



SOUTH SUBURBAN COLLEGE 2024-26 CATALOG



#BULLDOGPRIDE

Directory of College Areas

Main Campus:

(708) 596-2000 • (708) 210-5732 (TDD)
In Indiana (219) 931-0096 or (219) 931-0098

Oak Forest Center:

(708) 225-6000

Academic Areas

Academic Services, VP: Room 2120,
Ext. 2430

Allied Health & Career Programs

Dean's Office: Room 4453, Ext. 2258

Department Office: Room 4469L, Ext.
2494

Department of Nursing

Dean's Office: Room 4120, Ext. 2260

Basic Nursing Assistant Training
Program (BNATP): Room 4223A, Ext.
2497

Liberal Arts & Sciences

Dean's Office: Room 3437, Ext. 2316

Art & Design: Room 1101, Ext. 2316

Building Construction & Industrial
Technology: Room 3441, Ext. 2664

Business & Technology: Room 3441,
Ext. 2664

Communications & Humanities: Room
3116, Ext. 2267

Engineering: Room 3441, Ext. 2664

English: Room 3116, Ext. 2267

Legal Studies: Room 3433, Ext. 2288

Life Sciences: Room 4469, Ext. 2364

Mathematics & Computer Science:
Room 4148, Ext. 2364

Music: Room 1101, Ext. 2316

Physical Sciences: Room 4148, Ext.
2364

Reading: Room 3116, Ext. 2267

Social & Behavioral Sciences/Human
Services: Room 3433, Ext. 2288

Teaching & Learning Center

Director's Office: Room D Library, Ext.
5767

Administration

Administration, VP: Room 1233, Ext.
2212, 5721

Bookstore: Room 1248, (708) 210-5760

Business & Accounting Office: Room
2230, (708) 210-5720

Campus Police: Room 1215, Ext. 2235

Human Resources: Room 1245, Ext.
2402

Information Technology: Room 4166,
Ext. 2665

Physical Plant: Room 1251, Ext. 5742

Treasurer: Room 2221, Ext. 2214

President's Office

President's Office: Room 2134, Ext.
2200

Affirmative Action: Room 1245, Ext.
5719

Public Relations & Resource Development

Executive Director: Room 2134, Ext.
5846

Communication Services: Room L248,
Ext. 5767

Foundation Office: Room 2134, Ext.
2463

Publications: Room 2361, Ext. 2203,
2228, 2489, 2466

Accreditation & Institutional Effectiveness

Associate VP, Accreditation and
Institutional Effectiveness: Room 2121,
Ext. 5807

Executive Director of Extension
Services & Workforce Development,
OFC: Room 5590, Ext. 6006

ABE/ASE/HSE/GED®/ESL: Room 4455,
Ext. 2398

C3: Room 2465, Ext. 2231

Student & Enrollment Services

Student & Enrollment Services, VP:
Room 2152, Ext. 2303

Dean, Student Development: Room
2350, Ext. 5708

Director, Student Activities| Liaison,
Undocumented Students: Room: 2329,
Ext. 5841

Academic Assistance Center: Room
2264, Ext. 2649, 2600, 2397

Registration & Records: Room 2230,
Ext. 2324

Admissions: (708) 210-5718

Assessment Center: Room 2266, Ext.
2495

Athletics: Gymnasium, Ext. 2334

Cooperative Agreements: Room 2350,
Ext. 2262

College & Career Success Center: Room
2350, (708) 210-5724

Financial Aid & Veterans Services:
Room 2355, (708) 210-5780

New Mother's Room: Main Campus
Room 2477, OFC Room 5111

Latino Center: Room 2354, Ext. 5740

Library: Room 1249, (708) 210-5751,
Ext. 2533, 5841

Registration: Room 2230, (708) 210-
5779

Services for Students with Disabilities:
Room 2268, Ext. 2572, 2691

SSC Circle: Ext. 2361

Student Life & Leadership: Room 2329,
Ext. 5737

Student Government Association:
Room 2329, Ext. 2338, 2346

Veterans Center: Room 2363, Ext. 2233

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Equal Educational Opportunity

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

Questions in reference to Equal Educational Opportunity may be directed to:

**Vice President, Student & Enrollment Services,
Room 2152, (708) 596-2000 ext. 5816**

Mission Statement

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

SSC is dedicated to:

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

Core Values

Service

We serve our students, partners, and the community.

Student-Centered Environment

We are dedicated to student achievement and promote innovative strategies and initiatives to maximize our students' opportunity for success.

Community

We value our partners in business, industry, government, school districts, and fellow educators.

Collaboration

We value collaboration among SSC employees and SSC constituents.

Accessibility

We offer accessible, affordable programs to a diverse community of learners.

Respect

We admire differences and treat others with civility. We respect the rights, differences, and dignity of others.

Excellence

We support excellence in teaching, learning, and all supportive services.

Sustainability

We will be recognized for our commitment to sustainability, education and training, and the implementation of green initiatives and practices.

History of the College

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

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

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

Student Codes Of Conduct

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

Academic Conduct

The Academic Code of Conduct is intended to maintain an atmosphere conducive to developing optimum classroom educational experiences for all members of the College community, faculty and students. Academic success is described not only by the grade received but also by how the grade is earned. A violation of the Academic Code of Conduct includes, but is not limited to, any act of cheating, plagiarism or electronic data fraud related to the instructional processes of South Suburban College. Academic sanctions for cheating and plagiarism may include failure of an assignment, failure of a quiz/exam, failure of a course or exclusion from a program of study. The sanctions are determined by the individual instructor and are clearly stated in each course syllabus. If a particular course policy is unclear, consult the individual instructor.

Academic dishonesty will be adjudicated by the Academic Conduct Committee.

Cheating

Cheating is creating an unfair advantage over someone else. Cheating includes, but is not limited to, taking credit for someone else's answers, submitting someone else's work as one's own, helping another student cheat, or unauthorized use of any materials, resources or electronic devices while completing an exam, quiz or assignment at South Suburban College.

Plagiarism

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

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

Use of Artificial Intelligence

Use of Artificial Intelligence (AI) to produce content and/or research, when an assignment does not explicitly call or allow for it without proper attribution, citation, or authorization, is plagiarism.

- When an incident of cheating/plagiarism, as described in the syllabus, is identified, the faculty member shall contact the Director of Registration & Records, via email, requesting a hold be placed on the student's record. If the student withdraws from the course before the hold is in place, the grade may be changed to an F if the claim is upheld following the appeal process. The faculty member shall meet with the student to discuss the situation and complete an incident report. If a face

to face meeting is not possible, telephone or electronic discussion is acceptable, but must be documented. If the matter is found to be a misunderstanding, the process stops; the faculty member gives the student a copy of the report and keeps a copy for his or her records.

- If the student accepts responsibility for cheating/plagiarizing, the grading policy as stated in the course syllabus will be applied. The faculty member retains a copy with any supporting documentation, gives the student a copy of the report, and forwards a copy of the report and materials to the Office of the Vice President for Academic Services.
- If the matter is not resolved in Step 1, the faculty member shall submit the incident report within two business days to the administrator to whom the faculty member reports (e.g., the Dean, Associate Dean or Director for the instructional area). The Academic Administrator will forward a copy of the report to the Vice President of Academic Services.
- If the matter is not resolved in Step 1, the student may complete the Academic Conduct Appeal Form to initialize a formal appeal and submit the information to the appropriate Academic Administrator. This written appeal must be filed with the Vice President of Academic Services within five business days of the date of discussion with the instructor. The Academic Administrator may discuss the concern with the student and instructor. The Academic Administrator will compile all information and forward the complete appeal packet to the appropriate Vice President for step 3 of the process. The student will continue to attend class throughout the process.
- Upon receipt of the completed packet from the Academic Administrator, the Vice President will schedule a meeting with the Academic Conduct Committee, student, and instructor to review the incident and make a decision. Every attempt will be made to have the process concluded within 30 days. Once the committee reaches a decision, the hold placed on the student's record will be removed and/or the appropriate grade will be issued. The decision of this committee is final.
- **Multiple Incidents:** For a second validated offense of cheating/plagiarism, a student will receive a one-semester suspension. To ensure the academic integrity of the institution, for a third validated offense of cheating/plagiarism, the student will be expelled from the college for no less than two academic years. A student has the right to appeal suspension and / or expulsion through the office of the Vice President of Academic Services and the Academic Conduct Committee.

Student Code of Conduct

The Student Code of Conduct has been developed to maintain an atmosphere conducive to developing optimum educational experiences for all members of the College community. The college's interest in behavior is separate from that of the civil or criminal authorities. It has the right and responsibility to exercise its jurisdiction and take action as is appropriate to protect its interest. The college may report a discipline matter to civil or criminal authorities whenever appropriate. Conduct in violation of this Code includes, but is not necessarily limited to, the following:

- A. Any acts of classroom disruption that go beyond the normal rights of students to question and discuss with instructors the instructional process relative to subject content. If a student is unresponsive to a faculty member's intervention and remains disruptive in the classroom, the faculty member may ask the student to leave the class session. The student may not return to class until a meeting is held between the student and the instructor or the Dean of Student Development. The instructor shall determine whether to meet with the student. Appropriate classroom behavior will be reinforced. Continued or excessive acts of classroom disruption will prohibit the student from returning to class until meeting with the Dean of Student Development and establishing a behavior contract. The behavior contract must be agreeable to the faculty member, Dean of Student Development and the student. Violation of a behavior contract will result in additional sanctions. The Dean of Student Development may also impose other sanctions.
- B. Using cell phones, and other electronic communication and entertainment devices (e.g. tablets, iPad, etc.) in classes, labs, and the library. Cell phones should be turned off or set on vibrating alarm. Electronic entertainment devices should be turned off and put away prior to entering classes, labs, or the library; unless otherwise stated.
- C. Using or occupying any space or facilities owned or leased by the College at any time without authorization of the Board of Trustees or the appropriate College administrators;
- D. Attempting to prevent or obstruct faculty and/or students going to and from classes or College sponsored activities;
- E. Preventing or attempting to prevent any individual on the College campus from carrying out assigned duties or lawful business;
- F. Blocking pedestrians or vehicular traffic on or near College facilities;
- G. Refusing to comply with College officials performing of their duties;
- H. Willfully destroying or damaging College property;

- I. Any act of dishonesty toward the College, including, but not limited to, cheating, plagiarism, misuse of College documents or records, forgery, or knowingly furnishing false information to the College, or to others in the name of the College;
- J. Any conduct considered disorderly, lewd, indecent, or obscene, including profane or abusive language toward members of the College community;
- K. Any acts of unprofessional conduct.
- L. Participating in any activity that endangers the physical being of any person;
- M. The use of bicycles, roller blades, skateboards, motorized skateboards, recreational scooters and ALL self-balancing, personal electronic transportation devices, also referred to as powerboards, and more popularly known as hoverboards, are not allowed for use within College buildings.
- N. Violating any municipal, county, state or federal law, statute or ordinance while on College facilities;
- O. Gambling while on College facilities, unless the activity has been approved by the College and is permitted by law;
- P. Students are not permitted to engage in any form of larceny, robbery, shoplifting or stealing involving College or personal property; on College or College related premises. This policy also applies to attempted theft and being in the possession of stolen items.
- Q. As of July 1, 2015, under Illinois state law, South Suburban College is a smoke-free campus. All property of the College is smoke-free, including buildings, grounds, parking lots and vehicles owned and operated by the College. "Smoke" or "smoking" means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, e-cigarette, hookah, weed, herbs, or other lighted smoking equipment. "Smoke" or "smoking" also includes products containing or delivering nicotine intended or expected for human consumption. Violation of the smoke-free law will result in a referral to the Dean of Student Development.
- R. Possessing, selling, using, consuming, or distributing alcoholic beverages or controlled substances (including recreational and medicinal marijuana) or being under the influence of such items at any College facility or at an officially sponsored College event on or off campus.
- S. Possessing or using of firearms, explosives, harmful or dangerous chemicals or other weapons capable of inflicting injury to persons or damage to property, except as permitted by College regulations.

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

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

Due Process For The Student Code Of Conduct

A student accused of violating the Code of Conduct will be referred to the Dean of Student Development or the College Disciplinary Standards Committee. Any alleged infraction requiring the intervention of the College Police Department, which may include, but is not limited to, acts of violence or threats of violence, drug or narcotic violations, or any other action considered a Severe Sanction, will be referred to the Dean of Student Development to schedule a hearing on the infraction with the College Disciplinary Standards Committee. The role of the Dean of Student Development or the College Disciplinary Standards Committee, as appropriate, is to determine whether the student is responsible for the violation. The student will receive notice of the alleged violation, including the specific code violations and appropriate reference to the Student Code of Conduct within 5 business days.

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

1. Minor Sanctions

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

2. Intermediate Sanctions

- a. *Restitution:* Student is required to reimburse for damage to or misappropriation of property in addition to other types of disciplinary action.
- b. *Discretionary sanctions:* Student is required to complete work assignments, community service, or other assignments.

- c. *Alcohol/drug sanctions:* Student may receive an assessment and be required to participate in counseling or educational programs in lieu of, or in addition to, the imposition of other disciplinary actions. Parents of students under the age 21 will be notified in the event of discipline related to alcohol and drug use.
- d. *Withdrawal:* Student will administratively be withdrawn from any and all classes with consequent loss of associated tuition and fees.

3. Severe Sanctions

- a. *Suspension:* Student is prohibited from attending all enrolled College courses for a determined period of time and must meet all specific requirements for readmission to College courses as determined by the Dean of Student Development or the College Disciplinary Standards Committee. A suspension will not exceed ten (10) school days per offense.
- b. *Dismissal:* Student is prohibited from attending all enrolled College courses for more than ten (10) days. A Dismissal shall not exceed the remainder of the current semester through the following full semester (Fall or Spring). Following the dismissal period, the student must appeal in writing to the Dean of Student Development for reinstatement.
- c. *Expulsion:* Student is prohibited from attending all enrolled College courses for a period not to exceed the remainder of the current semester through the following two (2) full semesters (Fall or Spring). Following the expulsion period, the student must request reinstatement in writing to the Dean of Student Development. The Dean will review and determine if conditions have been met.

Severe sanctions are mandatory for the following offenses:

- Physical harm, or threat of physical or mental harm, to College employees and/or students and any other members of South Suburban College or its visitors;
- Any conduct, or threat of conduct, considered lewd, indecent or obscene;
- Sale or distribution of any narcotic, drug, marijuana, depressant or other addictive or hallucinogenic substance not expressly permitted by law on College property, either owned, contracted, rented or leased;
- Possession or use of firearms, explosives, harmful or dangerous chemicals or other weapons capable of inflicting injury to persons or damage to property, not otherwise permitted by College regulations;
- Violating any municipal, county, state or federal law, statute or ordinance while on College facilities.

As required by the South Suburban College Code of Conduct, or as determined necessary by the Dean of Student Development or the College Disciplinary Standards Committee, in any matter involving a possible suspension in excess of ten (10) days, dismissal or expulsion is warranted, a disciplinary hearing shall be convened. The discipline

hearing will be conducted as soon as possible, but no sooner than 2 school days and no more than more than 7 school days after the student has been notified of the alleged charges. The Dean of Student Development may extend or reduce the scheduling time limits in his or her discretion.

A student will be considered notified of the alleged charges via email to the student's SSC email and first class mail to the student's address on file with the College. The written notice setting forth the alleged charges shall include the date, time, and place of the disciplinary hearing.

A student alleged to have violated the South Suburban College Code of Conduct is strongly encouraged to attend the scheduled discipline hearing. If the student cannot attend on the date, time and place included in the initial notice of alleged charges, the student may request that the Dean of Student Development reschedule disciplinary hearing. Such a request must be made at least 48 hours prior to the disciplinary hearing.

A student who does not request that the disciplinary hearing be rescheduled or fails to appear for at the scheduled disciplinary hearing forfeits the right to appear before the disciplinary standards committee. The disciplinary committee may, in its sole discretion, choose to make a determination without the student present or may recommend the placement of an administrative hold until such time as the meeting occurs.

Student Conduct Appeal Process

Students may appeal the decision of the Student Conduct Board which may include the College Disciplinary Standards Committee for the following reasons:

1. New evidence not available to the committee prior to the hearing
2. Due process not followed
3. Conflict of interest with member of College Disciplinary Committee

Appeal must be in writing to the VP of Student and Enrollment Services within 5 business days of receipt of the College Disciplinary Committee decision.

The decision of the Vice President of Student and Enrollment Services is final.

Discrimination & Harassment/Title IX Grievance Procedures

Title IX Sexual Harassment Grievance Procedure For Students & Employees

In accordance with the statutory provisions included in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and all other applicable federal and state laws, South Suburban College shall not discriminate, nor tolerate discrimination or harassment, on the basis of a person's race, color, religion, sex, national origin, age, marital status, sexual orientation, disability or any other factor as prohibited by law, rule or regulation. South Suburban College is committed to equal rights and will take the necessary steps to ensure that staff and students may work, learn, and study in an environment free from discrimination, sexual harassment, sexual violence or other harassment based on sex. All forms of illegal harassment and discrimination infringe upon mutual respect in all relationships, have the potential to result in serious harm to staff and student success, and shall not be tolerated by any employee, faculty, staff, student or community member at South Suburban College.

College Title IX policies and procedures have been instituted to prevent sexual harassment. These policies and procedures provide for the review, investigation and resolution of complaints. All individuals who suffer or witness behavior or actions that may be discriminatory or harassing shall make a report to the Title IX Coordinator. All complaints of sexual harassment will be handled with the maximum confidentiality possible. Findings of sexual harassment may result in discipline, up to and including suspension or termination, of a College employee, and discipline, up to and including suspension or dismissal, of a College student.

South Suburban College strictly prohibits retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sexual harassment. Therefore, any retaliation, intimidation, threats, coercion, or discrimination against any such individual, undertaken or attempted either directly or by someone acting on behalf of another, will be addressed in the most serious way by South Suburban College, and individuals who engage in such actions are subject to discipline, up to and including suspension, exclusion, or dismissal from the College, consistent with South Suburban College policies, procedures and employment practices. Anyone who suffers from, or is aware of, possible retaliation in response to a complaint of sexual harassment, sexual violence or any form of

harassment based on sex, should report such concerns to the Title IX Coordinator, who shall take appropriate actions to address the claims.

Sexual harassment complaints shall be made to:

Title IX Coordinator

Devon Powell
Vice President, Student & Enrollment Services
South Suburban College
15800 South State Street
South Holland, IL 60473
708-596-2000, ext. 5816
dpowell@ssc.edu

Prohibited Behavior

The College prohibits discrimination on the bases of age, disability, national origin, ancestry, race, color, religion, creed, sex, sexual orientation, or marital status, sexual harassment, sexual violence, or other harassment based upon sex. Further, the College prohibits retaliation for having made a prior discrimination, sexual harassment, or sexual violence complaint.

Title IX defines sexual harassment to include any of three types of misconduct on the basis of sex, all of which jeopardize the equal access to education that Title IX is designed to protect:

- Any instance of quid pro quo harassment by a school's employee;
- Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access;
- Any instance of sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Allegations of sexual harassment may be based on conduct that occurs on College property, off College property, or outside a College education program or activity if the alleged behavior affects the College environment or likelihood of student or employee success. All members of the College community shall report incidents of sexual harassment. South Suburban College investigates all allegations of sexual harassment.

Title IX Definitions:

Complainant – an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Third Party – any individual that has knowledge or has witnessed sexual harassment.

Respondent – an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal Complaint – a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the school investigate the allegation of sexual harassment. At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the school with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator, and by any additional method designated by the school.

Document Filed by a Complainant – a document or electronic submission (such as by e-mail or through an online portal provided for this purpose by the school) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint.

Supportive Measures – individualized services reasonably available that are nonpunitive, non-disciplinary, and not unreasonably burdensome to the other party, while designed to ensure equal educational access, protect safety, or deter sexual harassment.

Title IX Sexual Harassment Grievance Process

Any individual who believes in good faith that he or she has been subjected to sexual harassment may file a complaint without fear of violence, retaliation or discipline. The College will complete a prompt investigation as set forth below, following notice of a complaint. Any individual (Complainant or third party) has the option to report allegations of sexual harassment to the Title IX Coordinator. Any individual can also report allegations of sexual harassment to law enforcement and pursue a criminal action during the South Suburban College investigation. South Suburban College will not delay its own investigation merely because there is a simultaneous criminal investigation.

Step 1 – Filing a Complaint

Any person may report sex discrimination, including sexual harassment, in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed for the Title IX Coordinator.

Individuals are encouraged to file complaints through the Sexual Harassment Complaint Form online through the South Suburban College website:

<https://www.ssc.edu/wp-content/uploads/2020/08/Title-IX-Sexual-Harassment-Complaint-Form-8-12-2020.pdf>

All complaints must be signed and dated by the reporting individual. The signed Complaint Form may be submitted in person, by email or by mailing to the address listed above to the Title IX Coordinator.

The Title IX Coordinator shall contact the Complainant promptly to offer supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. Supportive measures are individualized services reasonably available that are nonpunitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

If the allegations in a formal complaint do not meet the definition of sexual harassment or did not occur in the school's education program or activity against a person in the United States, South Suburban College must dismiss such allegations for purposes of Title IX. However, the complaints may be referred for consideration under the Student Code of Conduct or employee grievance procedure. The Title IX Coordinator shall notify the Respondent of the complaint promptly and provide written notification of the allegations to both parties that includes the steps of the complaint process.

Step 2 – Investigation Process

Upon notification, the College will conduct a thorough investigation within a reasonable amount of time in relation to the Formal Complaint. The investigatory time period may be extended by the Title IX Coordinator for justifiable reasons or by mutual consent of all involved parties. The Complainant and the Respondent shall be informed in writing of any time extensions.

Throughout the investigation, the parties shall have the following rights:

- equal opportunity to present fact and expert witnesses and other inculpatory and exculpatory evidence.
- no restrictions related to discussing the allegations or gather evidence (e.g., no "gag orders").
- equal opportunity to select an advisor of the party's choice who may be, but need not be, an attorney.
- written notice of any investigative interviews, meetings, or hearings.
- to receive all evidence directly related to the allegations, in electronic format or hard copy, sent to both parties and advisors, with at least 10 days for the parties to inspect, review, and respond to the evidence.
- to receive all investigative reports, sent to both parties and advisors, that fairly summarizes relevant evidence, in electronic format or hard copy, with at least 10 days for the parties to respond.
- dismissal of allegations of conduct that do not satisfy

the definition of sexual harassment or did not occur in a school's education program or activity against a person in the U.S. Such dismissal is only for Title IX purposes and does not preclude the school from addressing the conduct in any manner the College deems appropriate.

- Petition to withdraw the complaint, in writing (Complainant only) to the Title IX Coordinator stating that the Complainant desires to withdraw the formal complaint or allegations therein. If the Respondent is no longer enrolled or employed by the school, or if specific circumstances prevent the school from gathering sufficient evidence to reach a determination, the school shall so advise the parties.
- Written notice of a dismissal (mandatory or discretionary) and the reasons for the dismissal (both parties).
- Protection of the privacy of a party's medical, psychological, and similar treatment records unless the College obtains the party's voluntary, written consent to do so.
- The investigation process includes collection of documents, witness statements, and other provided evidence from the Complainant and Respondent.

Step 3 – Live Hearing with Cross Examination

The College Title IX grievance process provides for a live hearing. At the live hearing, the decision-maker permits each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Any cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. At the request of either party, the entire live hearing (including cross-examination) may occur with the parties located in separate rooms with technology enabling the parties to see and hear each other. Only relevant cross-examination and other questions may be asked of a party or witness and the decision maker shall determine the relevance of each question prior to an answer being given. If a party does not have an advisor present at the live hearing, the College will provide, without fee or charge to that party, an advisor of the College's choice to conduct cross-examination on behalf of that party. Live hearings may be conducted with all parties physically present in the same geographic location or, at the College's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually. An audio or audiovisual recording, or transcript, of any live hearing is mandated under Title IX.

The live hearing process and Title IX provides rape shield protections for Complainants deeming irrelevant questions and evidence about a Complainant's prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged misconduct or offered to prove consent.

Step 4 – Written Findings

Upon completion of the hearing, the Decision Maker shall issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant. The written determination will be sent simultaneously to the parties along with information about how to file an appeal. All final determinations made by the Decision Maker will utilize the preponderance of the evidence standard.

Step 5 – Right to Appeal

The Complainant or the Respondent may appeal the determination regarding responsibility, and from the College's dismissal of a formal complaint or any allegations on the following basis: procedural irregularity that affected the outcome of the matter, newly discovered evidence that could affect the outcome of the matter, and/or Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter. The appeal must be submitted in writing addressed to the Title IX Coordinator that the College President, or his or her designee, review the matter on appeal. The written request must be made within ten (10) days of the Step 4 Decision Maker Written Findings. If no Step 5 written request to appeal is received within the ten (10) days, the College will deem the investigation and case concluded and shall implement any recommendations or corrective actions.

Informal Resolution Option

The College, in its discretion, may choose to offer and facilitate informal resolution options, such as mediation or restorative justice, so long as both parties give voluntary, informed, written consent to attempt informal resolution. Informal Resolution Rights include:

- Freedom from any condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- Voluntary participation in an informal resolution process.
- Informal resolution option in response to a filed formal complaint.
- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

Informal resolution options shall not be available when allegations include that an employee sexually harassed a student.

Discrimination & Harassment Grievance Procedure

In accordance with the statutory provisions included in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and all other applicable federal and state laws, South Suburban College shall not discriminate, nor tolerate discrimination or harassment, on the basis of a person's race, color, religion, sex, national origin, age, marital status, sexual orientation, disability or any other factor as prohibited by law, rule or regulation. South Suburban College is committed to equal rights and will take the necessary steps to ensure that staff and students may work, learn, and study in an environment free from discrimination, sexual harassment, sexual violence or other harassment based on sex. All forms of illegal harassment and discrimination infringe upon mutual respect in all relationships, have the potential to result in serious harm to staff and student success, and shall not be tolerated by any employee, faculty, staff, student or community member at South Suburban College.

College policies and procedures have been instituted to prevent sexual harassment and discrimination. These policies and procedures provide for the investigation and resolution of complaints. All individuals who suffer or witness behavior or actions that may be discriminatory or harassing shall make a report to the Affirmative Action Officer. All complaints of discrimination and harassment will be handled with the maximum confidentiality possible. Findings of harassment or discrimination may result in discipline, up to and including suspension or termination, of a College employee, and discipline, up to and including suspension or dismissal, of a College student.

South Suburban College strictly prohibits retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations of discrimination or harassment. Therefore, any retaliation, intimidation, threats, coercion, or discrimination against any such individual, undertaken or attempted either directly or by someone acting on behalf of another, will be addressed in the most serious way by South Suburban College, and individuals who engage in such actions are subject to discipline, up to and including suspension, exclusion, or dismissal from the College, consistent with South Suburban College policies, procedures and employment practices. Anyone who suffers from, or is aware of, possible retaliation in response to a complaint of discrimination or harassment should report such concerns to the Affirmative Action Officer, who shall take appropriate actions to address the claims.

Complaints of discrimination or harassment shall be made to:

College Affirmative Action Officer

Director, Human Resources
South Suburban College
15800 South State Street
South Holland, IL 60473
708-596-2000, ext. 5719

Prohibited Behavior

The College prohibits discrimination on the bases of age, disability, national origin, ancestry, race, color, religion, creed, sex, sexual orientation, or marital status, sexual harassment, sexual violence, or other harassment based upon sex. Further, the College prohibits retaliation for having made a prior discrimination or harassment. Harassment is unwanted behavior directed toward an individual based on one or more of the foregoing designated characteristics. Allegations of discrimination or harassment may be based on conduct that occurs on College property, off College property, or outside a College education program or activity if the alleged behavior affects the College environment or likelihood of student or employee success. All members of the College community shall report incidents of discrimination or harassment. South Suburban College investigates all allegations of discrimination or harassment.

Examples of discrimination or harassment may include, but not be limited to:

- Refusing to hire or promote someone because of the person's protected status.
- Demoting or terminating someone because of the person's protected status.
- Jokes, pranks or epithets about a person's protected status.
- Teasing or practical jokes directed at a person based on his or her protected status.
- Displaying or circulating written materials or pictures that degrade a person or group.
- Verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group.
- Conduct creating a hostile, intimidating or offensive academic or working environment or which has the effect of unreasonably interfering with work or student performance.

Discrimination & Harassment Procedure

Any individual who believes in good faith that he or she has been subjected to discrimination or harassment or been subjected to any of the prohibited behaviors set forth above, may file a complaint without fear of violence, retaliation or discipline. The College will complete a prompt and confidential investigation as set forth below, following notice of a complaint. Any individual has the option to report allegations of discrimination or harassment to law enforcement and pursue a criminal action during the South Suburban College investigation. South Suburban College will not delay its own investigation merely because there is a simultaneous criminal investigation.

Step 1 – Informal Process

Any individual believing he or she has been a victim of discrimination or harassment the Affirmative Action Officer. The notification shall be made no more than thirty (30) days after the alleged discrimination or harassment. Notification shall be in writing and may include email communication. The Affirmative Action Officer shall make an effort to resolve the matter informally within ten (10) days of the complaint. At no point in the informal resolution process shall an individual be encouraged to resolve the alleged discrimination or harassment directly with the accused. All proposed resolutions during the informal process shall be accepted or rejected by the complainant within five (5) days of the Affirmative Action Officer's proposed resolution. The complainant may terminate the informal resolution process at any time by completing the complaint form required by Step 2 below.

Complaints involving alleged sexual harassment should be made through the Title IX Sexual Harassment Grievance Procedure and Complaint Form.

Step 2 – Formal Complaint Process

If the matter cannot be satisfactorily resolved at Step 1, the individual shall file a formal written complaint with the Affirmative Action Officer. All formal complaints shall be submitted on the Discrimination and Harassment Complaint Form available from the Affirmative Action Officer or through the South Suburban College website.

<https://www.ssc.edu/wp-content/uploads/2020/10/Revised-Discrimination-and-Harassment-Complaint-Form.pdf>

All formal complaints must be signed and dated by the complaining individual. The signed Complaint Form may be submitted in person, by email or by mailing to the address listed above for the Affirmative Action Officer. If the Complaint Form is not filed within five (5) days of the proposed informal resolution, South Suburban College will consider the matter resolved and the investigation shall be closed.

The Complaint Form shall be filed within forty-five (45) days of the alleged incident of discrimination or harassment. The Affirmative Action Officer shall notify the accused of the complaint and will conduct a thorough investigation through interviews with all relevant individuals, and by other appropriate and necessary means, within thirty (30) days of receipt of the Complaint Form. The investigatory time period may be extended by the Affirmative Action Officer for justifiable reasons or by mutual consent of all involved parties. The complainant and the accused shall be informed in writing of any time extensions beyond the thirty (30) day period.

During the investigation of the complaint, the complainant may request the implementation of interim remedial measures or the Affirmative Action Officer may invoke them as appropriate and necessary. Interim measures may include, but are not limited to, the following: a no contact order between the parties, changes to academic situations that impose a minimum burden on the student, counseling or mental health through the Employee Assistance Program or Student Assistance Program, job transfer, or academic support. The Affirmative Action Officer shall make all necessary arrangements to implement interim measures, including coordinating with multiple College departments, as appropriate. The College shall make every reasonable effort to minimize the burden of interim measures on the complainant.

Throughout the investigation, the parties shall have the following rights: the complainant shall not be required to appear in the same room as the accused, both parties will have equal and timely access to relevant information, both parties will have an equal opportunity to present evidence, past relationships with individuals other than the complainant and respondent will be disallowed and not investigated or considered, periodic status updates, to the extent permitted by applicable privacy laws, shall be given by the Affirmative Action Officer, assurance that if the College chooses to permit lawyers or other representatives at hearings, equal opportunity for representation shall occur, assurance that if the College chooses to permit cross-examination of the parties at a hearing, it will do so in a way that does not allow the parties to personally question or cross-examine each other directly, but will allow both parties to equally exercise this right through their lawyers or representatives.

Step 3 – Written Findings

Upon completion of the investigation, the Affirmative Action Officer shall issue a written statement of the final outcome of the investigation to both the complainant and the accused. The Written Findings shall consider the alleged behavior from both a subjective and objective perspective and be determined based upon a preponderance of the evidence presented. The Written Findings shall consider whether the alleged behavior was an act of discrimination or harassment in the context of providing aid, benefits, or

services of the academic or employment environment. The Written Findings shall include a recommendation of a reasonable and appropriate remedy for the complaining party, if the Complaint is sustained. Remedies shall include specific recommendations for the complaining party, which may include, but are not limited to, counseling through the South Suburban College Employee Assistance Program or Student Assistance Program, academic support, and reassignment.

The Written Findings may also include, if appropriate, but not limited to, discipline, up to and including suspension or termination of a College employee, and discipline, up to and including suspension or dismissal, of a College student. When deemed appropriate and necessary, South Suburban College may take additional corrective action to remedy any instances upon a finding of discrimination or harassment.

Step 4 – Right to Appeal

If the complainant or the accused is not satisfied with the Written Findings, he or she shall request, in writing addressed to the Affirmative Action Officer, that the College President, or his or her designee, review the matter on appeal. The written request must be made within ten (10) days of the Step 3 Affirmative Action Officer's Written Findings. If no Step 4 written request to appeal is received within the ten (10) days, the College will deem the investigation and case concluded and shall implement any recommendations or corrective actions.

Appeals by College employees shall be reviewed by the College President, who will review all materials generated through the investigation, and who will provide his/her recommendation to sustain or deny the appeal, or for any further action, to the Board of Trustees within thirty (30) days of the President's receipt of the written request for appeal. At its next regularly scheduled meeting following receipt of the recommendation of the President, the Board of Trustees may review materials generated through the investigation of the Affirmative Action Officer, if appropriate, and arrange to meet with the complainant or accused, or their attorneys or representatives, in closed session, if deemed appropriate by the Board of Trustees, said meeting to be recorded as required of all closed Board meetings, and shall issue a final and binding decision. The President shall communicate the decision of the Board to the Affirmative Action Officer, who shall promptly notify the parties of the final decision on appeal.

Appeals by students shall be reviewed by an impartial three person panel. Student appeals shall be forwarded to the College President, who shall tender the names of three (3) administrators to the appealing party. The appealing party shall select, within three (3) days, one of these administrators to serve on the panel. The College President shall appoint one other College administrator to serve on the panel, and shall solicit the name of one member of the South Suburban College Faculty Association, said member to be chosen by the Association, to complete the three

person panel. The panel will review the materials generated through the investigation of the Affirmative Action Officer and, if necessary as determined by the panel, arrange to meet with the complainant and accused or their attorneys or representatives, said meeting to be recorded by the panel. The final and binding decision of the panel shall be submitted to the President within thirty (30) days from the date the panel was fully formed. The President shall communicate the decision of the panel to the Affirmative Action Officer, who shall promptly notify the parties of the final decision on appeal.

