbe.net](http://www.isbe.net).

**General education in major field requirements vary significantly by transfer institution. Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.** This program is designed for those who plan to teach exceptional children in the pre-school, elementary, intermediate, or secondary levels. Special education endorsements include Learning Behavior Specialist 1 (LBS 1), teacher of students who are blind or visually impaired and teacher of students who are deaf or hard of hearing. Individualized articulation sheets for some universities are available in Academic Advising.

### Criminal History Check Policy

Illinois law requires Illinois school boards to conduct a criminal background investigation on applicants for employment. This law also prohibits the employment of a person who has been convicted of committing or attempting to commit any one or more of a number of offenses. At present, offenses include first degree murder; any Class X felony; juvenile pimping; soliciting for a juvenile prostitute; exploitation of a child; obscenity; child pornography; harmful material; criminal sexual assault; aggravated criminal sexual assault; offenses set forth in the Cannabis Control Act; and crimes defined in the Illinois Controlled Substance Act. Employment must be denied whether the offenses and/or conviction occurred inside or outside the state of Illinois.

Students who perform classroom observations through coursework at Sauk Valley Community College may be required by the selected school/site to undergo a criminal background check prior to placement. Students may be denied at any observation site based on the results of that check.

Students who feel their criminal background may exclude them from observation or employment should seek counseling with SVCC faculty or advising staff early in their program to determine how it may affect their participation and eligibility.

#### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354

Janis Jones, Assistant Professor of Education, 815/835-6410

### Suggested Program

#### First Semester - Sem/Hrs: 17

- Fine Arts 3 Semester hour(s)
- EDU 101 - Introduction to Education 3 Semester hour(s)  
OR

- EDU 102 - Computer Education for Teachers 3 Semester hour(s)
- EDU 105 - Preparing for Careers in Education 1 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- MAT 110 - Mathematics for Elementary Teachers I 3 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)

## Second Semester - Sem/Hrs: 15

- Fine Arts/Humanities 3 Semester hour(s)
- EDU 220 - Students with Disabilities in School 3 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)
- MAT 111 - Mathematics for Elementary Teachers II 3 Semester hour(s)
- PSC 163 - American Politics and Government 3 Semester hour(s)

## Third Semester - Sem/Hrs: 17-18

- Personal Development 2 Semester hour(s)
- \*Physical Science 3-4 Semester hour(s)
- Humanities 3 Semester hour(s)
- \*\*Electives 3 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- HIS 221 - American History to 1865 3 Semester hour(s)  
or
- HIS 222 - American History Since 1865 3 Semester hour(s)

## Fourth Semester - Sem/Hrs: 14-15

- \*Life Science 3-4 Semester hour(s)
- \*\*Electives 4 Semester hour(s)
- \*\*\*Social & Behavioral Sciences 3 Semester hour(s)
- EDU 210 - Diversity in Education 3 Semester hour(s)  
OR \*\*Electives 3 Semester hour(s)
- EDU 275 - Educational Psychology 3 Semester hour(s)
- EDU 278 - Clinical Experience in Special Education 1 Semester hour(s)

## Total Credits: 64

## Footnotes

\*One lab science required.

\*\*Recommended Electives include EDU 101 or 102, 221, 224, PED 220, and other special education courses as available. (HSV 130 and 131 are recommended for students interested in the deaf and hard of hearing option.)

\*\*\*Choose from GEO 122, ECO 211 or 212, PSY 200 or 214





# English

## Associate in Arts (602)

Bachelor's degree programs in English generally emphasize the study of literature and literary criticism. Some universities also offer specializations in creative or technical writing and/or programs to prepare students for certification as a high school English teacher. Community college students seeking a bachelor's degree in English are strongly encouraged to complete an Associate in Arts (A.A.) degree prior to transfer. Since admission is competitive, completion of the recommended courses does not guarantee admission.

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.** Students planning on careers as high school English teachers need to meet with an advisor.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Karen Abele, Assistant Professor of English, 815/835-6309;

Noel Berkey, Assistant Professor of English, 815/835-6207;

Amanda Eichman, Associate Professor of English/Education, 815/835-6319;

Richard Eichman, Associate Professor of History/English, 815/835-6380;

Rachel Brunner, Assistant Professor of English, 815/835-6325;

Thomas Irish, Assistant Professor of English, 815/835-6394;

Ruth Montino, Assistant Professor of English, 815/835-6213.

## English - IAI Recommended Baccalaureate Curriculum

## Suggested Program

### First Semester - Sem/Hrs: 15

- Math 3 Semester hour(s)
- \*\*Foreign Language 4 Semester hour(s)
- Personal Development 1 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- \*\*\* ENG 225 - American Literature to 1860 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)

### Second Semester - Sem/Hrs: 17

- Foreign Language 4 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- Fine Arts 3 Semester hour(s)
- Personal Development 1 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)

- \*\*\* ENG 226 - American Literature from 1860 3 Semester hour(s)

### Third Semester - Sem/Hrs: 17-18

- \*Life Science 3-4 Semester hour(s)
- Foreign Language 4 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- Personal Development 1 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- \*\*\* ENG 227 - British Literature I 3 Semester hour(s)

### Fourth Semester - Sem/Hrs: 16-17

- Foreign Language 4 Semester hour(s)
- \*Physical Science 3-4 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- ENG Elective 3 Semester hour(s)-options include: ENG 201, 203, 212, or 230
- \*\*\* ENG 228 - British Literature II 3 Semester hour(s)

**Total Credits: 65**

### Footnotes

\*One lab science required.

\*\*Competency in a single foreign language through the third or fourth college semester is often required.

\*\*\*British Literature and American Literature are offered in rotation every other year and will need faculty approval for first semester.

### Important to Note:

1. As disciplines within the English major are writing intensive, students pursuing the major may want to consider taking literature courses which have a significant writing requirement (9 to 12 pages in total of writing). This will assist students with requirements as they work towards their bachelor's degrees at universities.
2. The English panel recommends that English majors satisfy the Humanities and Fine Arts section of GECC with additional courses other than the English major recommendations that count as major credit rather than GECC credit.

# Foreign Language

## Associate in Arts (603)

This program prepares students to transfer to four-year institutions to pursue a bachelor's degree in languages (i.e. Spanish). **Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.** Students pursuing foreign language education should meet with an academic advisor.

## Work and Employment

Foreign language graduates often seek careers as teachers and interpreters. Knowledge of a foreign language coupled with a major or minor in business opens doors to careers in international business.

## Special Considerations

Career opportunities for foreign language graduates are enhanced by experiences living in foreign countries with native speakers.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

## Suggested Program

### First Semester - Sem/Hrs: 17

- Beginning or Advanced Foreign Language 4 Semester hour(s)
- Math 3-4 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- HIS 131 - Western Civilization to 1648 3 Semester hour(s)

### Second Semester - Sem/Hrs: 16

- Beginning or Advanced Foreign Language 4 Semester hour(s)
- Personal Development 3 Semester hour(s)
- Electives 3 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)
- HIS 132 - Western Civilization Since 1648 3 Semester hour(s)

### Third Semester - Sem/Hrs: 16-17

- Advanced or Secondary Foreign Language 4 Semester hour(s)
- \*Life Science 3-4 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- Electives 3 Semester hour(s)

## Fourth Semester - Sem/Hrs: 14-15

- Advanced or Secondary Foreign Language 4 Semester hour(s)
- \*Physical Science 3-4 Semester hour(s)
- Fine Arts 3 Semester hour(s)
- Electives 4 Semester hour(s)

**Total Credits: 64**

## Footnote

\*One lab science required.

# History

## Associate in Arts (652)

Students wanting to major in history may have a choice of earning a B.A. or a B.S. degree, depending on the school they attend. History majors normally pursue a B.A. degree, but students should consult their Academic Advisor on the differences between degrees. A history major may also pursue a program leading to state certification as high school (6-12) history teachers. To transfer as a junior, students must complete a minimum of 60 semester credits (64 for the Associate degree). Community college students seeking a bachelor's degree in history are strongly encouraged to complete an Associate in Arts (A.A.) or Associate in Science (A.S.) degree before transferring.

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.** Students planning on careers as high school history or social science teachers need to meet with an academic advisor.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Richard Eichman, Professor of History/English, 815/835-6380.

## History - IAI Recommended Baccalaureate Curriculum

## Suggested Program

### First Semester - Sem/Hrs: 17

- \*\*Foreign Language 4 Semester hour(s)
- Humanities 3 Semester hour(s)
- Math 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- \* HIS 131 - Western Civilization to 1648 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)

### Second Semester - Sem/Hrs: 16

- Foreign Language 4 Semester hour(s)
- Fine Arts 3 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)
- PSC 163 - American Politics and Government 3 Semester hour(s)
- \* HIS 132 - Western Civilization Since 1648 3 Semester hour(s)

### Third Semester - Sem/Hrs: 16-17

- Foreign Language 4 Semester hour(s)
- \*\*\*\*History Electives 3 Semester hour(s)
- \*\*\*Life Science 3-4 Semester hour(s)
- HIS 221 - American History to 1865 3 Semester hour(s)

## Fourth Semester - Sem/Hrs: 15-17

- Foreign Language  
or
- Humanities/Fine Arts 3-4 Semester hour(s)
- \*\*Physical Science 3-4 Semester hour(s)
- Personal Development 3 Semester hour(s)
- Social/Behavioral Sciences 3 Semester hour(s)
- HIS 222 - American History Since 1865 3 Semester hour(s)

**Total Credits: 64-66**

## Footnotes

\*Since schools divide historical periods differently across courses, students should complete course sequences at the same school.

\*\*B.A. degree may require competency in a single foreign language through the third or fourth college semester. B.S. degree may require more courses in mathematics, statistics and/or computer science. Consult an academic advisor for more information.

\*\*\*One lab science required.

## Important to Note:

1. Students pursuing history as a major are advised to take non-history courses to fulfill the GECC Humanities and in the GECC Social and Behavioral Sciences general education requirements. Consult with your advisor frequently as you take courses in General Education. These courses may impact your major/area plan of study (this is especially important when pursuing a major in History Education).
2. Students who have decided upon a minor field are encouraged to complete one or more courses in the minor. Students planning to seek high school (6-12) teacher certification are encouraged to complete one or more professional education courses recommended for the Associate of Arts in Teaching specialty program. Students should select courses in consultation with an advisor.
3. As disciplines within the History major are writing intensive, students pursuing the major may want to consider taking history courses which have a significant writing requirement (approximately 15 pages in total of writing). This will assist students with requirements as they work towards their bachelor's degrees at universities.

# Kinesiology and Physical Education

## Associate in Arts (691)

This program prepares students to transfer to four-year institutions to pursue a bachelor's degree in physical education.

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program. Individualized articulation sheets are available in the Student Services Center for some transfer universities.**

## Work and Employment

Kinesiology and physical education graduates pursue careers as teachers, coaches, and fitness leadership. The growing awareness of the benefits of fitness may result in growth in the number of jobs available.

## Special Considerations

Kinesiology and physical education teacher licensure majors should confer with an academic advisor to select their area of specialization. General education and major field requirements vary significantly by transfer institution. Some students elect to minor in physical education and major in an academic area in demand by schools. A minimum grade point average of 2.5 (on a 4.0 scale) is required for program admission at most universities and passage of a basic skills test (TAP, ACT plus writing, SAT).

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354.

## Illinois Teacher Certification

The State Board of Education has adopted a standards-based approach to teaching and learning. All education majors will be required to satisfy the Illinois Professional Teaching Standards and specific content standards. These standards define teacher knowledge and performance expectations. Prospective teachers will be required to complete certification assessments based on the standards and indicators. Students are encouraged to maintain a portfolio of course projects/papers while at SVCC. For more information: [www.isbe.net](http://www.isbe.net). The state of Illinois provides special teacher certification, grades K-12, in this area.

## Criminal History Check Policy

Illinois law requires Illinois school boards to conduct a criminal background investigation on applicants for employment. This law also prohibits the employment of a person who has been convicted of committing or attempting to commit any one or more of a number of offenses. At present, offenses include first degree murder; any Class X felony; juvenile pimping; soliciting for a juvenile prostitute; exploitation of a child; obscenity; child pornography; harmful material; criminal sexual assault; aggravated criminal sexual assault; offenses set forth in the Cannabis Control Act; and crimes defined in the Illinois Controlled Substance Act. Employment must be denied whether the offenses and/or conviction occurred inside or outside the state of Illinois.

All students entering the initial observation course must first submit to a criminal background check (CBC). You will be notified by the College of the fees, date, time and location of the finger printing process. In addition, students listed on the Illinois Sex Offenders Registry, Illinois Violent Offender Against Youth Registry and the National Sex Offenders Registry will be denied entrance into these programs.



If any of the above returns with an incident "hit", you will be notified and need to meet with SVCC faculty/staff who will review your results and review how it might affect your ability to participate in these programs. An adverse decision may be appealed through the institutional academic appeal process.

## Suggested Program

### First Semester - Sem/Hrs: 17

- \*Math 3 Semester hour(s)
- BIO 120 - Environmental Health 3 Semester hour(s)
- CHE 103 - Introduction to Chemistry 4 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)

### Second Semester - Sem/Hrs: 17

- Fine Arts 3 Semester hour(s)
- BIO 105 - Principles of Biology 5 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)
- PSC 163 - American Politics and Government 3 Semester hour(s)
- PED 214 - Introduction to Physical Education 3 Semester hour(s)

### Third Semester - Sem/Hrs: 15

- Humanities 3 Semester hour(s)
- \*\*PED Activity 2 Semester hour(s)
- BIO 109 - Human Anatomy and Physiology I 4 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- HIS 221 - American History to 1865 3 Semester hour(s)
- or
- HIS 222 - American History Since 1865 3 Semester hour(s)

### Fourth Semester - Sem/Hrs: 16

- Major Field/Electives 3 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- BIO 110 - Human Anatomy and Physiology II 4 Semester hour(s)
- PSY 200 - Human Growth and Development 3 Semester hour(s)
- or
- EDU 276 - Clinical Experience in Elementary Education 1 Semester hour(s)
- or
- EDU 277 - Clinical Experience in Secondary Education 1 Semester hour(s)
- PED 213 - First Aid 2 Semester hour(s)
- EDU 210 - Diversity in Education 3 Semester hour(s)

Total Credits: 65

## Footnotes

\*Transfer institution will determine most appropriate mathematics course(s).

\*\*A maximum of 66 hours plus 4 hours of activity classes can be transferred to most four-year schools.

# Nursing

## Associate in Arts (625)

In the profession of nursing, there are many levels of practice and an array of career options. Registered nurses (R.N.s) work in a variety of health care settings providing direct patient care and promoting optimal health/wellness practices in community settings such as industry and schools. The skills required of registered nurses include critical thinking, communication abilities that foster partnership with other health care professionals and competent individual performance.

Registered nurses with Bachelor of Science degrees may have greater opportunities to work in community settings such as Public Health Departments or schools or in other leadership positions. Progression towards a Bachelor of Science degree in Nursing (BSN) is the current national standard after ADN completion. Advanced training in the form of master's and doctoral level degrees are available in nursing, further increasing the registered nurse's employment and leadership opportunities.

**Students are encouraged to have already chosen the four-year institution to which they plan to transfer for BSN completion. The four-year institution's catalog or department advisor and an SVCC academic advisor should be consulted for effective planning. (Refer to the ADN program).** Individualized articulation sheets for multiple universities are available in the Student Services Center.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Health Professions Department, 815/835-6374.

## Suggested Program

### First Semester - Sem/Hrs: 14

- Humanities 3 Semester hour(s)
- CHE 103 - Introduction to Chemistry 4 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)

### Second Semester - Sem/Hrs: 17

- BIO 105 - Principles of Biology 5 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)
- MAT 240 - Elementary Statistics 3 Semester hour(s)
- PED 115 - Nutrition and Diet Therapy 3 Semester hour(s)
- PSY 200 - Human Growth and Development 3 Semester hour(s)

### Third Semester - Sem/Hrs: 16

- Fine Arts 3 Semester hour(s)
- Electives 3 Semester hour(s)

- BIO 109 - Human Anatomy and Physiology I 4 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- SOC 111 - Introduction to Sociology 3 Semester hour(s)

#### Fourth Semester - Sem/Hrs: 17

- Humanities/Fine Arts 3 Semester hour(s)
- Electives 6 Semester hour(s)
- BIO 110 - Human Anatomy and Physiology II 4 Semester hour(s)
- BIO 111 - Introductory Microbiology 4 Semester hour(s)

**Total Credits: 64**

# Political Science

## Associate in Arts (653)

Political Science is the study of the theory and practice of government and politics. Students of politics describe and analyze political systems and behavior. Baccalaureate programs offer courses in areas such as public administration, public law, international relations, comparative politics, political behavior, political philosophy, and U.S. government. Community college students interested in pursuing a bachelor's degree in Political Science are strongly encouraged to complete an Associate degree prior to transfer.

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.** Students pursuing social science education should meet with an academic advisor.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Dr. Paul Edleman, Professor of Speech/Political Science, 815/835-6265.

## Political Science - IAI Recommended Baccalaureate Curriculum

## Suggested Program

### First Semester - Sem/Hrs: 17

- Humanities 3 Semester hour(s)
- \*Foreign Language 4 Semester hour(s)
- Math 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- PSC 163 - American Politics and Government 3 Semester hour(s)

### Second Semester - Sem/Hrs: 16

- Foreign Language 4 Semester hour(s)
- Fine Arts 3 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)
- PSC 233 - Politics of the Developing World 3 Semester hour(s)

### Third Semester - Sem/Hrs: 14-15

- Foreign Language 4 Semester hour(s)
- \*\*Life Science 3-4 Semester hour(s)
- Elective 1 Semester hour(s)

- ECO 211 - Principles of Macroeconomics 3 Semester hour(s)
- PSC 232 - Introduction to Comparative Government 3 Semester hour(s)

#### **Fourth Semester - Sem/Hrs: 16-17**

- Humanities/Fine Arts 4 Semester hour(s)
- \*\*Physical Science 3-4 Semester hour(s)
- Personal Development 3 Semester hour(s)
- Social/Behavioral Science 3 Semester Hours
- PSC 261 - International Relations 3 Semester hour(s)

**Total Credits: 64**

#### **Footnotes**

\*Competency in a single foreign language through the third or fourth college semester is often required.

\*\*One lab science required.

### **Important to Note:**

After completing American Politics and Government (GOV 163), Political Science majors may need to take additional social science courses to meet General Education requirements at the four year institution they plan to attend. Students are encouraged to work with academic advisors at their community college and at their transfer institution to select a program of courses that will best satisfy academic requirements at their four year college or university.

# Psychology

## Associate in Arts (655)

Psychology is the scientific study of human and animal behavior and the biological and mental processes that underlie behavior. Freshmen and sophomores who plan to major in Psychology are encouraged to minimize the number of psychology courses taken.

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.** Students pursuing education in social science should meet with an academic advisor. Individualized articulation sheets from some universities are available in the advising office.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Dr. Amy Jakobsen, Professor of Psychology, 815/835-6324.

## Psychology-IAI Recommended Baccalaureate Curriculum

### Suggested Program

#### First Semester-Sem/Hrs: 16-17

- \*\*Electives 2 Semester hour(s)
- Personal Development 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- MAT 240 - Elementary Statistics 3 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)

#### Second Semester - Sem/Hrs: 15

- \*Mathematics 3 Semester hour(s)
- Fine Arts 3 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)
- PSY 200 - Human Growth and Development 3 Semester hour(s)
- OR
- PSY 214 - Child Developmental Psychology 3 Semester hour(s)

#### Third Semester - Sem/Hrs: 16-17

- \*\*\*Life Science 4-5 Semester hour(s)
- Humanities 3 Semester hour(s)

- PSY 215 - Social Psychology 3 Semester hour(s)
- PSY 217 - Abnormal Psychology 3 Semester hour(s)
- SOC 111 - Introduction to Sociology 3 Semester hour(s)

## Fourth Semester - Sem/Hrs: 16-18

- \*\*\*Physical Science 4-5 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- \*\*\*\*\*Electives 9-10 Semester hour(s)

**Total Credits: 64-68**

## Footnotes

\*Suggested MAT 220, MAT 221 or MAT 203.

\*\*Three to four semesters of a college-level foreign language or three to four years of a high school level foreign language may be required for a Bachelor of Arts degree.

\*\*\*Some universities require a two-semester science sequence in biology, chemistry, or physics.

\*\*\*\*Additional science courses, such as anatomy and physiology are recommended.