Violence and Threats of Violence (Students)

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

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

1. Any student who witnesses, hears, or is the recipient of violence or threats of violence shall report the incident to the Campus Police Department.
2. An incident report shall be completed, describing the time, place, and circumstances of the incident as well as the person(s) involved. A copy of the report shall be forwarded to the Dean of Student Development.
3. The College shall immediately remove from the College premises any student accused of committing a violent act or accused of threatening a violent act at the College, until a hearing is held.
4. The College shall fully investigate any reported violent act or threatened violence to a member of the College community or visitor at the College.
5. The student will receive notice of the alleged violation, including reference to specific code violations and information regarding the Student Codes of Conduct procedures.
6. An Interim Suspension denying the student access to the campus (including classes) shall be imposed until the student meets with the College Disciplinary Standards Committee.

7. The Student Conduct Board which may include the College Disciplinary Standards Committee will convene within five (5) school days of the act of violence or threat of violence to review the facts and determine the appropriate Severe Sanction as discipline for a violent act/threat.

8. The Dean of Student Development will notify the student, in writing, of the Committee's decision.

Within five (5) days of the imposition of any of the above sanctions, the student may submit a written request for a meeting with the Disciplinary Standards Committee. The request shall be made to the Dean of Student Development. Within a reasonable time, the Disciplinary Standards Committee shall meet to review the Dean's action. At the review, the student may be present to discuss the matter with the Committee. The Committee may take such action as it finds appropriate, including the sanctions as set forth above or no sanction, and inform the student of the decision within two (2) school days of the meeting.

South Suburban College Technology Guidelines

South Suburban College encourages the use of the Internet as a source of information and a means of communication. The use of facilities provided by South Suburban College to access these resources is subject to the following guidelines:

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

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

Laws

A. Federal Copyright Law (Title 17)

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

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

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

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

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

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

5/16D-3. Computer Tampering

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

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

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

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

5/16D-4. Aggravated Computer Tampering

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

5/16D-5. Computer Fraud

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

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

The criminal charge for computer fraud is a felony.

Policy for Responsible Use of Information Technology

Preamble

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

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

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

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

Policy

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

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

The College reserves the right to extend, limit, restrict, or deny computing privileges and access to its information resources. Data custodians- whether departments, divisions, students, faculty members, or staff members -reserve the right to grant access to information only for responsible uses that are consistent with the mission and purpose of the College and as long as such access does not violate any license or contractual agreement, College policy, or any federal, state, county, or local law or ordinance.

College facilities and information technology resources are to be used for the College-related activities for which they are intended or authorized. College facilities and information technology resources are not to be used for commercial purposes or personal purposes.

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

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

Implementation

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

Enforcement

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

Campus Police

Procedures

- The Campus Police Office is located in room 1215.
- Report all criminal and suspicious activity to Campus Police, call ext. 2235, 5725, 5726.
- Written reports are made on all complaints and calls.
- Campus Police will remove individuals who are not engaging in immediate lawful business. All Federal, State, and local laws are strictly enforced.
- Jeanne Clery Act Disclosure of Campus Security Policy and Crime Statistics can be found online at www.ssc.edu/clery

Tip Line

See something, say something! Leave a tip by calling (708) 225-5847 or emailing sscpdtips@ssc.edu.

This number and email should not be used for emergencies. To leave an anonymous tip be sure to turn off the caller ID on your phone.

Accreditation, Approval & Memberships

South Suburban College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 230 South LaSalle St., Suite 7-500, Chicago, IL 60604, telephone: (800) 621-7440.

The College is also approved by the Illinois Community College Board, 401 East Capitol Avenue, Springfield, IL 62701-1711, telephone: (217) 785-0123; the Illinois Board of Higher Education, 431 E. Adams, 2nd floor, Springfield, IL 62701, telephone: (217) 782-2551; and the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777, telephone: (217) 782-4321.

This institution is also authorized for online learning by National Council for State Authorization Reciprocity Agreements, 3005 Center Green Drive, Suite 130, Boulder, Colorado 80301, telephone: (303) 848-3275.

SSC is a member of the State Authorization Reciprocity Agreement (SARA) and is only authorized to provide online instruction in SARA member states. To request documentation related to our participation in SARA, please email ssconline@ssc.edu.

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

South Suburban College has determined that relevant programs comply with Illinois licensure requirements. Please contact the appropriate licensing entity in the state where you live or work to determine if a program meets the educational requirements for licensure or certification in your state.

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

Associate Degree Nursing	<i>Illinois Department of Financial & Professional Regulation (IDFPR)-Approved Only, Accreditation Commission for Education in Nursing (ACEN)</i>
Barbering	<i>Illinois Department of Financial & Professional Regulation (IDFPR)-Approved Only</i>
Coding Specialist	<i>American Health Information Management Association – Professional Certificate Approval Program (AHIMA) (PCAP)</i>
Cosmetology	<i>Illinois Department of Financial & Professional Regulation (IDFPR)-Approved Only</i>
Court Reporting	<i>National Court Reporters Association</i>
Echocardiography	<i>Commission on Accreditation of Allied Health Education Programs (CAAHEP)/Joint Review Committee on Education in Cardiovascular Technology (JRC CVT)</i>
Emergency Medical Services	<i>Committee on Accreditation of Educational Programs for the Emergency Medical Services Professionals (COAEMSP)</i> <i>Illinois Department of Public Health (IDPH)</i> <i>– Approved Only</i>
Emergency Medical Technician	<i>Illinois Department of Public Health (IDPH)</i> <i>– Approved Only</i>
Law and Paralegal Studies	<i>American Bar Association – Approved Only</i>
Medical Assistant	<i>American Medical Technologist (AMT) – Approved Only</i> <i>National Healthcareer Association (NHA)</i>
Occupational Therapy Assistant	<i>Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association (ACOTE) and the Illinois Department of Professional Regulations</i>
Pharmacy Technician	<i>American Society of Health-System Pharmacists (ASHP) and the Accreditation Council for Pharmacy Education (ACPE)</i>
Phlebotomy	<i>National Accrediting Agency for Clinical Laboratory Services (NAACLS) – Approved Only</i> <i>National Healthcareer Association (NHA)</i>
Speech Language Pathology Assistant (SLPA)	<i>Illinois Department of Financial & Professional Regulation (IDFPR) – Approved Only</i>
Addiction Counseling	<i>Illinois Alcohol & Other Drug Addiction Advisor Professional Certification Association (IAODAPCA)</i>



Enrollment, Academic & Tuition Information

It is important that all students read the information on page 3, relevant to the Student Codes of Conduct.

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Admission Eligibility

Begin the admissions process by visiting www.ssc.edu and submitting our online application.

Certificate, Credential and Degree Admissions

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

1. For all Associate Degree and Certificate programs, students who have not attended another Illinois college or university must submit official high school, HSE/GED® transcripts.
2. Students who have attended other colleges or universities will be required to submit an official high school or HSE/GED® transcript and/or official college or university transcripts. Students who have earned an Associate's, Bachelor's or Master's degree at an accredited Illinois college or university are only required to submit official college transcripts.
3. Students currently attending South Suburban College who are changing their curriculum to that of an Associate degree or Certificate must submit official high school/HSE/GED® transcripts indicating graduation, and college/university transcripts, if they have attended another college or university.
4. Students who have previously submitted an admissions application and all transcripts, and whose attendance at SSC has been interrupted for a period of two years or more, may be readmitted to the College by completing a new admission application form. Students who are reapplying and have attended another college since they were last enrolled at SSC must submit official college transcripts.
5. Students who were academically dismissed from the College must petition for readmission and see an advisor. (See regulations regarding probation and dismissal.)
 - Official transcripts consist of documents sent directly from the educational institution or agency to SSC, or transcripts hand delivered in an official envelope sealed at the prior institution(s), indicating a graduation date.
 - Students applying for admission to a baccalaureate transfer program must meet certain minimum high school course requirements under Illinois Public Act 86-0954.
6. Students not enrolled for (4) consecutive semesters (excluding summers) must reapply via the admissions process. During the readmission process, access to student accounts and program requirements will be updated according to the current academic catalog.

AGS Admissions

All students interested in earning an Associate in General Studies (AGS) degree from South Suburban College must complete the requirements for one of the five application categories listed below:

1. For all Associate Degree programs, students who have not attended another Illinois college or university must submit official high school, HSE/GED® transcripts.
2. Students who have attended other colleges or universities will be required to submit an official high school or HSE/GED® transcript and/or official college or university transcripts. Students who have earned an Associate's, Bachelor's or Master's degree at an accredited Illinois college or university are only required to submit official college transcripts.
3. Students currently attending South Suburban College who are changing their curriculum to that of an Associate degree must submit official high school/HSE/GED® transcripts indicating graduation, and college/university transcripts, if they have attended another college or university.
4. Students who were academically dismissed from the college must petition for readmission and see an Academic & Career Advisor.
 - Official transcripts consist of documents sent directly from the educational institution or agency to SSC, or transcripts hand delivered in an official envelope sealed at the prior institution (s) indicating a graduation date.
 - Students applying for admission to a baccalaureate transfer program must meet certain minimum high school course requirements under Illinois Public Act 86-0954.

Placement Testing, Orientation & Registration

Potential students must complete an admissions application before Placement Testing/Orientation.

Testing- The College provides a variety of measures to ensure proper placement in Reading, English and Mathematics for applicants pursuing a degree or certificate. In addition to the Aleks PPL math placement test, Reading ACCUPLACER placement test and English writing sample, students may be exempt from Placement testing based on ACT/SAT/GED/PARCC testing, Transition English/Math courses, unweighted cumulative high school GPA, or previously completed college

credit. For math placement, all measures are valid for 18 months from the test date or date of course completion. For English and Reading placement, measures are valid for 3 years from test date or course completion.

If the results indicate it is necessary, Developmental courses should be completed during the first semester and continue in subsequent semesters until all required courses are completed.

Orientation- SSC Online Orientation is a great resource for all incoming students and available at orientation.ssc.edu using the students' login.

Registration- Most registration functions can be processed through SSC Self Service. See page 37.

Subject	ACT Score	SAT Score	GED Score	High School GPA	SSC Placement
Reading	19	480	165	3.0/4.0	ENG 101
English					
Math	19-21	460-529			MTH 097 or MTH 100
	22	530-539	165	3.0/4.0 and 4th year Math	MTH 115 or MTH 126
	23 or higher	540 or above			MTH 145 or MTH 165

Non-Degree Students

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

Reverse Transfer

Students completing at least 15 hours of coursework at South Suburban College may apply for an associate degree using requisite courses earned at the university. More information regarding the reverse transfer process can be found on our website or by contacting the Records Office.

Continuing, Corporate, & Community Education C3- Non-credit Courses

The Office of C3 offers a wide selection of personal interest and professional development courses throughout the year with a variety of start dates, class times, and course lengths that make these non-credit classes extremely accessible.

Corporate Training

SSC is your regional headquarters for workforce preparation, employee training and business development. SSC works with a number of industries throughout the Chicago Southland including agriculture, business & information, construction, education, health services, hospitality, manufacturing, and transportation.

Associate Degrees Offered

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

- 1. Associate in Arts**-Designed as a degree to enable a student to transfer to a four-year college/university, this degree emphasizes student completion of 37-41 hours of general education and *21-25 hours in area of concentration/electives. Areas of concentration include: Art, Communications (Radio and TV), Drama (Theatre), Economics, Education (Elementary and Secondary), English, History, Journalism, Liberal Arts, Music Business, Philosophy, Political Science, Psychology, Sociology/Anthropology, Spanish and Speech.
- 2. Associate in Science**-Designed as a degree for students intending to transfer to a four-year college/university in a math-science related major, this degree includes 31-35 hours of general education and *21-25 hours in area of concentration/electives. Areas of concentration include: Astronomy, Biology, Business, Chemistry, Economics, Education (secondary), Forensic Science Technology, Geography, Geology, Health Science/Physical Education, Mathematics, and Physics.
- 3. Associate in Fine Arts**-Designed for students intending to transfer to a four-year college/university to pursue completion of a Baccalaureate of Fine Arts degree in art or music. This degree replicates the coursework required in the first two years of a four-year art or music degree.
- 4. Associate in Engineering Science**-Designed for students intending to transfer to a four-year college/university to pursue completion of a baccalaureate degree in engineering. This degree requires 46-52 credit hours of general education and 10-16 credit hours of coursework in engineering.
- 5. Associate in Applied Science**-This degree is available to students in career-oriented programs. The degree is designed to prepare a student for immediate employment upon graduation. For a listing of courses required for an individual AAS program, refer to the Career Programs section beginning on page 91 of this catalog. Through current articulation agreements, some AAS degrees may transfer to four-year colleges and universities; check current catalog listings.
- 6. Associate in General Studies**-This degree is a highly individualized degree that provides students with the opportunity to have a hand in designing their own associate degree program that may include both transfer and occupational courses. This degree has minimal general education requirements thus allowing considerable flexibility in designing and pursuing a course of study that meets individualized learning goals.

See pages 66-76 of this catalog for more information about degree requirements and suggested sequences of courses.

Degree Completion Requirements

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

1. All general and specific requirements in one of the Associate degree curricula listed in the catalog must be fulfilled.
2. An overall cumulative college-level grade point average of 2.0 (on a 4.0 point scale) must be achieved.
3. A student seeking an Associate Degree from South Suburban College must complete **a minimum of 25% of the required college-level credit hours at SSC** with a minimum cumulative college-level grade point average of 2.0, exclusive of any combination of ECEP, CLEP, AP, military experience or transfer credit.
4. Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.
5. All students completing degree requirements must apply for graduation for the term in which the degree will be completed. The graduation application is available on SSC Self Service. Graduation application deadlines are October 1 for Fall; February 1 for Spring; and July 1 for Summer. Students who do not submit an application may not be awarded their degree.
6. All qualified students who have completed the requirements for a degree will be sent a letter acknowledging their status. After the final grades for the semester have been recorded and the final degree audit check is completed, the degree will be posted on the student's transcript. One annual commencement is held in the Spring; however, the Associate Degree or Certificate may be granted and issued at the end of the Summer and Fall terms following the same process. (No commencement ceremony is held at these times.) Students who have completed the Degree Verification Form will be mailed their degree approximately six weeks after the end of the term. The dates for the end of the term are: December 31 for Fall; May 31 for Spring; and August 31 for Summer. A student must complete the form to receive the actual degree; however, all degrees will be listed on the student transcript.
7. In order to be eligible for more than one Associate degree, 15 semester hours of credit, in addition to the minimum 62 hours required for the first degree, must be earned at the college. Credits for the first degree or certificate may apply toward the second degree. All requirements must be fulfilled for each degree earned.

8. As a result of many changes required by State and Federal agencies, curriculum requirements may vary under specific catalogs. If a student discontinues attendance for a full year or more, he or she will be held to the requirements of the current catalog.
9. The responsibility for proper registration each semester rests with the student. The student is responsible for satisfying all graduation requirements for degree/certificate completion.
10. South Suburban College reserves the right to rescind the awarding of associate degrees and certificates if the College discovers that the degrees and certificates were awarded in error, such as an incorrectly listed degree or in a situation where it was found that a student had not actually fulfilled all graduation requirements under the criteria approved by the Illinois Community College Board or as otherwise established in the South Suburban College catalog.

Requirements for GECC Credential

The General Education Credential (GECC) represents completion of the GECC as part of a transferrable degree and is not a workforce certificate nor industry-recognized credential. This credential emphasizes student completion of a minimum of 37 credit hours across five academic disciplines, which satisfy the General Education Core Curriculum of the Illinois Articulation Initiative.

1. The GECC Credential requires completion of a minimum of 37 credit hours and all of the requirements listed in the catalog must be fulfilled.
2. An overall cumulative college-level grade point average of 2.0 (on a 4.0 point scale) must be achieved.
3. A student seeking a GECC Credential from South Suburban College must complete a minimum of 50% of the required college-level credit hours at SSC with a minimum cumulative college-level grade point average of 2.0, exclusive of any combination of CLEP, AP, military experience or transfer credit.
4. Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.
5. As a result of many changes required by State and Federal agencies, curriculum requirements may vary under specific catalogs. If a student discontinues attendance for a full year or more, he or she will be held to the requirements of the current catalog.
6. The responsibility for proper registration each semester rests with the student. The student is responsible for satisfying all graduation requirements for GECC Credential completion.

7. South Suburban College reserves the right to rescind the GECC Credential if the College discovers that the credential was awarded in error, such as an incorrectly listed credential or in a situation where it was found that a student had not actually fulfilled all requirements under the criteria approved by the Illinois Community College Board, or as otherwise established in the South Suburban College catalog.

Requirements for a Certificate

1. A Certificate requires completion of a minimum of 30 credit hours and all of the requirements listed in the catalog must be fulfilled. All requirements in one of the Certificate curricula in the catalog must be fulfilled.
2. At least 50% of the program-specific courses must be completed at South Suburban College with a minimum cumulative grade point average of 2.0, exclusive of any combination of ECEP, CLEP, AP, military experience or transfer credit.
3. All students completing Certificate requirements must apply for graduation for the term in which the Certificate will be completed. The graduation application is available on SSC Self Service. Graduation application deadlines are October 1 for Fall; February 1 for Spring; and July 1 for Summer. Students who do not submit an application may not be awarded their Certificate.
4. All qualified students who have completed the requirements for a certificate will be sent a letter acknowledging their status. After the final grades for the semester have been recorded and the final certificate audit check is completed, the certificate will be posted to the student's transcript. Students who have completed the Certificate Verification Form will be mailed their certificate approximately six weeks after the end of the term. The dates for the end of the term are: December 31 for Fall; May 31 for Spring; and August 31 for Summer. The student must complete the form to receive the paper certificate; however, all certificates will be listed on the student transcript.
5. An overall cumulative grade point average of 2.0 (on a 4.0 point scale) must be achieved for the specific Certificate.
6. South Suburban College reserves the right to rescind the awarding of associate degrees and certificates if the College discovers that the degrees and certificates were awarded in error, such as an incorrectly listed degree or in a situation where it was found that a student had not actually fulfilled all graduation requirements under the criteria approved by the Illinois Community College Board or as otherwise established in the South Suburban College catalog.

Requirements for a Basic Certificate

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

Special Program Admissions

Human Success Project

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

The Human Success Project is designed for adults, 18 years or older, who have completed at least three years of high school credits. Participants take courses at the College that will transfer back to the high school to satisfy high school graduation credits. The high school evaluates the credits earned through the Human Success Project before it awards the high school diploma. Contact the College & Career Success Center for more information at (708) 596-2000, ext. 5724.

High School Students

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

1. Completion of a total of 13 or more high school units.
2. All high school students must complete the Free Class Waiver even if they are not using the form for tuition discount. You can obtain the form from the SSC Circle, the College & Career Success Center of the College as well as at ssc.edu. (The signature of the high school principle or advisor is required for students to be allowed to enroll in College courses.)
3. High School Counselors are required to sign off that the student completed the 13 high school credit hours before the student can enroll in college courses.
4. Student must see an SSC Advisor for approval where it will be determined that all course prerequisites have been completed.
5. For a course that has no prerequisites, high school students do not need to take the placement test or provide ACT scores in order to be eligible to use the Free Class Waiver.
6. Completion of the Placement test, except for physical education courses.
7. Fulfillment of proper prerequisites and/or developmental courses for the courses in which they are enrolling.

International Student Admission

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

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

1. Complete, sign and submit an International Student application and South Suburban College Credit Admissions Application at ssc.edu.
2.
 - a. If a student is being sponsored, the sponsor must complete and sign the Affidavit of Sponsor. This affidavit must be accompanied by an original, signed letter from the bank showing the funds \$16,000 USD as being available for the student's first 12 months of study and an original, signed letter from the employer showing salary or income in U.S. Dollars. If self-employed, provide an original bank letter stating business account balance. The affidavit must be stamped by a notary public or bank official and sent directly to the International Student Academic & Career Advisor. In lieu of an Affidavit of Sponsor, the sponsor may choose to submit an INS Form I-134, Affidavit of Support.
 - b. If a student is NOT being sponsored, that student is responsible for submitting an Affidavit of Support complete with the two letters of support mentioned above.**
3. Official score report of the Test of English as a Foreign Language (TOEFL) must be sent directly to South Suburban College. You may call TOEFL at (609) 771-7243 or email toefl@ets.org for more information. South Suburban College requires a score of 40- internet-based, and 173 on the computer-based test. The TOEFL test is required in all cases except of England, Canada and Australia. The TOEFL website is www.toefl.org.
4. Submit the Educational Credential Evaluators (ECE) form with required documents and payment directly to ECE for evaluation of your secondary school education. They will send an evaluation report to South Suburban College. They can be reached directly at www.ece.org. You may also use World Educational Services at www.wes.org.
5. Students need to provide evidence of insurance coverage.

All documents listed above in Numbers 1 through 5 must be submitted to the following address:

Admissions
 South Suburban College
 15800 S. State Street
 South Holland, IL 60473 USA

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

6. Transfer students: F-1 visa students who want to transfer to South Suburban College must submit **items 1-5 in addition** to copies of their current school I-20 form and a transcript or letter from the school showing dates of enrollment and eligibility to transfer along with the above information.

If admitted, all international students must register for a minimum of 12 semester hours of study each semester of the academic year. It is the policy of the College to notify U.S. Immigration when students on F-1 Visas fail to register for classes before completing their program of study. Any student classified as a international student will be assessed the out-of-state tuition rate. For additional information visit ssc.edu. International students must re-enroll with the assistance of an Admissions Specialist.

Overseas Program Admission

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

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

To qualify for admission to these ICISP programs, students must have completed 15 hours of college-level courses at SSC and have a minimum grade point average of 3.0. There are additional requirements for scholarship consideration. For more information contact the Office of International Study (708) 596-2000, ext. 2037 or 2574. The international studies homepage is ssc.edu/academics/study_abroad_programs/

Tuition Information

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

Tuition and Fees

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

Students are responsible for payment of tuition and fees upon registration. South Suburban College is not responsible for dropping students from their courses. South Suburban College accepts tuition and fee payments via cash, check or MasterCard, Visa or Discover credit cards.

Instructional Fees (Tuition) for Credit and Credit-Equivalency Courses

In-District	\$152.00 per credit hour
Special Residency†	\$187.00 per credit hour
Out-of-District *	\$350.00 per credit hour
Out-of-State	\$405.00 per credit hour
Student Development Fee <i>(Required of all students enrolled in college-credit courses)</i>	\$7.75 per hour
Instructional Technology Fee	\$10.00 per hour
Registration Fee	\$25.00 per semester

Incidental Fees

Transcript Fee	\$8.00 per copy
Immediate Transcript	
Cost per Transcript	\$8.00
Same Day Processing fee	\$15.00
<i>Total Due</i>	<i>\$23.00</i>
Sending Certified Mail	
Cost per Transcript	\$8.00
Same Day Processing fee	\$15.00
Certified Mail fee	\$10.00
<i>Total Due</i>	<i>\$33.00</i>

Overnight Transcript

Cost per Transcript	\$8.00
Same Day Processing fee	\$15.00
Overnight FED EX fee	\$15.00
<i>Total Due</i>	<i>\$38.00</i>
Educational/Competency Evaluation Program (ECEP) Evaluation	\$8.00 per credit hour
All Online courses	\$10.00 per course
All hybrid courses	\$10.00 per course
Special Course Fees	<i>Charges in addition to those listed are required for certain courses and programs to partially offset cost of extraordinary supplies or exceptional services.</i>

†Special Residency status refers to students who are Lake County, Indiana Residents and Employees.

Illinois residents who are not residents of South Suburban College District 510 are charged a non-resident fee of \$198.00 per credit hour in addition to the regular tuition fee of \$152.00 per credit hour charged to resident students, or a total of \$350.00 per credit hour. Under the terms of the Illinois Public Community College Act, students who are not residents of District 510 may be entitled to have the non-resident fee paid by the community college district in which they reside. Those who do not reside in Community College District 510 should check with their local community college at least 30 days prior to time of enrollment.

Nelnet Deferred Tuition Plan

To help you meet your educational expenses, South Suburban College is proud to offer Nelnet as a convenient budget plan (\$100 minimum to budget). This is not a loan program. You have no debt, there are no interest or finance charges assessed, and there is no credit check.

The cost to budget your interest-free monthly payment plan is a \$30.00 per semester nonrefundable Nelnet Enrollment Fee. There is no fee to use the "Pay In Full By Credit Card" option.

All enrollment fees, down and full payments will be processed immediately.

You may budget your College tuition and fees in the following ways:

Automatic Bank Payment (ACH)

ACH payments are those payments you have authorized Nelnet to process directly with your financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved for your expenses at South Suburban College. Payments may be made from either your checking or savings account. Payments are processed on the 5th of each month and will continue until the balance is paid in full. There is no fee to use the "Pay in Full by Bank Account Transfer" option.

Credit Card Option

Scheduling your payment with your credit card gives you the option of taking advantage of any bonus programs that may be offered by your credit card company. Your monthly payment will be automatically charged to the credit card you designate. Payments will be charged on the 5th of each month until the balance is paid in full.

Convenient Online Enrollment

You can enroll in the Nelnet Payment Plan in SSC Self Service.

1. Select "Student Finance".
2. Select "Create/Manage Payment Plan".
3. A new page will open. Select "Proceed to Processor".
4. Enter/verify requested information and select "Next" on the bottom of page (first time only).
5. Answer security questions and select "Submit" (first time only).
6. From the payment plan homepage, select "Set Up a Payment Plan". Follow on screen instructions.

If you have not checked on a box to accept terms and conditions and "Authorize", then you have not completed the payment plan. You will receive an agreement number for a successfully completed payment plan.

NOTE: Be sure to have your bank account or debit/credit card information available to complete your payment plan. If paying by automatic bank payments, you will need the bank name, the bank routing number, and your account number. If paying by credit card, you will need the credit card type (VISA, etc.), card number, expiration date, and the 3-digit security code (CVV) along with the billing address for the credit card.

Information on Returned Payments

Should an automatic bank payment or credit card payment be returned, a \$30.00 Nelnet Returned Payment Fee will be automatically assessed to your account. You will be notified by Nelnet of the returned payment via mail or e-mail.

Save Time – Pay Online

The payment plan can accommodate down payments and monthly payments. Before you click the "Submit" button, please carefully read through the Final Review and the Terms and Conditions. An immediate e-mail will be sent (if an e-mail address was provided for the person responsible for payment) confirming enrollment.

Down Payment and Full Payment Options

Down or full payments are deducted immediately from the account provided on the agreement. If the payment fails for any reason, the agreement is terminated and notification is sent to the person responsible for payment.

NOTE: All down and full payments are processed immediately!

Frequently Asked Questions about Nelnet

When and what time will the funds be withdrawn from my bank account?

Nelnet specifies the date each payment will occur, but it is your financial institution that determines the time of day the payment is debited. Nelnet recommends you check with your financial institution to determine how far in advance funds should be deposited into your account to ensure the automatic payment clears. If a payment date falls on a weekend or banking holiday, the payment will be attempted the following business day.

How will I be notified of my payment information?

Once your agreement is posted to the Nelnet system, you will receive a confirmation notification of your payment amount by e-mail or letter. Payments will be processed until the total balance is paid in full. The notification also serves as a reminder that a \$30.00 per semester non-refundable Nelnet Enrollment Fee will be processed from the account indicated on the agreement. This \$30.00 Nelnet enrollment fee will be charged to your bank or credit card account within 14 days of the completion of your agreement. There will be \$30.00 non-refundable Returned Payment fee if a payment is returned.

Can I pay by phone with Nelnet?

In accordance with the Terms & Conditions of your Nelnet agreement, payments are processed electronically. Nelnet does not accept payments by phone.

If you have questions regarding your Nelnet agreement, please contact Nelnet directly at (800) 609-8056. If you have questions regarding your financial aid award or tuition balance, please call the South Suburban College Cashier's Office at (708) 596-2000, ext. 5720. The Board of Trustees of South Suburban College reserves the right to adjust or change tuition and fees without notice, if circumstances warrant. For the most up to date tuition and fee costs, please check the current term schedule.

Change of Registration

Students will be allowed to change their class schedule only through the approved academic calendar dates. Please refer to the academic calendar at ssc.edu. This process must be completed through SSC Self Service. Students wishing to discontinue attendance in a course after the close of the refund period must follow the **Withdrawal** procedure on page 29 of the College catalog. No registration changes will be accepted after the 10th day of the term for the particular class.

Refunds

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

Incidental fees and returned check fees are not refundable. If a class is canceled by the College, and the student does not choose to enroll in another class, a total refund of tuition and fees for that particular class will be made to the student. Refunds of tuition and fees will occur only after the student has completed a "drop" through their SSC Self Service during designated "drop" periods. No refunds will be authorized for withdrawals or changes made after the refund date for the term.

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

NOTE: South Suburban College cannot authorize withdrawals on the basis of information received by telephone. (See page 29 for complete information on withdrawal procedures.)

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

NOTE: There is a \$20.00 fee, per credit class, for dropping a class during the add/drop period. This fee can be waived if additional credit classes are registered after dropping the prior class.

Visit our website at ssc.edu for most current dates for refunds for college-credit courses dropped in the spring and fall semesters:

Special Tuition Programs

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

Free Class

The Free Class is for first time credit students residing within South Suburban College District 510 or Lake County Indiana. It cannot be used with Federal and/or State Financial Aid, Other Special Tuition Programs or Employer Subsidy Programs. This Free Class applies to tuition only,

does not apply to courses of more than 5 credit hours and may not be used for summer term unless you are a high school student. May require Placement Testing prior to registration. The Free Class Form must be verified in Financial Aid for processing before payment due date of the course. Fees on the course that the waiver is applied to must be paid at the end of business that the waiver is processed.

Academic Achievement Waiver

In June 2004, the Board approved a waiver to all students who previously used a waiver, earning a grade of "B" or better in the class reflected by the past waiver. Recipients must reside within South Suburban College District 510 or Lake County Indiana. It cannot be used with Federal and/or State Financial Aid, Other Special Tuition Programs or Employer Subsidy Programs. This waiver is the Academic Achievement Waiver to recognize the academic excellence of the student in question for that course in particular. This is limited to tuition only for one course and does not apply to courses of more than 5 credit hours. The student is responsible for all books, lab fees, registration fee, student development fees, and instructional technology fees.

Human Success Waiver

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

Senior Citizen Waiver

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

In-District Employee Program

Employees of businesses located within District 510, but who reside outside of the District, may enroll in courses at the \$152.00 per credit hour in-district tuition rate. Any individual interested in the program must bring a verification letter on official company stationery (each semester) to the Registration Center.

Chicago Southland Chamber of Commerce

Employees of businesses that are members of the Chicago Southland Chamber of Commerce, but who reside outside of the District, may enroll in courses at the \$152.00 per credit hour in-district tuition rate. Any individual interested in the program must bring a verification letter on official company stationery (each semester) to the Registration Center.

Lake County, Indiana Residents and Employees

A special tuition rate for residents of Lake County, Indiana was implemented in early 1990 and revised in 1999. Through this program, eligible residents, and those employed in Lake County, Indiana may enroll in classes for only **\$187 per credit hour, plus all other incidental fees.** Call the Admissions or Registration Center for more information.

Non-credit courses

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

Residency

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

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

Proof Of Residency For In-District Tuition

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

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

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

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

Category I

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

Category II

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

Category III

Bills:

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

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

Library Card (must include name and address)
Bank Statement

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

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

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

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

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

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

Special Residency Status Students- Persons who are Lake County, Indiana Residents and Employees.

Cooperative Agreements

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

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

All requests for permission to attend another college under a cooperative agreement must be submitted **by the deadline date published**. No Cooperative Agreements will be approved retroactively. The in-district rate of tuition shall apply only to coursework required for the program of study approved between the cooperating colleges.

Additional information about Cooperative Agreements may be obtained from the office of the Dean of Student Development.

Residents of South Suburban College District #510 seeking authorization for a Cooperative Agreement to attend a program at another college must complete the following steps before their form will be issued.

1. Complete the South Suburban College Admissions Application through our website at www.ssc.edu. For more information, please contact the Admissions Office at (708) 210-5718.

2. Submit an official high school or high school equivalency certificate (HSE/GED®) transcript to the Admissions Department. If applicable, submit official transcripts from other colleges or universities. Provide a copy of all transcripts with Cooperative Agreement application.
3. Complete the college Placement test in reading, English and mathematics. Schedule an appointment with an advisor by calling (708) 210-5724, if you believe you may be eligible for an exemption from testing based upon prior college degrees, credits or placement testing that can be verified by transcripts or student advising reports. Provide a copy of scores with Cooperative Agreement application.
4. If the Placement test indicates the need for Developmental coursework, the required Developmental courses must be completed at South Suburban College prior to the application process.
5. If prerequisite courses are required to apply for admission to the career program the student is seeking to enroll in, the student will be required to complete those prerequisite courses at South Suburban College.
6. Maintain a cumulative grade point average (GPA) of at least 2.0 as measured at the end of the spring semester.

Following the satisfactory completion of the requirements listed above, a Cooperative Agreement may be issued. The student will be required to provide proof of identification and current residency. Only students in good academic and financial standing will receive approval.

Academic Information

Grading System

Grade Meaning	Grade Point Per Semester Hour
Each credit hour of A	4 points
Each credit hour of B	3 points
Each credit hour of C	2 points
Each credit hour of D	1 point
Each credit hour of F	0 points
# Forgiveness	Not computed in grade point average
I (Incomplete)	Incomplete
W (Withdrawal)	No penalty
AW	Administrative Withdrawal for non-attendance
Please consult with Registration personnel or visit www.ssc.edu for specific deadline dates. Students are not able to withdraw via phone.	
P/F (Pass/Fail)	Passed courses not computed in cumulative grade point average (approved courses only)
U (Audit)	No credit, U grade
Repeat	Repeat (all other courses)
V	Authorized for retake(only issued through 2012SP)

Withdrawal-A "W" (Withdrawal) may be recorded on the official record for students wishing to discontinue attendance in a course after the end of the refund period. If the student follows the proper withdrawal processes, a grade of "W" will be entered on the student's transcript. Withdrawing from a course/s can only be completed in person. Students will be required to meet with an advisor prior to withdrawing to understand the academic ramifications of the action. Any of those students receiving financial aid will then be referred to the Financial Aid Department where the financial ramifications of the action will be discussed with the student. Both areas will be required to sign off on the withdrawal form before the student proceeds to Registration for processing.

Withdrawal dates are determined by the course duration. Please consult with Registration personnel or visit www.ssc.edu for specific deadline dates.

Incomplete (Temporary Grade)-An "I" grade indicates that an important assignment such as a term paper, final examination, or experiment is missing, and upon arrangement with the instructor, may be submitted to complete the course. Removal of an "Incomplete" establishes whatever grade is warranted, provided that the work is completed prior to the mid-term of the semester following the term in which the course was taken. Otherwise, the final grade of "F" (or appropriate grade) is then recorded. Please consult with course instructors concerning incomplete courses. (See page 31.)

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

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

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

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

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

Audit Option-To audit a course (take course for no credit), the student must register in the usual manner, paying all registration fees charged to students earning credit for the same course. After registering, the student completes the audit form and receives the signed permission of the instructor and returns the form to the Registration area to be processed. A “U” becomes the official grade. This process, must be completed during the add/drop period of the specific course. A credit registration may not be changed to an audit registration, and an audit registration may not be changed to credit registration after the add/drop period.

Attendance Policy - Impact on Grades

1. Regular class attendance is necessary for the successful completion of college courses. It is important that you attend and complete all your classes or officially drop (between add/drop period) or withdraw from any class that you no longer wish to complete.
2. The attendance policy is determined by each individual instructor.
3. It is the student's responsibility to be aware of and abide by the requirements set out by each instructor.

SSC Faculty are required to record attendance verification of their class by a pre-determined date. Any student reported as a no show or “NS” will be notified via SSC email. If the “NS” status is an error, the student must return to the faculty for discussion. The student will be granted readmission only if the faculty marked never attended in error.

After three business days, any student with the “NS” no show status, will be administratively withdrawn from the course and will receive a final grade of an “AW”, administrative withdrawal for non-attendance on their transcript. This grade cannot be reversed.

For those financial aid recipients, your financial aid will be adjusted after the third business day. You will be responsible for any charges caused by the non-attendance of the class.

Grade Point Average

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

College credit is counted in semester hours—a one-hour class period per week for one semester represents one credit hour. Credit for laboratory courses varies. Only course grades earned at the College are entered on the permanent record or used in computing grade point averages. Each course description in this Catalog indicates the number of semester hours and the contact hours for each course. (See page 146 for definition of contact hours).

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

Student Grade Appeal Process

Processes for Student Concerns

1. Grades for Individual Tests, Papers, Projects, Lab Assignments, Clinical Grades, etc.:

If a student receives a grade on a test, class paper, project, etc. which the student believes is incorrect or requires further clarification, the student should consult with the class instructor for a review of the graded item(s). Only the class instructor can review or make any changes/corrections to graded items. There are no further steps in this process. Students should attempt to resolve any grading questions prior to the posted date for withdrawing from courses in that semester.

2. Final Grade Appeal:

When a student has a final course grade determination concern, the student should follow the final grade appeal process. The student must formally initiate the process by October 15 of the current year (for spring or summer grades) and March 15 of the subsequent year for fall grades. In the event the day falls on a weekend, the deadline is extended to the following Monday. If the deadline has lapsed, the grade becomes permanent on the student's transcript. Steps for this process are:

- a. The student must discuss the grade concern with the course instructor in an attempt to initiate communication to resolve the issue.
- b. If the matter is not resolved in step 1, the student shall utilize the final grade appeal form and submit the information to the appropriate academic administrator. Any materials related to the computation of the grade must be presented to the academic administrator at step 2 of the grade appeal process. Materials, such as tests, quizzes, papers or assignments, related to the computation of the grade not presented at step 2 of the process may not be considered at step 3 of the grade appeal process. This written grade appeal must be filed with the appropriate academic administrator by October 15 of the current year (for spring or summer grades) and March 15 of the subsequent year for fall grades. In the event the day falls on a weekend, the deadline is extended to the following Monday. If the deadline has lapsed, the grade becomes permanent on the student's transcript. If necessary, the academic administrator will discuss the grade concern with the student and instructor. The academic administrator will compile all information and forward the complete packet to the appropriate Vice President for step 3 of the process.

Upon receipt of the completed packet from the academic administrator, the Vice President will schedule a meeting with the Academic Appeals

Committee, student, and instructor to review how the grade was determined. The Vice President will communicate the decision of the Academic Appeals Committee in writing to the student. The decision of this committee is final and will be reflected on the student transcript. Every attempt will be made to try to have the process concluded within a reasonable time frame.

3. **Incomplete Grade:**

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

4. **Late Withdrawal from Class:**

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

5. **Instructional Concern:**

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

student does not resolve the instructional concern after conversing with the instructor, then the student should discuss the concern with the appropriate academic administrator over the area. The academic administrator will discuss the issue with the instructor.

Frequently asked questions about the Final Grade Appeal Process

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

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

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

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

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

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

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

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

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

No administrator, faculty, or staff member can change your final grade. Only the instructor of record can change a student's final grade by processing an official grade change. The third step of the final grade appeal process is the only other manner in which a grade may officially be changed if the Academic Appeals Committee determines that a change is warranted. Students should follow step one of the final grade appeal

process and have the grade reviewed by the instructor of record. If you do not believe that your grade was correctly determined and you have already discussed your concerns with your instructor, then you should follow steps two and three of the final grade appeal process in the catalog for a further review of your grade.

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

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

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

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

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

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

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

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

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

No grade can be changed on the same day in which someone brings in their grade concern. Good record keeping practices and grade integrity dictate that we need to follow a well-documented route for any grade change that occurs. Please realize that a transcript grade is an official college record, and you should not expect that it can be changed within minutes. Since the final grade appeal process exists so that students may initiate a thorough review of their grades when there are questions, the process does require time to make the

grade review meaningful. We will do our best to keep the grade appeal process moving within a reasonable timeframe, but it is your responsibility to comply with the necessary paperwork and documentation involved in the process.

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

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

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

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

Transcripts

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

To request an official transcript, visit the Business Office during normal business hours. **Requests must be made in writing and must contain the complete mailing address of the recipient of the transcript, the social security number, date of birth, name, signature and current address. A fee of \$8.00 is charged for each transcript. All same day and overnight requests must be received before 2 p.m. in order to be processed that same day. See page 24 for a full list of transcript fees.**

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

The College reserves the right to withhold transcripts or enrollment status information for any person who has unpaid financial obligations. For additional information contact the Records Department, (708) 225-5814. Please note that a "partial" transcript is not available. All transcripts are mailed out and are not available for immediate pick up. South Suburban College is not responsible for transcript delivery once paperwork leaves our building.

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

Academic Recognition Programs

Dean's List / President's Scholars

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

Recognition:

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

Qualifications:

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

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

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

Application:

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

Honor Society-Psi Pi Chapter of Phi Theta Kappa

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

Qualifications:

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

Recognition:

- Membership certificate and pin
- Gold diploma seal indicating society membership
- Member of Phi Theta Kappa on transcript
- Automatic nomination for the National Dean's List of outstanding students from two-year, four-year and graduate schools
- Privilege of wearing the golden honors stole and monogrammed tassel at graduation
- Automatic enrollment in national employer and transfer colleges and universities search databases
- Opportunity to compete for Phi Theta Kappa scholarships at hundreds of transfer colleges and universities

Application:

Application forms may be obtained in the Office of the President, Room 2134, the Honors/Phi Theta Kappa Center (Room 4255), or on the website. The deadline for fall applicants is Oct. 15; for spring applicants, March 15.

Honors Program

South Suburban College strives to provide accomplished students with the opportunity to engage in studies that are more intellectually challenging than traditional sections of the same course offerings. Honors courses do not necessarily require more work but instead involve enriched study around a specialized topic, allowing students to commit more time to the intensive study of select learning outcomes. Honors learning outcomes are developed by committed faculty with the requisite experience in the area of study.

Qualifications:

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

Group I

- High school GPA of 3.5
- Upper 10% of high school graduating class
- ACT of 25 or better
- SAT of 1100 or better
- SSC GPA of 3.5 (12 hrs. min. of 100-level courses or above)
- HSE/GED® score of 3000 or better

Group II

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

Recognition:

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

Application:

Application forms are available throughout the year in Room 3223, the College & Career Success Center, the Honors/Phi Theta Kappa Center (Room 2134) or from the Coordinator of the Honors Program. Applications are accepted at any time.

Academic Restrictions**Academic Forgiveness*****Terms of Academic Forgiveness Policy***

Students who have left South Suburban College with less than a 2.0 grade point average (GPA) may return and request Academic Forgiveness for prior courses in which a grade of "D" or "F" was issued.

Students may apply for forgiveness any time prior to the completion of twelve (12) credit hours upon re-entry. The grade point average will be calculated using any previous courses completed with a "C or better" as well as any new courses completed.

Academic Forgiveness is internal to South Suburban College and is not recognized by the Federal Student Aid Program.

Academic Forgiveness will not be used in lieu of reviewing satisfactory academic progress (SAP) for financial aid eligibility.

Academic Forgiveness will be granted provided:

1. Two years have elapsed since the student last attended South Suburban College.
2. All grades issued prior to "academic forgiveness" will remain on the transcript. All attempted hours will remain in the calculated total and may influence a student's eligibility for financial aid.
3. A forgiven course will not count towards graduation or program requirements.
4. A student may use the academic forgiveness policy only one time. Once approved to re-enter under the academic forgiveness policy, a student may not reapply for forgiveness regardless of the outcome.
5. A designation that the student re-entered the institution under the academic forgiveness policy will appear on the official transcript. An explanation of the policy will accompany official transcripts sent to other institutions.
6. Students who re-enter under academic forgiveness must follow and adhere to the terms of the catalog for the year of reentry, including all academic requirements and policies.
7. Students who re-enter under academic forgiveness will have grades of "D" and "F" removed from the calculated GPA if they achieve a "C or better" in each course during the first 12 semester hours completed at SSC after re-entry. Grades of "D" or "F" void eligibility.
8. Students must complete the academic forgiveness requirements within four (4) consecutive semesters upon re-entry.

Students who fail to achieve a "C or better" in each course or do not complete 12 credits, within the specified time frame, will forfeit the academic forgiveness and cannot reapply to the program.

Alternative Credit

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

The Educational / Competency Evaluation Program (ECEP)

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

To post ECEP credit on the student's academic record, a processing fee of \$8 per credit hour must be paid before the proficiency examination is evaluated. This fee covers the privilege of taking the examination and is non-refundable. No credit by proficiency examination will be recorded until the student has earned at least fifteen (15) semester hours of college-level credit at SSC. The student must be in good academic standing (minimum of 2.0 grade point average). In some instances, ECEP credit may be posted prior to completion of the fifteen credit hour requirement to satisfy course/program prerequisite requirements. The credit may not be used to establish full-time eligibility status. No grade received through the non-traditional mode is recorded for course credit nor is the credit calculated in the grade point average.

The student's academic record will indicate only that the credit has been earned.

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

Advanced Placement (AP)/ International Baccalaureate (IB) Programs

The Advanced Placement (AP) and International Baccalaureate (IB) programs give high school students the opportunity to complete college level studies. The AP and IB examinations are intended to measure the achievement of the student and to determine at what point the student should begin college work in the subject. SSC offers credit for most AP/IB subjects. Credit will be posted on the student's academic record after successfully completing fifteen (15) college-level semester hours at SSC, providing the student has maintained a minimum of 2.0 grade point average. In some instances, AP/IB credit may be posted prior to completion of the fifteen credit hour requirement to satisfy course prerequisite requirements. The number of AP/IB units accepted for credit is determined by the evaluation of the AP/IB grade report. For additional information regarding the procedure and regulations for awarding of AP/IB credits, please contact the College & Career Success Center.

State Seal of Biliteracy

SSC accepts the State Seal of Biliteracy. Students must request course credit for their seal within three academic years after graduating from high school. For additional information regarding the procedure and regulations for awarding the State Seal of Biliteracy credit, please contact the College & Career Success Center.

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

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

Military Credits

Veterans who present a copy of their Separation from Military Service (DD-214) form to the SSC Office of Admissions will receive applicable credit that will be posted on the permanent record as alternative credit, but will not be used to compute a grade point average.

Dual Credit for High School Courses

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

To ensure eligibility all students must consult with the High School Advisor.

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

Reverse Transfer Credit

See "Reverse Transfer" on page 19.

Alternative Course Delivery

Online Courses

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

For information about online courses please call (708) 225-5825 or visit www.ssc.edu.

Blended courses

Blended course models allow students to fit occasional class time into their busy schedule while completing the remainder of the course work over the Internet. Blended courses are charged at an in-district tuition rate and each course has a \$10 fee.

Use of Technology in Courses

All students enrolled in courses at SSC should be prepared to access any online materials their instructor may require for the course. Traditional classroom based courses offered at SSC may include online homework, e-text, online assessment as well as additional materials and/or work available outside the classroom via the Internet. The type of material and the extent of work will vary as determined by the instructor of each particular course. Internet access and computer labs are available to all students at the Main Campus and Oak Forest Center.

Structured Learning Assistance (SLA)

The Structured Learning Assistance (SLA) initiative is a nontraditional supplemental instruction model that combines tutoring support embedded in the classroom with a lab component to reinforce key concepts taught in the classroom setting. The focus is on collaboration, group study, and interaction for assisting students in undertaking challenging courses. SLA facilitators are trained to help students improve their study skills and model the types of behaviors that make students successful in hopes that they will be better prepared for advanced level courses.

Service Learning

Service learning is an instructional method that combines service in the community with academic learning in the classroom wherein the objectives of the course are linked to service-learning. Students learn and develop through active participation in an organized service activity. By reflecting on their service activity, students increase their understanding of course content, appreciate the relevance of the course to everyday life, foster a sense of social and civic responsibility and increase self-worth through meaningful contribution to the community. This is an exciting new way to learn and apply textbook learning to real-world issues.

Online Registration

SSC class schedules are accessible online in a dynamic format. The online schedules are working documents that are updated regularly. If the information you are seeking is not yet available, please check again soon for additions and changes.

SSC Self Service

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

SSC Waitlist

SSC students may take advantage of an exciting online feature called WAITLIST.

How does WAITLIST work?

- If the course you are attempting to register for is full, a Waitlist message may appear in SSC Self Service.
- Follow the Waitlist instructions to reserve a seat should one become available.
- Waitlist seats are assigned on a first come first served basis.
- If a seat in the course you have selected becomes available, you will be notified only via your SSC email.
- You have one day to accept and complete your registration before losing your Waitlisted position.
- Failure to accept a Waitlist seat during the one-day period automatically removes you from the Waitlist.

Please Note:

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

SSC AP Practices

<i>AP Exam Title</i>	<i>AP Required Score*</i>	<i>SSC Course Equivalent(s)</i>	<i>Total Credits Awarded</i>
Art History	3-5	ART 105 & ART 106	6
Studio Art 2D Design	3-4	ART 107	3
	5	ART 111	3
Studio Art 3D Design	3-4	ART 107	3
	5	ART 112	3
Studio Art Drawing	3-4	ART 107	3
	5	ART 101	3
Biology	3	BIO 102	4
	4	BIO 105	4
	5	BIO 105 & BIO 106	8
Calculus AB	3-5	MTH 190	5
Calculus BC	3-5	MTH 190 & MTH 203	10
Chemistry	3	CHM111	4
	4	CHM 113	5
	5	CHM 113 & CHM 114	10
Computer Science A	3-5	MIS 216	3
Computer Science Principles	3-5	MIS 102	3
English Language & Composition	3-5	ENG 101	3
English Literature & Composition	3-5	ENG 207	3
European History	3	HIS 109 & HIS 110	6
Government & Politics: Comparative	3	PSC 210	3
Government & Politics: United States	3	PSC 101	3
Human Geography	3	GEO 103	3
Macroeconomics	3	ECO 201	3
Microeconomics	3	ECO 202	3
Music Theory	3	MUS 106	3
Physics I & II Algebra Based	3	PHY 115	3
	4 or 5 (on BOTH)	PHY 101 & 102	8
Physics C Mechanics	3	PHY 115	3
	4-5	PHY 210	4

<i>AP Exam Title</i>	<i>AP Required Score*</i>	<i>SSC Course Equivalent(s)</i>	<i>Total Credits Awarded</i>
Physics C Electricity & Magnetism	3	PHY 115	3
	4-5	PHY 211	4
Psychology	3	PSY 101	3
Spanish Language	3	SPN 101 & SPN 102	8
Statistics	3-5	MTH 211	4
US History	3	HIS 203 & HIS 204	6

* Based on required scores from College of DuPage, Moraine Valley College, Triton College and Prairie State College

SSC-International Baccalaureate (IB) Practices

<i>IB Exam Title</i>	<i>IB Required Score</i>	<i>SSC Course Equivalent(s)</i>	<i>Total Credits Awarded</i>
Biology HL	4-5	BIO 102	4
	6-7	BIO 105	4
Chemistry SL	4-7	CHM 111	4
Environmental Systems SL	4-7	BIO 103	3
Info Tech HL	4-7	MIS 101	3
Language A HL	4-7	ENG 101	3
Language ab (beg) SL	4-7	SPN 101	4
Language B (advanced) SL	4-6	SPN 101 & SPN 102	8
	7	SPN 101 & SPN 102 & SPN 203	12
Mathematical Studies SL	4-7	MTH 115	3
Physics SL	4-7	PHS 101	4
Psychology HL	4-7	PSY 101	3
Theater	4-7	DRM 151	3
Visual Arts	4-7	ART 107	3

<i>Assessments</i>	<i>Language</i>	<i>SSC Course Equivalent(s)</i>
State Seal of Bilingualism	Spanish	SPN 101 and 102

General Education Statements

A.A., A.S., A.F.A., A.E.S., & A.A.S. Degrees

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

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

General Education Objectives

1. Communication

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

2. Mathematics

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

3. Humanities

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

4. Fine Arts

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

5. Social And Behavioral Sciences

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

6. Life and Physical Sciences

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

7. Technology

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

Office 365

SSC is happy to offer our students free access to Microsoft Office 365. Apps include:

Word

PowerPoint

Excel

OneNote

OneDrive



To login please use your SSC Student Email Address and Password.



Follow The Dog!

Financial Aid & Veterans Information

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Student Financial Assistance

On the following pages are descriptions of the types of programs of assistance available to students in meeting educational costs.

More detailed information about grants, scholarships and veterans services and benefits may be obtained online at www.ssc.edu.



Financial Aid & Veterans Services

Student Enrollment Definitions

Full-time: 12 or more credit hours

3/4-time: 9 to 11 credit hours

Half-time: 6 to 8 credit hours

Less than half-time: 1 to 5 credit hours

Financial Aid

The College provides a comprehensive program of student financial assistance consisting of scholarships, grants, and student employment. All students applying for financial assistance are asked to complete the Free Application for Federal Student Aid (FAFSA) beginning October 1st each year.

In order to be eligible for Title IV Funds (Financial Aid) a student must:

- Be enrolled as a regular student in a degree-seeking or certificate program*
- Complete a Free Application for Federal Financial Aid (FAFSA) for the award year and, if selected, complete verification
- Not be concurrently enrolled at two schools
- Have a high school diploma or its recognized equivalent (SSC must have an OFFICIAL high school or HSE/GED® transcript on file for those who plan to use Financial Aid. In order for a transcript to be deemed "official," it must be received in a sealed envelope and include the school seal and graduation date. A current state issued photo ID is needed for proof of residency. Contact Admissions at (708) 210-5718 or visit the SSC Circle on the Main Campus for more information. Se Habla Español.)
- Have a valid social security number (SSN)
- Be a U.S. citizen or eligible non-citizen
- Be registered with selective service, if required
- Not be in default on a Title IV loan
- Not owe an overpayment of a Title IV loan or grant
- Be making satisfactory academic progress
- Not convicted of an offense involving the possession or sale of drugs that occurred while receiving Title IV funds

**Financial Aid is not available for students enrolled in a certificate program that is less than 16 credit hours [i.e. Basic Nurse Assistant Training Program, (commonly referred to as C.N.A), or Truck Driving program]*

Defaulted Student Loans

A student who is in default on a Federal or State student Loan are not eligible for Federal or state financial aid until he/she resolves the default status. In order to regain federal student aid eligibility, you must provide documentation from the Department of Education or a letter on institutional letterhead from the school associated with the loan, that your loan is paid in full, has been consolidated or that you are meeting satisfactory repayment arrangements. For more detailed information regarding defaulted loan(s), visit the National Student Loan Data System (NSLDS) for Students website at <http://www.nsls.ed.gov>. Click on "Financial Aid Review" and log in using your FSA USER ID or call 800-433-3243.

South Suburban College Foundation

The South Suburban College Foundation offers over 150 different scholarship opportunities that are awarded based on a student's academic achievements, individual goals, and faculty recommendations. While awards will be made regardless of personal or family financial status, preference will be given to those presently not receiving any other form of financial aid.

These scholarships have been established through the generosity of businesses, associations, and individuals. The criteria for each scholarship may vary. Eligibility requirements have been established by the donors.

Scholarship announcements are made every May. The following must be submitted every March to be considered for scholarships in the summer or during the following academic year (beginning in the Fall) unless otherwise noted:

- Completed application.
- Personal statement of 250 words or less stating why the scholarship is important to your personal career goals.
- One letter of recommendation from a faculty member.
- Current transcript of grades.

In some cases, scholarship recipients must maintain eligibility requirements for each semester the scholarship is awarded. The complete list of scholarships and their descriptions can be accessed online through Foundation's link on the SSC website www.ssc.edu or visit the Foundation Office in Room 2134.

Board of Trustees Scholarships

The South Suburban College Board of Trustees awards two-year tuition scholarships to outstanding high school seniors who are in the top 15 percent of their high school graduating class or have a grade point average of least 3.5 on a 4.0 grading scale. Recipients must attend a high school within District 510 or reside in the district while attending another high school. Recipients are subject to renewal at the end of the first year and must maintain at least a 3.0 (B) grade point average to remain eligible. The annual BOT Scholarship application deadline is June 30.

Grants

South Suburban College participates in the following federal and state financial aid programs:

Federal Pell Grant— The Pell Grant is awarded to students who demonstrate financial need as determined by the student's Expected Family Contribution (EFC) on their Student Aid Report (SAR). Grants are a form of financial aid that does not have to be repaid. Grant amounts are determined by the students' EFC and enrollment status. Students must meet Satisfactory Academic Progress (SAP) standards in order to remain eligible for Pell. The Federal Pell Grant has a lifetime eligibility limit. A student may receive Pell Grants up to a maximum of 12 semesters (600%), or the calculated equivalent.

Federal Supplemental Educational Opportunity Grant (SEOG)— The FSEOG is a need-based grant available to students who demonstrate exceptional need (i.e. eligible for Pell grant, zero EFC).

The Illinois Monetary Award Program (MAP)— Provides grants to eligible students demonstrating financial need. MAP grant funds are available to students who are residents of Illinois (independent students) or whose parent(s) is a resident of Illinois (dependent students). Students must meet the Standards of Academic Progress in order to remain eligible for state grants. Due to limited state funding, students are encouraged to complete and submit their FAFSA after October 1st each year.

Federal Work Study Program (FWS) On Campus Employment— All students must complete a Free Application for Federal Student Aid (FAFSA) for the applicable academic year. To be eligible for a Federal Work Study position, the student must have unmet financial need, be enrolled in at least six credit hours and maintain Satisfactory Academic Progress (SAP) standards. Students can work up to **20 hrs.** per week.

Students interested in federal work study employment should contact the Career Development and Jobs Center.

SGA/Cofer Emergency Book Loan Program

Limited funds are available under this program. Short-term loans are provided to eligible students for the purchase of books and supplies.

Students must be continuing, have a GPA of 2.0 and be enrolled in at least 6 credit hours to be considered for this book loan.

Veterans Benefits

According to Federal and State guidelines, a veteran must maintain satisfactory academic progress in order to be eligible to receive assistance. In order to award and certify veteran benefits, the student must be enrolled in a degree program and provide the Financial Aid Office the necessary documentation (ex. DD214, letter of eligibility, MIA/POW card). In addition, all students using veteran's benefits must submit their official high school transcript or HSE/

GED® transcript to the Admissions Office. All students who are eligible for federal or state veteran's benefits need to complete the request for veterans benefits form located online and in the financial aid office. This form must be submitted for every semester for which the student is enrolled and receiving benefits.

Illinois Veterans Grant— An honorably discharged veteran may qualify for a state military grant, which pays tuition and fees (excluding lab fees) for veterans who entered service while residing in Illinois, returned to Illinois within six months after separation or served a minimum of one year active duty.

G.I. Bill— The Montgomery GI Bill® (MGIB) is available for those who enlist in the U.S. Armed Forces. MGIB encompasses both the Montgomery GI Bill® – Active Duty (Chapter 30) and the Montgomery GI Bill® – Selected Reserve (Chapter 1606). It is the veteran's responsibility to notify the office regarding periods of enrollment, number of credit hours enrolled for and any charges that would affect the benefits. Additional information about veterans' programs can be found online at www.gibill.va.gov.

VA Pending Payment Compliance— Beginning August 1, 2019, and despite any policy to the contrary, this educational institution will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) post 9/11 G.I. Bill® (Ch. 33) or vocational rehabilitation employment (Ch. 31) benefits, while their payment from the US Department of Veterans Affairs is pending to the educational institution:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's certificate of eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA school certifying official for all requirements).

Federal & State Financial Aid Academic Satisfactory Progress

Satisfactory Academic Progress (SAP) Standards

All South Suburban College students, full-time and part-time, must meet the College's guidelines for satisfactory academic progress (SAP). Students are required to be in good standing and to maintain satisfactory academic progress toward their degree requirements each semester in which they are enrolled. Satisfactory academic progress is evaluated three times a year: after the fall, spring, and summer semesters. Failure to maintain satisfactory progress may result in the loss of financial aid eligibility.

SAP Measurements

Federal regulations require that the College track the academic progress of financial aid recipients. Therefore, transfer credits, and all other credit sources, will be included in the computation of student degree completion hours. Students must meet both quantitative and qualitative components of the SAP policy in order to be considered in good academic standing.

Requirements For Minimum Satisfactory Academic Progress Are:

- 1. Minimum Cumulative Grade Point Average** – Students must maintain a minimum cumulative GPA of 2.0, a “C” average, each semester they are enrolled. Grades earned at another institution will not be included in the South Suburban College grade point average.
- 2. Minimum Completion Rate** – Students must successfully complete two-thirds (66.67%) of their attempted cumulative semester hours. This will be measured after each semester and calculated by dividing the earned credit hours by the attempted credit hours. Transfer credit accepted from an accredited post-secondary institution will be counted as both attempted and earned credit hours in addition to any coursework completed as a student at South Suburban College.
- 3. Maximum Time Frame** – SSC students are allowed to attempt the maximum of 150% of the credit hours required for their program of study (degree requirements may vary by program). Remedial courses, up to 30 credit hours are not counted toward credit hour completion. Students over the maximum time-frame and have not achieved their degree will be placed on disqualification (financial aid suspension) status.

NOTE: Students who have exceeded the max hours and are given an appeal, are excluded from the met academic plan rule. ALL maximum time-frame appeals are FINAL.

Exceptions: are for degree programs that require more than 90 credit hours to complete, in, which the student will need to appeal for a FINAL semester.

Academic Forgiveness – All attempted hours are included in the satisfactory academic progress calculation

Repeated Classes – Repeat classes may only count toward financial aid eligibility if:

1. The course was previously failed or withdrawn OR
2. The course was previously passed only once (unless the College indicates that a higher grade is necessary to advance to the next course level).

Evaluation Period

Students are evaluated at the end of each semester.

Satisfactory Academic Progress (SAP) Terms

Satisfactory – Students who met satisfactory academic progress standards (i.e. GPA of 2.0 or better, meeting completion rate of 66.67% or better and have attempted less than 90 credit hours for their degree program.)

Financial Aid Warning – Students will be placed on Financial Aid Warning when they fail to meet the minimum satisfactory academic progress requirements after one term for one or more of the following reasons:

- A student's cumulative GPA is below the 2.0 requirement; and/or
- A student did not meet the minimum completion rate of 66.67% toward their degree progress; and/or
- A student has attempted 90 credit hours or more.

Students are eligible to continue receiving financial aid while on Financial Aid Warning. Students placed on Financial Aid Warning status must meet the satisfactory academic progress requirements following the grading period of the warning term in order to remain eligible for financial aid.

Unsatisfactory – Students who are placed on Disqualification status due to GPA, Completion Rate or Maximum Time-Frame are not eligible to receive financial aid.

Financial Aid Probation – Students with approved appeals are placed on Financial Aid Probation and are eligible to receive financial aid while on Financial Aid Probation. Students on Financial Aid Probation must meet the terms outlined in their academic plan.

Met Academic Plan – Students who meet the requirements of the academic plan will be eligible for financial aid.

Failed Academic Plan – Students who fail to meet the requirements of the academic plan will NOT be eligible for financial aid.

Appeals – South Suburban College recognizes there may be extenuating circumstances affecting student performance. The College allows students to appeal their satisfactory academic progress Disqualification status by submitting a Satisfactory Academic Progress Appeal form with appropriate documentation to the Financial Aid Office for consideration of extenuating circumstances. A Satisfactory Academic Progress Appeal must be submitted in writing on or before the established deadline for the appropriate term and is subject to approval by the appeal committee.

Granted appeals are available for one semester only. Students who are granted a SAP appeal are required to adhere to an academic plan. The academic plan states that the student will maintain a 2.0 grade point average each semester and complete 100% of the classes in which they are enrolled. (No withdrawals, incompletes or failures)

SAP Notification – All SAP results (i.e. financial aid warning, financial aid probation and approved/denied appeals) are sent to students via their SSC email.

Student Services

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Academic Assistance

Academic Assistance Center (Tutoring Center)

The Academic Assistance Center (AAC) is here to help students succeed by providing a variety of instructional services including peer tutoring, small group tutoring, study groups, Student Success Seminars, and more. Tutoring is available in person and virtually by appointment and by drop in. Drop in tutoring is available on a first-come, first-served basis when tutors are available. The AAC has peer tutors, professional tutors, and instructor tutors. Math and English tutors are scheduled daily. Other classes are subject to availability. Peer proofreading is available at scheduled times for class papers.

Only registered SSC students are allowed to schedule tutoring appointments. Students can schedule one hour-long appointment per day per subject tutored. Appointments can be scheduled over the phone at ext. 2397, by email at AAC@ssc.edu, and in person in Rm. 2264. The AAC computer lab is available for student and community member use. The AAC computer lab contains software for registered SSC students including Ultimate Speed Reader, Math Tutor, Microsoft Office, and Adobe Creative Suite. The AAC also has specialized equipment for students with disabilities.

The AAC, located in Room 2264, is open from 8:00 am -8:00 pm, Monday through Thursday, and from 8:00 am-2:00 pm, Friday. Summer hours are from 8:00am to 7:00pm, Monday through Thursday.

Tutoring is also available at the Oak Forest Center in Room 5183 from 3:30-7 pm on Wednesdays and Thursdays. Summer hours are from 3:30-7 pm on Wednesdays and Thursdays.

Hours subject to change. For more information, call (708) 596-2000, ext. 2397, 2600, or email aac@ssc.edu.

Admissions

All new students start here. We offer support in the application and registration process, as well as support for new and returning students. All students with questions should call (708) 210-5718 or stop by the SSC Circle. For more information, please call (708) 210-5718.

Adult Education

Success! Now you can reach for success - reach your dreams - by enrolling in a South Suburban College Adult Education program. We offer a wide range of opportunities that will develop your basic skills, preparing you to reach your dreams and achieve success. The benefits of completing the high school education you never finished are both mentally and financially rewarding- you get personal satisfaction while also increasing your employment potential.

The following programs are offered at several locations throughout the south suburban area.

ABE- Adult Basic Education (0-8.9): A program designed to assist adults who have skills below the ninth grade level in improving their reading, writing and math knowledge.

ASE- Adult Secondary Education (9-12): A program designed to prepare adults who have not finished high school for the four-part HSE/GED® exams. Our Adult Education classes may be right for you! These classes will not only give you the educational skills needed to earn your High School Equivalency, but they will make you college ready. Our High School Equivalency classes cover all areas required for your GED exams, English/Language Arts, Science, Social Studies, and Math.

HSE/GED® for ESL-High school equivalency (9-12): A program designed to prepare former ESL students to take the four-part HSE/GED® exams or entry into post-secondary education.

ESL- English as a Second Language: A program for limited English proficient students who wish to improve their ability to speak, understand, read, and write English. Non-native students will improve their English conversational and academic skills in our English as a Second Language program. Emphasis on written, verbal and digital communications.

Los estudiantes no navitos mejoraran sus habilidades conversacionale y habilidades academicas en nuestro programa de engles como Segundo idioma. Enfasis en las comunicaciones escritas, verbales y digitales.

Adult Volunteer Literacy: An individualized volunteer tutoring program designed for adults who need to increase their competencies in basic reading, writing, listening and math.

Constitution Preparation: A program designed to prepare students for the Constitution exam.

For more information, call the South Suburban College Office of Adult Education at (708) 596-2000, ext. 2385 or 2475. Para obtener más información sobre el programa de ESL, comuníquese al (708) 596-2000, ext. 2408.

Art Galleries

Dorothea Thiel Gallery: The Thiel Gallery is located in room 4338 within the Art and Design studio complex (fourth floor, northeast). Recognized by Midwest artists as an excellent exhibition facility, the Gallery hosts four exhibitions of regionally or nationally known artists each year. In addition, the Thiel Gallery sponsors the Fall and Spring Biannual Juried Student Art Exhibits.

Photo-Four Gallery: Located in room 4336 on the fourth floor adjacent to the Thiel Gallery, the Photo-Four Gallery is a unique space designed expressly to exhibit photographic images. Widely known by regional professional photographers, the Gallery hosts four exhibitions of regionally or nationally known artists each year and the Biannual Juried Student Art Exhibit.

Dulgar Gallery: An SSC Foundation-sponsored gallery, located in the College Atrium. The Dulgar Gallery hosts a variety of special exhibits, including: artistic, historic, scientific and social exhibits. The space has its own security system, air conditioning and humidification system for environmentally-sensitive objects that are put on display.

All Galleries are open Monday through Thursday, 10:00 to 5:00 p.m., and Fridays 9:00 to 3:00 p.m. The Galleries are closed on weekends and College holidays. There is no charge for admission to the Galleries. Art and Design faculty curate exhibitions and announce them through SSC publicity and social media. For additional information, please contact the Art Department at (708) 596-2000, ext. 2316.

Athletics

The College maintains a full program of intercollegiate and intramural sports activities for men and women. South Suburban College is a member in good standing of the National Junior College Athletic Association (NJCAA).

Intercollegiate Athletics- SSC athletic teams compete in softball, volleyball, basketball, soccer and baseball on the intercollegiate level.

All SSC students are invited to participate in intercollegiate activities. For more information call (708) 596-2000, ext. 2334.

Bookstore

Visit the bookstore website at <https://www.bkstr.com/sscstore/home> for online ordering, hours and events.

The bookstore's goal is to provide the necessary tools of education and carries a wide variety of supplemental study guides and materials for your success.

In addition to these services, the bookstore also sells SSC apparel and imprinted merchandise, snacks and laptops.