# Social Work

## Associate in Arts (620)

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 faculty about the particular social work baccalaureate program for specific entry requirements. Since admission is competitive, completion of these courses alone does not guarantee admission.

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.** Individualized articulation sheets for some universities are available in the advising office.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354.

## Suggested Program

### First Semester - Sem/Hrs: 16

- Fine Arts 3 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- PHL 102 - Introduction to Philosophy 3 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)

### Second Semester - Sem/Hrs: 15

- Personal Development 3 Semester hour(s)
- Electives 3 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)
- MAT 240 - Elementary Statistics 3 Semester hour(s)
- SOC 111 - Introduction to Sociology 3 Semester hour(s)

### Third Semester - Sem/Hrs: 17

- BIO 105 - Principles of Biology 5 Semester hour(s)
- PHL 101 - Introduction to Logic and Formal Reasoning 3 Semester hour(s)  
or
- PHL 103 - Ethics and Social Policy 3 Semester hour(s)

- PSY 217 - Abnormal Psychology 3 Semester hour(s)
- SOC 112 - Social Problems 3 Semester hour(s)
- SOC 200 - Introduction to Social Work 3 Semester hour(s)

#### Fourth Semester - Sem/Hrs: 16

- Physical Science 3 Semester hour(s)
- Elective 1 Semester hour(s)
  
- ECO 211 - Principles of Macroeconomics 3 Semester hour(s)
- PSC 163 - American Politics and Government 3 Semester hour(s)
- SOC 116 - General Cultural Anthropology 3 Semester hour(s)
- SOC 251 - Human Sexuality and Marriage 3 Semester hour(s)

Total Credits: 64

# Sociology

## Associate in Arts (656)

Community college students are strongly encouraged to complete an Associate degree prior to transfer. Freshmen and sophomores who plan to major in sociology are encouraged to complete additional foundation courses (including courses in the social and behavioral sciences) and mathematics. The number of sociology courses should be minimized.

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.** Students pursuing social science education should meet with an academic advisor.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Dr. James Wright, Professor of Sociology, 815/835-6369.

## Sociology - IAI Recommended Baccalaureate Curriculum

## Suggested Program

### First Semester - Sem/Hrs: 16

- \*Electives 3 Semester hour(s)
- Personal Development 3 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- SOC 111 - Introduction to Sociology 3 Semester hour(s)

### Second Semester - Sem/Hrs: 18

- Electives 6 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)
- MAT 220 - Finite Mathematics 3 Semester hour(s)  
or
- MAT 240 - Elementary Statistics 3 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)
- SOC 112 - Social Problems 3 Semester hour(s)

### Third Semester - Sem/Hrs: 15-16

- \*\*Life Science 3-4 Semester hour(s)
- Electives 3 Semester hour(s)
- Fine Arts 3 Semester hour(s)

- SOC 115 - Introduction to Anthropology 3 Semester hour(s)
- SOC 251 - Human Sexuality and Marriage 3 Semester hour(s)

## Fourth Semester - Sem/Hrs: 15-16

- Humanities/Fine Arts 3 Semester hour(s)
- \*\*Physical Science 3-4 Semester hour(s)
- Electives 3 Semester hour(s)
- Humanities 3 Semester hour(s)
- SOC 116 - General Cultural Anthropology 3 Semester hour(s)

**Total Credits: 65**

## Footnotes

\*Three to four semesters of a college-level foreign language or three to four years of a high school level foreign language may be required for a Bachelor of Arts Degree.

\*\*One lab science required.

# Theatre Arts

## Associate in Arts (611)

To transfer into a bachelor's degree program in Theatre as a junior, students need to complete a minimum of 60 semester credits (64 for the Associate degree). Community college students are encouraged to complete an Associate in Arts (A.A.) degree prior to transfer. Since admission is competitive, completion of these courses alone does not guarantee admission.

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.**

**Program Contacts at Sauk Valley Community College**  
Academic Advising, 815/835-6354.

## Theatre Arts - IAI Recommended Baccalaureate Curriculum

### Suggested Program

#### First Semester - Sem/Hrs: 16

- Math 3 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- THE 145 - Basic Acting 3 Semester hour(s)

#### Second Semester - Sem/Hrs: 16

- Fine Arts 3 Semester hour(s)
- Elective 3 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)
- THE 141 - Introduction to Theatre 3 Semester hour(s)
- THE 147 - Theatre Practicum 1 Semester hour(s)

#### Third Semester - Sem/Hrs: 16-17

- Humanities 3 Semester hour(s)
- Life Science 3-4 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)

- THE 232 - Introduction to Performance of Literature 3 Semester hour(s)
- THE 147 - Theatre Practicum 1 Semester hour(s)
- THE 245 - Intermediate Acting 3 Semester hour(s)

## Fourth Semester - Sem/Hrs: 15-16

- \*Physical Science 3-4 Semester hour(s)
- Electives 6 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- THE 142 - Introduction to Technical Theatre 3 Semester hour(s)

**Total Credits: 64**

## Footnote

\*One lab science required.

## Associate in Engineering Science

### Engineering

## Associate in Engineering Science (320)

Engineering programs are highly structured to meet the Accreditation Board for Engineering and Technology (A.B.E.T.) standards required for registration as a professional engineer. Before transferring, you are strongly encouraged to complete an Associate in Engineering Science (A.E.S.) degree. To transfer as a junior, you must have 60 to 68 semester credits, including all of the prerequisite courses listed. You are unlikely to earn the bachelor's degree within 2 more years after transfer if you enter with less than 68 semester credits.

You should decide on an Engineering specialty and your preferred transfer school by the beginning of your sophomore year since course requirements vary by specialty and by school. Be sure to select your courses in consultation with an Engineering faculty.

A grade of "C" or better may be required for physics, chemistry, mathematics, and engineering science courses to transfer. A similar policy may exist for general education courses. The student is advised to check directly with his/her preferred transfer school.

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.**

#### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354.

## Engineering - IAI Recommended Baccalaureate Curriculum

## Suggested Program

### First Semester - Sem/Hrs: 16

- \*\*Social & Behavioral Sciences 3 Semester hour(s)
- CHE 105 - General Chemistry I 5 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- MAT 203 - Calculus and Analytic Geometry I 4 Semester hour(s)

### Second Semester - Sem/Hrs: 18

- Approved Computer Programming Language 3 Semester hour(s)
- \*Engineering Specialty Course 3 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)
- MAT 204 - Calculus and Analytic Geometry II 4 Semester hour(s)

- PHY 211 - Engineering Physics I 5 Semester hour(s)

### Third Semester - Sem/Hrs: 14-15

- \*\*Social & Behavioral Sciences 0-3 Semester hour(s)
- \*Engineering Specialty Courses 3-7 Semester hour(s)
- MAT 211 - Differential Equations 3 Semester hour(s)
- PHY 212 - Engineering Physics II 5 Semester hour(s)

### Fourth Semester - Sem/Hrs: 18

- \*Engineering Specialty Courses 6 Semester hour(s)
- \*\*Humanities/Fine Arts 3 Semester hour(s)
- MAT 205 - Calculus and Analytic Geometry III 4 Semester hour(s)
- PHY 213 - Engineering Physics III 5 Semester hour(s)

**Total Credits: 66-67**

## Footnotes

\*Engineering specialty courses—See chart on the following page for specific course listings.

\*\*If only three hours are completed in Humanities/Fine Arts, then six hours are required in Social/Behavioral Sciences and vice versa. Certain specialty areas in engineering require only three hours (1 course) from both Humanities/Fine Arts and Social/Behavioral Sciences. In turn, more credit hours are required in engineering specialty courses. Refer to AES degree chart in the SVCC catalog for specific course recommendations by specialty area. Also, see an counselor or academic advisor to complete required paperwork (substitution form) to document this combination of courses. A non-Western or minority course is recommended. If two courses are selected in a field, a two-semester sequence in the same discipline is recommended.

## Suggested Specialty Programs Chart

Associate in Engineering Science Degree Chart



# Associate in Fine Arts

## Art

### Associate in Fine Arts (150)

Illinois colleges and universities offer two different bachelor's degrees in Art: the professional Bachelor of Fine Arts (B.F.A) degree and the Bachelor of Arts (B.A.) degree with a major in Art. In general, because the B.F.A. degree prepares students for graduate school, it requires 70 or more semester credits in Art, while the B.A. degree (major in Art) requires about 40 to 50 semester credits in Art. At some schools, a B.A. degree requires competency in a foreign language, while the B.F.A. degree does not.

To transfer as a junior into either a B.F.A. program or B.A. program with a major in Art, students should select one of the options following consultation with the Art department. **Most schools require a portfolio review** for admission to a B.F.A. program, for registration in a second studio course in a medium and/or for scholarship consideration.

The A.A. Degree and A.F.A. Degree represent two different tracks in Studio Art Education. The AA should be pursued by those students ultimately seeking a liberal arts baccalaureate degree (typically a BA) in the Studio Arts. The AFA should be pursued by those students ultimately seeking a professional baccalaureate degree (typically a BFA) in the Studio Arts. The AA completes the General Education component prior to transfer while the AFA completes more professional coursework and fulfills the General Education requirements over the span of a four year degree as do native students respectively. It is important that transfer students seek advising from their community college faculty academic advisor in their first year of study and subsequently from the receiving school at least a semester **before** transferring.

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.** This program includes the basic courses university art departments require their freshmen and sophomores to take as well as foundation courses in various areas of specialization.

**Program Contacts at Sauk Valley Community College**  
Academic Advising, 815/835-6354.

### ART-IAI Recommended Baccalaureate Curriculum

#### SUGGESTED PROGRAM

#### First Semester - Sem/Hrs: 16

- Mathematics 3 Semester hour(s)
- ART 101 - 2-D Design Foundations 3 Semester hour(s)
- ART 113 - Basic Drawing I 3 Semester hour(s)
- ART 120 - Prehistoric Through Medieval Art 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)

#### Second Semester - Sem/Hrs: 18

- \*\*ART Elective 3 Semester hour(s)
- ART 102 - 3-D Design Foundations 3 Semester hour(s)
- ART 114 - Basic Drawing II 3 Semester hour(s)
- ART 121 - Renaissance Through Romantic Art 3 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)

### Third Semester - Sem/Hrs: 15-16

- \*Life Science 3-4 Semester hour(s)
- Social/Behavioral Science 6 Semester hour(s)
- Humanities 3 Semester hour(s)
- ART 122 - Modern Art 3 Semester hour(s)

### Fourth Semester - Sem/Hrs: 15-16

- \*Physical Science 3-4 Semester hour(s)
- \*\*ART Elective 6 Semester hour(s)
- Humanities 3 Semester hour(s)
- ART 213 - Life Drawing I 3 Semester hour(s)

**Total Credits: 65**

### Footnotes

\*One lab science required.

\*\*Select studio art elective courses from at least two media in consultation with an academic advisor or art department faculty from the following list: ART 203, 204, 213, 214, 225, 230, 250, 251. Students are strongly encouraged to consult an SVCC academic advisor and their transfer institution for any additional major field requirements.

## Music\*\*

### **\*\*THIS PROGRAM IS NOT CURRENTLY BEING OFFERED.**

## Associate in Fine Arts (160)

Students planning to major in Music are encouraged to complete the Associate in Fine Arts (A.F.A.) degree in Music rather than the Associate in Arts (A.A.). To transfer as a junior, select courses from those recommended below while consulting with a Music department faculty member. Some schools also require competency in a foreign language. Transfer admission is competitive. You may need to demonstrate skill level through auditions and/or placement testing at the school to which you transfer.

The Associate in Fine Arts (A.F.A.) degree is designed to complete the lower-division (freshman and sophomore) portion of a Bachelor's of Fine Arts degree. Baccalaureate degree programs in the fine arts are highly structured and require many sequential courses in the major field at the lower division. In order to take courses similar to those of freshman and sophomore students at a university, some general education courses are postponed to the junior and senior years. Even though the A.F.A. degree does not contain the entire IAI General Education Core Curriculum, students who transfer, having earned a minimum of 30 semester credit hours of college level coursework, have the option of completing the IAI GECC requirements or the receiving institution's lower-division general education requirements.

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.** Students contemplating careers as high school music teachers should meet with an academic advisor.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Kris Murray, Assistant Professor of Humanities, 815/835-6258.

## Suggested Program

### First Semester - Sem/Hrs: 15

- Math 3 Semester hour(s)
- \*Applied Instruction 2 Semester hour(s)
  
- ENG 101 - Composition I 3 Semester hour(s)
- MUS 111 - Theory of Music I\*\* 3 Semester hour(s)
- \*\*\* MUS 139 - Ensemble - Vocal\*\* 1 Semester hour(s)  
or
- MUS 140 - Ensemble - Instrumental\*\* 1 Semester hour(s)  
or
- MUS 106 - Concert Choir 1 Semester hour(s)  
or

- MUS 155 - Concert Band 1 Semester hour(s)
- MUS 171 - Keyboard Skills I\*\* 1 Semester hour(s)
- MUS 181 - Aural Skills I\*\* 1 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)

## Second Semester - Sem/Hrs: 17

- Humanities 3 Semester hour(s)
- \*Applied Instruction 2 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)
- MUS 112 - Theory of Music II\*\* 3 Semester hour(s)
- MUS 139 - Ensemble - Vocal\*\* 1 Semester hour(s)  
or
- MUS 140 - Ensemble - Instrumental\*\* 1 Semester hour(s)  
or
- MUS 106 - Concert Choir 1 Semester hour(s)  
or
- MUS 155 - Concert Band 1 Semester hour(s)
- MUS 172 - Keyboard Skills II\*\* 1 Semester hour(s)
- MUS 182 - Aural Skills II\*\* 1 Semester hour(s)

## Third Semester - Sem/Hrs: 17-18

- Humanities 3 Semester hour(s)
- \*\*Life Science 3-4 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- \*Applied Instruction 2 Semester hour(s)
- MUS 139 - Ensemble - Vocal\*\* 1 Semester hour(s)  
or
- MUS 140 - Ensemble - Instrumental\*\* 1 Semester hour(s)  
or
- MUS 106 - Concert Choir 1 Semester hour(s)  
or
- MUS 155 - Concert Band 1 Semester hour(s)
- MUS 173 - Keyboard Skills III\*\* 1 Semester hour(s)
- MUS 211 - Theory of Music III\*\* 3 Semester hour(s)
- MUS 283 - Aural Skills III\*\* 1 Semester hour(s)

## Fourth Semester - Sem/Hrs: 14-15

- \*\*Physical Science 3-4 Semester hour(s)
- \*Applied Instruction 2 Semester hour(s)
- MUS 139 - Ensemble - Vocal\*\* 1 Semester hour(s)  
or
- MUS 140 - Ensemble - Instrumental\*\* 1 Semester hour(s)  
or

- MUS 106 - Concert Choir 1 Semester hour(s)  
or
- MUS 155 - Concert Band 1 Semester hour(s)
- MUS 150 - Music History and Literature\*\* 3 Semester hour(s)
- MUS 174 - Keyboard Skills IV\*\* 1 Semester hour(s)
- MUS 212 - Theory of Music IV\*\* 3 Semester hour(s)
- MUS 284 - Aural Skills IV\*\* 1 Semester hour(s)

**Total Credits: 64**

## Footnotes

\*Applied instruction (MUS 131, 133, 135, 137) is a requirement for students to successfully prepare for university transfer audition requirements. Up to 8 credits of applied instruction in a major performance medium may be used toward the Associate in Fine Arts - Music degree.

\*\*One lab science required.

\*\*\*One large and one small ensemble is recommended each semester.

## Associate in Science

### Agriculture

## Associate in Science (110)

The agriculture degree will prepare students to transfer to a four-year institution and ultimately earn a bachelor's degree in agriculture. Sauk Valley Community College offers transferable courses in agriculture, and also offers online courses which are taught as part of a partnership between the College of Agricultural, Consumer and Environmental Sciences (ACES) at the University of Illinois and Illinois Community Colleges. Students who opt to take UIUC's College of ACES courses will use distance education technologies such as Yepas, the synchronous web-based software "Elluminate" ([www.illuminate.com](http://www.illuminate.com)), and online assignments and discussion boards. Courses that include laboratory experience will require one or two Saturday sessions on the University of Illinois campus in Urbana. The classes are all taught by University of Illinois faculty, but the student will receive credit towards an associate degree from Sauk Valley Community College.

Students will pay regular Sauk Valley Community College tuition, not U of I tuition, for ACES courses. Credits from either the Agriculture or Agribusiness degree program may be transferred to the U of I or other four-year institutions to pursue a bachelor's degree. Students must have completed all developmental English Language Arts and math courses prior to registering for the ACES agricultural courses.

Effective Fall of 2016, the associate in science (A.S.) degree is designed to complete the lower-division (freshman and sophomore) portion of a bachelor of science degree in STEM related majors. As a result, A.S. degree does not include the entire General Education Core Curriculum. **Therefore, students will need to complete MORE general education courses after transfer by completing the GECC curriculum while enrolled at the participating Illinois transfer institution OR fulfilling the general education requirements of their selected non-participating transfer institution.**

#### Work and Employment

According to the U of I ACES and the U.S. Department of Agriculture, more than 48,000 agricultural-related jobs are available each year in agriculture and more than 300 agricultural careers are available globally.

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog and an SVCC academic advisor in planning their program.**

#### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354.

## Agriculture - Animal Science, Crop, and Soil Science-IAI Recommended Baccalaureate Curriculum

### Suggested Program

#### First Semester - Sem/Hrs: 16-17

- Agriculture Course 4 Semester hour(s)

- CHE 105 - General Chemistry I 5 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- MAT 203 - Calculus and Analytic Geometry I 4 Semester hour(s)
- or
- MAT 220 - Finite Mathematics 3 Semester hour(s)
- OR
- MAT 221 - Calculus for Business and Social Sciences 3 Semester hour(s)

## Second Semester - Sem/Hrs: 18

- Humanities 3 Semester hour(s)
- Agriculture course 4 Semester hour(s)
- CHE 106 - General Chemistry II 5 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)
- MAT 240 - Elementary Statistics 3 Semester hour(s)

## Third Semester - Sem/Hrs: 15

- Agriculture 4 Semester hour(s)
- Social Science 3 Semester hour(s)
- \* BIO 105 - Principles of Biology 5 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)

## Fourth Semester - Sem/Hrs: 15

- Electives 6 Semester hour(s) or additional General Education courses
- Fine Arts 3 Semester hour(s)
- CIS 109 Introduction to Microcomputers-Windows 3 Semester hour(s)
- Social Science 3 Semester hour(s)

**Total Credits: 64-65**

## Footnote

\*A sequence of biology may be required for full transfer benefits. (BIO 105, 123, 131)

# Biology

## Associate in Science (413)

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 specialization's within biology. Students should decide the direction or specialization within the Biological Sciences major as early as possible, preferably by the beginning of the sophomore year. Community college students are strongly encouraged to complete an Associate degree prior to transfer. To transfer as a junior into a baccalaureate biological sciences program, students must complete a minimum of 60 semester credits (64 for the Associate degree), including all of the prerequisite science courses listed. For maximum transferability, students are encouraged to complete all general education, supporting science, and biology core courses listed.

Effective Fall of 2016, the associate in science (A.S.) degree is designed to complete the lower-division (freshman and sophomore) portion of a bachelor of science degree in STEM related majors. As a result, A.S. degree does not include the entire General Education Core Curriculum. **Therefore, students will need to complete MORE general education courses after transfer by completing the GECC curriculum while enrolled at the participating Illinois transfer institution OR fulfilling the general education requirements of their selected non-participating transfer institution.**

**Students who have already chosen the university to which they wish to transfer should consult that institution's catalog or department advisor, an SVCC academic advisor, and an SVCC biology instructor in planning their program.**

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Lori Anton, Assistant :Professor of Biology, 815/835-6402;

David Breen, Professor of Biology, 815/835-6355;

Dr. Eric Forman, Associate Professor of Biology 815/835-6307;

Bradley Smith, Associate Professor of Biology, 815/835-6225.