Campus Police

All officers of the South Suburban College Campus Police Department are vested by the State of Illinois with full police authority. This authority includes, but is not limited to, enforcement of all laws under Chapter 38 of the Illinois Statutes Criminal Code and all traffic laws under Chapter 95 1/2 of the Illinois Motor Vehicle Code.

Students should report all criminal incidents or emergencies to the Campus Police Office (Room 1215) or call (708) 596-2000, ext. 2235. The Campus Police will investigate all complaints and will utilize the assistance of other local and State police agencies when needed.

Specific information about parking regulations, traffic citations, and personal safety is available in the Campus Police Office. Students may request personal assistance by contacting the Campus Police.

College & Career Success Center (C&CSC)

A professional counseling staff serves the academic, vocational and personal needs of students. The counseling staff assists students in determining career choices and in planning programs designed to reach their educational goals. Individual and group counseling is available to assist students to develop greater self-awareness and insight into problem-solving procedures. Referrals to outside human services agencies are also available in the College & Career Success Center (C&CSC).

Academic advising and counseling services are available to all students at the College & Career Success Center, Room 2350. The Center is open Mondays & Thursdays 8 a.m. to 7 p.m., Tuesday and Wednesday 8 a.m. to 5 p.m. and Fridays 8 a.m.-4 p.m. during the academic year.

The career offices of the C&CSC, located in Room 2250, are available for current and potential students' use during C&CSC hours. Job search and career planning services are intended to assist students, alumni, faculty, business and industry as well as other community members. For more information, please call (708) 210-5748.

Students intending to transfer to a four-year university should plan their programs with an advisor at the C&CSC. The C&CSC also hosts university transfer table visits regularly during the semester for students to meet with four year university counselors for guidance in their admissions processes. Please check the website for dates or call (708) 210-5724 for more information.

College I.D. Cards

Required South Suburban College ID cards are available in the Office of Student Life and Leadership, room 2329. College ID cards are required for voucher purchases (this includes Pell Grants) in the bookstore, as well as access to computer labs, library, and gymnasium. In order to receive your SSC ID, students need the following:

1. Proper Identification Card (Drivers License, State ID)
 2. Current Class Schedule
 3. Student Identification Number (Colleague Number)
- A fee will be charged if a replacement ID is required.

Computer Labs

South Suburban College has more than 600 computers housed at our main campus and *Oak Forest Center*. These labs provide access to computer packages for word processing, database, spreadsheet, Internet access, programming and various discipline-specific study. Lab attendants are available to provide an orientation to equipment and other pertinent information, including assisting in operating hardware.

Open lab (Room 3141) is available for students to work on class or individual assignments from 8 a.m. to 9:45 p.m., Mondays through Fridays. Students need a college I.D. card to use the computer labs.

Emergency First Aid

In the event of an accident or injury, minor first-aid is available at the Campus Police Department, Room 1215. However, it is expected students have a private insurance policy in order to provide them with comprehensive medical and surgical benefits.

Employment Policy Statement

South Suburban College embraces the concept of non-discrimination in all areas of human and personnel relations. Equal opportunity in recruitment, in employment and in advancement is guaranteed for students, potential students, qualified handicapped persons, applicants for employment, and all college personnel regardless of race, color, religion, national or regional origin, age*, physical or mental disability, or unfavorable military discharge.

* Within areas covered by federal law or regulations.

Fitness Center & Weight Room

Students have access to the fitness center by taking a Physical Education Physical Fitness course (level I, II, III or IV). There is no "open time" for students. Students have access to the weight room by taking a Physical Education Progressive Weight Training course (level I, II, III or IV).

Food Service

Both hot and cold foods and beverages are offered for sale in the Student Center on Level One. Vending machines are located adjacent to the Café and at the *Oak Forest Center* for student convenience.

The late "Ma" Cofer is the subject of a portrait hanging in the Student Center. Ms. Cofer was a former staff member at the College who was much loved by students.

Latino Center for Services & Information

Our Center...

- Provides excellent customer service to prospective and current students and parents by providing interpretation (English/Spanish).
- Will be the "live voice" at the other end of the phone when a caller to SSC "presses 4 for Spanish".
- Will escort prospective and current students and parents from office to office ensuring they understand the process and have the information in their native tongue.
- Provides interpretation services for college programs/ departments on-demand.
- In collaboration with college staff, provides informational sessions for parents/students in Spanish.
- Maintains a scholarship database for Latino students, especially for Undocumented-DREAMer students.
- Located in Room 2364. Contact us at (708) 210-5740 or Latino@ssc.edu

Library

The Library at South Suburban College is a central service area for books, periodicals, media materials, proprietary subscription databases, and online resources that support the classroom needs of the students, faculty, and staff as well as the research and informational needs of the community. The Library Staff encourages self-inquiry by teaching users how and where to find information, evaluate the world of books, magazines, media, and online resources, and enjoy the process.

Services and Resources

The Library provides comprehensive services that include guidance and support using the library with reference and research assistance, a vast collection of books, periodicals, government documents, and media materials. Library Orientation Classes are available to help students find, use, and evaluate information. There are 7 computers with Internet access, printers, copy machines, an enlarger for the visually impaired, two Book Scan Workstations and a Charging Station. There is study space on the second floor with three private study rooms for groups, which are for SSC Student use only. To reserve these rooms, a valid SSC ID is required, and study room participants must abide by the Library's study room guidelines that are posted in the Library and at the Circulation Desk. Refer to the South Suburban College Student Handbook for additional study room guidelines.

Our Collection

The Library's collection focuses on the coursework offered at South Suburban College, as well as supplemental reading/research material to support the curriculum. In "Academic Reserves," the Library houses a collection of textbooks for classes offered by the college. Academic Reserves are for "Library Use Only." Academic Reserves cannot be checked out. There are approximately 25,000 books in the Library's collection and 34 Periodical Titles (magazines, journals & newspapers). We also house U.S. government publications in the Government Documents Collection, Archives and various types of media materials (CDs, DVD's, LP's & VCR Tapes). Additionally, we have a special section of Young Adults and Children's books.

CARLI (Consortium of Academic and Research Libraries in Illinois)

To better serve our students, South Suburban College became a member of CARLI which enhances the Library's resources and makes our collection available throughout Illinois. The 91 CARLI member libraries use the online public catalog called I-Share, which provides participating libraries with an online catalog of their own collection as well as a merged, union catalog of the holdings of all I-Share Libraries and supports resource sharing among participating libraries. Library patrons may locate and borrow items from other I-Share libraries when those items are not available at the SSC Library. I-Share's reciprocal borrowing policy allows patrons who are registered borrowers at an I-Share library to visit any I-Share library and borrow items onsite. The catalog contains over 38 million item records, representing the holding of 91 CARLI I-Share member institutions. The combination of this enormous consortium collection with I-Share's resource sharing services gives library patrons ready access to a collection that ranks among the world's greatest research libraries.

Subscription Databases

Subscription databases are valuable library resources that allow user access to journal & magazine articles, eBooks, videos, interactive databases, testing resources and more. The subscription databases include CINAHL full text, General Science Full Text, Grove Music Online, PsyArticles, JSTOR Arts & Sciences VII, Naxos Music. Databases available in limited capacity are Springer Medical eBooks, Sanborn Maps of Illinois, and Saskia Art Images, as well as GALE Resources that offers 49 subject specific databases of which 17 are geared toward CTE programs. We also provide an Illinois DMV Permit Practice test site, GetMyFuture.org, a mobile friendly web portal, and a variety of subject specific videos.

Staff and Hours of Operation

Faculty Librarians and Library Staff will be happy to assist students with using the Library and locating appropriate materials and resources for college assignments, personal projects, or general information. The Library is open from 8:00 a.m. to 8:00 p.m. Monday- Thursday and Fridays 8:00am to 4:00pm. Summer hours are available and are posted outside the Library entrance.

Law Library

The Law Library is located at the Oak Forest Campus and contains legal resources and texts that are to be used for instructional purposes only.

Lost and Found

Lost and found is located at the Campus Police Office, Room 1215. Articles not claimed within 30 days will be disposed of.

Multicultural Wellness Center

The Multicultural Wellness Center encompasses six pillars of wellness: physical, intellectual, occupational, spiritual, social and emotional. By adopting a holistic approach to all areas of life, students can achieve a balanced state of well-being that directly impacts their student success. The Multicultural Wellness Center offers students a place to obtain resources, mental health crisis intervention services, and participate in educational workshops. The MWC is open during operational hours M&TH 8am-7pm, T&W 8am-5pm and F 8am-4pm. For additional information, please contact the Center at 708 596 2000, ext.5709 or visit room 2348.

Office Of College Recruitment

The Office of College Recruitment organizes and conducts off campus recruitment events throughout Community College District 510, Northwest Indiana and the Chicago Area. The Office provides tours to incoming students and assists them with the transition to College. To schedule a tour or more information, please email CollegeRecruitment@ssc.edu or phone the Admissions Office at 708-210-5718.

Performing Arts Center

The J. Albert Kindig Performing Arts Center is the performance venue with a three-quarter thrust stage and seating area that can accommodate individuals with disabilities. The college supports the arts through plays produced on stage in a program of comedies, dramas, children's theatre and music concerts. Students and community members are encouraged to participate in all of the performing arts disciplines. In addition, the PAC hosts a number of graduation and pinning ceremonies and serves as a venue for larger group meetings. A large screen and projection system is available for power point presentations.

Restrooms On Campus

South Suburban College provides gender neutral restrooms throughout the Main Campus. Gender neutral facilities are located on the first and second floors of the South Suburban College Library and in the (PAC) Kindig Performing Arts Center Lobby.

Lactation Room: 2477, ext. 5737, 5816

Diaper changing stations are available and located in the following restrooms:

Men's restrooms: (PAC) Kindig Performing Arts Center Lobby, 1223 and 2225

Women's restrooms: 1132, 2128, 2366, 3120, 4130 and 4364

Services for Students with Disabilities Office

The Services for Student with Disabilities office (SSDO) provides support to students to help them reach their educational goals. We encourage self-advocacy and disability awareness throughout South Suburban College and the community which we serve. We inspire to develop a safe environment to allow students, with and without disabilities, to form relationships and connect. Services for Students with Disabilities Office (SSDO) offers assistive support to students with special needs. Services encompass the provision of technological devices, note takers, interpreters, scribes, and dictators. SSDO does not provide transportation services. The Services for Students with Disabilities Office (SSDO) will provide information for all students seeking academic accommodations.

From the time a student makes an initial request for services, to the final determination of accommodations to be provided, the SSDO includes the student in an interactive process to determine the academic adjustments and/or modification(s) and services to be provided to the student.

In making this determination regarding appropriate accommodations, the SSDO takes into account input from the student and SSDO. The SSDO will consult with Administrators, Counselors, and other academic faculty when appropriate.

The determination of appropriate accommodations will be made on an individualized case-by-case basis using this interactive process involving all appropriate stakeholders.

Please follow the application process as outlined in the following steps.

Contact the SSDO Student Manager at extension 2691, or visit room 2268, to receive the information for receiving accommodations. A TDD phone is available: (708) 210-5732. This step should be completed as soon as possible.

1. Submit the medical/educational documentation to the Manager of SSDO.
2. Once the Manager of SSDO has verified that the student has the appropriate documentation to substantiate his/her disability, the student and the SSDO Manager will make an appointment to engage in an interactive process to determine the academic adjustments and/or modification(s) and services to be provided to the student.
3. Once the interactive process has been completed outlining the recommendation of appropriate accommodation(s) the student will receive an academic accommodation passport immediately. The SSDO will utilize accommodation request forms, or academic accommodation passports, to provide this written notification documenting the individualized accommodation(s) that have been determined to be appropriate as a result of this interactive process. If any adjustments or services requested by the student

are denied, the student will be notified by the SSDO in writing, which shall also include the reason(s) for the denial, within 10 school days. All written notification will also include information regarding the process that the student can use to appeal the denial of any adjustments or services requested by the student and a copy of the Accommodation Appeal Form for the student to complete and return to the Manager of the SSDO.

4. The student must decide whether or not to accept the recommended accommodation(s).
 - If the student accepts the recommended accommodation(s), the SSDO will provide the student as well as the student's instructors a copy of their approved accommodation(s) passport.
 - If the student does not accept the recommended accommodation(s), the student will indicate their rejection of the recommended accommodation(s) on the Accommodation Request Form, and sign and date the form. The SSDO will contact the student by phone or in writing to notify the student of the date, time, and location of the staff meeting to review the student's denial within 10 school days. This staff meeting will include all appropriate staff involved in the interactive process along with the student.
 - If the student disagrees with the outcome of the staff meeting the student can file a complaint using the College disability complaint discrimination procedures.
5. The SSDO Student Specialist will schedule, as necessary, the accommodation(s) for which the student is eligible. The SSDO Student Specialist will contact the student by phone or in writing to notify the student of any necessary accommodation(s) that have been scheduled.
6. The student will be recommended to participate in follow-up meetings with his/her advisor or the SSDO manager as needed, but at a minimum. Students' passports are distributed to instructors via inter-office mail every semester. All passports reveal a stamp with the current semester and year, identifying that the student's academic accommodations are active.

Student Guidelines:

1. The SSDO does not provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature. SSDO does not provide transportation services.
2. It is the student's responsibility to notify the SSDO of the need to change a course schedule prior to making any changes and to discuss if such a change impacts the accommodation(s). If the student registers late or makes changes to their schedule that requires changes to his or her accommodation(s) request, the student must expect that it will require a minimum of three weeks to process the new request for accommodation(s).

3. A student who has not registered for classes for one or more semester must contact the SSDO, at least thirty (30) days prior to the start of any semester (Fall, Spring or Summer) to notify the SSDO of the student's intent to return to South Suburban College and the need to resume their academic accommodations. The interactive process will be reviewed at this time.
4. When requesting accommodations for a test scribe or test dictation, the student must notify the SSDO student specialist within a minimum of three (3) days in advance of when the student is required to take his/her test.
5. The student shall sign Accommodation Service forms confirming the accommodations.

Please contact an advisor regarding academic advice. Please contact SSDO Manager at extension 2691, or visit Room 2268 regarding accommodation(s) requests. A TDD phone is available: (708) 210-5732.

Speaking Center

The Speaking Center aids students, employees and the college community with public speaking related assistance. This includes overcoming speaker anxiety, presentational skills both verbal and nonverbal, along with speech construction, outlining, and research.

The Speaking Center is equipped with computers and highly skilled tutors and is located on the third floor, across from the north elevator in room 3236.

Student Life & Leadership

Student Life promotes and enhances the quality of student life through the coordination of social, cultural and entertainment events and activities. Some activities include films, performances, guest speakers, field trips, workshops and leadership training seminars.

Student Life also serves as the central resource for student clubs and organizations, with professional assistance available to individuals and student organizations sponsoring campus activities, forming new clubs and addressing special needs or interests. Currently chartered clubs and organizations are listed in your student handbook. All postings and distribution of materials by students must be approved by the Manager of Student Programming.

The SSC Student Leadership Program invites students to prepare for life after SSC by becoming a student leader, peer mentor, ambassador or Student Trustee. Join us to learn skills for effective advocacy and service. We provide a wide variety of service projects and training opportunities to assist students in reaching their educational and career goals.

College I.D. Cards are required and available through the Student Life & Leadership Office. (See page 50.)

The Office of Student Life and Leadership is located in Room 2329. For more information about student clubs, IDs, or Student Leadership Program call (708) 596-2000, ext. 5737.

Student Government Association

All students enrolled in college-credit courses are considered members of the Student Government Association of South Suburban College and are encouraged to attend regularly scheduled meetings. Senators and officers, which are elected by the student body, include President, Executive Vice-President, Vice-President of Programming and Promotions, Vice-President of Finance, Student Trustee, Secretary/Senator and 6 Senators.

The Student Government Association strives to promote student activities through the Programming Board. In addition, the Association keeps active communications among all segments of the College community through the Inter-Club Council and addresses student concerns and grievances. The Student Government Association office is located in the Student Center/Cafeteria. For more information, call (708) 596-2000, ext. 2346.

Writing Center

The SSC Writing Center is open for online and in-person tutoring appointments. Students may bring writing samples, drafts, revisions, media, etc. for a tutoring session. Students must be present to receive assistance. The Writing Center will not proof writing samples that are dropped off and does not provide typing services, grades, or suggestion of topics. The Writing Center is in Room 3234, located on the third floor, across from the north elevator. It offers several networked PC's for our students to work on their writing.

To schedule an appointment, visit Room 3234 or book online at <https://ssc.mywconline.com/>

Illinois Articulation Initiative

South Suburban College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois transferable General Education Core Curriculum between participating institutions. Completion of the General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate or bachelor's degree have been satisfied. This agreement is in effect for students entering an associate or baccalaureate degree-granting institution as a first-time freshman in summer 1998 (and thereafter). See an academic adviser for additional information and/or read about the IAI on the World Wide Web at www.iTransfer.org.

Student Consumer Information

In accordance with Title I of the Education Amendments of 1976, the U.S. Department of Education, the College makes available complete financial aid and other student consumer information through the Admissions Center and the Office of Financial Aid. For consumer information data, consult these offices.

Student Insurance Information

Students interested in medical insurance can review options through the Get Covered Illinois program <https://getcovered.illinois.gov/> or contact the college's Benefits Navigator located in the College to Career Success Center, Room 2350.

SSC's Sustainability Statement

South Suburban College strives to be a leader in sustainability efforts. This mission is achieved in several ways. College initiatives include, but are not limited to, renovating College buildings for energy efficiency, purchasing a percentage of renewable energy and eco-friendly products, encouraging campus programs that incorporate reducing, reusing and recycling, providing contemporary training for the green economy and supplying sustainability information and forums to the College district. Our most important goal is to educate our staff and students to practice environmental stewardship at home and in the community.

Family Educational Rights and Privacy Act of 1974

Notification Of Rights Under FERPA For Post Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.
2. Students should submit to the Director of Enrollment Services, or other appropriate official, written request that identifies the record(s) they wish to inspect. The college official will make arrangements for access, and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
3. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney; auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

5. The right to file a complaint with the U.S. Department of Education concerning alleged failure by South Suburban College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605**

The Family Education Rights and Privacy Act (FERPA) is a Federal Law designed to protect the privacy of a student's education records. The Law applies to all schools that receive funds under an applicable program of the US Department of Education. This act protects your personal information from being distributed to third parties.

In compliance with FERPA, South Suburban College is prohibited from providing information from your student records to a third party, to include but not limited to grades, billing, tuition and fees, financial aid and other student record information. FERPA gives parents certain rights with respect to their children's education records. Parents should understand that their rights transfer to the student when he or she reaches the age of 18 or attends a postsecondary school at any age.

At your discretion, you may authorize access of your South Suburban College educational records to a third party designee by submitting a FERPA Authorization Form. A separate form is required for each third party to whom you grant access to your educational records. Once your form is completed, proceed to Registration for processing. Your authorization will remain active until you, the student, cancel the authorization.

2024-2026 Academic & Student Services Calendar

Note: The main campus is closed on weekends. Saturday references pertain to the OFC campus.

Fall 2024

August 19	First meeting of day and evening 1 st 8-week and 16-week credit classes
September 2	<i>Labor Day: College Closed, No Classes, Both Campuses</i>
September 16	First meeting of day and evening 12-week credit classes
September 23	Last day to withdraw from 1 st 8-week credit classes
October 12	End of 1 st 8-week credit classes
October 14	<i>Columbus Day: College Closed, No Classes, Both Campuses</i>
October 15	First meeting of 2 nd 8-week credit classes
November 11	<i>Veterans' Day: College Closed, No Classes, Both Campuses</i>
November 25	Last day to withdraw for 2 nd 8, 12-week and 16-week college credit classes
Nov. 28-30	<i>Thanksgiving: College Closed, No Classes, Both Campuses</i>
December 7	Last meeting of day and evening college credit classes
Dec. 9-14	Finals Week
Dec. 20 - Jan. 1	<i>College Closed</i>

Spring 2025

January 2	College reopens
January 20	<i>Martin Luther King Holiday: College Closed, No Classes, Both Campuses</i>
January 21	First meeting of day and evening 1 st 8-week and 16 week credit classes
February 17	<i>Presidents' Day: College Closed, No Classes, Both Campuses</i>
February 18	First meeting of day and evening 12-week credit classes
February 28	<i>Pulaski Day Observed: College Closed, No Classes, Both Campuses</i>
March 3	Last day to withdraw from 1 st 8-week credit classes
March 15	End of 1 st 8-week credit classes
March 17-22	<i>Midterm Break: Main Campus Open, No Classes, OFC Campus Open, No SSC Classes</i>
March 24	First meeting of 2 nd 8-week credit classes
April 17	<i>Spring Break: College Open, No Credit Classes</i>
April 18	<i>Spring Day: College Closed, No Classes, Both Campuses</i>
April 19	No Credit Classes
May 5	Last day to withdraw from 2 nd 8-week, 12-week and 16-week credit classes
May 17	Last meeting of day and evening college credit classes
May 18	Commencement
Summer 2025	
May 26	<i>Memorial Day: College Closed, No Classes, Both Campuses</i>
June 2	First meeting of day and evening credit classes
June 19	<i>Juneteenth Day: College Closed, No Classes, Both Campuses</i>
July 7	<i>Independence Day Observed: College Closed, No Classes, Both Campuses</i>
July 14	Last day to withdraw from day and evening classes
July 24	Last meeting of day and evening classes

Fall 2025

August 18	First meeting of day and evening 1 st 8-week and 16-week credit classes
September 1	<i>Labor Day: College Closed, No Classes, Both Campuses</i>
September 15	First meeting of day and evening 12-week credit classes
September 22	Last day to withdraw from 1 st 8-week credit classes
October 11	End of 1 st 8-week credit classes
October 13	<i>Columbus Day: College Closed, No Classes, Both Campuses</i>
October 14	First meeting of 2 nd 8-week credit classes
November 11	<i>Veterans' Day: College Closed, No Classes, Both Campuses</i>
November 24	Last day to withdraw for 2 nd 8, 12-week and 16-week college credit classes
Nov. 27-29	<i>Thanksgiving Recess: College Closed, No Classes, Both Campuses</i>
December 6	Last meeting of day and evening college credit classes
Dec. 8-13	Finals Week
Dec. 22 - Jan. 1	<i>College Closed</i>

Spring 2026

January 2	College reopens
January 19	<i>Martin Luther King Holiday: College Closed, No Classes, Both Campuses</i>
January 20	First meeting of day and evening 1 st 8-week and 16 week credit classes
February 16	<i>Presidents' Day: College Closed, No Classes, Both Campuses</i>
February 17	First meeting of day and evening 12-week credit classes
February 27	<i>Pulaski Day Observed: College Closed, No Classes, Both Campuses</i>
March 2	Last day to withdraw from 1 st 8-week credit classes
March 14	End of 1 st 8-week credit classes
March 16-21	<i>Midterm Break: Main Campus Open, No Classes, OFC Campus Open, No SSC Classes</i>
March 23	First meeting of 2 nd 8-week credit classes
April 2	<i>Spring Break: College Open, No Credit Classes</i>
April 3	<i>Spring Day: College Closed, No Classes, Both Campuses</i>
April 4	No Credit Classes
May 4	Last day to withdraw from 2 nd 8-week, 12-week and 16-week credit classes
May 16	Last meeting of day and evening college credit classes
May 17	Commencement
May 18-23	Finals Week

Summer 2026

May 25	<i>Memorial Day: College Closed, No Classes, Both Campuses</i>
June 1	First meeting of day and evening credit classes
June 18	<i>Juneteenth Day Observed: College Closed, No Classes, Both Campuses</i>
July 6	<i>Independence Day Observed: College Closed, No Classes, Both Campuses</i>
July 13	Last day to withdraw from day and evening classes
July 23	Last meeting of day and evening classes

General Studies—AGS

In This Section:

<i>Associate In General Studies (AGS)</i>	59
<i>Master Academic Plan—AGS</i>	60
<i>General Education Credential</i>	61
<i>Master Academic Plan—GECC</i>	62



Associate In General Studies (AGS)

The Associate in General Studies (AGS) Degree is a highly individualized degree that provides students with the opportunity to have a hand in designing their own associate degree program that may include both transfer and occupational courses. This degree has minimal general education requirements thus allowing considerable flexibility in designing and pursuing a course of study that meets individualized learning goals.

All students considering this degree must meet with an Academic & Career Advisor to determine suitability. Students are advised that the AGS degree is not considered a transfer degree and may or may not transfer, all or in part, to senior institutions.

Students should note that his degree does not fulfill the requirements of IAI (Illinois Articulation Initiative) General Education Core Curriculum.

Degree Intent

The Associate in General Studies degree is not considered to be a transferable degree. It is designed for students earning a two-year degree for career advancement and personal growth. The AGS is designed to serve a multitude of student populations, including but not limited to incumbent workers whose employers are requiring a degree for advancement, displaced workers fulfilling additional educational/career goals while seeking a degree for improved employment opportunities, or veterans seeking to return to the workforce by earning an associate degree that allows awarding of credit for military experience. Not all elective courses at South Suburban College are intended for transfer. It is recommended that students considering this degree meet with an Academic & Career Advisor to determine suitability.

Curriculum

The general education requirements for the Associate in General Studies degree consists of a minimum of 21 semester hours of credit. Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Course Credit

1. Transfer credit must be from an institution of higher education as recognized by a regional accreditation organization at the time when credit was earned.
2. Credit which is applied to SSC's transcript is subject to all Illinois Articulation Initiative (IAI) guidelines with the exception of the AGS degree, which is not considered a transfer degree.
3. Credit earned through the Educational Competency Evaluation Program (ECEP) may not be applied to the AA, AS, AFA, or AES degree at SSC.
4. ECEP credit may be applicable toward the AGS and certain AAS degrees. See the program coordinator for more information regarding credit applicability for the AAS degree.

Faculty counselors meet with all of the new students to review the policy related to acceptance of credit in transfer and awarding of credit for noncredit activity.

General Education Credential

Requirements for GECC Credential

The General Education Credential (GECC) represents completion of the GECC as part of a transferrable degree and is not a workforce certificate nor industry-recognized credential. This credential emphasizes student completion of a minimum of 37 credit hours across five academic disciplines, which satisfy the General Education Core Curriculum of the Illinois Articulation Initiative. The GECC Credential is automatically posted to the transcript upon completion.

1. The GECC Credential requires completion of a minimum of 37 credit hours and all of the requirements listed in the catalog must be fulfilled.
2. An overall cumulative college-level grade point average of 2.0 (on a 4.0 point scale) must be achieved.
3. A student seeking a GECC Credential from South Suburban College must complete a minimum of 50% of the required college-level credit hours at SSC with a minimum cumulative college-level grade point average of 2.0, exclusive of any combination of CLEP, AP, military experience or transfer credit.
4. Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.
5. As a result of many changes required by State and Federal agencies, curriculum requirements may vary under specific catalogs. If a student discontinues attendance for a full year or more, he or she will be held to the requirements of the current catalog.
6. The responsibility for proper registration each semester rests with the student. The student is responsible for satisfying all graduation requirements for GECC Credential completion.
7. South Suburban College reserves the right to rescind the GECC Credential if the College discovers that the credential was awarded in error, such as an incorrectly listed credential or in a situation where it was found that a student had not actually fulfilled all requirements under the criteria approved by the Illinois Community College Board, or as otherwise established in the South Suburban College catalog.

Master Academic Plan—GECC

Associate in Arts Degrees

Name: _____ Student ID No.: _____

1. Group I—Communication

ENG 101, ENG 102 and SPE 108 grade of C or better required.

ENG 101 (Comp & Rhet)	3	*SH
ENG 102 (Comp & Research)	3	SH
SPE 108 (Oral Comm)	3	SH
Group I total	9	SH

2. Group II—Humanities & Fine Arts

Three courses (9 semester hours)

A. Humanities (One Course Required): <i>DRM 152, ENG 103, 104, 111, 123‡, 202, 203, 204, 206, 208‡, HFA 158, 201, 202, 203‡, HUM 210, PHL 101, 102, 103, 105</i>		
	3–4	SH
B. Fine Arts (One Course Required): <i>ART 105, 106, 107, 139, 219‡, DRM 151, 155‡, HFA 108, 109, 158, 201, 202, 203‡, MUS 123, 223‡</i>		
	3	SH
C. Humanities or Fine Arts (One Course Required): <i>DRM 152, ENG 103, 104, 111, 123‡, 202, 203, 204, 206, 208‡, HFA 158, 201, 202, 203‡, HUM 210, PHL 101, 102, 103‡, 105, ART 105, 106, 107, 139, 219‡, DRM 151, 155‡, HFA 108, 109, 158, 201, 202, 203‡, MUS 123, 223‡</i>		
	3–4	SH
Group II total	9–11	SH

3. Group III—Social & Behavioral Science

Three courses (9 semester hours) with courses selected from at least two disciplines: *ANT 101‡, 205‡, ECO 201, 202, GEO 103, 104‡, HIS 109, 110, 203‡, 204, 271‡, PSC 101, 102, 210, PSY 101, 204, 211, 212, SOC 101, 102, 205, 230‡*

	3	SH
	3	SH
	3	SH
Group III total	9	SH

4. Group IV—Math

One course (3–5 semester hours): *MTH 115, 126, 146, 161, 180, 190, 203, 204, 211*

		SH
Group IV total	3–5	SH

5. Group V—Life & Physical Sciences

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

A. Physical Science		
<i>AST 101, CHM 101, 111, 113, GLG 101, PHS 101, PHY 101, 210</i>		SH
B. Life Science		
<i>BIO 101, 102, 103, 104, 105, 152</i>		SH
Group V total	7–8	SH
<i>Physical Science w/lab: AST 101, 111, 113, GLG 101, PHS 101, PHY 101, 210 or Life Science w/Lab: BIO 101, 102, 103, 105, 152</i>		
Minimum for AA Degree	37	SH

Cumulative GPA _____

See “Curricula for Transfer Programs” page for recommended courses.

*SH = Semester Hours

Developmental courses do not count towards degree.

The General Education Credential (GECC) certifies that the student completed all the General Education Core credits required. Full-time and adjunct counseling faculty are available to students by appointment, or on a walk-in basis, to help students draw up their Academic Plan detailing the courses the student should successfully complete to satisfy the requirements for this credential.

‡Course meets the Human Diversity graduation requirement. Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

College Transfer Programs —AA, AS, AFA-Music, AFA-Art, AES

In This Section:

<i>SSC Requirements for Admission to Baccalaureate/Transfer Programs.....</i>	<i>64</i>
<i>Degree Requirements:.....</i>	<i>66</i>
<i>Master Academic Plan—AA</i>	<i>70</i>
<i>Master Academic Plan—AS.....</i>	<i>71</i>
<i>Master Academic Plan—AFA.....</i>	<i>72</i>
<i>Master Academic Plan—AFA.....</i>	<i>73</i>
<i>Master Academic Plan—AES</i>	<i>74</i>



SSC Requirements for Admission to Baccalaureate/Transfer Programs

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

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

High School Course Requirements for Admission to Baccalaureate Transfer Programs

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

Completion of High School Deficiencies

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

Illinois Articulation Initiative & General Transfer Information

Along with 100 other colleges and universities in Illinois, South Suburban College is a participant in the Illinois Articulation Initiative (IAI). The IAI facilitates transfer between Illinois colleges and universities. The codes for Transfer courses that are part of the IAI are listed to the right of the course title in the course description section of this catalog, pages 146-213. For more information on the IAI contact an advisor or visit the website at www.iTransfer.org.

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

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

The general education and graduation requirements for these degrees at SSC are clearly spelled out in this catalog. Refer to pages 70-74. See your advisor to plan your MAP.

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

Every four-year college and university in Illinois has different general education requirements. See pages 66-67 for an explanation of general education requirements and SSC equivalents for the colleges and universities where large numbers of SSC students choose to transfer. In addition, catalogs and transfer guides for all Illinois colleges are available in the College & Career Success Center. In most cases, if you select your general education coursework carefully, you can simultaneously satisfy the general education requirements for both SSC and the transfer institution. Build these requirements into your MAP.

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

See pages 64-74 for suggested curricula. You should also familiarize yourself with the criteria for admission into the specific program major at the college where you plan to transfer. In some cases, specific lower division coursework is required. Important information is available in the College & Career Success Center. Ask for the specific articulation guides for community college students planning to major in certain fields (e.g., engineering, chemistry or business). Detailed course equivalency guides are also available. This information should be included in your MAP.

4. **Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.**

5. **When you are Ready to transfer.**

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

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

Legend:

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

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

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

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

**lower division courses

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

#Master Academic Plan (MAP)

Your plan to complete both the A.A./A.S. and B.A./B.S. degrees. See pages 70-74 for MAP worksheets.

Transferability Of Courses

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

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

SSC's Acceptance of Transfer Credit

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

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

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

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

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

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

Degree Requirements:

Associate in Arts, Associate in Science, Associate in Fine Arts and Associate in Engineering Science Degrees

General Education Group Requirements for AA, AS, AFA and AES. Degrees

Credit hours required

	<i>GECC</i>	<i>A.A.</i>	<i>A.S.</i>	<i>A.F.A. Concentration in Art</i>	<i>A.F.A. Concentration in Music</i>	<i>A.E.S.</i>
Group I: Core Communication	9	9	9	9	9	6
Group II: Humanities and Fine Arts	9	9	6	6	6	3-9
Group III: Social and Behavioral Sciences	9	9	6	6	3-6	3-9
Group IV: Mathematics	3-5	3-5	3-5	3	3	17
Group V: Physical and Life Sciences	7-8	7-8	7-8	7	7	13-17
Minimum General Education Hours						
from Group I-V must total	37-41	37-41	31-35	31	31	28-31
Group VI: Area of Concentration/ Electives	0	21-25	21-25	33	35	10-16
Total	37	62*	62*‡	64*	64*	62*

More than One Associate Degree

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

Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

‡Beginning with the 2016FA semester, one additional math course and one additional physical or life science course will be required to complete an AS degree.

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

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

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

Technology

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

Group I - Communication

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

ENG 101-Composition and Rhetoric (must be completed with a grade of "C" or better)

ENG 102-Composition and Research (must be completed with a grade of "C" or better)

SPE 108-Oral Communication (must be completed with a grade of "C" or better)

Group II- Humanities and Fine Arts

Humanities

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

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

Note: Human Diversity Requirement: At least one course must meet the State of Illinois Human Diversity (HD) requirement. A selection of courses in Humanities & Fine Arts and Social & Behavioral Sciences are designed specifically to examine aspects of human diversity within the United States, from a non-U.S./non-European perspective, or from a non-Western perspective.

DRM 152	Plays and Playwrights
ENG 103	Introduction to American Literature I, 1607 to Civil War
ENG 104	Introduction to American Literature II, Civil War to Present
ENG 111	Introduction to Literature I
ENG 123‡	Ethnic Studies in African American Literature
ENG 202	Introduction to British Literature I
ENG 203	Introduction to British Literature II
ENG 204	Shakespeare
ENG 206	World Literature I
ENG 208‡	Introduction to Women's Literature
HFA 158	Drama into Film
HFA 201	General Humanities I
HFA 202	General Humanities II
HFA 203‡	Humanities of Eastern Asia
HUM 210	World Mythology
PHL 101	Introduction to Philosophy
PHL 102	Ethics
PHL 103‡	World Religions
PHL 105	Logic

Fine Arts

- FA1.** *Students will apply aesthetic reasoning for the expression, analysis, and interpretation of art forms.*
- FA2.** *Students will express themselves by creating or performing works of verbal or non-verbal Art.*
- ART 105 Art History Survey, Ancient World
- ART 106 Art History Survey, Renaissance Through Modern
- ART 107 Art Appreciation
- ART 139 History of Photography
- ART 219‡ Non-Western Art
- DRM 151 Theatre Appreciation
- DRM 155‡ Ethnic Traditions in American Theatre
- HFA 108 Introduction to Film Appreciation
- HFA 109 Introduction to Film History
- MUS 123 Music Appreciation
- HFA 158 Drama Into Film
- HFA 201 General Humanities I
- HFA 202 General Humanities II
- HFA 203‡ Humanities of Eastern Asia
- MUS 223‡ Intro to African American Music

Group III – Social and Behavioral Sciences

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

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

Note: Human Diversity Requirement: At least one course must meet the State of Illinois Human Diversity (HD) requirement. A selection of courses in Humanities & Fine Arts and Social & Behavioral Sciences are designed specifically to examine aspects of human diversity within the United States, from a non-U.S./non-European perspective, or from a non-Western perspective.

- ANT 101‡ Anthropology
- ANT 205‡ Medicine, Culture & Society
- ECO 201 Principles of Economics, Macro
- ECO 202 Principles of Economics, Micro
- GEO 103 Geography of the Developed World
- GEO 104‡ Geography of the Emerging World
- HIS 109 Europe to the 19th Century
- HIS 110 History of Modern Europe
- HIS 155‡ History of Latin America
- HIS 203 Early American History
- HIS 204 Later American History
- HIS 271‡ History of Modern African Civilization
- PSC 101 American National Government
- PSC 102 American State & Local Governments
- PSC 108 Contemporary Political Problems
- PSC 210 Comparative Government
- PSY 101 Introduction to Psychology
- PSY 204 Social Psychology
- PSY 211 Human Growth and Development (Lifespan)
- PSY 212 Adolescent Psychology
- SOC 101 Introduction to Sociology
- SOC 102 Social Problems
- SOC 105‡ Diversity and Inclusion
- SOC 205 Marriage and the Family
- SOC 230‡ Sociology of Sex & Gender

Group IV Mathematics

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

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

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

Group V-Life & Physical Sciences

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

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

Life Sciences

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

Physical Sciences

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

Group VI—Electives

See pages 64-91 for the recommended transfer curriculum for each area of concentration.

Minimum Total Required for AA and AS Degree—62
For information on Associate of Applied Science degree options, please refer to page 93 of this catalog.

‡Course meets the Human Diversity graduation requirement.

Master Academic Plan—AS

Your blueprint to completing your degree or certificate. Students should discuss with their advisor of record to remain on track to completion!

Associate in Science Degrees

Name: _____

Student ID No.: _____

1. Group I—Communication

ENG 101, ENG 102 and SPE 108 grade of C or better required.

ENG 101 (Comp & Rheta)	3	*SH
ENG 102 (Comp & Research)	3	SH
SPE 108 (Oral Comm)	3	SH
Group I total	9	SH

2. Group II—Humanities & Fine Arts

Two courses (6 semester hours) with one course selected from Humanities and one from Fine Arts

A. Humanities (One Course Required): DRM 152, ENG 103, 104, 111, 123‡, 202, 203, 204, 206, 208‡, HFA 158, 201, 202, 203‡, HUM 210, PHL 101, 102, 103‡, 105

	3-4	SH
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B. Fine Arts (One Course Required): ART 105, 106, 107, 139, 219‡, DRM 151, 155‡, HFA 108, 109, 158, 201, 202, 203‡, MUS 123, 223‡

	3-4	SH
Group II total	6	SH

3. Group III—Social & Behavioral Science

Two courses (6 semester hours) with courses selected from two disciplines: ANT 101‡, 205‡, ECO 201, 202, GEO 103, 104‡, HIS 109, 110, 203, 204, 271‡, PSC 101, 102, 210, PSY 101, 204, 211, 212, SOC 101, 102, 205, 230‡

	3	SH
	3	SH
Group III total	6	SH

4. Group IV—Math

One course (3-5 semester hours): MTH 115, 126, 146, 161, 180, 190, 203, 204, 211

		SH
Group IV total	3-5	SH

5. Group V—Life & Physical Sciences

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

A. Physical Science		
AST 101, CHM 101, 111, 113, GLG 101, PHS 101, PHY 101, 210		SH
B. Life Science		
BIO 101, 102, 103, 104, 105, 152		SH
Group V total	7-8	SH

Physical Science w/lab: AST 101, 1CHM 101, 111, 113, GLG 101, PHS 101, PHY 101, 210 or Life Science w/Lab: BIO 101, 102, 103, 105, 152

6. Group VI—Electives

(AS: 21-25 hours, college level courses based on transfer school requirements.)

Degree	
--------	--

One additional math course; one additional physical or life science course (depending on transfer pathway.)

Physical or Life Science		SH
Mathematics		SH
		SH
Group VI total		SH
Minimum for AS Degree	62*	SH

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

*SH = Semester Hours

Developmental courses do not count towards degree.

‡Course meets the Human Diversity graduation requirement. Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Master Academic Plan—AFA

Your blueprint to completing your degree or certificate. Students should discuss with their advisor of record to remain on track to completion!

Associate in Fine Arts Music Pathway¹

Name: _____ Student ID No.: _____

1. Group I—Communication (9 semester hours)

ENG 101, ENG 102 and SPE 108 grade of C or better required.

ENG 101 (Comp & Rhet)	3	*SH
ENG 102 (Comp & Research)	3	SH
SPE 108 (Oral Comm)	3	SH
Group I total	9	SH

2. Group II—Humanities²

(6 hours) Select from Group II—Select at least one course from Humanities and one Fine Arts course.

A. Humanities (One Course Required): DRM 152, ENG 103, 104, 111, 123‡, 202, 203, 204, 206, 208‡, HFA 158, 201, 202, 203‡, HUM 210, PHL 101, 102, 103‡, 105

	3–4	SH
--	-----	----

B. Fine Arts (One Course Required): ART 105, 106, 107, 139, 219‡, DRM 151, 155‡, HFA 108, 109, 158, 201, 202, 203, MUS 123, 223‡

	3–4	SH
Group II total	6	SH

3. Group III—Social & Behavioral Science²

(3–6 hours) Select from Group III: ANT 101‡, 205‡, ECO 201, 202, GEO 103, 104‡, HIS 109, 110, 203, 204, 271‡, PSC 101, 102, 210, PSY 101, 204, 211, 212, SOC 101, 102, 205, 230‡

	3	SH
	3	SH
Group III total	6	SH

4. Group IV—Math

(3 hours required)

Mathematics 115 or 126	3	SH
Group IV subtotal	3	SH

5. Group V—Life & Physical Sciences

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

A. Physical Science		
AST 101, CHM 101, 111, 113, GLG 101, PHS 101, PHY 101, 210		SH
B. Life Science		
BIO 101, 102, 103, 104, 105, 152		SH
Group V total	7–8	SH

Physical Science w/lab: AST 101, CHM 101, 111, 113, GLG 101, PHS 101, PHY 101, 210 or Life Science w/Lab: BIO 101, 102, 103, 105, 152

Music Courses **35**

Music Theory I–IV		SH
MUS 116, 126, 216, 226	12	SH
Music Literature/History		SH
MUS 115	3	SH
Keyboard Harmony		SH
MUS 171, 172, 271, 272	4	SH
Aural Skills		SH
MUS 117, 127, 217, 227	4	SH
Ensemble		SH
MUS 187, 190, 195, 197, 198, 199	4	SH
Applied Music Major Emphasis		SH
MUS 131–146; 231–246	8	SH
Music electives³		
Class instruction ; Chamber Ensembles; Private Applied minor; Jazz Improvisation; Music Business; Music Technology.		SH

Minimum for AFA **63–66*** **SH**

Music Faculty: Godwin Chou

*SH = Semester Hours

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

Developmental courses do not count towards degree.

‡Course meets the Human Diversity graduation requirement. Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

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

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

³Students should consult the C&CSC regarding transferability of elective courses. Faculty are available during scheduled office hours to advise music students.

Master Academic Plan—AFA

Your blueprint to completing your degree or certificate. Students should discuss with their advisor of record to remain on track to completion!

Associate in Fine Arts Art Pathway

Name: _____ Student ID No.: _____

1. Group I—Communication (9 semester hours)

ENG 101, ENG 102 and SPE 108 grade of C or better required.

ENG 101 (Comp & Rhet)	3	*SH
ENG 102 (Comp & Research)	3	SH
SPE 108 (Oral Comm)	3	SH
Group I total	9	SH

2. Group II—Humanities²

(6 hours) Select from Group II—Select at least one course from Humanities and one Fine Arts course.

A. Humanities (One Course Required): DRM 152, ENG 103, 104, 111, 123‡, 202, 203, 204, 206, 208‡, HFA 158, 201, 202, 203‡, HUM 210, PHL 101, 102, 103‡, 105

	3–4	SH
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B. Fine Arts

ART 106 Art History Survey	3	SH
Group II total	6	SH

3. Group III—Social & Behavioral Science²

(3–6 hours) Select from Group III: ANT 101‡, 205‡, ECO 201, 202, GEO 103, 104‡, HIS 109, 110, 203, 204, 271‡, PSC 101, 102, 210, PSY 101, 204, 211, 212, SOC 101, 102, 205, 230‡

	3	SH
	3	SH
Group III total	6	SH

4. Group IV—Math (3 hours required)

Mathematics 115 or 126	3	SH
Group IV subtotal	3	SH

5. Group V—Life & Physical Sciences

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

		SH
		SH
Group V subtotal	7	SH

6. Art Major Courses³

Drawing		
ART 101 & 102, 203	9	SH

Art History

ART 105; ART 219‡ OR 139	6	SH
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Design 2–D

ART 111	3	SH
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Design 3–D

ART 112	3	SH
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7. Studio Art Electives³

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

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

		SH
	12	SH
Minimum for AFA	61*	SH

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

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

³Students in studio art are required to schedule one hour per week in the studio (in addition to class time) for each one hour of credit. Faculty are available during scheduled office hours to advise art students about their courses and programs.

Art Faculty: Eric Tucker

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

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

Developmental courses do not count towards degree.

‡Course meets the Human Diversity graduation requirement.

Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Master Academic Plan—AES

Your blueprint to completing your degree or certificate. Students should discuss with their advisor of record to remain on track to completion!

Associate in Engineering Science Degree

Name: _____ Student ID No.: _____

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

General Education Core Courses¹:

12–18 Semester Hours

ENG 101 Composition & Rhetoric	3	SH
ENG 102 Composition & Research	3	SH
Group III Social & Behavioral Science ^{*†}	3–9	SH
Group II Humanities/Fine Arts ^{*†}	3–9	SH

Required Prerequisite Courses:

34–38 Semester Hours

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

Engineering Specialty Courses:

4–15 Semester Hours

Total for AES	62*	SH
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*EGR 203 and 204 may be required. Check the transfer institution to which you plan to transfer.

¹Since completion of this engineering curriculum does not fulfill the requirements of the Illinois General Education Core Curriculum, students will need to complete the general education requirements of the institution to which they transfer.

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

*Dependent upon transfer institution.

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

Developmental courses do not count towards degree.

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Recommended Curricula For Transfer Programs

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Art

Recommended AA Curriculum¹

*See page 96	Credits
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Minimum General Education (39)

Semester Hours

Communications (9)	
English 101	3
English 102	3
Speech 108	3

Humanities and Fine Arts‡ (9)

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

Social & Behavioral Science‡ (9)

Select from Group III	9
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Mathematics (3)

Mathematics 115 or 126	3
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Life & Physical Sciences (7)

Select from Group V (must include one lab)	7
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Area of Concentration²/Electives (24)

Art Major Courses

Art History

Art 219	3
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Drawing

Art 101, 102	6
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Design- 2-D

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

Design - 3-D

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

Suggested Electives:

Art 109, 110, 113, 130, 139, 140, 141, 201, 202, 203, 204, 205, 206, 209, 210, 211, 212, 213, 215, 216, 223, 230, 251, 252, 260, 265, 270.

Minimum for AA Degree **62**

¹ This curriculum is designed to facilitate smooth transfer to a four-year institution for the completion of a baccalaureate degree. Consult the C&CSC for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

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

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Art Faculty: Eric Tucker, Pamela Planera

Astronomy

Recommended AS Curriculum¹

*See page 96	Credits
OCS 121 Overview for College Success*	1

Minimum General Education (45)

Semester Hours

Communications (9)	
English 101	3
English 102	3
Speech 108	3

Humanities and Fine Arts‡ (6)

Select from Group II	6
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Social & Behavioral Science‡ (6)

Select from Group III	6
-----------------------	---

Mathematics (5)

Mathematics 190	5
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Life & Physical Sciences (8)

Chemistry 113	5
Select Life Science	4

Area of Concentration/Electives (22)

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

The selected electives listed above may satisfy the additional Math and Physical or Life Science courses required for the AS.

Minimum for AS Degree **62**

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

*Many four-year institutions require MTH204.

†Many four-year institutions may also require PHY212.

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Astronomy Faculty: Michael Wilson

Biology¹

Recommended AS Curriculum²

*See page 96	Credits
OCS 121 Overview for College Success*	1

Minimum General Education (46)

Semester Hours

Communications (9)	
English 101	3
English 102	3
Speech 108	3

Humanities and Fine Arts‡ (6)

Select from Group II	6
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Social & Behavioral Science‡ (6)

Psychology 101	3
Select from Group III	3

Mathematics (5)

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

Life & Physical Sciences (9)

Biology 105 ³	4
Chemistry 113	5

Area of Concentration/Electives (21)

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

The selected electives listed above may satisfy the additional Math and Physical or Life Science courses required for the AS.

Minimum for AS Degree 62¹

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

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

³ It is recommended that students take Chemistry 113 before taking Biology 105.

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Biology Faculty: Christine Calhoun, Michael Lyttle, Eric Myers, Jamie Welling

Business¹

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

*See page 96	Credits
OCS 121 Overview for College Success*	1

Minimum General Education (44-48)

Semester Hours

Communications (9)	
English 101	3
English 102	3
Speech 108	3

Humanities and Fine Arts‡ (6)

Select from Group II	6
----------------------	---

Social & Behavioral Science‡ (6)

Economics 201	3
Economics 202	3

Mathematics (4 - 8)²

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

Life & Physical Sciences (7-8)

Select from Group V (Must include one lab)	7-8
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Area of Concentration/Electives (25)³

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

The selected electives listed above may satisfy the additional Math and Physical or Life Science courses required for the AS.

Minimum for AS Degree 62-64

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

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

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

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Business Faculty: Dr. Ona Johnson

Chemistry¹

Recommended AS Curriculum

*See page 96	Credits
OCS 121 Overview for College Success*	1

Minimum General Education (45)

Semester Hours

Communications (9)	
English 101	3
English 102	3
Speech 108	3

Humanities and Fine Arts‡ (6)

Select from Group II	6
----------------------	---

Social & Behavioral Science‡ (6)

Select from Group III	6
-----------------------	---

Mathematics (5)

Mathematics 190	5
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Life & Physical Sciences (8-9)

Chemistry 113	5
Life Science	

Area of Concentration/Electives (18-22)

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

The selected electives listed above may satisfy the additional Math and Physical or Life Science courses required for the AS.

Minimum for AS Degree 62-65

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

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

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

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Chemistry Faculty: James Simpson, Ruchi Jairath

Communication¹ Digital Journalism Concentration

Recommended AA Curriculum

*See page 96	Credits
OCS 121 Overview for College Success*	1

Minimum General Education (39)

Semester Hours

Communications (9)	
English 101	3
English 102	3
Speech 108	3

Humanities and Fine Arts‡ (9)

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

Social & Behavioral Science‡ (9)

Select from Group III	9
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Mathematics (3)

MTH 115 or 126 OR	
Select from Group IV	3

Life & Physical Sciences (7-8)

Select from Group V (must include one lab)	7-8
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Digital Journalism Concentration (18)

COM 105	3
COM 200	3
COM 201	
COM 202	3
COM 209	3
COM 220	3

Suggested Electives: (6)

ART 130	3
ART 140	3
ART 141	3
ART 265	3
BUS 203	3
BUS 211	3
COM 206	3

Minimum for AA Degree 62-64

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

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Communication¹ Visual Communication Concentration

Recommended AA Curriculum

*See page 96

OCS 121 Overview for College Success* 1

Minimum General Education (39)

Semester Hours

Communications (9)

English 101 3
English 102 3
Speech 108 3

Humanities and Fine Arts‡ (9)

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

Social & Behavioral Science‡ (9)

Select from Group III 9

Mathematics (3)

MTH 115 or 126 OR 3
Select from Group IV

Life & Physical Sciences (7-8)

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

Visual Communication Concentration (18)

ART 111 3)
ART 130 3
ART 140 3
ART 251 3
COM 209 3
COM 220 3

Suggested Electives: (6)

ART 141 3
ART 230 3
ART 252 3
ART 265 3
ART 270 3
BUS 203 3
BUS 211 3
COM 105 3
COM 201 3
COM 206 3

Minimum for AA Degree 62-64

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

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Drama (Theatre)¹

Recommended AA Curriculum

*See page 96

OCS 121 Overview for College Success* 1

Minimum for General Education (42-43)

Semester Hours

Communications (9)

English 101 3
English 102 3
Speech 108 3

Humanities and Fine Arts‡ (9)

Drama 151 3
Drama 152 3
HFA 158 3

Social & Behavioral Science‡ (9)

Select from Group III 9

Mathematics (3)

Select from Group IV 3

Life & Physical Sciences (7-8)

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

Health and Fitness (2)

Select from Group VI 2

Area of Concentration/Electives (25)

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

Minimum for AA Degree 62-64

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

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Economics¹**Recommended AA Curriculum²**

<i>*See page 96</i>	Credits
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Minimum General Education (47-48)*Semester Hours***Communications (9)**

English 101	3
English 102	3
Speech 108	3

Humanities and Fine Arts‡ (9)

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

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

Mathematics (8)1

Select from Group IV	8
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Life & Physical Sciences (7-8)

Select from Group V (must include one lab)	7-8
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Area of Concentration/Electives (20-21)

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

Minimum for AA Degree 62

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

² Students who plan to complete a B.A. in economics should fulfill the general education requirements for the AA degree. Mathematics course requirements in economics vary at four-year institutions. Consult the C&CSC.

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Education¹**Recommended AA Curriculum²**

<i>*See page 96</i>	Credits
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Minimum General Education (42-45)*Semester Hours***Group I Communications (9)**

English 101	3
English 102	3
Speech 108	3

Group II Humanities and Fine Arts‡ (9)

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

Group III Social and Behavioral Science ‡(9)3

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

Group IV Mathematics (3 – 5)

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

Group V Life & Physical Sciences (7 – 8)

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

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

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

Professional Education Courses (6)4

Education 110	3
Select one from PSY 211 or CHD 104 or CHD 203	3

Minimum for AA Degree 62

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Education¹ (cont.)

Recommended AS Curriculum²

*See page 96	Credits
OCS 121 Overview for College Success*	1
Group I Communications (9)	
English 101	3
English 102	3
Speech 108	3
Group II Humanities and Fine Arts† (6)	
Select One Literature Course from Group II	3
Select One Fine Arts Course from Group II	3
Group III Social and Behavioral Science ‡(6)³	
History 203 or	
History 204	3
Psychology 101	3
Group IV Mathematics (3 – 5)	
For Elementary Education:	
Mathematics 145* and 146	4
(*Mathematics 145 credit hours (4) will be applied to the area of concentration)	
For Secondary Education:	
Select one from MTH 126, MTH 161, MTH 180, MTH 190, or MTH 211	3 – 5
Group V Life & Physical Sciences (7 – 8)	
Select one Life Science Course	3 - 4
and one Physical Science Course	3 - 5
from Group V Life & Physical Sciences.	
(At least one of these courses must be a lab course.)	
Group VI Area of Concentration/Electives (22 – 25)	
Select 22 to 25 hours, with at least 13 – 17 credit hours from the AS approved course list, and with at least 9 hours in one of the following Academic Disciplines:	
Biology, Mathematics, Physical Education or Physical Science.	
Select One Humanities or Fine Arts Course from Group II	3
Political Science 101	3
The selected electives listed above may satisfy the additional Math and Physical or Life Science courses required for the AS.	
Professional Education Courses (6)⁴	
Education 110	3
Select one from PSY 211 or CHD 104 or CHD 203	3
Minimum for AS Degree	62

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

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

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

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

†Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Engineering

See page 74 for Associate in Engineering Science curriculum requirements

English¹**Recommended AA Curriculum**

<i>*See page 96</i>	Credits
OCS 121 Overview for College Success*	1

Minimum General Education (39)*Semester Hours***Communication (9)**

English 101	3
English 102	3
Speech 108	3

Humanities and Fine Arts‡ (9)

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

Select from Group III	9
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Mathematics (3)

Mathematics 115 or 126 or Select from Group IV	3
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Life & Physical Sciences (7-8)

Select from Group V (must include one lab)	7-8
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Area of Concentration/Electives (25-26)¹

English 103, 104, 202, 203	12
Suggested electives: English 105, 108, 111, 113, 123, 124, 204, 206, 207, 208	

Minimum for AA Degree **62**

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

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

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

English Faculty: Robert Bailey, Laura Baltuska, Kyle Churney, Keith E. Collett II, David Schaberg, Crystal Wiley, Lynn Wollstadt

Geography¹**Recommended AS Curriculum¹**

<i>*See page 96</i>	Credits
OCS 121 Overview for College Success*	1

Minimum General Education (46-47)*Semester Hours***Communications (9)**

English 101	3
English 102	3
Speech 108	3

Humanities and Fine Arts‡ (6)

Select from Group II	6
----------------------	---

Social & Behavioral Science‡ (6)

Political Science 101	3
History 109	3

Mathematics (6 - 7)

Mathematics 115 or Mathematics 161	3-4
Mathematics 126	3

Life & Physical Sciences (11)

Biology 101	3
Geography 101	4
Astronomy 101	4

Area of Concentration/Electives (18-20)

Geography 103	3
Geography 104	3
Geography 205	3
History 203	3
History 110	3
Anthropology 101	3
Economics 201	3

Suggested Electives: BIO 102, BIO 103, BIO 105, CHM 111, ECO 202, PSY 101, SOC 102

The selected electives listed above may satisfy the additional Math and Physical or Life Science courses required for the AS.

Minimum for AS Degree **62-65**

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

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Geology¹

Recommended AS Curriculum

*See page 96

Credits

OCS 121 Overview for College Success* 1

Minimum General Education (45)

Semester Hours

Communication (9)

English 101 3

English 102 3

Speech 108 3

Humanities and Fine Arts‡ (6)

Select from Group II 6

Social & Behavioral Science‡ (6)

Select from Group III 6

Mathematics (5)

Mathematics 190* 5

Life & Physical Sciences (8-9)

Physical Science

Life Science

Area of Concentration/Electives (18-25)

Geology 101 4

Chemistry 113 5

Chemistry 114 5

Physics 101 or 210 4

Mathematics 203 or 211 5(4)

The selected electives listed above may satisfy the additional Math and Physical or Life Science courses required for the AS.

Minimum for AS Degree 62

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

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Geology Faculty: Michael Wilson

Health Science/Physical Education¹

Recommended AS Curriculum

*See page 96

Credits

OCS 121 Overview for College Success* 1

Minimum General Education (45)

Semester Hours

Communications (9)

English 101 3

English 102 3

Speech 108 3

Humanities and Fine Arts‡ (6)

Select from Group II 6

Social & Behavioral Science‡ (9)

Psychology 101 3

Select from Group III 3

Mathematics (3)

Mathematics 115 or Mathematics 126 3

Life & Physical Sciences (8)

Biology 102 or Biology 105 4

Chemistry 111 4

Area of Concentration/Electives (24)

First Aid 205 2

Health 101 2

Psychology 211 3

Select from Physical Education 100, 101, 106, 115, 200, 201, 206, 215, 216, 226 6

Select from program-specific courses identified in the SSC catalog 14

The selected electives listed above may satisfy the additional Math and Physical or Life Science courses required for the AS.

Minimum for AS Degree 62

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

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

History¹

Recommended AA Curriculum

<i>*See page 96</i>	Credits
OCS 121 Overview for College Success*	1

Minimum General Education (42-43)

Semester Hours

Communication (9)

English 101	3
English 102	3
Speech 108	3

Humanities and Fine Arts‡ (9)

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

Social & Behavioral Science‡ (9)

Sociology 101	3
Economics 201	3
Anthropology 101	3

Mathematics (3)

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

Life & Physical Sciences (7-8)

Select from Group V (must include one lab)	7-8
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Area of Concentration/Electives (24-25)

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

Minimum for AA Degree **62**

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

Liberal Arts¹

Recommended AA Curriculum²

<i>*See page 96</i>	Credits
OCS 121 Overview for College Success*	1

Minimum General Education (42-43)

Semester Hours

Communication (9)

English 101	3
English 102	3
Speech 108	3

Humanities and Fine Arts‡ (9)

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

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

Mathematics (3)

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

Life & Physical Sciences (7-8)

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

Area of Concentration²/Electives (24-25)

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

Minimum for AA Degree **62**

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

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

Mathematics¹

Recommended AS Curriculum

*See page 96

Credits

OCS 121 Overview for College Success* 1

Minimum General Education (44-45)

Semester Hours

Communications (9)

English 101 3
English 102 3
Speech 108 3

Humanities and Fine Arts‡ (6)

Select from Group II 6

Social & Behavioral Science‡ (6)

Economics 201 (Recommended) 3
Select from Group III 3

Mathematics (5)

Mathematics 190 5

Life & Physical Sciences (7-8)

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

Area of Concentration/Electives (22-23)

Economics 202 (Recommended) 3
Mathematics 203 5
Mathematics 204 5
Mathematics 205 3
(9-10)

The selected electives listed above may satisfy the additional Math and Physical or Life Science courses required for the AS.

Minimum for AS Degree 62

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

Math Faculty: Lisa Curless, Diane Grzeczka, Greg Horn, Yixia Lu, Jennifer Medlen, Dennis Monbrod, Caleb Olaleye, Patrick O'Leary, Marcia Wallace

Management Information Systems¹

Recommended AS Curriculum²

*See page 96

Credits

OCS 121 Overview for College Success* 1

Minimum General Education (46-48)

Semester Hours

Communications (9)

English 101 3
English 102 3
Speech 108 3

Humanities and Fine Arts‡ (6)

Select from Group II 6

Social & Behavioral Science‡ (6)

Economics 201 3
Select from Group III 3

Mathematics (4 - 8)

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

Life & Physical Sciences (7-8)

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

Area of Concentration/Electives (9)

Management Information Systems 101 3
Management Information Systems 205 3
Economics 202 3

Business Emphasis (10)

Accounting 120 4
Business 220 3
Business 108 3

Technical Emphasis (8)

Management Information Systems 221 4
Management Information Systems 250 4

The selected electives listed above may satisfy the additional Math and Physical or Life Science courses required for the AS.

Minimum for AS Degree 62-66

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

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

Management Information Sciences Faculty: Richard Evans

Music

See page 72 for Associate in Fine Arts with Concentration in Music curriculum requirements.

Music Business¹

Recommended AA Curriculum

*See page 96

	Credits
OCS 121 Overview for College Success	1

Minimum General Education Requirements (37)

Communications (9) *Semester Hours*

English 101	3
English 102	3
Speech 108	3

Humanities and Fine Arts‡ (9)

Select one Humanities course from Group II 3

Two Fine Arts courses:

Music 123	3
Music 223	3

Social and Behavioral Sciences (9)

Economics 201 3

Economics 202 3

Select one course from another discipline in Group III 3

Mathematics (3)

Mathematics 115 or Mathematics 126 3

Life & Physical Sciences (7)

Select one Life Science course and one Physical Science course from Group V. (must include one lab) 7

Area of Concentration/Electives (27)²

Business Law 203 3

Business 108 3

Music 109 3

Music 116 3

Music 117 1

Music 126 3

Music 127 1

Music 131-146 4

Music 171 1

Music 172 1

Music 187/190/195/197/198/199 1

Music 225 3

Minimum for AA Degree 64

¹This degree is designed to facilitate smooth transfer to a four-year institution to complete a baccalaureate degree in music business.

²Students should consult the C&CSC regarding transferability of elective courses.

³Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

This degree is articulated with Illinois State University.

Developmental courses do not count towards degree.

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

Music Business Faculty: Godwin Chou

Nursing¹

Recommended AA Curriculum²

Minimum General Education (38)

Semester Hours

Communications (9)

English 101 3

English 102 3

Speech 108 3

Humanities and Fine Arts‡ (9)

Select from Group II 9

Social & Behavioral Science‡ (9)

Psychology 101 3

Sociology 101 3

Psychology 211 3

Mathematics (3)

*Math 126 or 211 3-4

Life & Physical Sciences (8)

Biology 102 or Biology 105 4

*Chemistry 111 or **Chemistry 113 4-5

Area of Concentration/Electives (24)

*Select from Group VI 9-12

Biology 185 4

Biology 186 4

Biology 224 4

*Check transfer institution for specific major course requirements

**Math 100 is the required prerequisite for Chemistry 113

Minimum for AA Degree 62¹

¹This is only a suggested transfer program for students pursuing a Bachelor's of Science in Nursing and might not be appropriate for every student. Some four-year institutions accept more than 62 credits in transfer to fulfill requirements in nursing. Consult the C&CSC for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

²Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Nursing Faculty: Naomi West

Nursing¹

Recommended AS Curriculum²

*See page 96 Credits

OCS 121 Overview for College Success* 1

Minimum General Education (40)

Semester Hours

Communications (9)

English 101 3
English 102 3
Speech 108 3

Humanities and Fine Arts‡ (6)

Select from Group II 6

Social & Behavioral Science‡ (6)

Psychology 101 3
Sociology 101 3

Mathematics (3)

Math 115* 3-5

Life & Physical Sciences (8)

Biology 102 or Biology 105 4
Chemistry 111 or **Chemistry 113 4-5

One **additional math** course; one **additional physical or life science** course (depending on transfer pathway).

Physical or Life Science 4-5

Chemistry 205* 5

Mathematics 4-5

Math 211* 4

Area of Concentration/Electives (22)

Select from Group VI* 6
Psychology 211 3
Biology 185 4
Biology 186 4
Biology 224 4

*Check transfer institution for specific major course requirements

**Math 100 is the required prerequisite for Chemistry 113

Suggested electives listed above may also satisfy the additional math and physical or life science courses required for an AS

Minimum for AS Degree 62¹

¹This is only a suggested transfer program and might not be appropriate for every student. Some four-year institutions accept more than 62 credits in transfer to fulfill requirements in nursing. Consult the C&CSC for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Nursing Faculty: Naomi West

Philosophy¹

*See page 96 Credits

OCS 121 Overview for College Success* 1

Minimum General Education (39)

Semester Hours

Communication (9)

English 101 3
English 102 3
Speech 108 3

Humanities and Fine Arts‡ (9)

English 206 3
Select from Group II 6

Social & Behavioral Science‡ (9)

Anthropology 101 3
Select from Group III 6

Mathematics (3)

Mathematics 115 or 126
or Select from Group IV 3

Life & Physical Sciences (7-8)

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

Area of Concentration/Electives (24-25)

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

Minimum for AA Degree 62

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

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Philosophy Faculty: Herman Stark

Physics¹

Recommended AS Curriculum

*See page 96	Credits
OCS 121 Overview for College Success*	1

Minimum General Education (47)

Semester Hours

Communications (9)

English 101	3
English 102	3
Speech 108	3

Humanities and Fine Arts‡ (6)

Select from Group II	6
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Social & Behavioral Science‡ (6)

Select from Group III	6
-----------------------	---

Mathematics (5)

Mathematics 190*	5
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Life & Physical Sciences (8-9)

Physical Science	
Life Science	

Area of Concentration/Electives (18-25)

Physics 210	4
Physics 211	4
Physics 212	4
Mathematics 203	5
Mathematics 204 or 205	5(4)

The selected electives listed above may satisfy the additional Math and Physical or Life Science courses required for the AS.

Minimum for AS Degree 62

¹ This is only a suggested transfer program and might not be appropriate for every student. Many four-year institutions will accept more than 62 transfer credits in fulfillment of requirements in physics. Consult the C&CSC for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

² MTH 203, 204 and 205 are required prerequisites to the junior level physics courses at four-year institutions.

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Political Science¹

Recommended AA Curriculum

*See page 96	Credits
OCS 121 Overview for College Success*	1

Minimum General Education (42-43)

Semester Hours

Communication (9)

English 101	3
English 102	3
Speech 108	3

Humanities and Fine Arts‡ (9)

Philosophy 101	3
Select from Group II ²	6

Social & Behavioral Science‡ (9)

Select from Group III	9
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Mathematics (3)

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

Life & Physical Sciences (7-8)

Select from Group V (must include one lab)	7-8
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Area of Concentration/Electives (24-25)

Political Science 101	3
Political Science 102	3
Political Science 108	3
Political Science 210	3

Select from Transfer Courses identified in the SSC catalog

Minimum for AA Degree 62

¹ This is only a suggested transfer program and might not be appropriate for every student. Some four-year institutions accept more than 62 credit hours in transfer to fulfill requirements in political science. Consult the C&CSC for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

² Foreign language may be required.

³ Math requirements for political science vary at four-year institutions. Consult the C&CSC.

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Pre-Pharmacy¹

Recommended AS Curriculum

*See page 96

Credits

OCS 121 Overview for College Success* 1

Minimum General Education

Semester Hours

Communication (9)

English 101 3

English 102 3

Speech 108 3

General Biology (8)

Biology 105 4

Biology 106 4

Human Anatomy (all organ systems) (8)**

Biology 185 4

Biology 186 4

Microbiology — Purdue only (4)

Biology 224 4

General Chemistry (10)

Chemistry 113 5

Chemistry 114# 5

Organic Chemistry (10)

Chemistry 203 5

Chemistry 204 5

Physics* (8)

Physics 101 4

Physics 102 4

Math (10)

Math 190 5

Math 203 – Purdue only 5

Math 211 5

Economics (3)

Economics 201† 3

General Education—Check with each university for current requirements

Chicago State Univ. College of Pharmacy‡ (12)

courses divided equally among Humanities and Social Science courses

University of Illinois at Chicago‡ (10)

must include a cultural diversity course as a requirement, Social/Behavioral Sciences (3), Humanities (3), and Genetics (3) Biochemistry (3)

Midwestern Univ. Chicago College of Pharmacy‡ (14)

Social & Behavioral Sciences electives, (6), General Education electives (8) (any course not related to science, math physical education or health care. Recommended courses include art/humanities, social/behavioral sciences, foreign language, and business/computer courses.)