## Biological Sciences - IAI Recommended Baccalaureate Curriculum

## Suggested Program

### First Semester - Sem/Hrs: 18

- Social/Behavioral Science 3 Semester hour(s)
- Personal Development 1 Semester hour(s)
- BIO 105 - Principles of Biology 5 Semester hour(s)
- CHE 105 - General Chemistry I 5 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)

### Second Semester - Sem/Hrs: 17

- Fine Arts 3 Semester hour(s)



- Personal Development I 1 Semester hour
- BIO 123 - Introduction to Botany 5 Semester hour(s)
- CHE 106 - General Chemistry II 5 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)

### Third Semester - Sem/Hrs: 15

- Personal Development I 1 Semester hour(s)
- BIO 131 - General Zoology 5 Semester hour(s)
- CHE 201 - Organic Chemistry I 5 Semester hour(s)
- MAT 203 - Calculus and Analytic Geometry I 4 Semester hour(s)

### Fourth Semester - Sem/Hrs: 18

- Social/Behavioral Science 3 Semester hour(s)
- Humanities 3 Semester hour(s)
- CHE 202 - Organic Chemistry II 5 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- MAT 204 - Calculus and Analytic Geometry II 4 Semester hour(s)

**Total Credits: 68**

# Chemistry

## Associate in Science (414)

Bachelor's programs in chemistry are built on an in-depth foundation of sequential coursework in science and math, while upper-division coursework provides the preparation necessary for graduate studies and/or work in industry. Multiple tracks are often available. For example, some institutions offer a specialty in biochemistry or certification for high school teaching. To transfer as a junior into a bachelor's chemistry program, students must complete 60 semester credits, (64 for the Associate degree), including all of the essential prerequisite courses below. Students should 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.

Effective Fall of 2016, the associate in science (A.S.) degree is designed to complete the lower-division (freshman and sophomore) portion of a bachelor of science degree in STEM related majors. As a result, A.S. degree does not include the entire General Education Core Curriculum. **Therefore, students will need to complete MORE general education courses after transfer by completing the GECC curriculum while enrolled at the participating Illinois transfer institution OR fulfilling the general education requirements of their selected non-participating transfer institution.**

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.**

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

David Edelbach, Associate Professor of Chemistry, 815/835-6364;

Cynthia Everett, Assistant Professor of Chemistry, 815/835-6379

## Chemistry - IAI Recommended Baccalaureate Curriculum

## Suggested Program

### First Semester - Sem/Hrs: 17

- Life Science 3 Semester hour(s)
- Personal Development 1 Semester hour(s)
- CHE 105 - General Chemistry I 5 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- MAT 203 - Calculus and Analytic Geometry I 4 Semester hour(s)

### Second Semester - Sem/Hrs: 18

- Personal Development 1 Semester hour(s)
- CHE 106 - General Chemistry II 5 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)

- MAT 204 - Calculus and Analytic Geometry II 4 Semester hour(s)
- PHY 211 - Engineering Physics I 5 Semester hour(s)

### Third Semester - Sem/Hrs: 16

- Social/Behavioral Science 3 Semester hour(s)
- Humanities 3 Semester hour(s)
- CHE 201 - Organic Chemistry I 5 Semester hour(s)
- PHY 212 - Engineering Physics II 5 Semester hour(s)

### Fourth Semester - Sem/Hrs: 15

- Fine Arts 3 Semester hour(s)
- Social Behavioral Science 3 Semester hour(s)
- Personal Development 1 Semester hour(s)
- CHE 202 - Organic Chemistry II 5 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)

**Total Credits: 66**

## Notes

Students are strongly encouraged to complete a third semester of calculus (MAT 205) prior to transfer. Students are also encouraged to complete a third semester of engineering physics (PHY 213).

A grade of "C" or better may be required for chemistry, mathematics and engineering science courses to transfer.

# Computer Science/Technical Track

## Associate in Science (840)

Bachelor's degree programs in Computer Science encompass two distinct emphases: an information systems (or business) emphasis and a technical emphasis. While either emphasis will prepare a student for a computing career, there are important differences in the context of the work to be performed, the types of problems to be solved, and the types of systems to be designed and managed. For both emphases, starting positions include such titles as programmer, programmer-analyst, and network analyst. Be sure to see an academic advisor or computer science faculty member to select the appropriate emphasis for you.

## Technical Track

The Technical track focuses on algorithms, theoretical foundations of computer science, and development of software. A strong foundation in mathematics and science is needed for this emphasis.

Baccalaureate schools may have multiple computing degree programs, often located in different departments, which are based on the Computer Science recommendations. Consult the baccalaureate school you are considering as a transfer school to determine the department location and specific requirements for the specific major program in which you are interested.

Effective Fall of 2016, the associate in science (A.S.) degree is designed to complete the lower-division (freshman and sophomore) portion of a bachelor of science degree in STEM related majors. As a result, A.S. degree does not include the entire General Education Core Curriculum. **Therefore, students will need to complete MORE general education courses after transfer by completing the GECC curriculum while enrolled at the participating Illinois transfer institution OR fulfilling the general education requirements of their selected non-participating transfer institution.**

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.** Individualized articulation sheets for some universities are available in the advising office.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Dr. Mary Lou Kidder, Professor of Computer Information Systems, 815/835-6358;

Kevin Megill, Associate Professor of Computer Information Systems, 815/835-6251;

Valarie Slegler, Professor of Computer Information Systems, 815/835-6388.

## Computer Science - IAI Recommended Baccalaureate Curriculum

## Suggested Program

### First Semester - Sem/Hrs: 17

- Fine Arts 3 Semester hour(s)
- Life Science 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)

- FYE 101 - First Year Experience 1 Semester hour(s)
- MAT 203 - Calculus and Analytic Geometry I 4 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)

## Second Semester - Sem/Hrs: 15

- \* CIS 207 - C++ Programming 3 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)
- MAT 204 - Calculus and Analytic Geometry II 4 Semester hour(s)
- PHY 211 - Engineering Physics I 5 Semester hour(s)

## Third Semester - Sem/Hrs: 17

- Personal Development 3 Semester hour(s)
- CIS 208 - C++ Programming II 3 Semester hour(s)
- ECO 211 - Principles of Macroeconomics 3 Semester hour(s)
- MAT 230 - Discrete Mathematics 3 Semester hour(s)
- \*\* PHY 212 - Engineering Physics II 5 Semester hour(s)

## Fourth Semester - Sem/Hrs: 16

- Humanities 3 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s) or major field requirements
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- ECO 212 - Principles of Microeconomics 3 Semester hour(s)  
or major field requirements
- \*\* MAT 205 - Calculus and Analytic Geometry III 4 Semester hour(s)

## Total Credits: 65

## Notes

PHY 213 - Engineering Physics is recommended.

\*CIS 150 or previous programming experience required as a prerequisite.

\*\*Students should complete the entire course sequence in calculus and physics at the same school before transferring.

## Education, Secondary

### Associate in Science (885)

To teach in an Illinois public high school (grades 9-12) teachers must be licensed by the state of Illinois. Students interested in secondary education major in the academic discipline they intend to teach. To transfer into an approved baccalaureate program in Secondary Education as a junior, students must complete 60 semester credits. Community college students are strongly encouraged to complete an Associate degree prior to transfer. (64 semester credit hours required). Since admission is competitive, completion of these courses alone does not guarantee admission. A minimum grade point average of 2.5 (on a 4.0 scale) and passage of the Illinois Test of Academic Proficiency (TAP) or ACT plus Writing or SAT score test are also required for program admission.

Effective Fall of 2016, the associate in science (A.S.) degree is designed to complete the lower-division (freshman and sophomore) portion of a bachelor of science degree in STEM related majors. As a result, A.S. degree does not include the entire General Education Core Curriculum. **Therefore, students will need to complete MORE general education courses after transfer by completing the GECC curriculum while enrolled at the participating Illinois transfer institution OR fulfilling the general education requirements of their selected non-participating transfer institution.**

**General education in major field requirements vary significantly by intended transfer institution. Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.**

### Criminal History Check Policy

Illinois law requires Illinois school boards to conduct a criminal background investigation on applicants for employment. This law also prohibits the employment of a person who has been convicted of committing or attempting to commit any one or more of a number of offenses. At present, offenses include first degree murder; any Class X felony; juvenile pimping; soliciting for a juvenile prostitute; exploitation of a child; obscenity; child pornography; harmful material; criminal sexual assault; aggravated criminal sexual assault; offenses set forth in the Cannabis Control Act; and crimes defined in the Illinois Controlled Substance Act. Employment must be denied whether the offenses and/or conviction occurred inside or outside the state of Illinois.

Students who perform classroom observations through coursework at Sauk Valley Community College may be required by the selected school/site to undergo a criminal background check prior to placement. Students may be denied at any observation site based on the results of that check.

Students who feel their criminal background may exclude them from observation or employment should seek counseling with SVCC faculty or advising staff early in their program to determine how it may affect their participation and eligibility.

#### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354

Janis Jones, Assistant Professor of Education, 815/835-6410

### Suggested Program

#### First Semester - Sem/Hrs: 17

- \*\*Math 3 Semester hour(s)
- \*\*\*Major Electives 3 Semester hour(s)

- EDU 101 - Introduction to Education 3 Semester hour(s)
- EDU 105 - Preparing for Careers in Education 1 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)

## Second Semester - Sem/Hrs: 16-18

- Additional Mathematics 3-4 Semester hour(s)
- Personal Development 1 Semester hour
- Life Science 3-4 Semester hour(s)
- EDU 102 - Computer Education for Teachers 3 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)
- PSY 200 - Human Growth and Development 3 Semester hour(s)  
OR
- PSY 214 - Child Developmental Psychology 3 Semester hour(s)

## Third Semester - Sem/Hrs: 16-17

- Fine Arts 3 Semester hour(s)
- Personal Development 1 Semester hour
- \*Physical Science 3-4 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- EDU 220 - Students with Disabilities in School 3 Semester hour(s)
- HIS 221 - American History to 1865 3 Semester hour(s)  
OR
- HIS 222 - American History Since 1865 3 Semester hour(s)

## Fourth Semester - Sem/Hrs: 14-16

- Additional Science 3-5 Semester hour(s)
- \*\*\*Major Electives 4 Semester hour(s)
- Humanities 3 Semester hour(s)
- EDU 210 - Diversity in Education 3 Semester hour(s)  
OR
- EDU 275 - Educational Psychology 3 Semester hour(s)
- EDU 277 - Clinical Experience in Secondary Education 1 Semester hour(s)

Total Credits: 64

## Footnotes

- \*One lab science required.
- \*\*Teaching major will determine the most appropriate mathematics course(s).
- \*\*\*Student's major (intended area of teaching) will guide the selection of major elective course work.





# Mathematics

## Associate in Science (416)

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. Community college students seeking a bachelor's degree in Mathematics are strongly encouraged to complete an Associate in Science (A.S.) degree prior to transfer. Since admission is competitive, completing the recommended courses does not by itself guarantee admission. A grade of "C" or better may be required for chemistry, mathematics, and engineering science courses to transfer.

Effective Fall of 2016, the associate in science (A.S.) degree is designed to complete the lower-division (freshman and sophomore) portion of a bachelor of science degree in STEM related majors. As a result, A.S. degree does not include the entire General Education Core Curriculum. **Therefore, students will need to complete MORE general education courses after transfer by completing the GECC curriculum while enrolled at the participating Illinois transfer institution OR fulfilling the general education requirements of their selected non-participating transfer institution.**

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.** Students contemplating careers as high school mathematics teachers should meet with an academic advisor.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Carrie Conderman, Assistant Professor of Mathematics, 815/835-6356;

Ernie Etter, Associate Professor of Mathematics, 815/835-6349;

Ronald Hobson, Associate Professor of Mathematics, 815/835-6214

Kevin Megill, Associate Professor of Computer Information Systems, 815/835-6251;

Steven Shaff, Professor of Mathematics, 815/835-6238.

## Mathematics - IAI Recommended Baccalaureate Curriculum

## Suggested Program

### First Semester - Sem/Hrs: 15-17

- Life Science 3-5 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- Personal Development 1 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- \* MAT 203 - Calculus and Analytic Geometry I 4 Semester hour(s)

### Second Semester - Sem/Hrs: 16

- Personal Development 1 Semester hour(s)

- ENG 103 - Composition II 3 Semester hour(s)
- CIS 207 - C++ Programming 3 Semester hour(s)
- OR
- MAT 150 - Computer Programming for Math and Engineering 3 Semester hour(s)
- \* MAT 204 - Calculus and Analytic Geometry II 4 Semester hour(s)
- PHY 211 - Engineering Physics I 5 Semester hour(s)

### Third Semester - Sem/Hrs: 16-18

- Social/Behavioral Science 3 Semester hour(s)
- Fine Arts 3 Semester hour(s)
- Additional Science 3-5 Semester hour(s)
- \*\*Electives and/or Humanities/Fine Arts 4 Semester hour(s)
- \*\*\* MAT 211 - Differential Equations 3 Semester hour(s)
- OR
- \*\*Electives 3 Semester hour(s)

### Fourth Semester - Sem/Hrs: 17

- Fine Arts 3 Semester hour(s)
- Personal Development 1 Semester hour(s)
- \*\*Electives 3 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- \* MAT 205 - Calculus and Analytic Geometry III 4 Semester hour(s)
- \*\*\* MAT 231 - Linear Algebra 3 Semester hour(s)
- OR
- \*\*Electives 3 Semester hour(s)

### Total Credits: 64-68

### Footnotes

\*It is highly advised that students complete the entire Calculus sequence at a single institution. Course content may vary widely among institutions depending on the credits assigned to each course, and completing the sequence at a single institution is the best way to assure that neither credit nor content is lost in transfer.

\*\*Suggested electives include CIS 208, MAT 230, and/or PHY 211, and one Humanities or Fine Arts general education class.

\*\*\* Students should choose MAT 211 or MAT 231 (not both).

# Physics

## Associate in Science (417)

Bachelor's programs in physics are based on an in-depth foundation of sequential coursework in science and math, while upper-division coursework provides the preparation necessary for graduate studies and/or work in industry. Multiple tracks are often available. For example, some institutions offer a specialty in applied physics or certification for high school teaching. To transfer as a junior into a bachelor's physics program students must complete a minimum of 60 semester credits (64 for the Associate degree). Students planning on a physics major should select courses in consultation with an advisor.

Effective Fall of 2016, the associate in science (A.S.) degree is designed to complete the lower-division (freshman and sophomore) portion of a bachelor of science degree in STEM related majors. As a result, A.S. degree does not include the entire General Education Core Curriculum. **Therefore, students will need to complete MORE general education courses after transfer by completing the GECC curriculum while enrolled at the participating Illinois transfer institution OR fulfilling the general education requirements of their selected non-participating transfer institution.**

## Special Considerations

Mathematical ability and computer skills are essential to the career success of physicists. Advanced degrees, often the Ph.D., are required for career advancement.

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.**

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Dr. James Chisholm, Professor of Physics, 815/835-6215.

## Physics - IAI Recommended Baccalaureate Curriculum

## Suggested Program

### First Semester - Sem/Hrs: 17

- Life Science 3 Semester hour(s)
- Personal Development 1 Semester hour(s)
- CHE 105 - General Chemistry I 5 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- MAT 203 - Calculus and Analytic Geometry I 4 Semester hour(s)

### Second Semester - Sem/Hrs: 18

- Personal Development 1 Semester hour(s)

- CHE 106 - General Chemistry II 5 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)
- MAT 204 - Calculus and Analytic Geometry II 4 Semester hour(s)
- PHY 211 - Engineering Physics I 5 Semester hour(s)

### Third Semester - Sem/Hrs: 15

- Fine Arts 3 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- Personal Development 1 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- PHY 212 - Engineering Physics II 5 Semester hour(s)

### Fourth Semester - Sem/Hrs: 15

- Humanities 3 Semester hour(s)
- Social/Behavioral Science 3 Semester hour(s)
- MAT 205 - Calculus and Analytic Geometry III 4 Semester hour(s)
- PHY 213 - Engineering Physics III 5 Semester hour(s)

**Total Credits: 65**

### Note

Some schools also require completion of a computer-programming language, MAT 231 and/or MAT 211 before students may begin junior-year required courses.

# Pre-Physical Therapy/Occupational Therapy

## Associate in Science (830)

This program prepares students to transfer to a college or university to pursue an advanced degree in occupational or physical therapy. Undergraduate majors that provide preparation for a master's program in occupational therapy or a doctor of physical therapy include health science, biology or other science related fields.

Effective Fall of 2016, the associate in science (A.S.) degree is designed to complete the lower-division (freshman and sophomore) portion of a bachelor of science degree in STEM related majors. As a result, A.S. degree does not include the entire General Education Core Curriculum. **Therefore, students will need to complete MORE general education courses after transfer by completing the GECC curriculum while enrolled at the participating Illinois transfer institution OR fulfilling the general education requirements of their selected non-participating transfer institution.**

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.**

## Work and Employment

Physical Therapists improve mobility, relieve pain, and prevent or limit permanent disabilities of individuals due to injury or disease. Physical Therapists work with accident victims as well as individuals who suffer from multiple sclerosis, cerebral palsy, nerve injuries, burns, amputations, head injuries, fractures, lower back pain, arthritis and heart disease.

Occupational Therapists assist individuals who have mentally, physically, or emotionally disabling conditions to develop, recover, or maintain daily living and work skills. The goal of occupational therapy is to help individuals have independent, productive and satisfying lives.

## Special Considerations

Admission to most Physical Therapy and Occupational Therapy programs is competitive and requires students to submit formal application to be considered for the program. Clinical experience may also be required as part of the application process. Students interested in these fields should contact the transfer school as soon as possible for specific course and application requirements.

### Program Contacts

For more information on Occupational Therapy contact:

American Occupational Therapy Association  
4720 Montgomery Lane  
P.O. Box 31220  
Bethesda, MD 20824-1220  
800/377-8555  
[www.aota.org](http://www.aota.org)

For more information on Physical Therapy contact:

The American Physical Therapy Association  
1111 North Fairfax Street  
Alexandria, VA 22314-1488  
800/999-APTA  
<http://www.apta.org>

## Suggested Program

### First Semester - Sem/Hrs: 18

- \*\*\* BIO 105 - Principles of Biology 5 Semester hour(s)
- \*\* CHE 105 - General Chemistry I 5 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- \* MAT 203 - Calculus and Analytic Geometry I 4 Semester hour(s)

### Second Semester - Sem/Hrs: 17

- Humanities 3 Semester hour(s)
- Personal Development 3 Semester hour(s)
- \*\* CHE 106 - General Chemistry II 5 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)

### Third Semester - Sem/Hrs: 15

- Fine Arts 3 Semester hour(s)
- BIO 109 - Human Anatomy and Physiology I 4 Semester hour(s)
- \*\*\* BIO 131 - General Zoology 5 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)

### Fourth Semester - Sem/Hrs: 16

- Social/Behavioral Science 3 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s) or major field requirement
- BIO 110 - Human Anatomy and Physiology II 4 Semester hour(s)
- \* MAT 240 - Elementary Statistics 3 Semester hour(s)
- PSY 200 - Human Growth and Development 3 Semester hour(s)

**Total Credits: 66**

## Footnotes

\*Math requirements may vary depending upon the program and transfer institution.

\*\*One year of general chemistry and one year of general physics (PHY 201 or 202) is usually required for physical therapy majors but not for occupational therapy majors.

\*\*\*Some institutions (i.e., NIU) require BIO 123 Intro to Botany in addition to BIO 105 and 131.

## Pre-Professional Medical

### Associate in Science (510)

Requirements for admission to professional schools vary considerably depending on the profession and the school, for this reason, students planning to enter a professional school should seek specific information from the school they wish to attend. Specific entrance requirements for individual schools are available from the associations listed below.

#### Pre-Chiropractic

American Chiropractic Association  
1701 Clarendon Blvd.  
Arlington, VA 22209  
[www.acatoday.org](http://www.acatoday.org)

#### Pre-Medical

Association of Medical Colleges  
One Dupont Circle, N.W. Ste 200  
Washington, DC 20036  
[www.aamc.org](http://www.aamc.org)

#### Pre-Optometry

American Optometric Association  
Student Recruitment  
243 N. Lindbergh Blvd.  
St. Louis, MO 63141  
<http://www.aoa.org>

#### Pre-Veterinary

American Veterinary Medical Association  
930 N. Meacham Rd.  
Schaumburg, IL 60172  
[www.avma.org](http://www.avma.org)

#### Pre-Dental

American Dental Association  
Education Association  
NW Suite 6000  
1625 Massachusetts Ave.  
Washington, DC 20036  
[www.ada.org](http://www.ada.org)

#### Pre-Physician Assistant

American Academy of Physician Assistants  
950 North Washington Street  
Alexandria, VA 22314-1552  
[www.aapa.org](http://www.aapa.org)

#### Pre-Pharmacy

Accreditation Council for Pharmacy Education  
135 S. LaSalle Street  
Suite 4100  
Chicago, IL 60603-4810  
[www.acpe-accredit.org](http://www.acpe-accredit.org)

This program outlines the basic freshman-sophomore level courses required by medical schools, dental schools, veterinary schools, and pharmacy schools. "Pre-Med" is not a major. **Students planning to seek admission to medical schools, dental schools, or veterinary schools should work closely with academic advisors, because admission is highly competitive.**

Effective Fall of 2016, the associate in science (A.S.) degree is designed to complete the lower-division (freshman and sophomore) portion of a bachelor of science degree in STEM related majors. As a result, A.S. degree does not include the entire General Education Core Curriculum. **Therefore, students will need to complete MORE general education courses after transfer by completing the GECC curriculum while enrolled at the participating Illinois transfer institution OR fulfilling the general education requirements of their selected non-participating transfer institution.**

## Work and Employment

Doctors, dentists, veterinarians, and pharmacists work in private practice, hospitals, clinics and in university settings in a variety of specialty areas.