Purdue University‡

a minimum of one course from three approved course groupings and prerequisites Immunology (3) Biochemistry (3). See website for full listing of courses.

Students must check with each university for all current requirements. No equivalent courses are available at SSC for Genetics, Immunology or Biochemistry.

¹ For Chicago State University College of Pharmacy, Midwestern University Chicago College of Pharmacy, Purdue University College of Pharmacy and University of Illinois at Chicago College of Pharmacy.

* Purdue requires only one physics course

† Macroeconomics preferred

** Purdue requires a biochemistry in place of a second anatomy course.

Not needed for Purdue-take Biochemistry instead.

‡ Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Check website for up-to-date information: www.aacp.org

Psychology¹

Recommended AA Curriculum²

*See page 96	Credits
OCS 121 Overview for College Success*	1

Minimum General Education (42)

Semester Hours

Communication (9)

English 101	3
English 102	3
Speech 108	3

Humanities and Fine Arts‡ (9)

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

Social & Behavioral Science‡ (9)

Sociology 101	3
Select from Group III	6

Mathematics (3)

Mathematics 115 or 126 or Select from Group IV	3
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Life & Physical Sciences (7-8)

Select from Group V (must include one lab)	7-8
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Area of Concentration/Electives (24-25)

Psychology 101	3
Psychology 204	3
Psychology 211	3
Select one course from the following:	
Psychology 103, 105, 202, 205, 206, 212, 220	3
Select from Transfer Courses identified in the SSC catalog	

Minimum for AA Degree 62

¹ This is only a suggested transfer program and might not be appropriate for every student. Some four-year institutions accept more than 62 credits in transfer to fulfill requirements in psychology. Consult the C&CSC for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Faculty: Naketa Young

Sociology

Recommended AA Curriculum¹

*See page 96	Credits
OCS 121 Overview for College Success*	1

Minimum General Education (42-43)

Semester Hours

Communication (9)

English 101	3
English 102	3
Speech 108	3

Humanities and Fine Arts‡ (9)

Philosophy 101	3
Select from Group II	6

Social & Behavioral Science‡ (9)

Anthropology 101	3
Psychology 101	3
Psychology 204	3

Mathematics (3)

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

Life & Physical Sciences (7-8)

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

Area of Concentration/Electives (24-25)

Select from:	
Sociology 101, 102, 205, 206, 225	12
Select from Transfer Courses identified in the SSC catalog	

Minimum for AA Degree 62

¹ This is only a suggested transfer program and might not be appropriate for every student. Some four-year institutions accept more than 62 credits in transfer to fulfill requirements in sociology. Consult the C&CSC for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Sociology Faculty: Megan Tabag

Spanish¹

Recommended AA Curriculum

*See page 96	Credits
OCS 121 Overview for College Success*	1

Minimum General Education (39)1

Semester Hours

Communication (9)

English 101	3
English 102	3
Speech 108	3

Humanities and Fine Arts‡ (9)

English 206 and/or English 207	3-6
Select from Group II	3-6

Social & Behavioral Science‡ (9)

Geography 101	3
Anthropology 101	3
Select from Group III	3

Mathematics (3)

Math 115 or 126	
or Select from Group IV	3

Life & Physical Sciences (7-8)

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

Area of Concentration/Electives (25)

Spanish 101	4
Spanish 102	4
Spanish 203	4
Spanish 204	4
Select from Transfer Courses identified in the SSC catalog	

Minimum for AA Degree 62

¹ This is only a suggested transfer program and might not be appropriate for every student. Some four-year institutions accept more than 62 credits in transfer to fulfill requirements in Spanish. Consult the C&CSC for help in selecting courses appropriate for the program at the college or university where you plan to transfer. ‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Speech¹

Recommended AA Curriculum

*See page 96	Credits
OCS 121 Overview for College Success*	1

Minimum General Education (39)

Semester Hours

Communication (9)

English 101	3
English 102	3
Speech 108	3

Humanities and Fine Arts‡ (9)

Select from Group II	6
----------------------	---

Social & Behavioral Science‡ (9)

Psychology 101	3
Select from Group III	6

Mathematics (3)

Math 115 or 126 or Select from Group IV	3
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Life & Physical Sciences (7-8)

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

Area of Concentration/Electives (25-26)

COM 105	3
COM 106	3
COM 107	3
DRM 157	3
Suggested Electives	
Drama 151, 152, 157, 167	
Humanities and Fine Arts‡ 108, 109	

Minimum for AA Degree 62

¹ This is only a suggested transfer program and might not be appropriate for every student. Some four-year institutions accept more than 62 credits in transfer to fulfill requirements in Speech. Consult the C&CSC for help in selecting courses appropriate for the program at the college or university where you plan to transfer. ‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Speech Faculty: Lakesha Jefferson, Suha Mohammed

Transfer Guides And Course Articulations For Colleges/Universities

Visit <https://www.ssc.edu/services/student-services/transfer-center/> for up-to-date information.

Career Programs—AAS & Certificate

On the following pages, you will find career programs and certificates offered by South Suburban College. In parenthesis after each program title, the curriculum code number for the degree or certificate option is listed. The degree option is listed as “AAS;” abbreviated for Associate in Applied Science, while the certificate option is listed with a “C.”

In the actual curriculum, there are four blocks entitled “Cluster.” Full-time students should take all courses in one Cluster per semester. Part-time students should follow the sequence of courses within each cluster.

On page 145 you will find a listing of community colleges that offer cooperative programs in conjunction with SSC.

<i>General Education Requirements for AAS Degrees</i>	93
<i>Overview For College Success</i>	96
<i>Guarantee of Career Education Programs</i>	96
<i>Accounting</i>	97
<i>Accounting Systems - Information Management</i>	97
<i>Applied Engineering Technology</i>	98
<i>Barbering</i>	99
<i>Building Construction & Industrial Technology</i>	100
<i>Business Administration</i>	101
<i>Coding Specialist</i>	102
<i>Communications</i>	103
<i>Community Health Worker</i>	103
<i>Computer-Aided Design</i>	104
<i>Computer Information Sciences</i>	106
<i>Cosmetology</i>	107
<i>Court Reporting / Verbatim Technology</i>	108
<i>Criminal Justice System</i>	109
<i>Early Childhood Education</i>	110
<i>Echocardiography</i>	111
<i>Electronics Engineering Technology</i>	112
<i>Emergency Medical Technician</i>	113
<i>Emergency Medical Services</i>	114
<i>Graphic Design</i>	116
<i>Hospitality</i>	116
<i>Human Services</i>	117
<i>Law & Paralegal Studies</i>	118
<i>Magnetic Resonance Imaging</i>	121
<i>Management</i>	123
<i>Management Information Systems</i>	124
<i>Manufacturing</i>	126
<i>Marketing</i>	127
<i>Medical Assistant</i>	129
<i>Navistar</i>	130
<i>Nursing Department</i>	130
<i>Occupational Therapy Assistant</i>	135
<i>Office Administration & Technology</i>	136
<i>Patient Care Technician</i>	137
<i>Pharmacy Technician</i>	138
<i>Phlebotomy</i>	139
<i>Radiologic Technology</i>	140
<i>Speech Language Pathology Assistant</i>	141
<i>Welding</i>	143

Career Programs at South Suburban College are designed to prepare the student for immediate employment upon graduation. Many of these programs will transfer in whole or in part to some four year colleges and universities. However, they are not specifically designed to transfer. The University of St. Francis (Joliet), Governors State University (University Park) and Southern Illinois University at Carbondale have designed programs that provide options to complete a four-year baccalaureate degree. These “capstone” degree options are noted when they apply to a South Suburban College program. Students interested in the baccalaureate completion programs should contact the C&CSC for a copy of the Career Program Transfer Guide. Students planning to transfer career courses should consult with the program coordinator prior to enrolling in the class.

The general education requirements for the Associate in Applied Science Degree are listed below. Students must fulfill the requirements of Group I, II, III, and IV or V. On the following pages you will find the specific course requirements for each program. Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

General Education Requirements for AAS Degrees

Associate of Applied Science (AAS) Degree

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

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

Technology

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

Group I—Communication (Minimum 6 hours)

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

Group II—Humanities and Fine Arts

(Minimum 3 hours)

Humanities

H1. *Students will identify and analyze ideas, movements, civilizations and cultures.*

H2. *Students will critically assess and express ideas about cultural diversity and individual roles in society.*

Fine Arts

FA1. *Students will apply aesthetic reasoning for the expression, analysis, and interpretation of art forms.*

FA2. *Students will express themselves by creating or performing works of verbal or non-verbal Art.*

ART 101	Drawing I
ART 105	Art History Survey, Ancient World
ART 106	Art History Survey, Renaissance - Modern
ART 107	Art Appreciation
ART 109	Ceramics
ART 110	Metals and Jewelry
ART 111	Two Dimensional Design
ART 112	Three Dimensional Design
ART 113	Color Theory and Practice
ART 130	Computer Art I
ART 139	History of Photography
ART 140	Photography I Digital
ART 201	Painting
ART 219‡	Non Western Art
ART 221	The History of Art in Architecture
DRM 151	Theatre Appreciation
DRM 152	Plays and Playwrights
ENG 103	Introduction to American Literature I, 1607-Civil War
ENG 104	Introduction to American Literature II, Civil War to Present
ENG 111	Introduction to Literature I
ENG 123‡	Ethnic Studies in African American Literature
ENG 124	Introduction to Linguistics, Structure and Function of English Language
ENG 202	Introduction to British Literature I
ENG 203	Introduction to British Literature II
ENG 204	Shakespeare
ENG 206	World Literature
ENG 207	World Literature II
ENG 208‡	Introduction to Women's Literature
HFA 108	Intro to Film Appreciation
HFA 109	Intro to Film History
HFA 158	Drama Into Film
HFA 201	General Humanities I
HFA 202	General Humanities II
HFA 203‡	Humanities of Eastern Asia

MUS 106	Fundamentals of Music
MUS 116	Music Theory I
MUS 115	Introduction to Music Literature
MUS 123	Music Appreciation
MUS 151-165	Private Applied Music
MUS 169	Class Instruction Piano I
MUS 170	Class Instruction Piano II
MUS 173	Class Instruction, Voice
MUS 174	Class Instruction, Voice
MUS 187	South Suburban College Voices
MUS 190	South Suburban College Chorale
MUS 195	Symphonic Band
MUS 197	Jazz Lab (dance band workshop)
MUS 198	Orchestra
MUS 220	Introduction to Rock & Roll
MUS 221	Introduction to Jazz
MUS 223‡	Introduction to African American Music
PHL 101	Introduction to Philosophy
PHL 102	Ethics
PHL 103‡	World Religions
PHL 105	Logic
SPN 101	Elementary Spanish I
SPN 102	Elementary Spanish II
SPN 113	Elementary Conversational Spanish
SPN 115	Spanish for Health Care Providers I
SPN 203	Intermediate Spanish I
SPN 204	Intermediate Spanish II
SPN 205	Spanish for the Spanish Speaking
SPN 213	Intermediate Conversational Spanish
URB 141	African-American Arts

Group III—Social and Behavioral Sciences

(Minimum 3 hours)

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

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

ANT 101‡	Anthropology
ANT 205‡	Medicine, Culture & Society
ECO 201	Principles of Economics, Macro
ECO 202	Principles of Economics, Micro
GEO 103	Geography of the Developed World
GEO 104‡	Geography of the Emerging World
HIS 101	History of Modern Eastern Asian Civilization
HIS 109	Europe to the 19 th Century
HIS 110	History of Modern Europe (19 th & 20 th Centuries)
HIS 151	African American History

HIS 203	Early American History
HIS 204	Later American History
HIS 271‡	History of Modern African Civilization
HSA 101	Introduction to Human Services
PSC 101	American National Government
PSC 102	American Local and State Governments
PSC 108	Contemporary Political Problems
PSC 210	Comparative Foreign Governments
PSY 101	Introduction to Psychology (Science of Human Behavior)
PSY 103	Psychology of Personal Adjustment
PSY 204	Social Psychology
PSY 205	Theories of Personality
PSY 206	Abnormal Psychology
PSY 211	Human Growth & Development (Life-span)
PSY 212	Adolescent Psychology
PSY 220	Human Sexuality
SOC 101	Introduction to Sociology
SOC 102	Social Problems
SOC 105‡	Diversity and Inclusion
SOC 205	Marriage and the Family
SOC 206	Juvenile Delinquency
SOC 225	Ethnic and Racial Relations
SOC 230‡	Sociology of Sex & Gender

Group IV—Mathematics

(Minimum 3 hours)

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

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

MTH 103	Fundamentals of Mathematics
MTH 106	Technical Mathematics I, Algebra & Trigonometry
MTH 111	Technical Mathematics II, Analytic Geometry & Introduction to Calculus
MTH 115	General Education Mathematics
MTH 126	Fundamentals of Statistics
MTH 145	Math Concepts & Structures I
MTH 146	Math Concepts & Structures II
MTH 161	Finite Mathematics
MTH 165	College Algebra
MTH 167	Plane Trigonometry
MTH 169	Precalculus
MTH 170	Discrete Mathematics
MTH 180	Calculus for Business and Social Science
MTH 190	Calculus and Analytic Geometry I
MTH 211	Statistics
MTH 200	Introduction to Linear Algebra
MTH 203	Calculus and Analytic Geometry II

MTH 204	Calculus and Analytic Geometry III
MTH 205	Differential Equations
BUS 105	Business Mathematics

Group V—Life & Physical Sciences

(Minimum 3 hours)

SB1. *Students will demonstrate an ability to effectively use scientific terminology.*

SB2. *Students will apply fundamental scientific conceptual frameworks for understanding and evaluating natural phenomena and their causes and effects.*

AST 101	Introduction to Astronomy
BIO 101	Concepts of Biology
BIO 102	Introductory Biology
BIO 103	Environmental Biology
BIO 104	Microbes and Society
BIO 105	General Biology I
BIO 115	Human Body Structure
BIO 185	Human Anatomy and Physiology I
BIO 152	Man and His Environment
CHM 101	Chemistry and Society
CHM 111	Introductory Chemistry I
CHM 113	General Chemistry I
GLG 101	Physical Geology
PHS 101	Physical Science
PHY 101	Mechanics, Heat and Sound
PHY 115	Topics in Applied Physics
PHY 210	University Physics I

‡Course meets the Human Diversity graduation requirement.

All students must demonstrate minimum math competency equivalent to MTH 095 in those programs in which mathematics is not a specific requirement.

Guarantee of Career Education Programs

South Suburban College shall guarantee the technical skill competence needed for entry into the occupational employment position for each student who completes the appropriate Associate of Applied Science (AAS) Degree or Certificate Program which is at least 30 hours in length. The graduate from the AAS Degree or Certificate Program who is judged by his/her employer to be lacking in the technical skills necessary for entry to the position shall be provided up to twenty-five (25) percent tuition-free credit hours of additional skill retraining in the degree or certificate program completed by the graduate.

South Suburban College, as an expression of pride, confidence and accountability in education and work force preparation, shall guarantee the skills of all occupational AAS and Certificate program graduates subject to the following conditions:

1. All developmental and prerequisite course work must have been successfully completed prior to admission to the program.
2. The student must have graduated within four years after admission to the degree program; within two years after initial enrollment into a certificate program.
3. The student must be employed full-time in a job directly related to his/her program of study within nine (months after graduation from the AAS Degree or Certificate Program. The College is not responsible for program graduates not meeting the minimal age requirement for employment.
4. The student who has completed the AAS Degree or Certificate within the specified time limit and is not able to demonstrate to an employer the basic technical skills to obtain entry-level employment for a job directly related to the student's program of study, will be offered retraining in those specific technical areas.
5. The student jointly with the employer must verify in writing within days of the graduate's initial employment or rejection that the graduate lacks competencies in specific technical areas represented by the degree/certificate information printed in the College catalog.
6. Retraining in those specific technical areas will be limited to College-credit courses regularly offered by the College.
7. A written education retraining plan will be developed by the graduate, program faculty and the appropriate instructional administrator based on the employer's verification document specifying competencies to be mastered.
8. Prerequisites, co-requisites and other admission requirements for retraining courses must be met and are not included in the courses covered by this guarantee policy.
9. A maximum of percent of required course work will be provided free of tuition and student fees under the terms of this guarantee. Laboratory fees and other course costs identified in the retraining plan are not included. The graduate will be responsible for any other costs that might be associated with taking the course(s).
10. Should the graduate audit, withdraw or not receive a passing grade in a course identified in the education retraining plan, it will be included in the percent credit-hour program limit.
11. All retraining must be completed within three semesters after the claim is filed in the Office of the Vice President of Academic Services.
12. Students who have passed state or other agency licensure exams upon graduation are not eligible for the retraining described in items 1-12.

This educational retraining guarantee applies to software release and vendor-specific equipment used in courses at the time the student was enrolled in the course. The College is not responsible for guaranteeing student competency in subsequent releases of software or revised or new equipment. Likewise, the College is not responsible for guaranteeing student knowledge or skills that will be valid in the future.

Overview For College Success

Overview For College Success OCS 121— (1,1)

This course is designed to assist students in the navigation of becoming successful in college and life. Major topics include setting academic, career and personal goals; effective communication strategies; study skills; critical thinking; self-discovery; and learning styles. In addition, this course delves into topics such as stress management, diversity and other well-being topics. Students will develop educational and career plans, learn to utilize college resources and receive extensive help in course planning.

Students must take OCS 121 if they meet one or more of the following:

- First time degree seeking students
- Transfer student with less than 12 credit hours and no evidence of similar course on transcript
- Students who have never attended college are strongly encouraged to register for this course.

NOTE: OCS 121 credit is not calculated in the course minimum credit totals listed in this section.

Accounting

Accounting (ACC.AAS)

This program provides preparation for entry-level employment as mid-level accountants in manufacturing, retail and service businesses as well as federal, state, and local governmental offices. It is intended for both new students in accounting and for those already employed in accounting. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 36 for more information.

For additional information, please contact Dr. Ona Johnson, Business Department Chair, at (708) 596-2000, ext. 2357.

General Education Courses		Credits
ENG 101	Composition & Rhetoric	3
SPE 108	Oral Communication	3
BUS 105	Business Mathematics	3
ECO 201	Principles of Economics, Macro	3
Group II	Humanities or Fine Arts Elective†	3

Core Courses

ACC 120	Financial Accounting	4
BUS 108	Intro to Business	3
BLW 201	Intro to Business Law	3
BLW 202	Intermediate Business Law	3
MIS 101	Computer Literacy & Applications	3
OAT 172	Business Communication	3

Concentration Accounting

ACC 121	Managerial Accounting	3
ACC 130	Comp. Accounting (Quickbooks)	3
ACC 200	Cost Accounting	3
BUS 271	Principles of Finance	3
ACC 260	Intermediate Accounting I	3
ACC 261	Intermediate Accounting II	3
ACC 290	Federal Taxes Or	3
BUS 137	International Business	4
OAT 143	Excel	3

Minimum for Degree 61-62

*Keyboarding is an expected proficiency of touch typing control shown by taking OAT 100 or having had high school course(s) or demonstrating proficiency through ECEP.

†Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Students enrolled in this program who intend to transfer should contact the C&CSC.

Accounting Certificate (ACC.CERT)

The Certificate in Accounting is designed to prepare the student for initial employment or promotability in the shortest possible time with solid academic credentials for the employers. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 36 for more information.

Core	Credits	
ACC 100	Personal Income Tax	3
ACC 120	Financial Accounting	4
ACC 121	Managerial Accounting	3
ACC 130	Comp. Accounting (Quickbooks)	3
ACC 200	Cost Accounting	3
BLW 201	Intro to Business Law	3
BUS 108	Intro to Business	3
MIS 101	Computer Literacy & Applications	3
OAT 143	Excel	3
Electives	ACC 260, ACC 290, BLW 203, BUS 220, OAT 172 6	
<i>Minimum for Certificate</i>		34

Students enrolled in this program who intend to transfer should contact the C&CSC.

Accounting Systems - Information Management

Accounting Systems - Information Management (ACC.AAS.INFOMGMT)

The modern corporation recognizes a strong interrelationship among accounting, data processing and management. The Accounting Systems-Information Management program is designed to meet the needs of individuals to effectively function within a modern business environment. Graduates of this program will be prepared to perform more knowledgeably and effectively in the interrelated areas of accounting, data processing and management. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 36 for more information.

For additional information, please contact Dr. Ona Johnson, Business & Technology Department Chair, at (708) 596-2000, ext. 2357.

Semester 1	Credits	
ENG 101	Composition & Rhetoric	3
ACC 120	Financial Accounting	4
BUS 108	Intro to Business	3
MIS 101	Computer Literacy & Application	3
Group IV	Mathematics Elective (MTH 165 Recommended)	3
OAT 100	Basic Keyboarding Skills (optional)*	(1.5)

Semester 2		Credits
OAT 143	Excel	3
OAT 172	Business Communication	3
ACC 121	Managerial Accounting	3
MIS 205	Computer-Systems Development	3
Group II	Humanities or Fine Arts Elective‡	3
SPE 108	Oral Communication	3

Semester 3		Credits
BLW 201	Intro to Business Law	3
ACC 130	Computerized Accounting (Quickbooks)	3
MIS 250	Information Systems Administration	3
MIS 110	Microsoft Windows Operating Systems	3
Group III	Social & Behavioral Science Elective‡	3

Semester 4		Credits
	Business Elective	3
ACC 200	Cost Accounting	3
BUS 220	Principles of Management	3
BUS 227	Human Resource Administration	3
MIS 206	Field Project I	3

Minimum for Degree **64**

Business Elective is defined as any ACC, BUS, BLW, OAT, CIS/MIS, or ECO 202.

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Students enrolled in this program who intend to transfer should contact the C&CSC.

Basic Certificates

Accounting Paraprofessional (ACC.BASIC)		Credits
ACC 120	Financial Accounting	4
ACC 121	Managerial Accounting	3
ACC 130	Computerized Accounting (Quickbooks)	3
BUS 108	Intro to Business	3
OAT 143	Excel	3
Electives	ACC 100, ACC 290, OAT 172	3
<i>Total Credit Hours</i>		19

Tax Preparer (ACC.BASIC.TAXPREP)		Credits
ACC 100	Personal Income Tax	3
ACC 120	Financial Accounting	4
ACC 130	Comp. Accounting (Quickbooks)	3
ACC 290	Federal Taxes	3
BUS 105	Business Mathematics	3
<i>Total Credit Hours</i>		16

Applied Engineering Technology

Applied Engineering Technology (AET.AAS)

Through a systems approach and seven in-depth courses, students will study applied technology in the areas of audio/video systems. Smart Home Control, Communications (broadcast, satellite, wireless), Security, Cabling & Telephony, Alternative Energy (green) & Power Distribution, Computers & Networks, Biomedical Systems, Design, Development & Manufacturing, Industry, Robotics & Automation, and Technical Project management. In addition, students will gain skills in terminology, electricity & Electronics, STEM (science, technology, engineering & mathematics), CAD, instrumentation and test equipment, tool usage, problem solving, project management, and team work.

Both an AAS degree and a 4 course certificate (*) in Digital Home Technology Integration (DHTI) will be offered. Please contact ext. 3256 for additional information.

Semester 1		Credits
ENG 101	Composition & Rhetoric	3
AET 101	Audio/Video & Smart Home	4
AET 102	Computer Technology	4
MTH 106	Technical Mathematics I	5

Semester 2		Credits
AET 105	Comm., Security & Telephony	4
ELC 110	Electronic Circuits	4
	Tech Electives*	4
Group II	Humanities or Fine Arts Elective‡	3

Semester 3		Credits
PHY 101	Mechanics, Heat & Sound	4
ELC 190	Industrial Electronics I	4
ELC 215	Digital Electronics II	4
ELC 230	Electrical Drafting	3

Semester 4		Credits
CIS 180	Net+ Certification	3
ELC 298	ETA Certification Prep	3
SPE 108	Oral Communication	3
	Tech Electives*	4
Group III	Social & Behavioral Science Elective‡	3
<i>Total Credit Hours</i>		62

*Any ELC, CAD, CIS/MIS, or PHY courses or approval of program coordinator.

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Students enrolled in this program who intend to transfer should contact the C&CSC.

"2+2" B.S. Degree option in Computer Science/Electronics available at the University of St. Francis.

Barbering

Barbering Associate in Applied Science (BAR.AAS)

The Associate in Applied Science of Barbering Degree offers students hands on training in the art, skill, and science used in the barbering business. This includes the design of hair, facial shaving, chemical services for hair, installation of temporary hair pieces, salon operations, and barber license review. The program meets the standards of the Illinois Department of Finance and Professional Regulation (IDFPR) in total hours, teaching staff, equipment, facilities, libraries, and course content.

Students are required to complete a specific number of hours in the Barber College Salon. Once students have completed all coursework and laboratory hours, they are ready to sit for the licensure examination through the IDFPR. Students must be licensed in order to practice Barbering in Illinois.

The AAS in Barbering will give students the critical thinking skills and educational background to advance in the field of barbering.

Barber Technician Certificate (BAR.CERT)

The Barber Technician Certificate offers students hands on training in the art, skill, and science used in the barbering business. This includes the design of hair, facial shaving, chemical services for hair, installation of temporary hair pieces, salon operations, and barber license review. The program meets the standards of the Illinois Department of Finance and Professional Regulation (IDFPR) in total hours, teaching staff, equipment, facilities, libraries, and course content.

Students are required to complete a specific number of hours in the Barber College Salon. Once students have completed all coursework and laboratory hours, they are ready to sit for the licensure examination through the IDFPR. Students must be licensed in order to practice Barbering in Illinois.

Accreditation/Approval Process

The Barber program is accredited through IDFPR inclusive of the requirements outlined in section 175.330.

Barbering Associate in Applied Science

Semester 1 Fall	Credits
BAR 101 Introduction to Barbering	2
BAR 102 Art of Barbering I	2
BAR 103 Salon Operations I	4
BAR 112 Art of Barbering II	2
BAR 114 Barber Styling	2

Semester 2 Spring

BAR 113 Salon Operations II	4
BAR 202 Art of Barbering III	2
BAR 210 Chemical Services I	2
BAR 212 Advanced Barbering I	2
BAR 220 Chemical Services II	2
ENG 101 Composition & Rhetoric Or	3
SPE 108 Oral Communication	

Semester 3 Summer

BAR 203 Salon Operations III	4
ENG 102 Composition & Research Or	3
SPE 108 Oral Communication	

Semester 4 Fall

BAR 213 Advanced Salon Operations I	4
BAR 225 Barber Management	2
BAR 223 Advanced Salon Operations II	4
BAR 250 License Review	3
BUS 130 Starting Your Own Small Business	4

Semester 5 Spring

Group III Social & Behavioral Science Elective‡	3
Group IV/V Math or Science Elective	3

Total Credit Hours **41**

Barber Technician Certificate

Semester 1 Fall	Credits
BAR 101 Introduction to Barbering	2
BAR 102 Art of Barbering I	2
BAR 103 Salon Operations I	4
BAR 112 Art of Barbering II	2
BAR 114 Barber Styling	2

Semester 2 Spring

BAR 113 Salon Operations II	4
BAR 202 Art of Barbering III	2
BAR 210 Chemical Services I	2
BAR 212 Advanced Barbering I	2
BAR 220 Chemical Services II	2

Semester 3 Summer

BAR 203 Salon Operations III	4
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Semester 4 Fall

BAR 213 Advanced Salon Operations I	4
BAR 225 Barber Management	2
BAR 223 Advanced Salon Operations II	4
BAR 250 License Review	3

Total Credit Hours **41**

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

For questions regarding the Program, please call the Department at (708) 596-2000, ext. 2664.

Building Construction & Industrial Technology

Building Construction Technology (BLD.AAS)

Preparation for technical occupations in building construction, including general contractor, carpenter, and mason and field supervisor. The program includes both classroom and laboratory instruction, emphasizing materials, methods and procedures. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 36 for more information. For additional information, please contact Eugene Damiani, Program Coordinator/Department Chair, at (708) 596-2000, ext. 2292.

General Education	Credits
ENG 101 Composition & Rhetoric	3
SPE 108 Oral Communication	3
Group II Humanities or Fine Arts Elective‡	3
Group III Social & Behavioral Science Elective‡	3
Group IV/V Math or Science Elective	3

Program Core

BLD 104 Residential Plumbing Inspections	3
BLD 100 General Contract Green Home	2
BLD 101 Constr. Materials & Methods I-Wood	4
BLD 102 Constr. Materials & Methods II-Mason.	4
BLD 103 Home Energy Dynamics	3.5
BLD 105 Print Reading for Building Constr.	3
BLD 106 OSHA 30 Hr Construction Safety	3
BLD 203 Estimating	3.5
BLD 206 Constr. Material & Methods IV- Elec.	4
BLD 210 Renovate Energy Efficient Green Home Or	5
BLD 220 Build Energy Efficient Green Home I	6
BLD 215 Plan Energy Efficient Green Home	3
BLD 221 Build Energy Efficient Green Home II	6
DRF 101 Architectural Drafting I	3
ENG 121 Technical Business Writing	3

Minimum for Degree 65-66

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

"2+2" B.S. Degree in Professional Arts/Applied Organizational Management or Human Resource Management available at the University of St. Francis.

Basic Certificates

Building Rehabilitation (BLD.BASIC.REHAB)

BLD 101 Constr. Materials & Methods I-Wood	4
BLD 103 Home Energy Dynamics	3.5
BLD 106 OSHA 30 Hr Construction Safety	3
BLD 210 Renovate Energy Efficient Green Home Or	5
BLD 220 Build Energy Efficient Green Home I	6
BLD 221 Build Energy Efficient Green Home II	6

Total Credit Hours 21.5-22.5

Construction Supervision & Management (BLD.BASIC.

SUPVMGT)	Credits
BLD 100 General Contract Green Home	2
BLD 105 Print Reading for Building Construction	3
BLD 106 OSHA 30 Hr Construction Safety	3
BLD 203 Estimating	3.5
BLD 205 Project Supervision & Management	3
BLD 215 Plan Energy Efficient Green Home	3

Total Credit Hours 17.5

Home Maintenance (BLD.BASIC.HOMEMAIN)

BLD 101 Intro to Carpentry	4
BLD 102 Constr. Material & Methods II - Masonry	4
BLD 206 Constr. Material & Methods IV- Elec.	4
BLD 104 Residential Plumbing Inspections	3

Total Credit Hours 15

Solar Photovoltaic Installation Tech (BLD. CERT.SPV)

The Solar PV Installation Technician advanced certificate program is intended to prepare students for entry-level employment in the solar industry based on the North American Board of Certified Energy Practitioners (NABCEP) standards. Students will complete the program with basic skills needed to size, design and install solar systems. In addition, students will gain general construction experience, safety training, print reading skills, and basic electrical circuit training. The program will prepare students for the NCCER Core and Solar PV Installer certification exams as well as the NABCEP PV Associate Level exam.

Semester One		Credits
BLD 100	How to General Contract a Green Home	2
BLD 103	Home Energy Dynamics	3.5
BLD 105	Print Reading for BLD Construction	3
BLD 106	OSHA 30Hr for Construction Safety	3
SPV 100	Introduction to Craft Skills	3

Semester Two		Credits
BLD 101	Construction Mat&Methods, I-Wood	4
ELC 101	Electrical Circuits I	4
SPV 101	Solar PV Installation	3
BLD 210	Renovate Energy Efficient Green Home OR	5
BLD 220	Build Energy Efficient Green Home	6

Total Credit Hours 30.5

For questions regarding the Program, please call the Department at (708) 596-2000, ext. 2664.

Business Administration

Business Administration (BUS.AAS.ADMIN)

The AAS of Business Administration will prepare students for entry-level or promotional opportunities in the field of business administration. The program will enhance the student's education level and represent the foundation for higher levels of academics. Courses will be designed to provide students with the foundational information, principles, theories, and techniques necessary to work in the business industry. Students will be introduced to real-world case studies to enhance the learning process, as well as have the opportunity to conduct research and interviews of those who have been successful in the industry. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 36 for more information. For additional information, please contact Dr. Ona Johnson, Business & Technology Department Chair, at (708) 596-2000, ext. 2357.

General Education		Credits
ENG 101	Composition and Rhetoric	3
SPE 108	Oral Communication	3
BUS 105	Business Mathematics	3
ECO 201	Principles of Macro Economics	3
Group II	Humanities or Fine Arts Elective‡	3

Core Courses

ACC120	Financial Accounting	4
BUS 108	Introduction to Business	3
BUS 220	Principles of Management	3
BLW 201	Introduction to Business Law	3
MIS 101	Computer Literacy & Applications	3
OAT 172	Business Communication	3

Concentration Business Administration

ACC 121	Managerial Accounting	3
BLW 203	Legal Environment of Business	3
BUS 137	International Business Practice Firm	4
BUS 203	Principles of Marketing	3
BUS 253	Marketing Management Internship I	3
BUS 271	Principles of Finance	3
BUS 285	Operation Management	3
ECO 202	Principles of Micro Economics	3
OAT 115	Microsoft Outlook	1
OAT 116	SharePoint	1

Minimum for Degree 62

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Cannabis Dispensary Operations (BUS. BASIC.CNB)

The Cannabis Dispensary Operations Basic certificate program will prepare students for entry level opportunities in the cannabis dispensary industry. The program will provide students with a basic understanding of the properties of cannabis, the cannabis industry, dispensary operations, cannabis law as well as the biology of cannabis and its chemical/biochemical effects of cannabis.

Semester One		Credits
CNB 101	Introduction to Cannabis	2
CNB 102	Dispensary Operations	2
BUS 108	Introduction to Business	3
MIS 101	Computer Literacy & Applications	3
CNB 103	Cannabis Law	2
Semester Two		
ACC 130	Computerized Accounting	3
CNB 110	Science of Cannabis (Biology and Pharmacology)	3
Total Credit Hours		18

Coding Specialist

Coding Specialist Certificate (HIT.CERT)

The Coding Specialist program which is approved by the American Health Information Management Association (AHIMA) Foundation for Professional Certificate Approval Programs (PCAP) provides specialized training for individuals interested in becoming a coding specialist in a variety of settings where diagnostic and procedural data are coded for reimbursement and other data collection purposes.

Upon successful completion of the program the student will be eligible to sit for one of two coding exams administered by the American Health Information Management Association:

Certified Coding Specialist-Physician Based (CCS-P)

Certified Coding Specialist (CCS)

Once admitted to the program, students are full-time and complete the program in three semesters: Fall, Spring, and Summer. At SSC, classes are offered in a variety of formats. These are sometimes called modes of delivery or course delivery methods. SSC offers in-person, online, or a combination of in-person and online learning options. The Coding Specialist program is offered in-person or online only.