## Special Considerations

Computer skills are valuable. Students should realize the importance of maintaining a high grade point average. Students should confer with advisors about the various specialized admissions tests required by medical schools, dental schools and veterinary schools.

**Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354.

## Suggested Program

### First Semester - Sem/Hrs: 18

- \* BIO 105 - Principles of Biology 5 Semester hour(s)
- CHE 105 - General Chemistry I 5 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- MAT 203 - Calculus and Analytic Geometry I 4 Semester hour(s)

### Second Semester - Sem/Hrs: 17-18

- Social/Behavioral Science 3 Semester hour(s)
- Fine Arts 3 Semester hour(s)
- Additional Mathematics 3-4 Semester hour(s)
- CHE 106 - General Chemistry II 5 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)

### Third Semester - Sem/Hrs: 16

- Social/Behavioral Science 3 Semester hour(s)
- \* BIO 131 - General Zoology 5 Semester hour(s)
- CHE 201 - Organic Chemistry I 5 Semester hour(s)  
or
- PHY 201 - General Physics I 5 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)

### Fourth Semester - Sem/Hrs: 14

- Personal Development 3 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- Social/Behavioral Science or major field requirement 3 Semester hour(s)
- CHE 202 - Organic Chemistry II 5 Semester hour(s)  
or
- PHY 202 - General Physics II 5 Semester hour(s)

**Total Credits: 66-66**

## Footnote



\*Some institutions (i.e., NIU) require BIO 123 Intro to Botany in addition to BIO 105 and 131. BIO 109 & 110 may also be required by some transfer institutions.

# Psychology

## Associate in Science (855)

Psychology is the scientific study of human and animal behavior and the biological and mental processes that underlie behavior. Freshmen and sophomores who plan to major in Psychology are encouraged to complete additional foundation courses in science and math beyond those required in the Illinois Transferable General Education Core Curriculum (IAI GECC) and to minimize the number of psychology courses taken.

Effective Fall of 2016, the associate in science (A.S.) degree is designed to complete the lower-division (freshman and sophomore) portion of a bachelor of science degree in STEM related majors. As a result, the A.S. degree does not include the entire General Education Core Curriculum. **Therefore, students will need to complete MORE general education courses after transfer by completing the GECC curriculum while enrolled at the participating Illinois transfer institution OR fulfilling the general education requirements of their selected non-participating transfer institution.**

**Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC academic advisor in planning their program.** Students pursuing education in social science should meet with an academic advisor. Individualized articulation sheets from some universities are available in the advising office.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Dr. Amy Jakobsen, Professor of Psychology, 815/835-6324.

## Psychology-IAI Recommended Baccalaureate Curriculum

### Suggested Program

#### First Semester-Sem/Hrs: 16

- \*\*\*Electives 3 Semester Hour(s)
- Personal Development 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- MAT 240 - Elementary Statistics 3 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)

#### Second Semester - Sem/Hrs 17

- \*Mathematics 3 Semester hour(s)
- BIO 105 - Principles of Biology 5 Semester hour(s)
- COM 131 - Introduction to Oral Communication 3 Semester hour(s)
- ENG 103 - Composition II 3 Semester hour(s)
- PSY 200 - Human Growth and Development 3 Semester hour(s)

OR

- PSY 214 - Child Developmental Psychology 3 Semester hour(s)

### Third Semester - Sem/Hrs: 15-17

- Additional Science 3-5 Semester hour(s)
- Humanities 3 Semester hour(s)
- PSY 215 - Social Psychology 3 Semester hour(s)
- PSY 217 - Abnormal Psychology 3 Semester hour(s)
- SOC 111 - Introduction to Sociology 3 Semester hour(s)

### Fourth Semester - Sem/Hrs: 16-18

- \*\*Physical Science 4-5 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- \*\*\*Electives 9-10 Semester hour(s)

Total Credits: 68

### Footnotes

- \*Suggested MAT 220, MAT 221 or MAT 203.
- \*\*Some universities require a two-semester science sequence in biology, chemistry, or physics.
- \*\*\*Additional science courses, such as anatomy and physiology are recommended.

## **Certificate**

## **Accounting**

## **(B90) Certificate**

The Certificate program prepares students for entry-level positions in private business and industry.

## **Work and Employment**

Job positions that are available include: accounting clerk, bookkeeper, accounting assistant, trainee or technician. Continued economic growth in the region, resulting in increased business activity, should allow this field of employment to continue to grow.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Dr. Dennis Day, Professor of Accounting, 815/835-6328.

## **Major Field Requirements**

- ACC 101 - Financial Accounting 4 Semester hour(s)
- ACC 102 - Managerial Accounting 4 Semester hour(s)
- ACC 201 - Intermediate Accounting I 4 Semester hour(s)
- ACC 202 - Intermediate Accounting II 4 Semester hour(s)
- ACC 203 - Cost Accounting 3 Semester hour(s)
- ACC 204 - Tax Accounting 3 Semester hour(s)
- ACC 207 - Accounting for Governmental and Not-For-Profit Organizations 3 Semester hour(s)

## **Total Hours Required for Certificate: 25**

ACC 100 and BUS 106 are suggested skill-building courses for this certificate.

## **Suggested Program**

### **First Semester - Sem/Hrs: 4**

- ACC 101 - Financial Accounting 4 Semester hour(s)

### **Second Semester - Sem/Hrs: 7**

- ACC 102 - Managerial Accounting 4 Semester hour(s)
- ACC 204 - Tax Accounting 3 Semester hour(s)

### Third Semester - Sem/Hrs: 7

- ACC 201 - Intermediate Accounting I 4 Semester hour(s)
- ACC 203 - Cost Accounting 3 Semester hour(s)

### Fourth Semester - Sem/Hrs: 7

- ACC 202 - Intermediate Accounting II 4 Semester hour(s)
- ACC 207 - Accounting for Governmental and Not-For-Profit Organizations 3 Semester hour(s)

# Art: Digital Media Arts

## (B24) Certificate

The purpose of the Digital Media Arts curriculum is two-fold. First, those who earn the certificate have the minimum requirements needed to secure employment as graphic designers in firms that engage in specialized design services, advertising services, printing services, and publishing. Second, those who earn the certificate may also pursue further education in a number of fields and apply those skills and expertise to in-house advertising and graphic design needs for their employers, particularly those who operate as small businesses. The Digital Media Arts certificate expands upon the Graphic Design Certificate Specialists skill set into film, video and interactive media.

## Work and Employment

The SVCC Digital Media Arts program is designed to prepare individuals to assume employment in the fields of graphic design and desktop publishing; it will also strengthen the marketability of students who complete other fields of study because it will enhance visual communication skills for use in advertising and marketing functions.

## Special Considerations

To obtain employment in this area, most individuals will be required to possess good computer skills, which include typing skills.

## Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;  
Office of Recruitment, 815/835-6266.

## Major Field Requirements

- ART 103 - Digital Photography 3 Semester hour(s)
- ART 107 - Digital Drawing 3 Semester hour(s)
- or
- ART 113 - Basic Drawing I 3 Semester hour(s)
- ART 100 - Media Arts 3 Semester hour(s)
- or
- ART 230 - Graphic Design I 3 Semester hour(s)
- ART 231 - Graphic Design II 3 Semester hour(s)
- ART 237 - Image and Sound Recording 3 Semester hour(s)

## Electives:

Students must complete **3** courses from the following list of courses for **9** credits:

- ART 105 - Motion Graphics 3 Semester hour(s)
- ART 236 - Film and Video 3 Semester hour(s)
- ART 238 - Interactive Media Design 3 Semester hour(s)
- ART 299 - Topics/Issues in Graphic Design 1 to 4 Semester hour(s)

## Footnote

\*Although students may take up to 9 hours of ART 299, only 3 hours can be counted toward certificate.

**Total Hours Required for Certificate: 24**

# **Commercial Drivers License**

## **(T10) Certificate (Truck Driving)**

This program is designed to prepare individuals to obtain employment as commercial drivers. The classroom portion of the program emphasizes information required to pass the written driving exam, such as the rules of the road, log book requirements, and load regulations. Upon successful completion of the classroom portion, students will prepare for the driving test as they gain driving experience, learn how to hitch trailers to tractors, and safety techniques and practices. Students will be accompanied by an instructor and will use one of the trucks in which they learned to drive when they take the CDL exam.

## **Work and Employment**

Every community in North America is served by the trucking industry. As a result, employment opportunities abound for local and over the road drivers. Men and women can earn above average incomes within a year or two of successfully completing the program and earning their CDL.

## **Special Considerations**

To obtain employment as a commercial driver, individuals must be at least 18 years of age (there is no top age restriction), possess a safe driving record, be able to pass regular drug screenings and a Department of Transportation physical exam, and not have been convicted of any felonies.

### **Program Contacts at Sauk Valley Community College**

Community Education, 815/835-6212.

## **Major Field Requirements**

- GSV 100 - Commercial Drivers License Regulations 3 Semester hour(s)
- GSV 102 - Commercial Vehicle Operation 7 Semester hour(s)

**Total Hours Required for Certificate: 10**



# Computed Tomography

## (E90) Certificate

The Computed Tomography (CT) certificate program is a full time one-semester program designed for the post-graduate radiologic technologist. Upon completion, the graduate will have the knowledge and skill to use computed tomography technology to produce cross sectional anatomic images of the human body for diagnostic testing, radiation treatment planning, and nuclear medicine PET scanning.

## Work and Employment

CT certification will provide an increased chance of employment by increasing technologists' knowledge and skills to better meet the needs of employers and the public. Employment may be gained in hospitals, outpatient imaging centers, radiation therapy centers, mobile imaging, sales, and applications.

## Special Considerations

Students with proof of ARRT radiography certification, radiation therapist (ARRT) certification, or nuclear medicine technologist (ARRT or NMTCB) certification will be eligible to enroll in the CT program. A current license in medical radiation technology from the Illinois Emergency Management Agency (IEMA), Department of Nuclear Safety is required.

## Admission Requirements

- Documentation of graduation from an ARRT approved radiography program.
- Evidence of active registration with the ARRT or registry eligible status.
- Documentation of completion of RAD 200-Phlebotomy, or equivalent course.
- Completion of RCT 100-Cross Sectional Anatomy, or equivalent course.

## Admission Procedures

1. Complete the College general admission procedure.
2. File an application form with the Office of Dean of Health Professions.
3. Two letters of recommendation on file in the Office of Dean of Health Professions.
4. Appointment with Coordinator of Radiologic Technology.
5. A "point system" will be utilized to evaluate all qualified applicants. Applicants will be awarded points for completion of specific general education and program admission requirements. These are explained in the Computed Tomography Admission Handbook.

## Application Deadlines

The SVCC admission policy requirements and minimum Computed Tomography Academic Admission Requirements must be completed by the deadline of **August 1st** of the year the applicant wishes to be admitted.

**Program Contacts at Sauk Valley Community College**

Health Careers Education Counselor, 815/835-6354;

Dianna Brevitt, Coordinator Radiologic Technology, 815/835-6362;

Janet Lynch, Dean of Health Professions, 815/835-6374.

## Major Field Requirements

- RCT 100 - Cross Sectional Anatomy 3 Semester hour(s)
- RCT 101 - Computed Tomography Physics & Equipment 3 Semester hour(s)
- RCT 102 - Computed Tomography Procedures 3 Semester hour(s)
- RCT 103 - CT Clinical Applications 7 Semester hour(s)

**Total Hours Required for Certificate: 16**

# **Computer Information Systems: Management Information Systems (MIS)**

## **(B40) Certificate**

The management information systems (MIS) certificate consists of a core of courses which systematically edifies the students who are interested in professional careers relating to the analysis, design, implementation, and management of information systems in businesses. The courses integrate theory and case studies of the implementation of the various components of information systems. This certificate may also be the means for advancement to higher levels in employment and education.

## **Work and Employment**

Employees who are involved in the management information systems area may have various backgrounds including general business, management, marketing, and computer science. This certificate will give those employees the additional knowledge to make effective decisions involving their company's information systems.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Dr. Mary Lou Kidder, Professor of Computer Information Systems, 815/835-6358;

Kevin Megill, Associate Professor of Computer Information Systems, 815/835-6251;

Valarie Sleger, Professor of Computer Information Systems, 815/835-6388.

## **Major Field Requirements**

- CIS - Elective 1 Semester hour(s)
- CIS 101 - Fundamentals of Computer Information Systems 3 Semester hour(s)
- CIS 130 - Information Systems Management 3 Semester hour(s)
- CIS 210 - Systems Analysis and Design 3 Semester hour(s)
- CIS 214 - Computer Operating Systems 3 Semester hour(s)
- CIS 229 - Database Management Systems 3 Semester hour(s)

**Total Hours Required for Certificate: 16**

## **Suggested Program**

### **First Semester - Sem/Hrs: 4**

CIS Elective 1 Semester hour(s)

- CIS 101 - Fundamentals of Computer Information Systems 3 Semester hour(s)

### **Second Semester - Sem/Hrs: 6**

- CIS 214 - Computer Operating Systems 3 Semester hour(s)
- CIS 229 - Database Management Systems 3 Semester hour(s)

### Third Semester - Sem/Hrs: 6

- CIS 130 - Information Systems Management 3 Semester hour(s)
- CIS 210 - Systems Analysis and Design 3 Semester hour(s)

# **Computer Information Systems: Microcomputer Applications Specialist I**

## **(B32) Certificate**

The Microcomputer Applications Specialist I certificate consists of a core of courses which provide job entry skills in the programming and the operation of microcomputers. This certificate can also be the means for advancement to higher level positions in an expanding field. Instruction includes hands-on experience with microcomputers and various microcomputer software packages.

## **Work and Employment**

The rapid spread of computers and computer-based technologies in recent years has generated a need for skilled, highly trained workers. Computers have become essential to the operation of stores, banks, colleges and universities, government agencies, hospitals, factories, and many other profit and non-profit entities in our society. Employment is expected to grow as organizations seek new applications for computers and improvements to the software already in use.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Dr. Mary Lou Kidder, Professor of Computer Information Systems, 815/835-6358;

Kevin Megill, Associate Professor of Computer Information Systems, 815/835-6251;

Valarie Sleger, Professor of Computer Information Systems, 815/835-6388.

## **Major Field Requirements**

- CIS 101 - Fundamentals of Computer Information Systems 3 Semester hour(s)
- CIS 106 - Microcomputer Spreadsheet Software 2 Semester hour(s)
- CIS 108 - Microcomputer Database Applications 2 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- CIS 160 - Intermediate Microcomputer Applications 3 Semester hour(s)
- OAS 103 - Keyboarding and Document Processing Basic - Level I 2 Semester hour(s)
- OAS 141 - Word Processing with Microcomputers 2 Semester hour(s)

**Total Hours Required for Certificate: 17**

## **Suggested Program**

**First Semester - Sem/Hrs: 8**

- CIS 101 - Fundamentals of Computer Information Systems 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)

- OAS 103 - Keyboarding and Document Processing Basic - Level I 2 Semester hour(s)

## Second Semester - Sem/Hrs: 6

- CIS 106 - Microcomputer Spreadsheet Software 2 Semester hour(s)
- CIS 108 - Microcomputer Database Applications 2 Semester hour(s)
- OAS 141 - Word Processing with Microcomputers 2 Semester hour(s)

## Third Semester - Sem/Hrs: 3

- CIS 160 - Intermediate Microcomputer Applications 3 Semester hour(s)

# Computer Information Systems: Microcomputer Applications Specialist II

## (B36) Certificate

The Microcomputer Applications Specialist II consists of advanced courses which expand on skills in the programming and the operation of microcomputers. This certificate can also be the means for advancement to higher level positions in an expanding field. Instruction includes hands-on experience with microcomputers and various microcomputer software applications. Completion of the Microcomputer Applications Specialist I Certificate is a prerequisite to completing the Microcomputer Applications Specialist II certificate.

## Work and Employment

The rapid spread of computers and computer-based technologies in recent years has generated a need for skilled, highly trained workers. Computers have become essential to the operation of stores, banks, colleges and universities, government agencies, hospitals, factories, and many other profit and non-profit entities in our society. Employment is expected to grow as organizations seek new applications for computers and improvements to the software already in use.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Dr. Mary Lou Kidder, Professor of Computer Information Systems, 815-835-6358;

Kevin Megill, Associate Professor of Computer Information Systems, 815/835-6251;

Valarie Sleger, Professor of Computer Information Systems, 815/835-6388.

## Major Field Requirements

- CIS 101 - Fundamentals of Computer Information Systems 3 Semester hour(s)
- CIS 106 - Microcomputer Spreadsheet Software 2 Semester hour(s)
- CIS 108 - Microcomputer Database Applications 2 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- CIS 137 - Introduction to Desktop Publishing - Level I 1 Semester hour(s)
- CIS 138 - Introduction to Desktop Publishing - Level II 1 Semester hour(s)
- **OR**
- CIS 299 - Topics/Issues in Computer Information Systems 1, 2, 3, or 4 Semester hour(s)
- CIS 148 - Business Presentation Graphics 1 Semester hour(s)
- CIS 160 - Intermediate Microcomputer Applications 3 Semester hour(s)
- CIS 229 - Database Management Systems 3 Semester hour(s)
- CIS 260 - Systems Design Practicum 3 Semester hour(s)
- OAS 103 - Keyboarding and Document Processing Basic - Level I 2 Semester hour(s)
- OAS 141 - Word Processing with Microcomputers 2 Semester hour(s)

**Total Hours Required for Certificate: 27**

## Suggested Program

## First Semester - Sem/Hrs: 8

- CIS 101 - Fundamentals of Computer Information Systems 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- OAS 103 - Keyboarding and Document Processing Basic - Level I 2 Semester hour(s)

## Second Semester - Sem/Hrs: 6

- CIS 106 - Microcomputer Spreadsheet Software 2 Semester hour(s)
- CIS 108 - Microcomputer Database Applications 2 Semester hour(s)
- OAS 141 - Word Processing with Microcomputers 2 Semester hour(s)

## Third Semester - Sem/Hrs: 6

- CIS 137 - Introduction to Desktop Publishing - Level I 1 Semester hour(s)
- CIS 148 - Business Presentation Graphics 1 Semester hour(s)
- CIS 160 - Intermediate Microcomputer Applications 3 Semester hour(s)

## Fourth Semester - Sem/Hrs: 7

- CIS 138 - Introduction to Desktop Publishing - Level II 1 Semester hour(s)  
or
- CIS 299 - Topics/Issues in Computer Information Systems 1, 2, 3, or 4 Semester hour(s)
- CIS 229 - Database Management Systems 3 Semester hour(s)
- CIS 260 - Systems Design Practicum 3 Semester hour(s)



# Computer Information Systems: Networking Professional

## (B35) Certificate

This program is designed to prepare students for employment in business, industry and government. Networking professionals are responsible for overseeing the design, administration, and security of organization network infrastructure. **Students must first complete the Networking Specialist Certificate before enrolling in the Networking Professional Certificate.**

## Work and Employment

Networking professionals are employed by all sectors of the economy including the communications industry. Networking professionals are employed in large and small organizations with diverse responsibilities including supervision of computer network specialist.

## Special Considerations

Networking professionals must have the following skills and aptitudes: communicate well, work under pressure, show good judgment, are systematic and accurate. A clear understanding of computer technology and internetworking is important.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Dr. Mary Lou Kidder, Professor of Computer Information Systems, 815/835-6358;

Kevin Megill, Associate Professor of Computer Information Systems, 815/835-6251;

Valarie Sleger, Professor of Computer Information Systems, 815/835-6388.