General Information

Students are admitted to the program once per year in the Fall. In order to apply to the program, for fall admission, the student must complete the following steps no later than July 15th.

1. Submit an application for credit courses to South Suburban College.
2. Forward OFFICIAL high school/HSE/GED®/College transcripts to the Office of Admissions & Records.
3. Take the SSC College Placement test and complete any required college preparatory class in Math, Reading and English with a grade of "C" or better. Math must be completed through MTH 093 (Gen. Mathematics) and Reading through RDG 082 (Reading & Learning Skills III) and English through ENG 099.
4. Complete HIT 100 (Foundations of Health Information Technology), this course must be taken at SSC.
5. Complete or transfer in HIT 103 (Medical Terminology), HIT 108 (Pathophysiology with Pharmacology) and BIO 115 (Human Body Structure). Note: Students that have taken BIO 185/186 do not need to take BIO 115.

Prerequisite Courses		Credits
HIT 100	Foundations of Health Information Technology	1
HIT 103	Medical Terminology	3
BIO 115	Human Body Structure	4
HIT 108	Pathophysiology with Pharmacology	3

Students that are admitted to the program in the Fall take courses in the following order:

Semester One – Fall		Credits
HIT 101	Introduction to Health Information Technology (This course includes a lab)	3
HIT 104	Introduction to ICD-10-PCS (This course includes a lab)	3
HIT 105	Introduction to ICD-10-CM (This course includes a lab)	3
HIT 117	Inpatient Billing & Reimbursement	3
Semester Two – Spring		Credits
HIT 106	Introduction to CPT/HCPCS Coding (This course includes a lab)	3
HIT 107	Intermed. ICD-10-CM/PCS, CPT, HCPCS Coding (This course includes a lab)	3
HIT 116	Outpatient Billing & Reimbursement	3
HIT 114	Legal & Compliance Issues for HIT	3
Semester Three – Summer		Credits
HIT 200	Coding Exam Review and Internship	5
Minimum for Certificate:		40

For questions regarding the Coding Specialist Program, please call the Allied Health Department at (708) 596-2000, ext. 2204 or visit us in room 4469L.

Communications

Visual Communications

The Visual Communication program will prepare students for entry level opportunities in the fields of the Arts, AV Tech & Communications or the Information Technology Career Clusters in a variety of positions including for example, AV designer or engineer, broadcast technician, or interactive multimedia development. Students in the Visual Communication program will obtain hands-on experience in a variety of areas including digital art and design, digital video production and marketing along with a practicum to complete the advanced certificate.

Visual Communication Advanced Certificate (COM.CERT.VIS)

Semester 1		Credits
ART 111	Two-Dimensional Design	3
ART 130	Computer Art I	3
ART 140	Photography I Digital	3
COM 201	Introduction to Digital Video Production	3
COM 105	Mass Communication	3
Semester 2		
COM 209	Writing Across the Media	3
COM 220	Digital and Social Media Marketing	3
ART 251	Graphic Design I	3
BUS 211	Principles of Advertising	3
Semester 3		
COM 206	Practicum in Media	3
<i>Total Credit Hours</i>		30

For questions regarding the program, please call Pamela Planera at (708) 596-2000, ext. 2211.

Basic Certificate

Visual Communication Basic Certificate (COM.BASIC.VIS)		
ART 111	Two-Dimensional Design	3
ART 130	Computer Art I	3
ART 140	Photography I Digital	3
Semester 2		
COM 209	Writing Across the Media	3
COM 220	Digital and Social Media Marketing	3
ART 251	Graphic Design I	3
<i>Total Credit Hours</i>		18

For questions regarding the program, please call Pamela Planera at (708) 596-2000, ext. 2211.

Community Health Worker

Community Health Worker (CHW.AAS)

Community Health Workers (CHWs) are frontline public health workers who are trusted members of and/or have an unusually clear understanding of the community they serve. This trusting relationship enables them to serve as a liaison/link/intermediary between health/social services and the community, facilitating access to services and improving the quality and cultural competence of service delivery.

Community Health Workers also build individual and community capacity by increasing health knowledge and self-sufficiency through a range of activities such as outreach, community education, informal counseling, social support and advocacy. <https://www.apha.org/APHA-Communities/Member-Sections/Community-Health-Workers>.

The Community Health Worker (CHW) Program offers three (3) tracks - a Basic Certificate, an Advanced Certificate and an Associate of Applied Science. CHW Certificates are online certificates; thus, all courses are only offered online.. Students interested in the Basic or Advanced Certificates may enroll in the program at any term. It is, however, recommended that they begin with the Basic courses.

Students applying for the Applied Science track may enroll in the Basic courses but must be aware of the requirements for the AAS Degree. These include:

- Prospective students should submit an SSC Application form and forward all Official high school or HSE/GED® transcripts, as well as official college transcripts to the Office of Admissions.
- Current Community Health Workers may be eligible for ECEP credit for their knowledge or competency through life/work experiences.

For more information on the Education/Competency Evaluation Program (ECEP), see page 35 of this catalog.

Admission Process Placement

There are no admissions criteria to the Community Health Worker Program. The SSC CHW program does not waitlist students from one semester to the next; therefore, students who did not register must try again the next semester. All students must demonstrate a minimum math competency equivalent to Elementary Algebra (MTH 095) to fulfill the AAS degree requirement as well as complete all general education and CHW Program coursework with a "C" or better to progress to successive semesters.

For questions regarding the CHW Program, please call the Allied Health Department at (708) 596-2000, ext. 2258.

General Education Requirements

ENG 101	Composition and Rhetoric	3
HIT 102	Fundamentals of Medical Terminology	1
PSY 101	Introduction to Psychology	3
SPE 108	Oral Communication	3
SPN 115	Spanish for Health Care Providers I	3

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PSY 211	Human Growth and Development	3
BIO 115	Human Body Structure	4
HSA 113	Issues of Diversity	3
MIS 101	Computer Literacy and Applications	3

Fall or Spring Semester

CHW 101	Introduction to Community Health	3
CHW 105	Assessing Community Resources	3
CHW 110	Community Health Development	3
CHW 118	Survey of Diseases	3

Fall or Spring Semester

CHW 115	Nutrition and Disease	3
CHW 200	CHW Case Management	3
CHW 215	Intro. To Community Health Research	3
CHW 230	CHW Leadership	3
CHW 220	Fieldwork I	3

Electives (Choose 3)

CHW 100	Health and the Public	3
CHW 109	Mental Health/Substance Abuse	3
CHW 120	Public Health Epidemics	3
CHW 125	Public Health and Global Societies	3
CHW 205	Parenting Skills	3
CHW 235	Intro to Maternal/Child Health	3
CHW 250	Contact Tracing	2

Total Credit Hours 61

CHW Advanced Certificate (CHW.CERT)

Fall or Spring Semester

CHW 101	Introduction to Community Health	3
CHW 105	Assessing Community Resources	3
CHW 110	Community Health Development	3
CHW 118	Survey of Diseases	3
MIS 101	Computer Literacy & Applications	3

Fall or Spring Semester

CHW 115	Nutrition and Disease	3
CHW 200	CHW Case Management	3
CHW 215	Intro. To Community Health Research	3
CHW 220	Fieldwork I	3
CHW 230	CHW Leadership	3
CHW	Elective*	3

*Must choose one CHW 3 credit elective course

Total Credit Hours 26

Basic Certificate

CHW Basic Certificate (CHW.BASIC)

Fall or Spring Semester

CHW 101	Introduction to Community Health	3
CHW 105	Assessing Community Resources	3
CHW 110	Community Health Development	3

Fall or Spring Semester

CHW 115	Nutrition and Disease	3
CHW 200	CHW Case Management	3
CHW 220	Fieldwork I	3

Total Credit Hours 17

Computer-Aided Design

Computer-Aided Design (CAD.AAS)

The Computer-Aided Design (CAD) curriculum provides students both instruction and experience on both workstation and PC based CAD. Students are taught how to use the computer as a tool for tasks such as 2-D drafting, 3-D modeling and simple CAD related programming. In addition, students learn advanced techniques such as solving design problems, attribute management and symbol library creation and usage. Courses include introductory drafting and electrical, mechanical and architectural applications. Graduates of the program are qualified as CAD operators and technologists and/or can continue their education in the university environment. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 36 for more information. For additional information, please contact (708) 596-2000, ext. 3256.

Common Core Requirements

	Credits	
CAD 100	Intro to CADD	1.5
CAD 101	Basic Drawing & Design	2
CAD 105	Special Applications	4
MTH 106	Technical Mathematics I	5
OAT 100	Basic Keyboarding Skills	1.5
OAT 172	Business Communications	3
BUS 260	Total Quality Management	3

General Education Requirements

SPE 108	Oral Communication	3
ENG 101	Composition & Rhetoric	3
Group II	Humanities or Fine Arts Elective‡	3
Group III	Social & Behavioral Science‡	3
Group V	Physical & Natural Science	3

AEC Option (CAD.AAS.ARCH)

BLD 101	Constr. Materials & Methods I-Wood	4
BLD 203	Estimating	3.5
BLD 221	Build Energy Efficient Green Home II	6
CAD 109	Architectural Design & Drafting I	4

CAD 209	Architectural Applications II	4
CAD 269	Technical Publishing	3.5
DRF 101	Architectural Drafting	3
Total Credit Hours		63

MET Option (CAD.AAS.MECH)		Credits
CAD 111	Mechanical Design I	4
CAD 212	Mechanical Design II	4
CAD 214	Mechanical Design III	4
CAD 260	Solid Modeling	4
	Tech Elective†	4.5
CAD 269	Technical Publishing	3.5
CAD 299	Special Topics	4
Total Credit Hours		63

*BLD 102 may be substituted.

†Any BMD, BLD, BCD, or ELC course or approval of program coordinator.

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

CAD Architectural Engineering Construction Technology Certificate (CAD.CERT.ARCH)

The Computer-Aided Design (CAD) curriculum provides students with instruction and experience on both workstation and PC based CAD. Students are taught how to use the computer as a tool for tasks such as 2-D drafting and 3-D modeling. Graduates of the program are qualified as architectural CAD operators and technologists and/or can continue their education in the university environment. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 36 for more information.

		Credits
BLD 101	Constr. Materials & Methods I-Wood	4
CAD 100	Intro to CADD	1.5
CAD 101	Basic Drawing & Design	2
CAD 105	Special Applications	4
CAD 109	Architectural Design & Drafting I	4
CAD 209	Architectural Applications II	4
DRF 101	Architectural Drawing	3
ENG 101	Composition & Rhetoric	3
MTH 106	Technical Mathematics I	5
BUS 260	Total Quality Management	3
Total Credit Hours		33.5

CAD Mechanical Engineering Technology Certificate (CAD.CERT.MECH)

The Computer-Aided Design (CAD) curriculum provides students with instruction and experience on both workstation and PC based CAD. Students are taught how to use the computer as a tool for tasks such as 2-D drafting and 3-D modeling. Graduates of the program are qualified as mechanical CAD operators and technologists and/or can continue their education in the university environment. This program has been articulated

with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 36 for more information.

		Credits
CAD 100	Intro to CADD	1.5
CAD 101	Basic Drawing & Design	2
CAD 111	Mechanical Design I	4
CAD 212	Mechanical Design II	4
CAD 214	Mechanical Design III	4
CAD 105	Special Applications	4
DRF	*Electives	3
ENG 101	Composition & Rhetoric	3
MTH 106	Technical Mathematics I	5
BUS 260	Total Quality Management	3
Total Credit Hours		33.5

Basic Certificates

Mechanical Certificate (CAD.BASIC.MECH)		Credits
CAD 100	Intro to CADD	1.5
CAD 101	Basic Drawing & Design	2
CAD 105	Special Applications	4
CAD 111	Mechanical Design I	4
DRF	Electives*	3
Total Credit Hours		14.5

Advanced Mechanical Certificate (CAD.BASIC.MECHADV)

CAD 212	Mechanical Design II	4
CAD 214	Mechanical Design III	4
CAD 260	Solid Modeling	4
Total Credit Hours		12

AEC Certificate (CAD.BASIC.ARCH)

CAD 100	Intro to CADD	1.5
CAD 101	Basic Drawing & Design	2
CAD 105	Special Applications	4
CAD 109	Architectural Drawing & Design I	4
DRF 101	Architectural Drafting	3
Total Credit Hours		14.5

CADD Technical Publishing (CAD.BASIC.TECHPUB)

CAD 100	Intro to CADD	1.5
CAD 101	Basic Drawing & Design	2
CAD 105	Special Applications	4
CAD 269	Technical Publishing	3.5
OAT 172	Business Communication	3
Total Credit Hours		14

Advanced AEC Certificate (CAD.BASIC.AEC)

BLD 101	Constr. Materials & Methods I-Wood	4
BLD 110	Surveying I	4
BLD 203	Estimating	3.5
CAD 209	Architectural Applications II	4
Total Credit Hours		15.5

Computer Information Sciences

Network & Computer Technology (CIS.AAS.NETWORK)

The program AAS will prepare for entry level positions in high positions in high-tech industry of digital switching and networking. Students will learn how to use networking technologies to provide data, voice, image, and video communications in business, industry, and education. The curriculum will also help prepare students for a career path towards an entry-level technical position in: help desk support, PC repair/installation, cabling installer, network administrator, system integrator, product support, system designer, system analyst, and Cisco CCNA.

Semester 1 Fall		Credits
ENG 101	Composition & Rhetoric	3
CIS 130	Voice, Data, Video, & Fiber Cabling	3
CIS 132	IT Essentials A+ Certification	4
MIS 110	Intro to Computer Technology	3
Group II	Humanities or Fine Arts Elective‡	3

Semester 2 Spring		Credits
SPE 108	Oral Communication	3
MIS 111	Advanced Operating Systems	3
MIS 130	Data Communication and Networking	3
MIS 190	Microsoft Workstation & Networking	3
MIS 230	IT Support	3

Semester 3 Fall		Credits
CIS 229	Cloud Computing	3
CIS 180	Net+ Certification	3
MIS 195	Windows Server Administration	3
MIS 213	Computer Information Security	4
Group III	Social/Behavioral Science Elective	3

Semester 4 Spring		Credits
CIS 213	Security +	3
CIS 228	Virtualized Computers	3
Group IV/V	Math or Science Elective	3
MIS 206	Field Project I	3

Total Credit Hours **60-61**

*Online/blended offerings available

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

For questions regarding the Program, please call the Department at (708) 596-2000, ext. 2441 OR 2664.

Basic Certificates

Both Local and Wide Area Networking skills are needed by all sectors of the computer and business industry. This certificate draws together courses that will equip students to excel in this competitive job market.

A+ Technician Prep (CIS.BASIC.APLUS)

MIS 101	Computer Literacy & Applications	3
CIS 132	IT Essentials A+ Certification	4
MIS 102	Computer Logic	3
MIS 104	BASIC/Visual Basic Programming	3
<i>Total Credit Hours</i>		16

Cabling Technician (CIS.BASIC)

MIS 101	Computer Literacy & Applications	3
CIS 130	Voice, Data, Video, & Fiber Cabling	3
<i>Total Credit Hours</i>		6

Cosmetology

Cosmetology (COS.AAS)

The Associate in Applied Science in Cosmetology offers students hands-on training in all facets of Cosmetology, including hairstyling, cosmetology, esthetics, chemical services, nail services, salon operations, and license review. The program meets the standards of the Illinois Department of Finance and Professional Regulation (IDFPR) in total hours, teaching staff, equipment, facilities, libraries and course content. Students are required to complete a specific number of hours in the program. Once students have completed a total of 1500 hours of coursework and laboratory hours, they are ready to sit for the licensure examination through IDFPR. Cosmetologists must be licensed in the State of Illinois to practice. The AAS in Cosmetology will give students the critical thinking skills and educational background to advance in the field.

For questions about the Program, please call the Department at (708) 596-2000, ext. 2664, or the Salon Manager at 708-596-2000, ext. 2269.

Accreditation/Approval Process

The Cosmetology program is licensed through IDFPR inclusive of the requirements outlined in section 1175.400.

Semester 1	Credits
COS 110 Introduction to Cosmetology	2
COS 111 Health & Safety	2
COS 112 Intro to Health Science for Cosmetology	3
COS 113 Nailtech I	2
COS 121 Salon Operations I	4
Semester 2	Credits
COS 114 Hair Styling I	2
COS 116 Esthetics I	2
COS 115 Hair Styling II	2
COS 117 Nailtech II	2
COS 122 COS Salon Operations II	4
Semester 3	Credits
COS 221 Salon Operations III	4
Semester 4	Credits
COS 206 Chemical Services I	2
COS 225 Salon Management for Cosmetology	2
COS 205 Hair Styling III	2
COS 250 License Review for Cosmetology	3
COS 222 COS Salon Operations IV	4
BUS 130 Starting Your Own Small Business	4

Semester 5	Credits
ENG 101 Composition and Rhetoric	3
SPE 108 Oral Communication	3
GROUP II Humanities/Fine Arts	3
GROUP III Social & Behavioral Sciences	3
Group IV/V Math/Science	3
Total Credit Hours	61

Cosmetology Technician Certificate (COS.CERT)

Semester 1	Credits
COS 110 Introduction to Cosmetology	2
COS 111 Health & Safety	2
COS 112 Intro to Health Science for Cosmetology	3
COS 113 Nailtech I	2
COS 121 Salon Operations I	4
Semester 2	Credits
COS 114 Hair Styling I	2
COS 116 Esthetics I	2
COS 115 Hair Styling II	2
COS 117 Nailtech II	2
COS 122 COS Salon Operations II	4
Semester 3	Credits
COS 221 Salon Operations III	4
Semester 4	Credits
COS 206 Chemical Services I	2
COS 225 Salon Management for Cosmetology	2
COS 205 Hair Styling III	2
COS 250 License Review for Cosmetology	3
COS 222 COS Salon Operations IV	4
Total Credit Hours	42

Court Reporting / Verbatim Technology

Court Reporting / Verbatim Technology (COR.AAS)

Placement into college-level English on the Placement test is a requirement for COR 100. Students must have a typing speed of 45 wpm. Students must successfully pass COR 100 and OAT 170 before applying for Admission into the Court Reporting Program. To apply, submit a copy of college transcripts, a one-page personal statement of goals and commitment, and a letter of reference from a Certified Shorthand Reporter with business card attached to the Program Coordinator. Apply for admission after successfully completing COR 100.

Students must be admitted into the Court Reporting Program before registering for any other COR classes. A combination of two-voice, jury, theory and/or literary must be taken. General Education classes must be taken along with machine classes or credit given via transcript. A successful court reporter is a well-rounded individual, thus completion of a variety of academic classes is essential. Summer classes are mandatory.

Program Prerequisites	Credits
COR 100 Intro. To Machine Theory	6
COR 102 English For Court Reporters Admission to the program	3

Semester 1

ENG 101 Composition & Rhetoric	3
COR 103 Intro. To Two-Voice Dictation 80	1.5
COR 104 Transcription & Punctuation	2
COR 106 Theory Reinforcement & Speed	1.5
COR 109 Intro. To Jury Charge Dictation 90	1.5
COR 113 Two-Voice 100	1.5
COR 115 Jury Charge 110	1.5

Semester 2

COR 121 Two-Voice 130	1.5
COR 123 Jury Charge 145	1.5
COR 108 Computer-Aided Transcription	2
Group IV/V Math or Science Elective	3
COR 171 Legal Terminology	3
COR 127 Two-Voice 145	1.5
COR 131 Jury Charge 160	1.5
COR 133 Literary 120	1.5

Semester 3

SPE 108 Speech	3
COR 117 Two-Voice 115	1.5
COR 119 Jury Charge 130	1.5

Semester 4

COR 137 Two-Voice 160	1.5
COR 139 Jury Charge 175	1.5
COR 141 Literary 135	1.5
HIT 103 Medical Terminology	3
Group III Social & Behavioral Science Elective†	3
COR 201 Two-Voice 175 W/Medical 140	1.5
COR 203 Jury Charge 190	1.5
COR 205 Literary 150	1.5
COR 206 Court Practicum	1
COR 208 CSR Prep	1

Semester 5

COR 207 Two-Voice 190 W/Medical 155	1.5
COR 209 Jury Charge 200	1.5
COR 213 Literary 165	1.5
Group II Humanities or Fine Arts Elective‡	3
COR 215 Two-Voice 210 W/Medical 170	1.5
COR 217 Literary 180	1.5
COR 219 Two-Voice 225	1.5
COR 221 Jury Charge Elective	(1.5)

Minimum for Degree

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The Machine Shorthand graduation requirements, which are satisfied within the courses above, are as follows:

Completing at least 40 verified hours of internship.

Passing the following five-minute speed tests: three 225 wpm testimony with 95% accuracy; three 200 wpm jury charge tests with 95% accuracy; three 180 literary tests with 95% accuracy.

†Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Business & Technology baccalaureate option available at GSU.

Criminal Justice System

Criminal Justice System (CJS.AAS)

This program is designed for individuals wishing to enter police work or other occupations within the criminal justice system at the local, state or federal level. All students must demonstrate a minimum math competency equivalent to MTH 095.

Semester 1

	Credits
ENG 101 Composition & Rhetoric	3
CJS 101 Intro to Criminal Justice	3
CJS 104 Criminology	3
PSC 101 American National Government	3
SOC 101 Intro to Sociology	3

Semester 2

SPE 108 Oral Communication	3
CJS CJS Elective Group II	3
CJS 105 Criminal Law	3
CJS 207 Evidence & Criminal Procedure	3
PSY 101 Intro to Psychology	3

Semester 3

CJS 215 Police Report Writing	3
CJS CJS Elective Group I	3
CJS CJS Elective Group I	3
CJS 205 Juvenile Justice	3
PSC 102 American State & Local Government	3

Semester 4

CJS 212 Constitutional Law	3
Group II Humanities or Fine Arts Elective†	3
Group IV/V Math or Science Elective	3
CJS CJS Elective Group II	3
CJS CJS Elective Group II	3

Elective Group I—Take 2 Courses—Offered in the Fall

CJS 102 Police Administration	3
CJS 106 Intro to Corrections	3
CJS 171 Security Administration	3
CJS 206 Criminal Investigation	3
CJS 227 State Police Physical Agility Ed	3
MIS 101 Computer Literacy & Applications	3

Elective Group II—Take 3 Courses—Offered in the Spring

CJS 103 Police Operations	3
CJS 208 Forensic Science	3
CJS 209 Community Policing	3
CJS 210 Traffic Law & Investigation	3
CJS 211 Criminal Justice Fieldwork I	3
CJS 213 Police Supervision & Leadership	3
SPN 101 Elementary Spanish I	3

Minimum for Degree 60-61

†Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

“2+2” B.A. degree option in Criminal Justice available at the University of St. Francis.

Corrections Officer / Youth Supervisor Option (CJS.AAS.CORR)

This program is designed for individuals interested in working in correctional settings, including youth facilities, penitentiaries, jails, and probation and parole settings. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 36 for more information.

General Education

	Credits
ENG 101 Composition & Rhetoric	3
Group II Humanities or Fine Arts Elective†	3
SOC 101 Intro to Sociology	3
SPE 108 Oral Communication	3
Group IV/V Math or Science Elective	3

Program Requirements

CJS 101 Intro to Criminal Justice	3
CJS 102 Police Administration	3
CJS 104 Criminology	3
CJS 105 Criminal Law	3
CJS 207 Evidence & Criminal Procedure	3
CJS 106 Intro to Corrections	3
HSA 108 Substance Abuse	3
MIS 101 Computer Literacy & Applications	3
CJS 171 Security Administration	3
PSC 101 American National Government	3
CJS 209 Community Policing	3
CJS 213 Police Supervision & Leadership	3
CJS 215 Police Report Writing	3
CJS CJS Elective	3
CJS 205 Juvenile Justice	3
PSY 101 Intro to Psychology	3

CJS Electives

SOC 102 Social Problems	3
ENG 102 Composition & Research	3
CJS 214 International Criminal Justice	3
CJS 206 Criminal Investigation	3
CJS 210 Traffic Investigation	3
CJS 222 Criminal Justice Field Work II	3
CJS 227 State Police Physical Agility Ed	3
CJS 208 Forensic Science	3

Minimum for Degree 63-64

†Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

For additional information, please contact Becky Walters, J.D., Criminal Justice Program Coordinator at bwalters@ssc.edu.

Criminal Justice System Certificate (CJS.CERT)

This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 36 for more information.

	Credits
ENG 101 Composition & Rhetoric	3
CJS 101 Intro to Criminal Justice*	3
PSC 101 American National Government	3
CJS 102 Police Administration Or	
CJS 213 Police Supervision	3
CJS 103 Police Operations Or	
CJS 215 Police Report Writing	3
CJS 104 Criminology	3
CJS 105 Criminal Law*	3
CJS 206 Criminal Investigation	3
CJS 207 Evidence & Criminal Procedure*	3
CJS 209 Community Policing OR	3
CJS 214 International Criminal Justice	3
CJS 211 Criminal Justice Fieldwork I	3
CJS 208 Forensic Science Or	3
CJS 220 Topics in Criminal Justice Or	3
CJS 212 Constitutional Law	3
<i>Minimum for Certificate</i>	36

Early Childhood Education**Early Childhood Education (CHD.AAS)**

The early childhood education curriculum is designed to provide students with the requisite skills and theoretical knowledge to work in a variety of facilities for young children. The curriculum includes the cognitive areas of theory, history of child development, psychology and sociology as they relate to the developing child. Additionally, training will include practical areas of internships, and planning of developmentally appropriate activities. This program is designed to satisfy state requirements for positions as child care teacher/assistant, teacher aide and child care director. Because South Suburban College is an entitled institution, the courses in the certificate program can be used to meet Illinois Gateways ECE credentials – Levels II through IV.

Note: All students who intend to be an elementary or secondary school certified teacher must consult an advisor and plan their programs at South Suburban College very carefully to ensure that:

1. they transfer without loss of credit to the senior institution of their choice.
2. they fulfill the new General Education requirements for teacher certification by the State of Illinois.

Semester 1	Credits
CHD 104 Child Growth and Development	3
CHD 105 Intro to Early Childhood Education	3
CHD 108 Health, Safety & Nutrition	3
CHD 207 Infant and Toddler Care	3
ENG 101 Composition & Rhetoric	3

Semester 2

CHD 106 Creative Activities for Young Child	3
CHD 208 Early Childhood Curriculum	3
CHD 202 Language Arts for Young Children Or	
EDU 111 Lang. Arts in Elementary Schools	3
PSY 101 Introduction to Psychology	3
SPE 108 Oral Communication	3
CHD 203 The Exceptional Child	3

Semester 3

EDU 110 Foundations of American Education	3
CHD 205 Multicultural Education	3
CHD 204 Introduction to Special Education	3
CHD 211 Infant and Toddler Internship	3
MTH 103 Fundamentals of Mathematics Or	
MTH 145 Math Concepts & Structures	3-4

Semester 4

CHD 100 Child, Family, & Community	3
CHD 209 Guidance of the Young Child	3
CHD 210 Observation & Assessment	3
CHD 212 Early Childhood Internship	3
Group II Humanities Elective ‡	3

Minimum for Degree **63**

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Early Childhood Education Level III (CHD.CERT.ECEIII) Pending ICCB Approval**Semester 1**

Credits	
CHD 104 Child Growth and Development	3
CHD 105 Intro to Early Childhood Education	3
CHD 108 Health, Safety & Nutrition	3
CHD 207 Infant and Toddler Care	3
ENG 101 Composition & Rhetoric	3

Semester 2

	Credits
CHD 208 Early Childhood Curriculum	3
CHD 210 Observation & Assessment	3
CHD 100 Child, Family, & Community	3
PSY 101 Introduction to Psychology	3
CHD 209 Guidance of the Young Child	3

Total Credit Hours **30**

Basic Certificate

Early Childhood Education Level II (CHD.BASIC)

As an Illinois Gateways to Opportunity entitled institution, this 18 credit hour curriculum will qualify students for the Illinois Gateways ECE credential – Level II. Students will need to complete an IL Gateways application. This certificate program will provide an assistant teacher in a licensed child care facility with basic knowledge in early childhood care and education.

Semester 1	Credits
CHD 104 Child Growth and Development	3
CHD 105 Intro to Early Childhood Education	3
CHD 108 Health, Safety & Nutrition	3
CHD 207 Infant and Toddler Care	3
Semester 2	Credits
CHD 208 Early Childhood Curriculum	3
CHD 210 Observation & Assessment	3
CHD 100 Child, Family, & Community	3
<i>Total Credit Hours</i>	<i>21</i>

Please refer to Education in the College Transfer section, page 80, for specific transfer Math requirements.

For questions regarding the Program, please call the Department at (708) 596-2000, ext. 2423 OR 2288.

Echocardiography

Echocardiography (ECG.AAS)

South Suburban College's Echocardiography Program will provide students with an opportunity to become entry-level skilled technicians in Echocardiography. Technicians assist physicians in diagnosing and treating cardiac and peripheral vascular ailments. Graduates will be prepared for licensure and work as entry-level cardiac technicians.

Note: Admission to the College does not guarantee admission into the program.

Program Admission Requirements

The applicant must:

Complete the Prerequisites:

- ENG 101 Composition and Rhetoric
- BIO 185 Human Anatomy and Physiology I
- FAD 205 Emergency Care and Safety or CPR BLS
- Math Placement Exam
- PHY 115 Topics in Applied Physics
- HIT 102 Medical Terminology
- PHL 102 Humanities Requirement
- SPE 108 Oral Communication
- PSY 101 Intro to Psychology
- BIO 186 Human Anatomy and Physiology II

Submit an SSC application and forward all official high school or HSE/GED® transcripts as well as other college transcripts directly to the Office of Admissions.

Admissions to the Echocardiography Program will be determined by a ranking of the grade point averages (GPA) of the program prerequisite courses. Students who have received at least a grade of "C" or better in all program prerequisites and a minimum cumulative GPA of 2.7 or better (A = 4.0) will be considered for admission. All final course grades will be validated prior to the start of the program.

The Echocardiography Program accepts new students every fall semester. Please submit your online application no later than June 15th in anticipation of starting in the fall. Please visit SSC's website to submit your application to the program. You will be notified in writing of your admission status no later than July 15th.

A photocopy of the student's current health care insurance must be submitted to each respective program coordinator in order to participate at any clinical education site. Failure to maintain comprehensive health care insurance will result in the student being immediately withdrawn from the clinical site and thereby receiving a failing grade in the clinical education class. Furthermore, the student will be financially responsible for paying all medical bills and co-payments as a result of injuries or health issues that arise from participation in clinical education programs.

Be advised that Biology must be completed within the last 5 years to satisfy the program requirements. All prerequisite and general education courses should be completed with a grade of "C" or better by the June 15 application deadline.

Once admitted into the Echocardiography Program, students will be asked to complete and are responsible for the fees of a criminal background check and a possible drug screening. Eligibility of internship sites might be dependent on results of the criminal background and drug screening results.

For questions regarding the Echocardiography Program, please call the Allied Health Department at (708) 596-2000, ext. 2258.

Prerequisites

ENG 101	Composition & Rhetoric	3
PHY 115	Topics in Applied Physics	3
BIO 185	Human Anatomy & Physiology I	4
HIT 102	Medical Terminology	1
BIO 186	Human Anatomy & Physiology II	4
SPE 108	Oral Communications	3

General Education Requirements (Prior to entering program)

Group II	Humanities Elective ‡	3
PSY 101	Intro to Psychology	3

Semester I - Fall

ECC 100	Patient Care Skill	3
ECC 101	ECG Fundamentals	4
ECC 104	Echo Anatomy & Physiology	4

All Semester I requirements must be met before moving forward to Semester II.

Semester II - Spring

ECC 108	Echo Anatomy II	3
ECC 200	Echo Physics	4
ECC 204	Echo Imaging I	4

All Semester II requirements must be met before moving forward to Semester III.

Semester III - Summer

ECC 126	Echo Clinical Education	4
ECC 205	Echo Imaging II	4

All Semester III requirements must be met before moving forward to Semester IV.

Semester IV - Fall

ECC 127	Clinical Education II	4
ECC 208	Echo Pathology	3
MAS 115	Medical Law & Ethics	3

All Semester IV requirements must be met before moving forward to Semester V.

Semester V - Spring

ECC 226	Echo Clinical III	4
ECC 230	Echo Certification Review	3

Total Credit Hours **71**

Basic Certificate

EKG.BASIC	Credits
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Prerequisites:

ENG 101	Composition and Rhetoric	3
BIO 185	Human Anatomy & Physiology I	4
HIT 102	Medical Terminology	1
MTH 095	with a grade of "C" or above, or qualifying score on the Placement test.	
FAD-205	or an Active CPR BLS Card	

Fall

ECC 100	Patient Care Skills	3
ECC 101	Echocardiography Fundamentals	4
ECC 104	Echo Anatomy & Physiology	4

Spring

ECC 108	Echo Anatomy II	3
ECC 102	EKG Clinical	2
MAS 115	Medical Ethics	3

Total Credit Hours **27**

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Electronics Engineering Technology**Electronics Engineering Technology (ELC.
AAS.EGR)**

Through a systems approach and in-depth courses, students will study applied technology in the areas of Control Systems, Communications (broadcast, satellite, wireless), Cabling, PLC's, Alternative Energy (Green) & Power Distribution, Computers & Networks, Design, Amplification, Integrated Circuits, Development & Manufacturing, Industry, Robotics & Automation, and Technical Project Management. In addition, students will gain skills in terminology, electricity & electronics, STEM (Science, Technology, Engineering & Mathematics), CAD, instrumentation & test equipment, tool usage, problem solving, project management, and team work.

Both a AAS degree and a 4 course certificate (*) in Digital Home Technology Integration (DHTI) will be offered. Please contact ext. 3256 for additional information.

Semester 1 **Credits**

ENG 101	Composition and Rhetoric	3
ELC 101	Electrical Circuits I	4
ELC 102	Digital Electronics	4
MTH 106	Technical Mathematics I	5

Semester 2 **Credits**

ELC 105	Electrical Circuits II	4
ELC 110	Electronic Circuits	4
	Technology Electives ¹	4
Group II	Humanities or Fine Arts Elective [‡]	3

Semester 3 **Credits**

PHY 101	Mechanics, Heat and Sound	4
ELC 190	Industrial Electronics I	4
ELC 215	Digital Electronics II	4
ELC 230	Electrical Drafting	3

Semester 4 **Credits**

CIS 180	Net+ Certification	3
ELC 298	ETA Certification Prep.	3
SPE 108	Oral Communication	3
	Technology Electives ¹	4
Group III	Social & Behavioral Science Elective [‡]	3

Minimum for Degree: **62**

¹ Technology Electives: Any BMD, ELC CAD, CIS/MIS or PHY courses or approval of program coordinator.