## Major Field Requirements

- CIS - Elective 1 Semester hour(s)
- CIS 197 - Security + Certification 3 Semester hour(s)
- CIS 250 - Beginning Linux 3 Semester hour(s)
- CIS 252 - Advanced Routing 3 Semester hour(s)
- CIS 256 - Multi-Layer Switching 3 Semester hour(s)
- CIS 258 - Network Troubleshooting 3 Semester hour(s)

**Total Hours Required for Certificate: 16**

## Suggested Program

## First Semester - Sem/Hrs: 7

CIS Elective 1 Semester hour(s)

- CIS 252 - Advanced Routing 3 Semester hour(s)
- CIS 258 - Network Troubleshooting 3 Semester hour(s)

## Second Semester - Sem/Hrs: 9

- CIS 197 - Security + Certification 3 Semester hour(s)
- CIS 250 - Beginning Linux 3 Semester hour(s)
- CIS 256 - Multi-Layer Switching 3 Semester hour(s)

# Computer Information Systems: Networking Specialist

## (B31) Certificate

The networking specialist certificate consists of a core of courses which provide job entry skills in the area of computer networks. This certificate can also be the foundation for advancement to higher level positions in an expanding field. Instruction includes hands-on system experience. This certificate is an expansion of the Networking certificate that adds training in network operating systems and general information systems theory.

## Work and Employment

Networking specialists are involved in the installation, use and maintenance of computer networks. They may set up the physical infrastructure for a network, use network operating systems to administrate and maintain network services, ranging from LANs to Internet services.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Dr. Mary Lou Kidder, Professor of Computer Information Systems, 815/835-6358;

Kevin Megill, Associate Professor of Computer Information Systems, 815/835-6251;

Valarie Sleger, Professor of Computer Information Systems, 815/835-6388.

## Major Field Requirements

- CIS 101 - Fundamentals of Computer Information Systems 3 Semester hour(s)  
or
- CIS 250 - Beginning Linux 3 Semester hour(s)
- CIS 151 - Network Certification 3 Semester hour(s)
- CIS 152 - Introduction to Internetworking 3 Semester hour(s)
- CIS 154 - Introduction to Internetworking Operating System 3 Semester hour(s)
- CIS 156 - Introduction to Local Area Networks 3 Semester hour(s)
- CIS 158 - Introduction to Wide Area Networks 3 Semester hour(s)
- CIS 167 - A+ Certification 3 Semester hour(s)

**Total Hours Required for Certificate: 20**

## Suggested Program

**First Semester - Sem/Hrs: 11**

- CIS 101 - Fundamentals of Computer Information Systems 3 Semester hour(s)

or

- CIS 250 - Beginning Linux 3 Semester hour(s)
- CIS 151 - Network Certification 3 Semester hour(s)
- CIS 152 - Introduction to Internetworking 3 Semester hour(s)
- CIS 154 - Introduction to Internetworking Operating System 3 Semester hour(s)

## Second Semester - Sem/Hrs: 9

- CIS 156 - Introduction to Local Area Networks 3 Semester hour(s)
- CIS 158 - Introduction to Wide Area Networks 3 Semester hour(s)
- CIS 167 - A+ Certification 3 Semester hour(s)

# Computer Information Systems: PC Technician

## (B29) Certificate

This PC Technician certificate is available for students who are interested in entry level employment in the computer field with a specialization as a personal computer technician.

## Work and Employment

PC Technicians are involved in the installation, use and maintenance of computers. They may set up the physical computer and peripherals for end users. They are proficient in operating systems and are often the first responder to end users.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Dr. Mary Lou Kidder, Professor of Computer Information Systems, 815/835-6358;

Kevin Megill, Associate Professor of Computer Information Systems, 815/835-6251;

Valarie Sleger, Professor of Computer Information Systems, 815/835-6388.

## Major Field Requirements

- CIS 101 - Fundamentals of Computer Information Systems 3 Semester hour(s)  
OR
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- CIS 151 - Network Certification 3 Semester hour(s)
- CIS 167 - A+ Certification 3 Semester hour(s)
- CIS 194 - Windows Operating Systems 3 Semester hour(s)
- CIS 197 - Security + Certification 3 Semester hour(s)
- CIS 250 - Beginning Linux 3 Semester hour(s)
- CIS 290 - Introduction to Servers 3 Semester hour(s)

Total Hours Required for Certificate: 21

## Suggested Program

### First Semester - Sem/Hrs: 12

- CIS 101 - Fundamentals of Computer Information Systems 3 Semester hour(s)  
or
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- CIS 151 - Network Certification 3 Semester hour(s)
- CIS 167 - A+ Certification 3 Semester hour(s)

- CIS 194 - Windows Operating Systems 3 Semester hour(s)

## Second Semester - Sem/Hrs: 9

- CIS 197 - Security + Certification 3 Semester hour(s)
- CIS 250 - Beginning Linux 3 Semester hour(s)
- CIS 290 - Introduction to Servers 3 Semester hour(s)

# Computer Information Systems: Server Support Specialist

## (B28) Certificate

This Server Support Specialist certificate is available for students who are interested in entry level employment in Windows OS administration or support. It is also for those already working as a systems administrator who want to validate their work experience with a certificate. Completing this sequence will also prepare students to sit for industry certifications sponsored through Microsoft Corporation.

## Work and Employment

PC Technicians are involved in the maintenance and management of network servers. They may set up the physical computer and peripherals for end users as well as maintain the organizations network. Many network administrators work alone in small to medium sized organizations while others work under the direction of network engineers.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Dr. Mary Lou Kidder, Associate Professor of Computer Information Systems, 815/835-6358;

Kevin Megill, Associate Professor of Computer Information Systems, 815/835-6251;

Valarie Sleger, Professor of Computer Information Systems, 815/835-6388.

## Major Field Requirements

- CIS 101 - Fundamentals of Computer Information Systems 3 Semester hour(s)  
OR
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- CIS 151 - Network Certification 3 Semester hour(s)
- CIS 167 - A+ Certification 3 Semester hour(s)
- CIS 194 - Windows Operating Systems 3 Semester hour(s)
- CIS 197 - Security + Certification 3 Semester hour(s)
- CIS 250 - Beginning Linux 3 Semester hour(s)
- CIS 290 - Introduction to Servers 3 Semester hour(s)
- CIS 291 - Install and Configure Servers 3 Semester hour(s)
- CIS 292 - Manage and Administer Servers 3 Semester hour(s)
- CIS 293 - Configure Advanced Services 3 Semester hour(s)

Total Hours Required for Certificate: 30

## Suggested Program

First Semester - Sem/Hrs: 12

- CIS 101 - Fundamentals of Computer Information Systems 3 Semester hour(s)  
or
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- CIS 151 - Network Certification 3 Semester hour(s)
- CIS 167 - A+ Certification 3 Semester hour(s)
- CIS 194 - Windows Operating Systems 3 Semester hour(s)

## Second Semester - Sem/Hrs: 9

- CIS 197 - Security + Certification 3 Semester hour(s)
- CIS 290 - Introduction to Servers 3 Semester hour(s)
- CIS 291 - Install and Configure Servers 3 Semester hour(s)

## Third Semester - Sem/Hrs: 9

- CIS 250 - Beginning Linux 3 Semester hour(s)
- CIS 292 - Manage and Administer Servers 3 Semester hour(s)
- CIS 293 - Configure Advanced Services 3 Semester hour(s)



# **Computer Information Systems: Web Design**

## **(B37) Certificate**

The Web Design certificate consists of a core of courses designed to prepare the student for entry-level positions in web site design and support. Instruction includes hands-on experience with Web browsers, search engines, web-authoring and multimedia authoring software, and introductory-level web programming.

## **Work and Employment**

Increasingly, companies both large and small desire a Web presence, and workers are needed to design, develop and support these Web sites. Employers are increasingly interested in employees who can combine areas of technical expertise or who are adaptable and able to learn and incorporate new skills and keep pace with rapidly emerging and changing technologies.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Dr. Mary Lou Kidder, Professor of Computer Information Systems, 815/835-6358;

Kevin Megill, Associate Professor of Computer Information Systems, 815/835-6251;

Valarie Sleger, Professor of Computer Information Systems, 815/835-6388.

## **Major Field Requirements**

- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- CIS 120 - Introduction to Web Authoring Languages 3 Semester hour(s)
- CIS 123 - JavaScript Basics 3 Semester hour(s)
- CIS 136 - Intro to Photo Editing Software 2 Semester hour(s)
- CIS 185 - Introduction to Multimedia 3 Semester hour(s)
- OAS 103 - Keyboarding and Document Processing Basic - Level I 2 Semester hour(s) or higher

**Total Hours Required for Certificate: 16**

## **Suggested Program**

### **First Semester - Sem/Hrs: 8**

- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- CIS 120 - Introduction to Web Authoring Languages 3 Semester hour(s)
- OAS 103 - Keyboarding and Document Processing Basic - Level I 2 Semester hour(s)

### **Second Semester - Sem/Hrs: 8**

- CIS 123 - JavaScript Basics 3 Semester hour(s)
- CIS 136 - Intro to Photo Editing Software 2 Semester hour(s)

- CIS 185 - Introduction to Multimedia 3 Semester hour(s)

# **Criminal Justice: Corrections**

## **(C50) Certificate**

The Corrections certificate program is designed to prepare future correctional officers for the duties and tasks related to the field of corrections. Students completing the certificate will gain knowledge and competencies to enter the field of corrections at the state or federal level.

## **Work and Employment**

The type of jobs for which it would train graduates would be both federal and state correctional officers, who occupy the prisons of our district.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815-835-6354;

Daniel McCollum, Assistant Professor of Criminal Justice, 815/835-6256.

## **Major Field Requirements**

- CJS 101 - Introduction to Criminal Justice 3 Semester hour(s)
- CJS 120 - Introduction to Corrections 3 Semester hour(s)
- CJS 214 - Correctional Counseling and Treatment 3 Semester hour(s)
- CJS 227 - Probation and Parole 3 Semester hour(s)
- CJS 200 - Ethics in Criminal Justice 3 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)
- PSY 217 - Abnormal Psychology 3 Semester hour(s)

**Total Hours Required for Certificate: 24**

## **Suggested Program**

**First Semester - Sem/Hrs: 12**

- CJS 101 - Introduction to Criminal Justice 3 Semester hour(s)
- CJS 200 - Ethics in Criminal Justice 3 Semester hour(s)
- CJS 214 - Correctional Counseling and Treatment 3 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)

## Second Semester - Sem/Hrs: 12

- CJS 120 - Introduction to Corrections 3 Semester hour(s)
- CJS 227 - Probation and Parole 3 Semester hour(s)
- PSY 217 - Abnormal Psychology 3 Semester hour(s)

# **Early Childhood Education: Educator**

## **(F16) Certificate**

This program aligns to the Gateways ECE Level 3 requirements which include completion of a high school diploma or GED to be credentialed.

The Early Childhood Education certificate program will assist individuals in securing the education and credentials needed to obtain employment in child care facilities and/or schools. This certificate allows individuals to obtain greater proficiency in the areas of study required in the field of Early Childhood Education.

## **Credential Program Description**

Students enrolled in Early Childhood programs at Sauk Valley Community College will be eligible to complete credentials through Gateways to Opportunities state professional development system for ECE levels 2, 3 and 4. Benefits of this credentialing process increase a student's employability through ACCESS Illinois and makes students eligible for scholarship opportunities and wage differentials.

## **Work and Employment**

The early childhood education program is designed to educate professionals for a diverse and challenging field. Employment opportunities for graduates of the early childhood education program are very positive, whether pursuing a career in a group day care, preschool settings, or in family care.

## **Criminal History Check Policy**

Illinois law requires licensed early childhood programs to conduct a criminal background investigation on applicants for employment. Employment of individuals who have been convicted of committing or attempting to commit offenses that may put children in harm's way is prohibited. Laws vary according to the agency and their licensing body.

Students who perform classroom observations through coursework at Sauk Valley Community College may be required by the selected school/site to undergo a criminal background check prior to placement. Students may be denied at any observation site based on the results of that check.

Students who feel their criminal background may exclude them from observation or employment should seek counseling with SVCC faculty or advising staff early in their program to determine how it may affect their participation and eligibility.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Janis Jones, Assistant Professor of Education, 815/835-6410.

## **Major Field Requirements**

- ECE 114 - Child Care and Development 3 Semester hour(s)
- ECE 115 - Principles of Early Childhood Education 3 Semester hour(s)
- ECE 118 - Parent-Teacher-Child-Community Relations 3 Semester hour(s)

- ECE 207 - Mathematics for the Young Child 3 Semester hour(s)  
OR
- MAT 106 - Applied Mathematics 3 Semester hour(s) **OR HIGHER**
- ECE 228 - Child Health, Nutrition and Safety 3 Semester hour(s)
- ECE 240 - Observation and Assessment of Young Children 3 Semester hour(s)
- ECE 275 - Curriculum Development for the Early Childhood Classroom 3 Semester hour(s)
- PED 220 - Rhythms and Games for Children 2 Semester hour(s)

## General Education Requirements

- Communications (ENG 101 Required) 3 Semester hour(s)
- Social and Behavioral Sciences (PSY 103 Required) 3 Semester hour(s)

Total Hours Required for Certificate: 29

First Semester - Sem/Hrs: 14

- ECE 114 - Child Care and Development 3 Semester hour(s)
- ECE 115 - Principles of Early Childhood Education 3 Semester hour(s)
- ECE 118 - Parent-Teacher-Child-Community Relations 3 Semester hour(s)
- ECE 228 - Child Health, Nutrition and Safety 3 Semester hour(s)
- PED 220 - Rhythms and Games for Children 2 Semester hour(s)

Second Semester - Sem/Hrs: 15

- MAT 106 - Applied Mathematics 3 Semester hour(s) **OR HIGHER**  
OR
- ECE 207 - Mathematics for the Young Child 3 Semester hour(s)
- ECE 240 - Observation and Assessment of Young Children 3 Semester hour(s)
- ECE 275 - Curriculum Development for the Early Childhood Classroom 3 Semester hour(s)
- ENG 101 - Composition I 3 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)

# **Early Childhood Education: Educator Assistant**

## **(F15) Certificate**

This program aligns to the Gateways ECE Level 2 credential which includes completion of a high school diploma or GED.

The Early Childhood Education certificate program will assist individuals in securing the education and credentials needed to obtain employment in child care facilities. This certificate has been developed to assist persons to meet the minimal requirements for approval as an early childhood assistant.

## **Credential Program Description**

Students enrolled in Early Childhood programs at Sauk Valley Community College will be eligible to complete credentials through Gateways to Opportunities state professional development system for ECE levels 2, 3 and 4. Benefits of this credentialing process increase a student's employability through ACCESS Illinois and makes students eligible for scholarship opportunities and wage differentials.

## **Work and Employment**

The early childhood education program is designed to educate professionals for a diverse and challenging field. Employment opportunities for graduates of the early childhood education program are very positive, whether pursuing a career in group day care or preschool settings, or in family care.

## **Criminal History Check Policy**

Illinois law requires licensed early childhood programs to conduct a criminal background investigation on applicants for employment. Employment of individuals who have been convicted of committing or attempting to commit offenses that may put children in harm's way is prohibited. Laws vary according to the agency and their licensing body.

Students who perform classroom observations through coursework at Sauk Valley Community College may be required by the selected school/site to undergo a criminal background check prior to placement. Students may be denied at any observation site based on the results of that check.

Students who feel their criminal background may exclude them from observation or employment should seek counseling with SVCC faculty or advising staff early in their program to determine how it may affect their participation and eligibility.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Janis Jones, Assistant Professor of Education, 815/835-6410.

## **Major Field Requirements**

- ECE 114 - Child Care and Development 3 Semester hour(s)
- ECE 115 - Principles of Early Childhood Education 3 Semester hour(s)
- ECE 118 - Parent-Teacher-Child-Community Relations 3 Semester hour(s)
- ECE 228 - Child Health, Nutrition and Safety 3 Semester hour(s)

- PED 220 - Rhythms and Games for Children 2 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)

**Total Hours Required for Certificate: 17**



## **Electronic Service and Repair\*\***

**\*\* This certificate is not currently offered.**

### **(H69) Certificate**

This program prepares the individual to enter the job market as an electronics technician. Individuals will have an in-depth understanding of digital and microprocessor technology and AM and FM radio communications. As students progress through the program, they will become familiar with the design and maintenance of microprocessor systems and radio communications. Students completing this program will qualify for National Association of Radio and Telecommunications Engineers certification as an electronics technician.

### **Work and Employment**

Electronics technicians work in all phases of business, industry, manufacturing and government- from research and design to manufacturing, sales and customer service. They often apply the scientific, engineering and mathematical principles developed by engineers and scientists to practical situations.

### **Special Considerations**

Workers usually have the following skills and aptitudes: do precise and detailed work, use good eye-hand coordination, notice and compare differences in objects, have mathematical and mechanical aptitudes, are analytic, curious and creative.

#### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Steven McPherson, Associate Professor of Electronics/Technology, 815/835-6347.

### **Major Field Requirements**

MAT Course (MAT 106 or higher) 3 Semester hour(s)

- EET 107 - Introduction to DC and AC Circuits 4 Semester hour(s)
- EET 110 - Introduction to Digital Electronics 4 Semester hour(s)
- EET 207 - Advanced Circuits 3 Semester hour(s)
- EET 218 - Microprocessor Architecture and Applications 4 Semester hour(s)
- EET 245 - Programmable Controllers 3 Semester hour(s)
- EET 252 - Industrial Electronics 3 Semester hour(s)
- EET 256 - Technical Problems 3 Semester hour(s)
- EET 261 - Advanced Programmable Controllers 3 Semester hour(s)
- ELT 265 - Power Distribution 3 Semester hour(s)
- ENE 130 - Photovoltaics 3 Semester hour(s)
- IND 108 - Introduction to CAD 2 Semester hour(s)
- IND 131 - OSHA Standards 1 Semester hour(s)
- IND 239 - Industrial Communications 3 Semester hour(s)

## Total Hours Required for Certificate: 42

### Note:

\* Students may choose CIS 109 in lieu of IND 105.

### First Semester - Sem/Hrs: 13

- EET 107 - Introduction to DC and AC Circuits 4 Semester hour(s)
- EET 110 - Introduction to Digital Electronics 4 Semester hour(s)
- IND 108 - Introduction to CAD 2 Semester hour(s)
- MAT 106 - Applied Mathematics 3 Semester hour(s)

### Second Semester - Sem/Hrs: 7

- EET 207 - Advanced Circuits 3 Semester hour(s)
- EET 245 - Programmable Controllers 3 Semester hour(s)
- IND 131 - OSHA Standards 1 Semester hour(s)

### Third Semester - Sem/Hrs: 13

- EET 218 - Microprocessor Architecture and Applications 4 Semester hour(s)
- EET 252 - Industrial Electronics 3 Semester hour(s)
- EET 261 - Advanced Programmable Controllers 3 Semester hour(s)
- ELT 265 - Power Distribution 3 Semester hour(s)

### Fourth Semester - Sem/Hrs: 9

- EET 256 - Technical Problems 3 Semester hour(s)
- ENE 130 - Photovoltaics 3 Semester hour(s)
- IND 239 - Industrial Communications 3 Semester hour(s)

# **Electronics: Industrial**

## **(H65) Certificate**

Graduates of this program will be able to utilize and maintain various types of solid state sensors and controls in industrial applications.

## **Work and Employment**

This program is designed to prepare a student for employment in industrial controls. This will include solid state and digital circuitry for the control of industrial equipment and the operation of programmable controls.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Steven McPherson, Assistant Professor of Electronics/Technology, 815/835-6347.

## **Major Field Requirements**

- Mathematics (MAT 106 or higher) 3 Semester hour(s)
- EET 107 - Introduction to DC and AC Circuits 4 Semester hour(s)
- EET 110 - Introduction to Digital Electronics 4 Semester hour(s)
- EET 207 - Advanced Circuits 3 Semester hour(s)
- EET 245 - Programmable Controllers 3 Semester hour(s)
- EET 252 - Industrial Electronics 3 Semester hour(s)
- EET 261 - Advanced Programmable Controllers 3 Semester hour(s)

**Total Hours Required for Certificate: 23**

## **Suggested Program**

### **First Semester - Sem/Hrs: 11**

Mathematics (MAT 106 or higher) 3 Semester hour(s)

- EET 107 - Introduction to DC and AC Circuits 4 Semester hour(s)
- EET 110 - Introduction to Digital Electronics 4 Semester hour(s)

### **Second Semester - Sem/Hrs: 6**

- EET 207 - Advanced Circuits 3 Semester hour(s)
- EET 245 - Programmable Controllers 3 Semester hour(s)

## Third Semester - Sem/Hrs: 6

- EET 252 - Industrial Electronics 3 Semester hour(s)
- EET 261 - Advanced Programmable Controllers 3 Semester hour(s)

# **Electronics: Microprocessor Maintenance**

## **(H64) Certificate**

This program is designed to prepare a student for employment in the field of microprocessors. The students will be working with robots and the microprocessor controllers and sensors used in industry.

## **Work and Employment**

Computer technicians must be familiar with technical manuals and diagnostic programs for various pieces of computer equipment or systems. Some technicians may specialize in maintaining a particular brand or type of equipment or system, or in performing a certain type of repair.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Steven McPherson, Assistant Professor of Electronics/Technology, 815/835-6347.

## **Major Field Requirements**

- Mathematics (MAT 106 or higher) 3 Semester hour(s)
- EET 110 - Introduction to Digital Electronics 4 Semester hour(s)
- EET 218 - Microprocessor Architecture and Applications 4 Semester hour(s)
- EET 245 - Programmable Controllers 3 Semester hour(s)
- EET 252 - Industrial Electronics 3 Semester hour(s)
- EET 261 - Advanced Programmable Controllers 3 Semester hour(s)

**Total Hours Required for Certificate: 20**

## **Emergency Medical Technician - Basic/Paramedic\*\***

**\*\*This certificate is not currently offered.**

Emergency Medical Training for both Basic and Paramedic levels is available through Mercy Medical Center or OSF St. Anthony's accredited programs. Contact the Emergency Departments of CGH Medical Center in Sterling or KSB Hospital in Dixon to register and coordinate the necessary clinical and field experience. Your local fire department also may have accredited training available. Students who successfully complete the course are eligible to take the Illinois or national licensure exams.

## **Basic (E95) - Paramedic (E97) Certificate**

The Emergency Medical Services (EMS) courses provide the opportunity to earn up to two certificates and the eligibility to become a licensed EMT in Illinois.

Individuals in Emergency Medical Services provide immediate care to critically ill or injured persons and may transport them to the hospital. They determine the nature and extent of the patient's condition. Following strict procedures, they give appropriate critical intervention and transport the patient. They administer drugs, lift and carry the patient on a stretcher to the ambulance and radio the patient's condition to medical personnel at the hospital. Other duties may include replacing supplies and inspecting and maintaining the ambulance and medical equipment.

Beyond these general duties, the specific responsibilities of EMTs and paramedics depend on their level of qualification and training. To determine this, the national Registry of Emergency Medical Technicians (NREMT) registers emergency medical service (EMS) providers at two levels: First Responder, EMT-Basic, and EMT - Paramedic. The EMT - Basic represents the first component of the emergency medical technician system. An EMT-B is trained to care for patients on accident scenes and on transport by ambulance to the hospital under medical direction. The EMT-B has the emergency skills to assess a patient's condition and manage respiratory, cardiac, and trauma emergencies. EMT-Paramedics provide care already described, in addition they may administer drugs orally and intravenously, interpret electrocardiograms (EKGs), and use monitors and other complex equipment.

## **Work and Employment**

Emergency Medical Personnel work for private ambulance services, hospitals, and municipal fire, police or rescue squad departments.

## **Special Considerations**

Formal training and certification is needed to become an EMT or paramedic. All 50 states possess a certification/licensure procedure. The National Highway Traffic Safety Administration, US Department of Transportation and Illinois Department of Public Health approves Sauk's program. To maintain certification/ licensure, EMTs and Paramedics must renew their license every 4 years. In order to maintain certification/ licensure an individual must be working and meet a continuing education requirement. Desirable personal qualities include responsibility, dependability, enjoyment in working with people and ability to work as a team member. It is essential to be able to make quick and levelheaded reactions to life-or-death situations. Emergency medical personnel are required to do considerable kneeling, bending and heavy lifting. The work is not only physically strenuous, but also stressful involving life-or-death situations and suffering patients. The work is challenging, but offers an opportunity to help others.

# Admission Requirements

## EMT-B/EMS 101

1. Complete the College general admission procedure
2. Provide prior to or on the first day of class:
  - a. High School diploma or GED.
  - b. Proof of age 18
  - c. Copy of current Health Care Provider CPR card/CPR for Professional Rescuer card.

## EMT-P/EMS 106

1. Complete the College general admission procedure.
2. Contact EMS office at 285-5560 or 285-5561
3. Provide the following:
  - a. Copy of current EMT-B or EMT-I license.
  - b. Documented permission from a paramedic level ambulance service to provide precepted field experience.
  - c. Health and immunization requirements will be detailed at the first class session.

Failure to meet admission requirements may result in dismissal.

# Application Deadline

Before the first day of class.

# Out-of-District Application

Sauk Valley Community College is required by law to give preference to in-district resident candidates. Out-of-district applicants will be considered if space is available.

## Program Contacts

Doug Sears, EMS Instructor, 815/285-5561, [dsears@ksbhospital.com](mailto:dsears@ksbhospital.com)

# Major Field Requirements

## EMS-Emergency Medical Technician

- EMS 101 - Emergency Medical Training\*\* 7 Semester hour(s)

Total Hours Required for Certificate: 7

## EMS-Paramedic Courses

- EMS 101 - Emergency Medical Training\*\* 7 Semester hour(s)
- EMS 106 - Paramedic I\*\* 7.5 Semester hour(s)
- EMS 111 - Paramedic II\*\* 8.5 Semester hour(s)
- EMS 116 - Paramedic III\*\* 10 Semester hour(s)

- EMS 121 - Paramedic IV\*\* 12 Semester hour(s)

Total Hours Required for Certificate: 45

## Program Recommendation

The following course should be completed with a grade of "C" or better prior to certification. "C" grade is required in major field requirements.

- BIO 108 - Introduction to Human Anatomy and Physiology 4 Semester hour(s)



# **Entrepreneurship & Small Business Management**

## **(B89) Certificate**

This certificate has been designed for current and prospective business professionals seeking opportunities in creating and managing their own business and entrepreneurship ventures. Students will be introduced to the planning, managing, and goal-setting functions required within small business ownership and entrepreneurship.

### **Work and Employment**

This certificate would enable students to gain skills and competencies to become an entrepreneur or enhance the skills of current entrepreneurs. This certificate would also enhance students' education if they continue towards a four-year degree in business.

### **Program Contacts at Sauk Valley Community College**

Academic Advising 815/835-6354  
Dr. Mary Lou Kidder 815/835-6358

## **Major Field Requirements - Sem/Hrs: 25-26**

- ACC 101 - Financial Accounting 4 Semester hour(s)
  - BUS 103 - Introduction to Business 3 Semester hour(s)
  - BUS 260 - Entrepreneurship Principles 3 Semester hour(s)
  - ECO 211 - Principles of Macroeconomics 3 Semester hour(s)
- Electives (ACC, BUS, CIS, ECO) Semester hour(s): 12-13

**Total Hours Required for Certificate: 25-26**

## **Suggested Program**

### **First Semester - Sem/Hrs: 13**

- ACC 101 - Financial Accounting 4 Semester hour(s)
- BUS 103 - Introduction to Business 3 Semester hour(s)
- BUS 260 - Entrepreneurship Principles 3 Semester hour(s)
- ECO 211 - Principles of Macroeconomics 3 Semester hour(s)

### **Second Semester - Sem/Hrs: 12-13**

Choose four of the following electives:

- ACC 102 - Managerial Accounting 4 Semester hour(s)
- BUS 205 - Principles of Management 3 Semester hour(s)
- BUS 210 - Marketing 3 Semester hour(s)
- BUS 222 - The Legal Environment of Business 3 Semester hour(s)

- BUS 237 - Business and Managerial Ethics 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- ECO 212 - Principles of Microeconomics 3 Semester hour(s)

# Fire Science: Advanced Technician Firefighter

## (F31) Certificate

The Advanced Firefighter Technician is considered to be the senior category of firefighter within the fire company or department. The coursework covers the subjects required for Advanced Firefighter Technician certification enriching the skills and knowledge to perform at a higher level within the organization. The Office of the State Fire Marshall requires this before a firefighter can be certified in some of their other certification titles.

## Admission Requirements

Satisfy all of the following academic criteria:

1. Fulfill MATH Proficiency requirement by verifying one of the following: **(Note: Only one of the following must be met. The most recent score or grade will be utilized.)**
  - Two Semesters of High School Algebra with a "C" or better within the last five years of when the algebra course was taken.
  - Satisfactory completion of MAT 074 or a higher level math course with a grade of "C" or better at SVCC.
  - Grade of "C" or better in an equivalent course at another college/university.
  - Placed into SVCC MAT 106 or higher.
2. Fulfill READING Proficiency requirement by verifying one of the following: **(Note: Only one of the following must be met. The most recent score or grade will be utilized.)**
  - Reading Assessment: placed out of a reading course.
  - RDG 098 with a "C" or better. (ENG 105 with a "C" or better prior to Fall 2002.)

## Admission Procedure

1. Complete the College general admission procedure.
2. Attend a Fire Science information meeting.
3. Meet with a fire science coordinator and develop an academic plan.
4. File a current fire science application form with the Dean of Health Professions.
5. Submit two letters of recommendation to the Dean of Health Professions.

## Out-of-District Application

Sauk Valley Community College is required by law to give preference to in-district resident candidates. Out-of-district applicants will be considered if space is available.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Jeffrey Newbury, Assistant Professor of Fire Science, 815/835-6269.

## Major Field Requirements

- FIR 104 - Advanced Technician Firefighter 5 Semester hour(s)

**Total Hours Required for Certificate: 5**

# Fire Science: Basic Operations Firefighter

## (F30) Certificate

The Fire Science Basic Operations Firefighter Certificate is designed to prepare the student to be a functioning member of a fire company. General guidelines and operating procedures will ensure a consistent approach to emergency situations. Fire fighting, prevention and suppression systems will be addressed. Graduates may specialize with additional competencies after securing this certificate.

## Admission Requirements

Satisfy all of the following academic criteria:

1. Fulfill MATH Proficiency requirement by verifying one of the following: **(Note: Only one of the following must be met. The most recent score or grade will be utilized.)**
  - Two Semesters of High School Algebra with a "C" or better within the last five years of when the algebra course was taken.
  - Satisfactory completion of MAT 074 or a higher level math course with a grade of "C" or better at SVCC.
  - Grade of "C" or better in an equivalent course at another college/university.
  - Placed into SVCC MAT 106 or higher.
2. Fulfill READING Proficiency requirement by verifying one of the following: **(Note: Only one of the following must be met. The most recent score or grade will be utilized.)**
  - Reading Assessment: placed out of a reading course.
  - RDG 098 with a "C" or better. (ENG 105 with a "C" or better prior to Fall 2002.)

## Admission Procedure

1. Complete the College general admission procedure.
2. Attend a Fire Science information meeting.
3. Meet with a fire science coordinator and develop an academic plan.
4. File a current fire science application form with the Dean of Health Professions.
5. Submit two letters of recommendation to the Dean of Health Professions.

## Out-of-District Application

Sauk Valley Community College is required by law to give preference to in-district resident candidates. Out-of-district applicants will be considered if space is available.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Jeffrey Newbury, Assistant Professor of Fire Science, 815/835-6269.

## Major Field Requirements

- FIR 101 - Basic Firefighter Operations-Module A 4 Semester hour(s)
- FIR 102 - Basic Firefighter Operations-Module B 4 Semester hour(s)
- FIR 103 - Basic Firefighter Operations-Module C 4 Semester hour(s)

Total Hours Required for Certificate: 12

# **Fire Science: Building Construction**

## **(F41) Certificate**

The Building Construction certificate for the Fire Service will relate building construction with fire service. The student will be able to identify the components of building construction related to fire ground operations and life safety. Elements of construction and design of structures are key factors when inspecting, conducting pre-planning fire operations, and fire ground operations. The certification will specifically focus on firefighter safety and the relationship between building construction and the dynamics of fire behavior.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Jeffrey Newbury, Assistant Professor of Fire Science, 815/835-6269.

## **Major Field Requirements**

- FIR 208 - Building Construction 3 Semester hour(s)

**Total Hours Required for Certificate: 3**

# **Fire Science: Fire Prevention Principles**

## **(F42) Certificate**

The Fire Prevention Principles certificate covers the areas of fire inspection, investigation, and public education. Topics include: laws, codes, and ordinances, life safety code applications, building construction, occupancy, inspection techniques, installed systems and water supply. Fire investigation concentrates on first responder support of the investigation process.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Jeffrey Newbury, Assistant Professor of Fire Science, 815/835-6269.

## **Major Field Requirements**

- FIR 202 - Fire Prevention Principles 3 Semester hour(s)

**Total Hours Required for Certificate: 3**



# **Fire Science: Fire Service Instructor I**

## **(F34) Certificate**

Fire Service Instructor I certification will give the graduates the knowledge and ability to teach from prepared materials which are predominantly skills oriented. Areas covered include: communication, concepts of learning, human relations in the teaching-learning environment, methods of teaching, organizing the learning environment, records and reports, testing and evaluation, instructor's roles and responsibilities, teaching techniques, and use of instructional materials. The Office of the State Fire Marshall requires this certificate and additional requirements for OSFM certification.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Jeffrey Newbury, Assistant Professor of Fire Science, 815/835-6269.

## **Major Field Requirements**

- FIR 201 - Fire Service Instructor I 3 Semester hour(s)

**Total Hours Required for Certificate: 3**

# **Fire Science: Fire Service Vehicle Operator**

## **(F35) Certificate**

Fire Service Vehicle Operator certificate is designed for engineers and officers of a fire department who, as part of their duties, are responsible for the safe operation of a fire service vehicle during emergency and non-emergency driving. Common driving hazards, pre-trip inspections and driver training content are combined with an AHJ-provided driving portion, leading to OSFM certification. A minimum of a valid Illinois Class "B" non-CDL driver's license is required for the road-testing portion.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Jeffrey Newbury, Assistant Professor of Fire Science, 815/835-6269.

## **Major Field Requirements**

- FIR 106 - Fire Service Vehicle Operator 1 Semester hour(s)

**Total Hours Required for Certificate: 1**

# **Fire Science: Hazardous Materials I**

## **(F32) Certificate**

The Hazardous Materials Awareness certificate provides first responders with the knowledge and skills to understand hazardous substances and the risk associated with them in an accident. Protocols learned will allow the graduate to function in a first responder role that will secure safety for themselves and others. This certificate meets the requirements of the Illinois Office of the State Fire Marshall (OSFM), the Illinois Emergency Management Agency, and the National Fire Academy. Completion of this certificate and additional requirements will provide the student with Certification Hazardous Materials Awareness (HMA) from OSFM.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Jeffrey Newbury, Assistant Professor of Fire Science, 815/835-6269.

## **Major Field Requirements**

- FIR 203 - Hazardous Materials I 1 Semester hour(s)

**Total Hours Required for Certificate: 1**

# **Fire Science: Hazardous Materials II**

## **(F33) Certificate**

Hazardous Materials Operations certification provides those who are or will be operating as a member of a fire department, law enforcement agency, EMS agency, emergency management agency, or other first responder agency, the basic skills needed to evaluate and work defensively at an incident involving the release of hazardous materials. The graduates will be able to recognize basic hazards and implement risk-assessment techniques for Hazmat involving Chemical, Biological, Radiological, Nuclear and high yield explosives (CBRNE) types including Weapons of Mass Destruction (WMD) environments. National Fire Academy and Office of the State Fire Marshall certifications can be pursued with successful completion.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Jeffrey Newbury, Assistant Professor of Fire Science, 815/835-6269.

## **Major Field Requirements**

- FIR 204 - Hazardous Materials II 3 Semester hour(s)

**Total Hours Required for Certificate: 3**

# **Fire Science: Management I**

## **(F38) Certificate**

Fire Service Management I certification will provide completers with the information and skills in supervisory practices and personnel management to lead a single fire company or station. Subject areas covered will include: the role and function of the Company Fire Officer, basic management principles and concepts, leadership, motivation, order giving, discipline, and conflict resolution. This certificate and additional requirements will provide the graduate with certification as Fire Service Instructor I from the Office of the State Fire Marshall.

### **Program Contact at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Jeffrey Newbury, Assistant Professor of Fire Science, 815/835-6269.

## **Major Field Requirements**

- FIR 200 - Management I 3 Semester hour(s)

**Total Hours Required for Certificate: 3**

# **Fire Science: Management II**

## **(F39) Certificate**

The Fire Service Management II certification expands on the information and skills needed to be in charge of a single fire company or station. Topic areas include: the basics of communication, report writing, interpersonal communication, group dynamics, coaching and counseling skills, and performance appraisal. This certification is required for Officer I compliance with the Office of the State Fire Marshall.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Jeffrey Newbury, Assistant Professor of Fire Science, 815/835-6269.

## **Major Field Requirements**

- FIR 205 - Management II 3 Semester hour(s)

**Total Hours Required for Certificate: 3**

# **Fire Science: Tactics and Strategy I**

## **(F40) Certificate**

Tactics and Strategy I certification is designed for the Fire Officer who is responsible for commanding one to two companies at a fire or emergency scene. Subject areas contained within this certification are: company officer leadership, safety, pre-fire planning, fire behavior, building construction, fire fighting tactics, engine and truck company operations, Rapid Intervention Team (RIT), officer, and tactical exercises. This certificate in addition to four others are required for the Office of the State Fire Marshall Officer I status.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Jeffrey Newbury, Assistant Professor of Fire Science, 815/835-6269.

## **Major Field Requirements**

- FIR 105 - Tactics and Strategies I 3 Semester hour(s)

**Total Hours Required for Certificate: 3**

# **Fire Science: Technical Rescue Awareness**

## **(F36) Certificate**

The Technical Rescue Awareness certification provides first responders with the skills needed to identify a rescue situation's specific hazards and implement initial company operations. Structural collapse rescue, rope rescue, confined space rescue, vehicle and machinery rescue, water and ice rescue, wilderness search and rescue, trench and excavation rescue following OSFM and NFPA 1670 guidelines will be realized. The Office of the State Fire Marshall requires this course before a firefighter can be certified in any rescue subject area.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Jeffrey Newbury, Assistant Professor of Fire Science, 815/835-6269.

## **Major Field Requirements**

- FIR 207 - Technical Rescue Awareness 1 Semester hour(s)

**Total Hours Required for Certificate: 1**



# **Fire Science: Vehicle/Machinery Operations**

## **(F37) Certificate**

Vehicle/Machinery Operations certification will provide completers with the ability to confidently use a variety of extrication equipment /tools and techniques used in auto extrication. This certification focuses on safety through the knowledge of how tools function. Different techniques to remove victims from auto accidents will be used. All students will be required to furnish protective clothing. This certification is required by the Office of the State Fire Marshall before a firefighter can be certified in any Technical Technician courses.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Jeffrey Newbury, Assistant Professor of Fire Science, 815/835-6269.

## **Major Field Requirements**

- FIR 206 - Vehicle and Machinery Operations 3 Semester hour(s)

**Total Hours Required for Certificate: 3**

# **Heating, Refrigeration, & Air Conditioning: Entry Level Technician**

## **(H84) Certificate**

This program is designed to prepare students for employment in heating and air conditioning service work.

## **Work and Employment**

The technician is an entry-level position. The program graduate will troubleshoot and repair heating and air conditioning systems. The technician will be required to use and have knowledge of special testing equipment. Work conducted as an entry-level technician is usually supervised by a seasoned professional.

## **Special Considerations**

The technician must be able to work in wide range of environments including a construction type environment and finished residential and light commercial buildings. The technician must be able to lift 50 pounds frequently and 80 pounds occasionally.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Christopher Carlson, Professor of HVAC, 815/835-6221.

## **Major Field Requirements**

- ELT 120 - Fundamentals of Electricity with Applied Mathematics 3 Semester hour(s)
- HRS 100 - E.P.A. Certification .5 Semester hour(s)
- HRS 114 - Sheet Metal Fabrication 3 Semester hour(s)
- HRS 120 - Basic Refrigeration 3 Semester hour(s)
- HRS 225 - Advanced Controls 3 Semester hour(s)
- IND 118 - Mechanical Systems 3 Semester hour(s)
- IND 131 - OSHA Standards 1 Semester hour(s)

**Total Hours Required for Certificate: 16.5**

## **Suggested Program**

### **First Semester - Sem/Hrs: 9**

- ELT 120 - Fundamentals of Electricity with Applied Mathematics 3 Semester hour(s)
- HRS 114 - Sheet Metal Fabrication 3 Semester hour(s)
- IND 118 - Mechanical Systems 3 Semester hour(s)

### **Second Semester - Sem/Hrs: 7.5**

- HRS 100 - E.P.A. Certification .5 Semester hour(s)
- HRS 120 - Basic Refrigeration 3 Semester hour(s)
- HRS 225 - Advanced Controls 3 Semester hour(s)
- IND 131 - OSHA Standards 1 Semester hour(s)

# **Industrial Maintenance Electrician**

## **(H94) Certificate**

This program is designed to prepare individuals for work with maintenance staffs of local industries, specifically in the area of electrical control mechanisms.

## **Work and Employment**

In our society, industries of one type or another produce almost all of our nation's goods. These industries rely on the machines, including robots that industrial mechanics maintain and repair. Maintenance workers in this field also care for buildings and work on plumbing, electrical, and air conditioning and heating systems.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354.

## **Major Field Requirements**

- ELT 101 - Electrical Wiring 3 Semester hour(s)
- ELT 120 - Fundamentals of Electricity with Applied Mathematics 3 Semester hour(s)
- ELT 259 - Industrial and Agricultural Wiring 3 Semester hour(s)
- ELT 261 - National Electric Code 3 Semester hour(s)
- ELT 262 - Electrical Controls 3 Semester hour(s)
- IND 108 - Introduction to CAD 2 Semester hour(s)
- IND 118 - Mechanical Systems 3 Semester hour(s)
- IND 131 - OSHA Standards 1 Semester hour(s)

**Total Hours Required for Certificate: 21**

## **Suggested Program**

### **First Semester - Sem/Hrs: 11**

- ELT 101 - Electrical Wiring 3 Semester hour(s)
- ELT 120 - Fundamentals of Electricity with Applied Mathematics 3 Semester hour(s)
- IND 108 - Introduction to CAD 2 Semester hour(s)
- IND 118 - Mechanical Systems 3 Semester hour(s)

### **Second Semester - Sem/Hrs: 10**

- ELT 259 - Industrial and Agricultural Wiring 3 Semester hour(s)
- ELT 261 - National Electric Code 3 Semester hour(s)
- ELT 262 - Electrical Controls 3 Semester hour(s)

- IND 131 - OSHA Standards 1 Semester hour(s)

# Machining & CNC

## (H73) Certificate

The Certificate program is intended to provide knowledge and additional training to a student already in the field of manufacturing, as well as a new student to the field who would like to increase his/her knowledge on topics such as machining, tool & die, and CNC operations.

## Work and Employment

The program will allow a student to either gain entry level employment into manufacturing fields or have a student already involved in manufacturing increase his/her skill set for greater employment flexibility.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

## Major Field Requirements

- ELT 120 - Fundamentals of Electricity with Applied Mathematics 3 Semester hour(s)  
OR
- MAT 106 - Applied Mathematics 3 Semester hour(s)
- IND 108 - Introduction to CAD 2 Semester hour(s)
- IND 118 - Mechanical Systems 3 Semester hour(s)
- IND 125 - Machining and Manufacturing Processes 3 Semester hour(s)
- IND 131 - OSHA Standards 1 Semester hour(s)
- IND 203 - Advanced Machining and Manufacturing Processes 3 Semester hour(s)
- IND 207 - Computer Numerical Control Programming I 3 Semester hour(s)
- IND 208 - Computer Numerical Control Programming II 3 Semester hour(s)
- IND 250 (1) - Industrial Internship 1 Semester hour(s)
- WLD 106 - Welding Fundamentals 2 Semester hour(s)

Total Hours Required for Certificate: 24

## Suggested Program

### First Semester - Sem/Hrs: 13

- IND 108 - Introduction to CAD 2 Semester hour(s)
- IND 118 - Mechanical Systems 3 Semester hour(s)
- IND 125 - Machining and Manufacturing Processes 3 Semester hour(s)
- IND 203 - Advanced Machining and Manufacturing Processes 3 Semester hour(s)
- WLD 106 - Welding Fundamentals 2 Semester hour(s)

### Second Semester - Sem/Hrs: 11

- MAT 106 - Applied Mathematics 3 Semester hour(s)
- OR
- ELT 120 - Fundamentals of Electricity with Applied Mathematics 3 Semester hour(s)
- IND 131 - OSHA Standards 1 Semester hour(s)
- IND 207 - Computer Numerical Control Programming I 3 Semester hour(s)
- IND 208 - Computer Numerical Control Programming II 3 Semester hour(s)
- IND 250 (1) - Industrial Internship 1 Semester hour(s)

# Management

## (B93) Certificate

The management certificate program is designed with a core of specialized business courses that allow a student to become familiar with the various aspects of business and industrial management. After becoming familiar with business, accounting, and human relations, a student may desire to move on toward the completion of an associate degree in management. The certificate is well designed for those individuals wanting to enter management or for those in management with a need to upgrade their skills.

## Work and Employment

Supervisors direct the activities of their employees and make sure the work is done correctly. They teach employees safe work practices, train new workers to learn different aspects of the job, and ensure that equipment and materials are used properly and efficiently.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Dr. Dennis Day, Professor of Accounting, 815/835-6328;

Dr. Mary Lou Kidder, Professor of Computer Information Systems, 815/835-6358;

## Major Field Requirements

- ACC 101 - Financial Accounting 4 Semester hour(s)
- BUS 103 - Introduction to Business 3 Semester hour(s)
- BUS 112 - Human Relations 3 Semester hour(s)
- BUS 205 - Principles of Management 3 Semester hour(s)
- ECO 211 - Principles of Macroeconomics 3 Semester hour(s)

**Total Hours Required for Certificate: 19**

## Suggested Program

**First Semester - Sem/Hrs: 10**

- ACC 101 - Financial Accounting 4 Semester hour(s)
- BUS 103 - Introduction to Business 3 Semester hour(s)
- BUS 112 - Human Relations 3 Semester hour(s)

**Second Semester - Sem/Hrs: 9**



- BUS 205 - Principles of Management 3 Semester hour(s)
- ECO 211 - Principles of Macroeconomics 3 Semester hour(s)

# **Management, Supervisory**

## **(B97) Certificate**

The Supervisory Management certificate program is designed with a core of specialized business courses that allow a student to become a front-line supervisor. After becoming familiar with business, human relations, supervision, management, and basic computers a student may desire to move on toward the completion of a certificate in management. The certificate is well designed for those individuals who are first-line supervisors with a need to upgrade their skills.

## **Work and Employment**

Front-line supervisors are employed by all sectors of the economy including manufacturing and service industries. Supervisors are employed in large and small organizations with diverse responsibilities depending on the structure of the organization.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Dr. Dennis Day, Professor of Accounting, 815/835-6328;

Dr. Mary Lou Kidder, Professor of Computer Information Systems, 815/835-6358;

## **Major Field Requirements**

- BUS 103 - Introduction to Business 3 Semester hour(s)
- BUS 112 - Human Relations 3 Semester hour(s)
- BUS 205 - Principles of Management 3 Semester hour(s)
- BUS 218 - Supervision Techniques 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)

**Total Hours Required for Certificate: 15**

## **Suggested Program**

### **First Semester - Sem/Hrs: 9**

- BUS 103 - Introduction to Business 3 Semester hour(s)
- BUS 112 - Human Relations 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)

### **Second Semester - Sem/Hrs: 6**

- BUS 205 - Principles of Management 3 Semester hour(s)
- BUS 218 - Supervision Techniques 3 Semester hour(s)

# Marketing

## (B92) Certificate

This certificate is designed specifically for individuals who are already employed in the marketing field or are seeking employment in the industry. The emphasis of this program is on sales and retailing for a sales-related position in the marketing industry.

## Work and Employment

Marketing is a broad field of business activity which involves planning, promoting, and distributing high demand products and services to the market place. A marketing manager makes decisions on purchasing, production, packaging, warehousing, advertising, market research and more.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Dr. Dennis Day, Professor of Accounting, 815/835-6328;

Dr. Mary Lou Kidder, Professor of Computer Information Systems, 815/835-6358;

John Nelson, Assistant Professor of Business, 815/835-6429.

## Major Field Requirements

- BUS 103 - Introduction to Business 3 Semester hour(s)
- BUS 105 - Fundamentals of Personal Selling 3 Semester hour(s)
- BUS 222 - The Legal Environment of Business 3 Semester hour(s)
- BUS 210 - Marketing 3 Semester hour(s)
- BUS 213 - Retailing 3 Semester hour(s)
- BUS 216 - Advertising 3 Semester hour(s)

**Total Hours Required for Certificate: 18**

**First Semester - Sem/Hrs: 9**

- BUS 103 - Introduction to Business 3 Semester hour(s)
- BUS 213 - Retailing 3 Semester hour(s)
- BUS 216 - Advertising 3 Semester hour(s)

**Second Semester - Sem/Hrs: 9**

- BUS 105 - Fundamentals of Personal Selling 3 Semester hour(s)
- BUS 210 - Marketing 3 Semester hour(s)

- BUS 222 - The Legal Environment of Business 3 Semester hour(s)

# **Nurse Assistant**

## **(E93) Certificate**

This curriculum meets the mandates of the Illinois Department of Public Health to be eligible to take the competency exam for nurse aide and home health aide. The curriculum is conducted over an eight or sixteen week period and consists of classroom and clinical learning activities. The program prepares a student to assist with the care of the sick and the infirm under the supervision of registered nurses or other licensed professionals.

## **Work and Employment**

Nursing assistants work directly with the patient giving physical care and emotional support. The nursing assistant helps patients with personal hygiene, nutrition, elimination and mobility. Nursing assistants work for nursing homes, hospitals, temporary help agencies and home care agencies. Advancement in the health care field for nursing assistants is possible with further education.

## **Special Considerations**

In order to become a certified nursing assistant, one must complete a state-approved program like the one at SVCC and pass the Nurse Assistant Competency Evaluation.

## **Admission Requirements**

1. Candidate must be at least 15 years of age.
2. Candidates who do not have a high school diploma or GED must be able to read at grade level 8 or have permission of instructor.
3. On admission to the program, the student will need to meet health and immunization requirements. These requirements are detailed at the first class session.

### **Program Contacts at Sauk Valley Community College**

Health Career Education Advisor, 815/835-6354;

Janet Lynch, Dean of Health Professions, 815/835-6374.

## **Major Field Requirements**

- NRS 101 - Basic Nursing Assistant 4 Semester hour(s)
- NRS 103 - Advanced Nursing Assistant 4 Semester hour(s)

## **Program Requirements**

Criminal background checks are required before enrollment in clinical courses. "C" grade is required in major field requirements.

CNA certification is a requirement for admission to the ADN and LPN programs.

**Total Hours Required for Certificate: 8**

# Nursing: Practical

## (E91) Certificate

This program is designed to prepare the graduate to function with the knowledge, skills and attitudes needed for the role of the beginning practical nurse to provide care in a variety of health care settings. The program is approved by the Illinois Department of Financial and Professional Regulation.

## Work and Employment

Licensed practical nurses assist in patient care with other interprofessional members under the direction of registered nurses, physicians, dentists or podiatrists. They perform procedures and treatments such as measuring vital signs, applying dressings and administering medications. LPNs work for nursing homes, clinics and other health care facilities where patients with chronic conditions receive care. Advancement in health care education is generally required for acute care and the specialized areas of nursing practice.

## Special Considerations

In order to become licensed as a practical nurse, a person must complete a state-approved program like SVCC's and pass the National Council Licensure Examination (NCLEX) for practical nurses (PN).

## Admission Requirements

Satisfy all of the following academic criteria:

1. Active CNA certificate on file with IDPH with verification of work history or documentation of successful completion of a state approved CNA program or VOC 121 within the last 2 years. CNA work history verification can be documented via: tax records, payment stub, IDPH registry (if clinical updates are present) or a letter from the employer. (Advanced Placement students - LPN license is applicable for this requirement.)
2. Cumulative Grade Point Average of 2.5 or above.
3. **ENGLISH LANGUAGE ARTS** (Note: only one of the following must be met. The most recent score or grade will be utilized.)
  - SVCC placement test OR ACT standard writing score of 22 or above.
  - Completed ELA 099 with a grade of "C" or better.
4. **MATH** (Note: only one of the following must be met. Applicants are encouraged to complete higher level math courses without risk to points earned. The highest level points achieved within the passing standard of a "C" or better will be used)
  - Placed into intermediate algebra (MAT 080, 081) or higher using SVCC placement or ACT score.
  - Completed beginning algebra (MAT 074 or 075) or higher level with grade "C" or better.
  - Completed an equivalent course at another college or university with a grade of "C" or higher.

## Admission Procedure

Further admission information is available in the Nursing Admission Handbook

- Complete the College's general admission procedure.
- Attend a nursing information meeting.
- Meet with the health career education advisor and develop an academic progression plan.
- File a current nursing application form with the Dean of Health Professions.
- Submit two letters of recommendation to the Dean of Health Professions.

## TEAS Testing-Requirement for All Nursing Applicants

- All new applicants and re-applicants to the nursing program must take the ATI TEAS test.
- TEAS testing must be completed prior to the application deadline date.
- Testing will include areas of Reading, English, Mathematics and Science.
- Applicants may not test any more than once a semester. Retesting allowed in subsequent semesters. Test may be repeated three times.
- TEAS testing applicable for admission **MUST** be completed at SVCC or additional charges for official ATI transcripts are incurred.
- **You must set up an ATI account with a user name and password.**
  - Go to [www.atitesting.com](http://www.atitesting.com)
- Contact the SVCC Testing Center 815-835-6350 to schedule a time.
  - **Fee will be paid to ATI per credit card at the time of testing.**
- **BRING THE FOLLOWING TO THE TESTING SESSION:**
  - **ATI user name, password and ID number**
  - **Photo ID**
  - **Credit card for payment to ATI**
- Study guides are available in the SVCC Library or may be purchased online at [www.atitesting.com](http://www.atitesting.com). For free practice tests, please visit [www.testprepreview.com/teas\\_practice.html](http://www.testprepreview.com/teas_practice.html).
- TEAS score valid for 3 years.

**Points will be awarded according to your score as detailed in the Nursing Admission Handbook.**

## Application Deadlines

The admission requirements and the admission procedure must be completed by March 1 of the year the applicant wishes to be admitted. If the class is not filled, candidates must meet the second candidate evaluation deadline of June 1.

## Out-of-District Application

Sauk Valley Community College is required by law to give preference to in-district resident candidates. Out-of-district applicants will be considered if space is available after June 1 of the year of application to enter the program. Out-of-district applicants to the program coming from colleges with cooperative agreements will be given the same consideration (March 1 deadline) as in-district applicants.

## Program Requirements

A grade of "C" is the minimum passing grade for all major field requirements, social science, and natural science. Successful completion of a nursing course requires a "C" in the classroom, satisfactory clinical performance and on skills testing. A student



who is unsatisfactory in any one of those areas will receive a failing grade for the course. If an NRS course is failed, it may be repeated once. No more than one NRS course may be repeated.

#### **PROGRAM CONTACTS at Sauk Valley Community College**

Health Career Education Advisor, 815/835-6354;

Office of Health Professions, 815/835-6374.

### **Major Field Requirements - Sem/Hrs: 35.5**

- NRS 108 - Practical Nursing Fundamentals 13 Semester hour(s)
- NRS 109 - Foundations of Modern Bedside Nursing II and Reproductive Health 7 Semester hour(s)
- NRS 110 - Practical Nursing-Foundations of Medical Surgical Nursing I 7 Semester hour(s)
- NRS 111 - Practical Nursing-Foundations of Medical Surgical Nursing III 5.5 Semester hour(s)
- NRS 113 - Drug Dosage Calculations 1 Semester hour(s)
- NRS 115 - Intravenous Therapy 2 Semester hour(s)

### **General Education Requirements - Sem/Hrs: 7**

- PSY 103 - Introduction to Psychology 3 Semester hour(s)
- BIO 108 - Introduction to Human Anatomy and Physiology 4 Semester hour(s)

### **Total Hours Required for Certificate: 42.5**

### **Suggested Support Course**

BIO 109 and 110 will meet the science requirements for the LPN program for students interested in advanced placement into the ADN program.

The NRS courses are organized to be completed in a one-year sequence. However, provisions are made for those students who need to distribute the general education courses over a longer period of time. See suggested programs.

- NRS 116 - Medical Terminology for Health Careers 3 Semester hour(s)
- BIO 109 - Human Anatomy and Physiology I 4 Semester hour(s)
- BIO 110 - Human Anatomy and Physiology II 4 Semester hour(s)

### **Suggested Program**

#### **OPTION I**

For students entering the Program in the fall semester:

#### **First Semester - Sem/Hrs: 21**

- BIO 108 - Introduction to Human Anatomy and Physiology 4 Semester hour(s)
- NRS 108 - Practical Nursing Fundamentals 13 Semester hour(s)
- NRS 113 - Drug Dosage Calculations 1 Semester hour(s)
- PSY 103 - Introduction to Psychology 3 Semester hour(s)

#### **Second Semester - Sem/Hrs: 16**

- NRS 109 - Foundations of Modern Bedside Nursing II and Reproductive Health 7 Semester hour(s)
- NRS 110 - Practical Nursing-Foundations of Medical Surgical Nursing I 7 Semester hour(s)
- NRS 115 - Intravenous Therapy 2 Semester hour(s)

### Third Semester - Sem/Hrs: 5.5

- NRS 111 - Practical Nursing-Foundations of Medical Surgical Nursing III 5.5 Semester hour(s)

### OPTION II

Begin NRS course sequence upon acceptance into the LPN program. The sequence of the NRS courses would then be same as Option I. Successfully complete the following courses:

- PSY 103 - Introduction to Psychology 3 Semester hour(s)
- BIO 108 - Introduction to Human Anatomy and Physiology 4 Semester hour(s)

# Office and Administrative Services: Administrative Assistant

## (B81) Certificate

The administrative assistant certificate program is designed to provide a student with a course of study for entry into the world of business. The program emphasizes specific job skills in typing. Work toward the office and administrative services degree can be completed at a future date according to the individual student's need.

## Work and Employment

Administrative assistants' duties vary depending upon the office. Office automation and organizational restructuring have offered the opportunity to assume a variety of administrative and record management duties. Most of the work is performed with computers to run spreadsheets, word processing, and database management applications.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Mary Ann Hurd, Assistant Professor of Office and Administrative Services, 815/835-6202.

## Major Field Requirements

- BUS 106 - Business Mathematics I 3 Semester hour(s)
- BUS 107 - Business Correspondence 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- OAS 105 - Document Processing Intermediate - Level I 1 Semester hour(s)
- OAS 106 - Document Processing Intermediate - Level II 1 Semester hour(s)
- OAS 107 - Document Processing Intermediate - Level III 1 Semester hour(s)
- OAS 108 - Document Processing Intermediate - Level IV 1 Semester hour(s)
- OAS 111 (3) - Machine Transcription 3 Semester hour(s)
- OAS 130 - Records Management 1 Semester hour(s)
- OAS 202 - Document Processing Advanced - Level I 1 Semester hour(s)
- OAS 203 - Document Processing Advanced - Level II 1 Semester hour(s)
- OAS 204 - Document Processing Advanced - Level III 1 Semester hour(s)
- OAS 205 - Document Processing Advanced - Level IV 1 Semester hour(s)
- OAS 233 - Calculating Machines - Level I 1 Semester hour(s)
- OAS 234 - Calculating Machines - Level II 1 Semester hour(s)
- OAS 235 - Calculating Machines - Level III 1 Semester hour(s)
- OAS 241 - Word Processing Concepts 2 Semester hour(s)

## Total Hours Required for Certificate: 26

OAS 103, Keyboarding and Document Processing-Basic Level I suggested for students with no keyboarding instruction. OAS 104, Keyboarding and Document Processing-Basic Level II suggested for students with keyboarding skills 25 wpm or better. Other suggested electives are: ACC 100, BUS 103, OAS 251, CIS 137, 138, 139, 220.

## Suggested Program

## First Semester - Sem/Hrs: 10

- BUS 106 - Business Mathematics I 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- OAS 105 - Document Processing Intermediate - Level I 1 Semester hour(s)
- OAS 106 - Document Processing Intermediate - Level II 1 Semester hour(s)
- OAS 107 - Document Processing Intermediate - Level III 1 Semester hour(s)
- OAS 108 - Document Processing Intermediate - Level IV 1 Semester hour(s)

## Second Semester - Sem/Hrs: 11

- BUS 107 - Business Correspondence 3 Semester hour(s)
- OAS 130 - Records Management 1 Semester hour(s)
- OAS 202 - Document Processing Advanced - Level I 1 Semester hour(s)
- OAS 203 - Document Processing Advanced - Level II 1 Semester hour(s)
- OAS 204 - Document Processing Advanced - Level III 1 Semester hour(s)
- OAS 205 - Document Processing Advanced - Level IV 1 Semester hour(s)
- OAS 233 - Calculating Machines - Level I 1 Semester hour(s)
- OAS 234 - Calculating Machines - Level II 1 Semester hour(s)
- OAS 235 - Calculating Machines - Level III 1 Semester hour(s)

## Third Semester - Sem/Hrs: 5

- OAS 111 (3) - Machine Transcription 3 Semester hour(s)
- OAS 241 - Word Processing Concepts 2 Semester hour(s)

# Office and Administrative Services: Desktop Publishing Specialist

## (B33) Certificate

This program is designed to prepare students for employment in advertising, marketing, and graphics departments or self-employment as free-lance desktop publishing specialists. Documents created using desktop publishing technology rival the quality of those produced with traditional typesetting methods yet they can be more readily and inexpensively updated/revised.

## Work and Employment

Desktop Publishing Specialists work in advertising and marketing firms, print and electronic publishing companies, video and film production companies, large companies of all types which have in-house graphics department or self-employed as free-lance specialists.

## Special Considerations

Desktop Publishing Specialists must have the following skills and aptitudes: communicate well, work under pressure, show good judgment, and be systematic and accurate. A clear understanding of computer technology and software is important.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Mary Ann Hurd, Assistant Professor of Office and Administrative Services, 815/835-6202.

## Major Field Requirements

- ART 101 - 2-D Design Foundations 3 Semester hour(s)
- BUS 103 - Introduction to Business 3 Semester hour(s)
- BUS 107 - Business Correspondence 3 Semester hour(s)
- or
- ENG 101 - Composition I 3 Semester hour(s)
- or
- ENG 111 - Business and Technical Communication 3 Semester hour(s)
- CIS 105 - Introduction to Microsoft Windows 1 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- CIS 137 - Introduction to Desktop Publishing - Level I 1 Semester hour(s)
- CIS 138 - Introduction to Desktop Publishing - Level II 1 Semester hour(s)
- CIS 139 - Introduction to Desktop Publishing - Level III 1 Semester hour(s)
- CIS 244 - Advanced Desktop Publishing - Level I 1 Semester hour(s)
- CIS 245 - Advanced Desktop Publishing - Level II 1 Semester hour(s)
- CIS 246 - Advanced Desktop Publishing - Level III 1 Semester hour(s)
- ECO 211 - Principles of Macroeconomics 3 Semester hour(s)
- OAS 104 - Keyboarding and Document Processing Basic - Level II 2 Semester hour(s)
- OAS 110 - Proofreading and Editing 1 Semester hour(s)
- OAS 141 - Word Processing with Microcomputers 2 Semester hour(s)

Total Hours Required for Certificate: 27

## Suggested Program

### First Semester - Sem/Hrs: 12

- ART 101 - 2-D Design Foundations 3 Semester hour(s)
- BUS 103 - Introduction to Business 3 Semester hour(s)
- CIS 105 - Introduction to Microsoft Windows 1 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- OAS 104 - Keyboarding and Document Processing Basic - Level II 2 Semester hour(s)

### Second Semester - Sem/Hrs: 9

- BUS 107 - Business Correspondence 3 Semester hour(s)  
or
- ENG 101 - Composition I 3 Semester hour(s)  
or
- ENG 111 - Business and Technical Communication 3 Semester hour(s)
- CIS 137 - Introduction to Desktop Publishing - Level I 1 Semester hour(s)
- CIS 138 - Introduction to Desktop Publishing - Level II 1 Semester hour(s)
- CIS 139 - Introduction to Desktop Publishing - Level III 1 Semester hour(s)
- OAS 110 - Proofreading and Editing 1 Semester hour(s)
- OAS 141 - Word Processing with Microcomputers 2 Semester hour(s)

### Third Semester - Sem/Hrs: 6

- CIS 244 - Advanced Desktop Publishing - Level I 1 Semester hour(s)
- CIS 245 - Advanced Desktop Publishing - Level II 1 Semester hour(s)
- CIS 246 - Advanced Desktop Publishing - Level III 1 Semester hour(s)
- ECO 211 - Principles of Macroeconomics 3 Semester hour(s)

# **Office and Administrative Services: Financial Services Representative**

## **(B84) Certificate**

This program is designed to prepare students for employment in many different industries including: banking, retail sales, insurance, government, and education.

The financial services representative may become the first step toward the completion of the Office and Administrative Services certificates or the Associate in Applied Science degree in Office and Administrative Services.

## **Work and Employment**

The financial services representative is an entry-level position. The program graduate will typically be the first point-of-contact for the employer and will be responsible to assist and direct customers to appropriate organizational representatives.

## **Special Considerations**

The financial services representatives must be friendly, customer oriented, and financially responsible. Students will learn how to use many types of technology including multi-line telephone systems, calculating machines, microcomputers, fax and copy machines.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Mary Ann Hurd, Assistant Professor of Office and Administrative Services, 815/835-6202.

## **Major Field Requirements**

- Electives 3 Semester hour(s)
- BUS 106 - Business Mathematics I 3 Semester hour(s)
- BUS 112 - Human Relations 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- OAS 130 - Records Management 1 Semester hour(s)
- OAS 233 - Calculating Machines - Level I 1 Semester hour(s)
- OAS 251 - Office Methods 3 Semester hour(s)

**Total Hours Required for Certificate: 17**

## **Suggested Program**

**First Semester - Sem/Hrs: 12**

Electives 3 Semester hour(s)

- BUS 112 - Human Relations 3 Semester hour(s)
- BUS 106 - Business Mathematics I 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)

## Second Semester - Sem/Hrs: 5

- OAS 130 - Records Management 1 Semester hour(s)
- OAS 233 - Calculating Machines - Level I 1 Semester hour(s)
- OAS 251 - Office Methods 3 Semester hour(s)



# Office and Administrative Services: Legal Office

## (B82) Certificate

The legal office certificate program is designed to assist students in becoming familiar with terminology, forms, and procedures used in legal offices. Upon completion of this program, students should be able to secure entry-level employment as a legal office employee

## Work and Employment

Legal assistants prepare legal papers and correspondence and assist legal research

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Mary Ann Hurd, Assistant Professor of Office and Administrative Services, 815/835-6202.

## Major Field Requirements

- BUS 107 - Business Correspondence 3 Semester hour(s)
- BUS 222 - The Legal Environment of Business 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- OAS 105 - Document Processing Intermediate - Level I 1 Semester hour(s)
- OAS 106 - Document Processing Intermediate - Level II 1 Semester hour(s)
- OAS 107 - Document Processing Intermediate - Level III 1 Semester hour(s)
- OAS 108 - Document Processing Intermediate - Level IV 1 Semester hour(s)
- OAS 112 - Legal Transcription 3 Semester hour(s)
- OAS 130 - Records Management 1 Semester hour(s)
- OAS 202 - Document Processing Advanced - Level I 1 Semester hour(s)
- OAS 203 - Document Processing Advanced - Level II 1 Semester hour(s)
- OAS 204 - Document Processing Advanced - Level III 1 Semester hour(s)
- OAS 205 - Document Processing Advanced - Level IV 1 Semester hour(s)
- OAS 241 - Word Processing Concepts 2 Semester hour(s)

**Total Hours Required for Certificate: 26**

## Suggested Program

**First Semester - Sem/Hrs: 7**

- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- OAS 105 - Document Processing Intermediate - Level I 1 Semester hour(s)

- OAS 106 - Document Processing Intermediate - Level II 1 Semester hour(s)
- OAS 107 - Document Processing Intermediate - Level III 1 Semester hour(s)
- OAS 108 - Document Processing Intermediate - Level IV 1 Semester hour(s)

## Second Semester - Sem/Hrs: 11

- BUS 107 - Business Correspondence 3 Semester hour(s)
- OAS 111 (3) - Machine Transcription 3 Semester hour(s)
- OAS 130 - Records Management 1 Semester hour(s)
- OAS 202 - Document Processing Advanced - Level I 1 Semester hour(s)
- OAS 203 - Document Processing Advanced - Level II 1 Semester hour(s)
- OAS 204 - Document Processing Advanced - Level III 1 Semester hour(s)
- OAS 205 - Document Processing Advanced - Level IV 1 Semester hour(s)

## Third Semester - Sem/Hrs: 8

- BUS 222 - The Legal Environment of Business 3 Semester hour(s)
- OAS 112 - Legal Transcription 3 Semester hour(s)
- OAS 241 - Word Processing Concepts 2 Semester hour(s)

# Office and Administrative Services: Medical Office

## (B83) Certificate

The medical office certificate program is designed to assist students in becoming familiar with terminology, forms, and procedures used in medical offices. Upon completion of this program, students should be able to secure entry-level employment as a medical office employee.

## Work and Employment

Medical assistants transcribe dictation, prepare correspondence and assist physicians or medical scientists with reports and articles.

### Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Mary Ann Hurd, Assistant Professor of Office and Administrative Services, 815/835-6202.

## Major Field Requirements

- BIO 108 - Introduction to Human Anatomy and Physiology 4 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- NRS 116 - Medical Terminology for Health Careers 3 Semester hour(s)
- OAS 105 - Document Processing Intermediate - Level I 1 Semester hour(s)
- OAS 106 - Document Processing Intermediate - Level II 1 Semester hour(s)
- OAS 107 - Document Processing Intermediate - Level III 1 Semester hour(s)
- OAS 108 - Document Processing Intermediate - Level IV 1 Semester hour(s)
- OAS 113 - Medical Transcription 3 Semester hour(s)
- OAS 202 - Document Processing Advanced - Level I 1 Semester hour(s)
- OAS 203 - Document Processing Advanced - Level II 1 Semester hour(s)
- OAS 204 - Document Processing Advanced - Level III 1 Semester hour(s)
- OAS 205 - Document Processing Advanced - Level IV 1 Semester hour(s)
- OAS 213 - Advanced Medical Transcription 3 Semester hour(s)
- OAS 241 - Word Processing Concepts 2 Semester hour(s)

**Total Hours Required for Certificate: 26**

## Suggested Program

**First Semester - Sem/Hrs: 8**

- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)

- OAS 105 - Document Processing Intermediate - Level I 1 Semester hour(s)
- OAS 106 - Document Processing Intermediate - Level II 1 Semester hour(s)
- OAS 107 - Document Processing Intermediate - Level III 1 Semester hour(s)
- OAS 108 - Document Processing Intermediate - Level IV 1 Semester hour(s)

## Second Semester - Sem/Hrs: 11

- BIO 108 - Introduction to Human Anatomy and Physiology 4 Semester hour(s)
- OAS 113 - Medical Transcription 3 Semester hour(s)
- OAS 202 - Document Processing Advanced - Level I 1 Semester hour(s)
- OAS 203 - Document Processing Advanced - Level II 1 Semester hour(s)
- OAS 204 - Document Processing Advanced - Level III 1 Semester hour(s)
- OAS 205 - Document Processing Advanced - Level IV 1 Semester hour(s)

## Third Semester - Sem/Hrs: 5

- OAS 213 - Advanced Medical Transcription 3 Semester hour(s)
- OAS 241 - Word Processing Concepts 2 Semester hour(s)

# **Office and Administrative Services: Office Assistant**

## **(B80) Certificate**

The office assistant certificate is designed for students who have had little or no previous instruction in office-related courses. Upon completion of this program, students will be prepared for entry-level office positions.

The office assistant certificate may become the first step toward the completion of the secretarial certificates or the associate in applied science degree in office and administrative services.

## **Work and Employment**

The office assistant position involves work beyond the typical entry-level position requirements. The program graduate will typically perform general office work and routine filing while serving as an assistant for several people and may be expected to perform transcription of dictated materials. This type of position often leads to possibilities for advancement within the office setting and provides a framework for continuing education and skill improvement.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Mary Ann Hurd, Assistant Professor of Office and Administrative Services, 815/835-6202.

## **Major Field Requirements**

- BUS 106 - Business Mathematics I 3 Semester hour(s)
- BUS 107 - Business Correspondence 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- OAS 105 - Document Processing Intermediate - Level I 1 Semester hour(s)
- OAS 106 - Document Processing Intermediate - Level II 1 Semester hour(s)
- OAS 107 - Document Processing Intermediate - Level III 1 Semester hour(s)
- OAS 108 - Document Processing Intermediate - Level IV 1 Semester hour(s)
- OAS 130 - Records Management 1 Semester hour(s)
- OAS 241 - Word Processing Concepts 2 Semester hour(s)

## **Total Hours Required for Certificate: 16**

OAS 103 Keyboarding and Document Processing- Basic Level I suggested for students with no keyboarding instruction. OAS 104, Keyboarding and Document Processing-Basic Level II suggested for students with keyboarding skills with 25 wpm or better.

## **Suggested Program**

**First Semester - Sem/Hrs: 4**

- OAS 105 - Document Processing Intermediate - Level I 1 Semester hour(s)
- OAS 106 - Document Processing Intermediate - Level II 1 Semester hour(s)
- OAS 107 - Document Processing Intermediate - Level III 1 Semester hour(s)
- OAS 108 - Document Processing Intermediate - Level IV 1 Semester hour(s)

## Second Semester - Sem/Hrs: 7

- BUS 107 - Business Correspondence 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- OAS 130 - Records Management 1 Semester hour(s)

## Third Semester - Sem/Hrs: 5

- BUS 106 - Business Mathematics I 3 Semester hour(s)
- OAS 241 - Word Processing Concepts 2 Semester hour(s)

# **Office and Administrative Services: Word Processing**

## **(B23) Certificate**

Courses in this program are designed to provide for entry or re-entry for persons who wish to work in the fields of word processing and/or office automation.

## **Work and Employment**

The information that many of today's organizations need to process is growing at a dizzying pace. Word processors help to insure that this work is handled smoothly and efficiently. Computers are utilized to record, edit, store, and revise letters, memos, reports, statistical tables, forms, and other printed materials. Job prospects will be best for those word processors with strong technical skills that are willing to be flexible and willing to continuously develop their skills. In particular, the more expertise one has in computer equipment and software packages, the better their job opportunities will be.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Mary Ann Hurd, Assistant Professor of Office and Administrative Services, 815/835-6202.

## **Major Field Requirements**

- BUS 107 - Business Correspondence 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- OAS 105 - Document Processing Intermediate - Level I 1 Semester hour(s)
- OAS 106 - Document Processing Intermediate - Level II 1 Semester hour(s)
- OAS 107 - Document Processing Intermediate - Level III 1 Semester hour(s)
- OAS 111 (3) - Machine Transcription 3 Semester hour(s)
- OAS 108 - Document Processing Intermediate - Level IV 1 Semester hour(s)
- OAS 141 - Word Processing with Microcomputers 2 Semester hour(s)
- OAS 202 - Document Processing Advanced - Level I 1 Semester hour(s)
- OAS 203 - Document Processing Advanced - Level II 1 Semester hour(s)
- OAS 204 - Document Processing Advanced - Level III 1 Semester hour(s)
- OAS 205 - Document Processing Advanced - Level IV 1 Semester hour(s)
- OAS 241 - Word Processing Concepts 2 Semester hour(s)

**Total Hours Required for Certificate: 21**

## **Suggested Program**

**First Semester - Sem/Hrs: 7**

- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- OAS 105 - Document Processing Intermediate - Level I 1 Semester hour(s)
- OAS 106 - Document Processing Intermediate - Level II 1 Semester hour(s)
- OAS 107 - Document Processing Intermediate - Level III 1 Semester hour(s)
- OAS 108 - Document Processing Intermediate - Level IV 1 Semester hour(s)

## Second Semester - Sem/Hrs: 9

- BUS 107 - Business Correspondence 3 Semester hour(s)
- OAS 141 - Word Processing with Microcomputers 2 Semester hour(s)
- OAS 202 - Document Processing Advanced - Level I 1 Semester hour(s)
- OAS 203 - Document Processing Advanced - Level II 1 Semester hour(s)
- OAS 204 - Document Processing Advanced - Level III 1 Semester hour(s)
- OAS 205 - Document Processing Advanced - Level IV 1 Semester hour(s)

## Third Semester - Sem/Hrs: 5

- OAS 111 (3) - Machine Transcription 3 Semester hour(s)
- OAS 241 - Word Processing Concepts 2 Semester hour(s)



## **Welder: Advanced**

### **(H49) Certificate**

The SVCC welding program has been specifically designed to meet the needs of the local employers, specifically the manufacturers, which make up 30% of the employment in the SVCC college district.

## **Work and Employment**

The advanced welder certificate is an extension of the entry level welding certificate. Individuals in this certificate can also be employed with several different manufacturing companies, including, but not limited to, heavy machine manufacturing, garage door makers, steel mill, radiator manufacturing, agricultural manufacturing, and other local companies. Advanced welders normally demand a higher salary to start than entry level welders due to the more advanced skills they possess.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Roxanne Finneran, Assistant Instructor of Welding, 815/835-6387;

Scott Gillihan, Assistant Instructor of Welding, 815/835-6278.

## **Major Field Requirements**

- WLD 101 - Industrial MIG Welding 2 Semester hour(s)
- WLD 102 - Shielded Metal Arc Welding 3 Semester hour(s)
- WLD 103 - MIG Welding 3 Semester hour(s)
- WLD 104 - TIG Welding 3 Semester hour(s)
- WLD 106 - Welding Fundamentals 2 Semester hour(s)
- WLD 140 - Robotic Welding 3 Semester hour(s)

**Total Hours Required for Certificate: 16**

## **Suggested Program**

### **First Semester - Sem/Hrs: 7**

- WLD 101 - Industrial MIG Welding 2 Semester hour(s)
- WLD 102 - Shielded Metal Arc Welding 3 Semester hour(s)
- WLD 106 - Welding Fundamentals 2 Semester hour(s)

### **Second Semester - Sem/Hrs: 9**

- WLD 103 - MIG Welding 3 Semester hour(s)

- WLD 104 - TIG Welding 3 Semester hour(s)
- WLD 140 - Robotic Welding 3 Semester hour(s)

## **Welder: Entry Level**

### **(H48) Certificate**

The SVCC welding program has been specifically designed to meet the needs of the local employers, specifically the manufacturers which make up 30% of the employment in the SVCC college district.

### **Work and Employment**

The entry-level welder can be employed with several different manufacturing companies including, but not limited to, heavy machine manufacturing, garage door makers, steel mill, radiator manufacturing, agricultural manufacturing, and other local companies.

### **Special Consideration**

To obtain employment as an entry level welder, most individuals will be required to possess a high school diploma or GED. A drug test has become customary in most warehousing and distribution companies before hiring.

#### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Roxanne Finneran, Assistant Instructor of Welding, 815/835-6387;

Scott Gillihan, Assistant Instructor of Welding, 815/835-6278.

### **Major Field Requirements**

- WLD 101 - Industrial MIG Welding 2 Semester hour(s)

**Total Hours Required for Certificate: 2**

# **Welding: Robotic Welding**

## **(H46) Certificate**

The SVCC welding program has been specifically designed to meet the needs of the local employers, specifically the manufacturers, which make up 30% of the employment in the SVCC college district. The robotic welding certificate has been designed for welding students to build a hands-on understanding of robotic arc welding. Students will cover safety jogging the robot, setting up welding equipment, robotic welding teach pendent, robotic welding parameters, motion types, programming examples, and saving and backing up robot programs and controller files.

## **Work and Employment**

This program will prepare students to work at industries which are beginning to convert from human welders to robots. A certificate in robotic welding would make advanced welders who graduate from Sauk Valley Community College more flexible when finding work upon entering the work force. They will be able to not only demonstrate proficiency in MIG, TIG, and Shielded Metal Arc Welding, but also a strong understanding of the use of robotic welding.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Roxanne Finneran, Assistant Instructor of Welding, 815/835-6387;

Scott Gillihan, Assistant Instructor of Welding, 815/835-6278.

## **Major Field Requirements**

- WLD 103 - MIG Welding 3 Semester hour(s)  
OR
- WLD 106 - Welding Fundamentals 2 Semester hour(s)
- WLD 140 - Robotic Welding 3 Semester hour(s)

**Total Hours Required for Certificate: 5-6**