[‡]Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Students enrolled in this program who intend to transfer should contact the C&CSC.

"2+2" B.S. Degree option in Computer Science/Electronics available at the University of St. Francis.

Electronics Engineering Technology Certificate (ELC.BASIC.ELCEGR)

A six course certificate in Electronics Technology. Contact the Department of Engineering and Technology for additional information. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 36 for more information.

Semester 1		Credits
MTH 106	Technical Mathematics I	5
ELC 101	Electrical Circuits I	4
ELC 105	Electrical Circuits II	4
PHY 101	Mechanics, Heat & Sound	4
ELC 110	Electronic Circuits	4
ELC 102	Digital Electronics	4
<i>Minimum for Certificate</i>		25

Basic Certificates

South Suburban College offers a variety of Basic Certificates designed to provide specialized training in specific areas. The following Basic Certificates are now available. For further information, contact your academic advisor or advisor.

Basic Electricity (ELC.BASIC.ELC)		Credits
MTH 106	Technical Mathematics I	5
ELC 101	Electrical Circuits I	4
ELC 105	Electrical Circuits II	4
<i>Total Credit Hours</i>		13

Digital Electronics (ELC.BASIC.DIGELC)		Credits
ELC 102	Digital Electronics	4
CIS 130	Voice, Data, Video, & Fiber Cabling	3
CIS 132	IT Essentials A+ Certification	4
MIS 101	Computer Literacy & Applications	3
<i>Total Credit Hours</i>		14

Emergency Medical Technician

Basic Certificate

Emergency Medical Technician (EMT.BASIC)

This certificate prepares students for the National Registry EMT Exam (NREMT). The extensive curriculum includes medical aspects, legal terminology, pharmacology, childbirth, and life saving techniques, such as CPR. The EMT candidate will participate in hands-on training in clinical and practical applications in hospital settings and field time, such as auto extrications. Testing is done periodically in the classroom, as well as practical settings.

Prospective students should submit an SSC Application form and forward all official high school (or HSE/GED®) transcripts, and official college transcripts to the Office of Admissions for credit evaluation.

Admission Process Placement

Admissions requirements are as follows:

Prerequisites:

- Must be 18 years or older and have an Official High School Diploma or HSE/GED® Transcripts (you cannot be state-certified without a high school diploma or equivalent and be at least 18 years old).
- Before entering the program, students must complete RDG 082 and ENG 098 with a grade of "C" or better or test out of these classes on the placement exam.
- A photocopy of the student's current health care insurance must be submitted to each respective program coordinator in order to participate at any clinical education site. Failure to maintain comprehensive health care insurance will result in the student being immediately withdrawn from the clinical site and thereby receiving a failing grade in the clinical education class. Furthermore, the student will be financially responsible for paying all medical bills and co-payments as a result of injuries or health issues that arise from participation in clinical education programs.

Admission to the College does not guarantee admission to the program.

For questions regarding the EMT Program, please call the Allied Health Department at (708) 596-2000, ext. 2258.

	Credits
EMT 215 Emergency Medical Training	8
<i>Total Credit Hours</i>	8
EMT 206 Emergency Medical Responder - Elective	3

Emergency Medical Services

Functional Job Description – Paramedic Qualifications

To qualify for EMS licensure an individual must successfully complete a State approved course and achieve competency in each of the psychomotor skills. In addition, the individual must achieve a passing score on the State written licensure examination.

EMS personnel must have the ability to:

- Communicate verbally via telephone and radio equipment.
- Lift, carry and balance up to 125 pounds (250 pounds with assistance.)
- Interpret written, oral and diagnostic form instructions.
- Use good judgment and remain calm in high-stress situations.
- Work effectively in an environment with loud noises and flashing lights.
- Function efficiently throughout an entire work shift.
- Calculate weight and volume ratios and read small print, both under life-threatening time constraints.
- Read and understand English language manuals and road maps.
- Accurately discern street signs and address numbers; ability to interview patients, family members, and bystanders.
- Document, in writing, all relevant information in the prescribed format in light of the legal ramifications of such.
- Converse in English with coworkers and hospital staff as to the status of the patient.

EMS personnel should possess good manual dexterity, with ability to perform all tasks related to providing the highest quality patient care. The ability to bend, stoop and crawl on uneven terrain and withstand varied environmental conditions such as extreme heat, cold, and moisture is vital. The ability to work in low light, confined spaces, and other dangerous environments is required.

Description of Tasks

- Receives calls from the dispatcher, responds appropriately to emergency calls, reads maps, may drive an ambulance to an emergency site, uses most expeditious route and observes traffic ordinances and regulations.
- Determines nature and extent of illness or injury, takes vital signs, determines patient status, establishes priority for emergency care, renders appropriate emergency care, may administer intravenous drugs or fluid replacement as directed.
- May use equipment such as but not limited to defibrillator, EKG, perform advanced airway

techniques, perform intravenous therapy and administers medication modalities.

- Assists in lifting, carrying, and transporting patients to the ambulance and into a medical facility.
- Extricates patients from entrapment, assesses extent of injury, uses prescribed techniques, provides light rescue service if required, provides additional emergency care following established protocols.
- Complies with regulations in handling deceased, notified authorities, and arranges for protection of property and evidence at scene
- Determines appropriate facility to which patient will be transported, reports nature and extent of injuries or illness to the facility.
- Identifies diagnostic signs that require communication with facility.
- Reports verbally, and in writing, concerning observations about the patient, patient care at the scene and enroute to the facility, provides assistance to emergency staff as required.
- Maintains familiarity with all specialized equipment.

The Paramedic candidate must have successful completion of an approved curriculum with achievement of passing scores on written and practical examinations as defined by the program's guidelines. Re-licensure is dependent upon an individual's successful completion of inter-agency approved Paramedic continuing education courses. At any given time, performs any or all tasks performed by a lower level EMT. May supervise activities of students or interns, and/or may engage in writing journal articles or teaching.

Emergency Medical Services Paramedic Program (EMS.AAS)

Associate of Applied Science (AAS) in Emergency Medical Services programs train students in basic emergency care, intubation, and how to administer medications. This degree requires two years of full-time study to complete. The program combines classroom work with extensive hands-on training in ambulances and hospital emergency departments. Students earn emergency medical technician (EMT) certification in these courses, and graduates qualify for the paramedic certification examination.

Accreditation/Approval Process

Effective August 2020, the ICCB approved the EMS.AAS degree program.

Students wishing to be considered for admission to the Paramedic Program must contact one of the approved agencies affiliated with South Cook County EMS Systems at Ingalls Memorial Hospital for additional information and referral. To qualify for referral, students must:

- Possess an EMT-B Illinois license, and
- Be at least 18 years of age;

- Be a graduate from an approved high school or have earned a High School Equivalency (HSE/GED®) certificate;
- Preferably have at least six months work experience
- Must complete Application and Testing for admission to the program. Applications and admission procedures can be found at www.regionviiems.com under South Cook County.

Contact the Coordinator (708) 915-6900 to get admitted into the program and for further instructions.

A photocopy of the student's current health care insurance must be submitted to each respective program coordinator in order to participate at any clinical education site. Failure to maintain comprehensive health care insurance will result in the student being immediately withdrawn from the clinical site and thereby receiving a failing grade in the clinical education class. Furthermore, the student will be financially responsible for paying all medical bills and co-payments as a result of injuries or health issues that arise from participation in clinical education programs.

Students are required to pay for and pass a background check before admittance into the program.

Program Prerequisites **Credits**

Emergency Medical Technician or EMT 215 Certification as an EMT	8
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Semester 1 **Credits**

BIO 115 Human Body Structure	4
ENG 101 Composition & Rhetoric	3
HIT 103 Medical Terminology	3
PSY 101 Introduction to Psychology	3
SPE 108 Oral Communication	3

Semester 2

Group II Humanities or Fine Arts Elective‡	3
EMS 210 EMS Foundations	3
EMS 212 EMS Respiratory	5
FAD 205 First Aid & CPR	2

Semester 3

EMS 214 Trauma	5
EMS 216 EMS Cardiovascular	5

Semester 4

EMS 218 EMS OB, PEDS	5
EMS 220 EMS Medical	4
EMS 222 EMS Partnership	4

Total Credit Hours 61

For more information, please call (708) 915-6900.

Advanced Certificate

The Paramedic Program trains men and women for positions as emergency medical technicians in various settings, including ambulance services, fire departments, and volunteer emergency care services. Students wishing to be considered for admission to the Paramedic Program must contact one of the approved agencies affiliated with South Cook County EMS Systems at Ingalls Memorial Hospital for additional information and referral. To qualify for referral, students must:

- Possess an EMT-B Illinois license, and
- Be at least 18 years of age;
- Be a graduate from an approved high school or have earned a High School Equivalency (HSE/GED®) certificate;
- Preferably have at least six months of work experience
- Must complete Application and Testing for admission to the program. Applications and admission procedures can be found at www.regionviiems.com under South Cook County.

Contact the Coordinator (708) 915-6900 to get admitted into the program and for further instructions.

A photocopy of the student's current health care insurance must be submitted to each respective program coordinator in order to participate at any clinical education site. Failure to maintain comprehensive health care insurance will result in the student being immediately withdrawn from the clinical site and thereby receiving a failing grade in the clinical education class. Furthermore, the student will be financially responsible for paying all medical bills and co-payments as a result of injuries or health issues that arise from participation in clinical education programs.

Students are required to pay for and pass a background check before admittance into the program. Students will be required to pay for this service.

Emergency Medical Services Paramedic (EMS.CERT) Credits

EMS 210 EMS Foundations	3
EMS 212 EMS Respiratory	5
EMS 214 EMS Trauma	5
EMS 216 EMS Cardiovascular	5
EMS 218 EMS OB, PEDS	5
EMS 220 EMS Medical	4
EMS 222 EMS Partnership	4

Minimum for Certificate 31

For more information please call (708) 915-6900.

Graphic Design

Graphic Design (ART.AAS.GRPHDES)

The AAS of Graphic Design serves high school graduates, persons seeking to make career changes, professionals who are upgrading or adding to their job skills, and those who seek personal enrichment by developing their artistic talents. Graphic design, like many creative fields, is a competitive profession. Being a successful graphic designer requires excellent communication skills, attention to detail, creativity, problem solving skills, and up-to-date knowledge of the latest software. Creating an impressive design presentation portfolio is critical in order to obtain employment. Our students use traditional manual skills and the graphic software Adobe Creative Suite: PhotoShop, Illustrator, Flash, InDesign and DreamWeaver.

Semester I:

ART 101	Drawing I	3
ART 111	Two-Dimensional Design	3
ART 130	Computer Art I	3
ENG 101	Composition & Rhetoric	3
ART 140	Photography I Digital	3
Group IV/V	Math or Science Elective	3

Semester II:

ART 102	Drawing II	3
ART 251	Graphic Design I	3
MIS 101	Computer Literacy & Applications	3
ART 107	Art Appreciation	3
BUS 211	Principles of Advertising	3

Semester III:

ART 260	Computer Assisted Illustration	3
SPE 108	Oral Communication	3
Group III	Social & Behavioral Science Elective†	3
ART 252	Graphic Design II	3
COM 220	Digital and Social Media Marketing	3

Semester IV:

ART 230	Web Design	3
ART 265	Computer Art II (Advanced Photoshop)	3
ART 270	Computer Animation	3
ART 241	Art Internship	3

Total Credit Hours **60-62**

†Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

"2+2" B.A. degree option available at Chicago State University.

Graphic Design Adobe Creative Suite Certificate (ART.BASIC.GRPHDES)

The Graphic Design Adobe Creative Suite Certificate is designed to provide the fastest possible achievement of academic and professional credentials for entry-level employment opportunity in basic graphic design.

ART 111	Two-Dimensional Design	3
ART 130	Computer Art I	3
ART 251	Graphic Design I	3
ART 252	Graphic Design II	3
ART 270	Computer Animation	3
ART 230	Web Design	3
ART 265	Computer Art II	3

Total Credit Hours **21**

Hospitality

Hospitality Management (MGMT.AAS.HSP)

The purpose of the Hospitality Management program is to prepare students for entry-level employment or further skills advancement in the hospitality industry based on the American Hotel & Lodging Association and American National Standards Institute (ANSI)-Conference for Food Protection (CFP) standards. As part of the service industry, the hospitality sector includes both accommodation and food services establishments because the two activities are often combined at the same establishment. Students will gain specific knowledge and skillsets related to the ability to provide customers with services related to lodging and/or preparing meals, snacks, and beverages for immediate consumption. Students will also learn basic food service handling principles required to take the ServSafe Food Handler exam. The Management Basic Hospitality Certificate (MGT.BASIC.HSP) and Management Certification in Hospitality (MGMT.CERT.HSP) will serve as stackable credentials to allow students to gain a certificate with the opportunity to secure gainful employment while completing their Hospitality Management AAS degree.

Semester I

		Credits
BUS 108	Introduction to Business	3
BUS 110	Introduction to Event Planning	3
BLW 203	Legal Environment of Business	3
BUS 105	Business Math	3
MIS 101	Computer Literacy & Applications Or	3
OAT 172	Business Communication	3

Semester 2

BUS 102	Introduction to Hospitality	3
BUS 160	Front Office Operations	3
BUS 203	Principles of Marketing	3
BUS 220	Principles of Management	3
PSY 101	Introduction to Psychology	3

Semester 3

ACC 120	Financial Accounting	3
BUS 224	Supervisory Management	3
Group II	Humanities or Fine Arts Elective†	3
ENG 101	Composition & Rhetoric	3
SPE 108	Oral Communication	3

Semester 4

ACC 121	Managerial Accounting	3
BUS 221	Human Relations in Organizations	3
BUS 227	Human Resources Administration	3
BUS 285	Operations Management	3
BUS 254	Marketing Management Internship	3

Total Credit Hours 61

†Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

For questions regarding the Program, please call the Department at (708) 596-2000, ext. 2664.

Hospitality Management (MGMT.CERT. HSP)

Semester 1

		Credits
BUS 108	Introduction to Business	3
BUS 105	Business Math	3
MIS 101	Computer Literacy & Applications <i>Or</i>	3
OAT 172	Business Communication	3
PSY 101	Introduction to Psychology	3

Semester 2

ACC 120	Financial Accounting	3
BUS 221	Human Relations in Organizations	3
BUS 227	Human Resources Administration	3
BUS 285	Operations Management	3

Semester 3

ACC 121	Managerial Accounting	4
BUS 160	Front Office Operations	3
Group II	Humanities or Fine Arts Elective†	3

Total Credit Hours 34

Hospitality Management Basics (MGMT. BASIC.HSP)

Semester 1

		Credits
BUS 110	Introduction to Event Planning	3
BLW 203	Legal Environment of Business	3
BUS 203	Principles of Marketing	3
BUS 220	Principles of Management	3

Semester 2

BUS 102	Introduction to Hospitality	3
BUS 224	Supervisory Management	3

Total Credit Hours 18

Human Services

Human Services Associate (HSA.AAS)

The Human Services program introduces students to the field of professional helping by offering a cluster of courses that are the foundation for further study. Students who are interested in social work, counseling, and addictions studies will learn from the carefully developed curriculum that is based on CSWE (Council on Social Work Education) standards. This will help students transfer into four-year social work and other related human services related programs. The curriculum gives both an overview of the helping field and an opportunity to experience it through an internship.

The program is a total of 65-66 credit hours that can be completed either on a part-time or full-time basis. Graduates will receive an AAS degree in Human Services. Students who successfully complete this curriculum with a concentration in addictions studies will have met the academic requirements to sit for the State Certified Alcohol and Drug Advisor (CADC) examination. The Addictions Counseling Certificate offered by the Human Service Program is an Advanced Training Program certified by IAODAPCA. (Illinois Alcohol and Other Drug Abuse Professional Certification Association, Inc.)

This curriculum is designed to transfer in whole or in part to the following four-year colleges and universities: Governors State University, National Louis University, University of St. Francis, Chicago State University.

For further information, please call (708) 596-2000, ext. 2465.

Semester 1

		Credits
ENG 101	Composition & Rhetoric	3
HSA 101	Intro to Human Services	3
BIO 115	Human Body Structure <i>Or</i>	4
BIO 101	Concepts of Biology	3
HSA 108	Intro to Addiction Counseling	3
FAD 205	Emergency Care & Safety	2
Group II	Humanities or Fine Arts Elective†	3

Semester 2

ENG 102	Composition & Research	3
HSA 102	Interview, Principles & Techniques	3
PSY 101	Intro to Psychology	3
SPE 108	Oral Communication	3
MTH 126	Fundamentals of Statistics	3

Semester 3

HSA 113	Issues of Diversity	3
SOC 101	Intro to Sociology	3
MIS 101	Computer Literacy & Applications	3
HSA 109	Addictions Treatment	3
HSA 231	Human Services Internship I <i>Or</i>	
HSA 233	Addictions Studies Internship II	3

Semester 4

PSY 211	Human Growth & Development	3
PSC 101	American National Government	3
Group II	Humanities or Fine Arts Elective†	3
HSA 209	Social Implications of Addiction†	Or 3
HSA 212	Intro to Intergroup Relations	3
HSA 213	Human Services Intervention	3
HSA 234	Addictions Studies Internship II	Or 3
HSA 107	Psychoactive Drugs	3

Minimum for Degree **65**

†Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Basic Certificates**Addiction Counseling (HSA.BASIC.ADD)**

This certificate is designed for students who completed a degree. For those students without a degree, the certificate will not be awarded until a minimum of AA, AS, AFA, AES or AAS has been awarded.

Additionally, as a part of the internship application process, all students are required to complete a criminal background investigation and urine drug screen prior to receipt of starting their internship. Both the criminal and urine drug screen must be negative. Positive criminal background check results must be expunged, or otherwise properly removed, to be eligible to receive acceptance in the SSC HSA internship program. Students who have a positive urine drug screening will not be placed in an internship.

Admission to this program has its own special application form. Please call (708) 596-2000, ext. 2465 for additional information.

Credits

HSA 107	Psychoactive Drugs*	3
HSA 108	Intro to Addiction Counseling	3
HSA 109	Addictions Treatment	3
HSA 209	Social Implications of Addictions	3
HSA 233	Addictions Studies Internship I	3
HSA 234	Addictions Studies Internship II	3

Minimum for Certificate **18**

Sign Language (HSA.BASIC.SIGN)**Credits**

HSA 110	Sign Language I	3
HSA 111	Sign Language II	3
HSA 112	Sign Language III	3
HSA 113	Issues of Diversity	3

Minimum for Certificate **12**

Law & Paralegal Studies**Law & Paralegal Studies (LAW.AAS)**

Approved by the American Bar Association, the Law & Paralegal Studies AAS degree is a two year generalist program which prepares students to work in a variety of legal environments including civil and criminal litigation, insurance, banking, public and governmental agencies, law offices and corporate legal departments. Emphasis is placed on the development of core skills in legal research techniques including compilation and analysis of data, understanding legal vocabulary, preparation of legal documents, and management of a law office. Hands-on experience is gained through an internship in a legal or law-related setting. South Suburban College's Paralegal program is structured to help you meet your goals. You can enroll in conveniently offered courses. This program may be completed entirely online. Students are required to take at least nine semester credits or the equivalent of legal specialty courses through synchronous instruction. A student who is able to successfully complete the Paralegal Program will have done so after demonstrating adequate skills in each of the following competencies:

- knowledge of the various functions and roles of a paralegal;
- knowledge of the ethics and professional responsibility of attorneys and paralegals;
- knowledge of legal terminology;
- knowledge of the various court systems;
- knowledge of evidence and investigations;
- proficiency in manual and computerized legal research;
- proficiency in legal writing and analysis;
- knowledge of technology used in the law office;
- successful completion of an approved internship;
- an appreciation and understanding for the importance of continuing legal education; and
- ability to apply paralegal skills in potential areas of practice, such as but not limited to:
Alternative dispute resolution, civil and criminal litigation, domestic relations, probate and estate planning, real estate, contracts and commercial transactions, and legal research and writing

Admission Requirements

Forward all high school and college transcripts directly to the Office of Admissions and Records. A person can take classes in the program without being in the Law and Paralegal program. However, a person must be in the Law and Paralegal Program in order to take any of the legal research and writing classes and the internship class. To be accepted in the Law and Paralegal Program, students must have a high school diploma or HSE/GED® and must complete the following: an application for admission to the program, successfully complete ENG 101, LAW 101 and

BLW 201 with a grade point of 2.66, complete a resume, submit three letters of reference and copies of all college transcripts to the Program Coordinator. Upon completion of the above requirements, schedule a personal interview with the Program Coordinator.

Program Objectives

- Demonstrate effective legal knowledge and practical skills necessary to perform substantive legal work under the direction of an attorney.
- Demonstrate appropriate paralegal skill development and professionalism through practical experience.
- Demonstrate an understanding of ethical responsibilities in the legal profession.
- Analyze and synthesize clearly complex information, both in writing and verbally, in an organized and logical manner.
- Demonstrate an understanding of the technology necessary to meet employer needs.
- Articulation of the paralegal role in the delivery of legal services to the public.
- Maintain equality of opportunity in the educational program without discrimination or segregation on the grounds of race, color, religion, disability, national origin, or sex.

Program Acceptance Requirement: Students must be accepted into the Paralegal Program prior to registering for LAW 203, Legal Research and Writing I or LAW 205, Legal Research and Writing II, and also LAW 204, Internship I.

Note: Paralegals may not provide Legal Services directly to the public except as permitted by law.

Also, the student should note that certain classes (LAW 203 and LAW 205 for example), are only offered once per year and should plan accordingly.

Semester 1 Credits

LAW 101	Fundamentals of Paralegalism*	3
BLW 201	Introduction to Business Law*	3
ENG 101	Composition and Rhetoric	3
SPE 108	Oral Communication	3

Semester 2 Credits

LAW 203	Legal Research and Writing I** <i>Spring Only</i>	3
LAW 201	Evidence and Investigation <i>Spring Only</i>	3
LAW 103	Law Office Technology**	3
BLW 202	Intermediate Business Law**	3
	Program Elective	3

Semester 3 Credits

LAW 205	Legal Research and Writing II**† <i>Fall Only</i>	3
LAW 202	Litigation** <i>Fall Only</i>	3
Group V	Physical or Life Science Elective	3
	Program Elective	3
	Human Diversity Requirement‡	3

Semester 4		Credits
LAW 204	Internship I#	3
	Program Elective	3
	Program Elective	3
PSY 101	Intro to Psychology	3
PHL 101	Intro to Philosophy OR	
PHL 102	Introduction to Ethics	3

Total Credit Hours 60

2 of 4 program electives must be LAW specialty courses (LAW 207, 208, 209, 210, 211, 212, 213)

*Courses must be taken before application can be made for Program admittance.

**Students must be formally admitted into the Program prior to enrolling in this class.

†Courses must be taken before serving LAW 204 - Internship. BLW 202 and & LAW 205 may be taken concurrently with LAW 204.

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

#Students must have been accepted into the Program and have had an interview with the Program Coordinator before signing up for an internship.

Students enrolled in the AAS Program must successfully complete LAW 101, BLW 201 & ENG 101 with a cumulative GPA of 2.66 or better, provide the Coordinator with a resume, and an application to be formally admitted into the Program.

Students must complete ALL Paralegal (LAW) and Business Law (BLW) course requirements with a grade of "C" or better.

Transfer of Legal Specialty Coursework

A maximum of 9 credit hours of legal specialty (LAW) courses may be transferred into the program from an ABA approved program.

These courses must be substantially similar to an existing South Suburban College course and the awarding of this credit must be pre-approved by the paralegal program coordinator.

Law & Paralegal Studies Certificate (LAW. CERT)

Program Information

Approved by the American Bar Association, the Law & Paralegal Studies Certificate program is a 39 credit generalist program which prepares students to work in a variety of legal environments including civil and criminal litigation, insurance, banking, public and governmental agencies, law offices and corporate legal departments. Emphasis is placed on the development of core skills in legal research techniques including: compilation and analysis of data, understanding legal vocabulary; preparation of legal documents, and management of a law office. Hands-on experience is gained through an internship in a legal or law-related setting. South Suburban College's Paralegal Certificate is structured to help you meet your goals. Courses are offered primarily at night. This program may be completed entirely online. A student who is able to successfully complete the Law & Paralegal Studies Certificate will have done so after demonstrating adequate skills in each of the following competencies:

- knowledge of the various functions and roles of a paralegal;
- knowledge of the ethics and professional responsibility

of attorneys and paralegals;

- knowledge of legal terminology;
- knowledge of the various court systems;
- knowledge of evidence and investigations ;
- proficiency in manual and computerized legal research;
- proficiency in legal writing and analysis;
- knowledge of technology used in the law office;
- successful completion of an approved internship;
- an appreciation and understanding for the importance of continuing legal education; and
- ability to apply paralegal skills in potential areas of practice, such as but not limited to:

Alternative dispute resolution, civil and criminal litigation, domestic relations, probate and estate planning, real estate, contracts and commercial transactions, and legal research and writing

LAW Certificate Program Admission Requirements

The Law & Paralegal Studies certificate program is open to any person possessing at least a baccalaureate or an associate of arts degree from an accredited postsecondary institution. Forward all High School or HSE/GED®, and college transcripts directly to the Office of Admissions and Records. A person can take paralegal classes without being in the paralegal program. However, a person must be in the paralegal program in order to take any of the legal research and writing classes and an internship class. To be accepted into the Paralegal program, students must complete the following: an application for admission to the program, successfully complete LAW 101 and BLW 201 with a grade point of 2.66, complete a resume, submit three letters of reference and copies of all college transcripts to the Program Coordinator. Upon completion of the above requirements, schedule a personal interview with the Program Coordinator. Note: Paralegals may not provide Legal Services directly to the public except as permitted by law.

Program Objectives

- Demonstrate effective legal knowledge and practical skills necessary to perform substantive legal work under the direction of an attorney.
- Demonstrate appropriate paralegal skill development and professionalism through practical experience.
- Demonstrate an understanding of ethical responsibilities in the legal profession.
- Analyze and synthesize clearly complex information, both in writing and verbally, in an organized and logical manner.
- Demonstrate an understanding of the technology necessary to meet employer needs.
- Articulation of the paralegal role in the delivery of legal services to the public.
- Maintain equality of opportunity in the educational program without discrimination or segregation on the grounds of race, color, religion, disability, national origin, or sex.

Program Acceptance Requirement: Students must be accepted into the Paralegal Program prior to registering for LAW 203, Legal Research and Writing I or LAW 205, Legal Research and Writing II, and also LAW 204, Internship I.

These clusters are offered by way of guidance; the ultimate decision what to take is the student's. Also, the student should note that certain classes (LAW 203 and LAW 205 for example), are only offered once per year and should plan accordingly.

Semester 1		Credit
BLW 201	Introduction to Business Law*	3
LAW 101	Fundamentals of Paralegalism*	3
LAW 202	Litigation†	3
	Program Elective*	3
Semester 2		
LAW 203	Legal Research and Writing I**	3
LAW 201	Evidence and Investigation†	3
LAW 103	Law Office Technology†	3
	Program Elective*	3
Semester 3		
LAW 205	Legal Research and Writing II†	3
LAW 204	Internship I#	3
BLW 202	Intermediate Business Law	3
	Program Elective*	3
<i>Minimum for Certificate</i>		36

Program Electives (4 Required)

LAW 207	Real Property Practice	3
LAW 208	Law of Family Relations	3
LAW 209	Estate Planning and Probate	3
LAW 210	Criminal Law for the Paralegal	3
LAW 211	Alternative Dispute Resolution	3
LAW 212	Elder Law	3
LAW 213	Topics in Law	
BLW 203	Legal Environment of Business†**	3
BLW 204	Cyberlaw, Legal Issues in Cyberspace†	3

For questions regarding the Law and Paralegal Studies Program, please contact Becky Walters, J.D. Law & Paralegal Studies Program Coordinator at bwalters@ssc.edu
2 of 4 program electives must be LAW specialty courses (LAW 207, 208, 209, 210, 211, 212, 213)

*Courses must be taken before application can be made for Program admittance.

**Students must be formally admitted into the Program prior to enrolling in LAW 203.

†Courses must be taken before serving LAW 204 - Internship. BLW 202 & LAW 205 may be taken concurrently with LAW 204.

#Students must have been accepted into the Program and have had an interview with the Program Coordinator before signing up for an internship.

Students enrolled in the Certificate Program must successfully complete LAW 101 & BLW 201 with a cumulative GPA of 2.66 or better, provide the Coordinator with a resume, and an application to be formally admitted into the Program.

Students must complete all Paralegal (LAW) and Business Law (BLW) course requirements with a grade of "C" or better.

Transfer of Legal Specialty Coursework

A maximum of 9 credit hours of legal specialty (LAW) courses may be transferred into the program from an ABA approved program. These courses must be substantially similar to an existing South Suburban College course and the awarding of this credit must be pre-approved by the paralegal program coordinator.

Magnetic Resonance Imaging**MRI (Magnetic Resonance Imaging) Program (MRI.BASIC)**

A magnetic resonance imaging technologist is a highly-skilled professional who uses specialized equipment to create images of structures inside the human body that are used by physicians to make a medical diagnosis. MRI technologists have extensive, direct patient contact and may inject the patient with a contrast agent that assists in visualizing various anatomic structures. They must be able to interact compassionately and effectively with people who range from healthy to critically ill. Technologists employed in these specialty areas will be supervised by board certified radiologists, but will be afforded a greater amount of responsibility and independence in the performance of their duties.

The MRI Program at South Suburban College is a 4 semester program starting with the summer semester and ending the following summer semester. The program combines in-person didactic instruction, clinical education, and the flexibility of online learning. The clinical portion of the program consists of an orientation to the clinical aspects of MRI, demonstration of the use of the equipment, and an opportunity to participate under close supervision in actual MRI procedures. Although the program is offered as an evening option, the clinical rotation will be scheduled during the day at most of the clinical sites.

Admissions

Students applying to the Magnetic Resonance Imaging Program must be registered as a RT(R) in good standing with the American Registry of Radiologic Technology (ARRT) and must possess either an AAS or BA/BS degree in Radiologic Technology. Graduates of AMA approved hospital-based radiologic technology programs will be evaluated on an individual basis. Candidates pursuing certification in Magnetic Resonance Imaging must be registered with the ARRT in Radiography, Nuclear Medicine Technology (registration through NMTCB is also accepted), Radiation Therapy, or Sonography (registration through ARDMS is also accepted). No students will be considered for admission to the Magnetic Resonance Imaging Program unless they possess a minimum cumulative GPA of 2.50 (where A=4.0). Please Note: You must have worked as a Radiology Technologist for at least one, preferably two years. Registered radiographers who possess the ARRT certification and who meet the clinical requirements in MRI set forth by the ARRT are eligible to sit for the American Registry of Radiologic Technologists Post-Primary Magnetic Resonance Imaging Credentialing Examination. Admission to the College does not guarantee admission to the program.

Admission Process

1. Submit an SSC application and forward all official high school or HSE/GED® transcripts as well as other college transcripts directly to the Office of Admissions no later than April 1.
2. Submit a completed online MRI Program Admission Application to the Magnetic Resonance Imaging Program by April 1.
3. All students must be certified in CPR and hold a current card throughout the entire internship portion of the program.
4. Applicants will be notified in writing of their admission status no later than April 30.
5. A photocopy of the student's current health care insurance must be submitted to each respective program coordinator in order to participate at any clinical education site. Failure to maintain comprehensive health care insurance will result in the student being immediately withdrawn from the clinical site and thereby receiving a failing grade in the clinical education class. Furthermore, the student will be financially responsible to pay all medical bills and co-payments as a result of injuries or health issues that arise from participation of clinical education programs.

Admissions to the MRI Program will be determined by the following criteria:

6. Cumulative grade point average of 2.5 or better on program prerequisites.
7. Preference will be given for individuals with B.S. or M.S. college degrees in radiologic technology or other areas, military, completion of MRI 210 and 211, and/ or related work experience.
8. Admission to the college does not guarantee admission to the program.

Summer	Credits
MRI 200 Patient Care and Safety	3

Fall	Credits
MRI 201 MRI Principles I	3
MRI 210 Sectional Imaging Anatomy I	3
MRI 202 MRI Clinical Education I	3

Spring	Credits
MRI 203 MRI Principles II	3
MRI 211 Sectional Imaging Anatomy II	3
MRI 205 MRI Clinical Education II	3

Summer	Credits
MRI 206 MRI Clinical Education III	3

Total Credit Hours: 24

MRI Fast Track for Working MRI Technologists

This MRI track is designed for working MRI technologists seeking post-primary ARRT MRI certification. Candidates pursuing post-primary pathway certification in Magnetic Resonance Imaging must be registered with the ARRT in Radiography, Nuclear Medicine Technology (registration through NMTCB is also accepted), Radiation Therapy, or Sonography (registration through ARDMS is also accepted). In addition, all candidates must document completion of the Magnetic Resonance Imaging Clinical Experience Requirements.

Semester 1

MRI 200 Patient Care and Safety	3
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Semester 2

MRI 201 MRI Principles I	3
MRI 210 Sectional Imaging Anatomy I	3

Semester 3

MRI 203 MRI Principles II	3
MRI 211 Sectional Imaging Anatomy II	3

For additional information, please contact Kimberly Marks, MRI Program Coordinator at (708) 596-2000, ext. 2261.

Management

Management-Manager/Supervisor (MGMT.AAS.MGTSUPV)

The business management programs prepare men and women to seek employment or advancement in business, industry, government or service organizations. The Manager-Supervisor program develops the cognitive, problem solving, human relations, and technological skills that are necessary in operating the new design system for today's global economy. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 36 for more information. For additional information, please contact Dr. Ona Johnson, Business & Technology Department Chair, at (708) 596-2000, ext. 2357.

General Education Credits

ENG 101	Composition & Rhetoric	3
SPE 108	Oral Communication	3
BUS 105	Business Mathematics	3
ECO 201	Principles of Economics, Macro	3
PSY 101	Intro to Psychology	3

Core Courses

ACC 120	Financial Accounting*	4
BUS 108	Intro to Business	3
BUS 220	Principles of Management	3
BLW 201	Intro to Business Law Or	3
BLW 203	Legal Environment of Business	3
MIS 101	Computer Literacy & Applications	3
OAT 172	Business Communication	3

Concentration Management

ACC 121	Managerial Accounting*	3
BUS 130	Starting Your Own Small Business	4
BUS 137	International Business	4
BUS 221	Human Relations Administration	3
BUS 224	Supervisory Management	3
BUS 227	Human Resource Administration	3
BUS 253	Marketing-Management Internship I	3
BUS 260	Total Quality Management	3
Group II	Humanities or Fine Arts Elective‡	3

Minimum for Degree 63

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Students enrolled in this program who intend to transfer should contact the C&CSC.

"2+2" Degree in Professional Arts/Applied Organizational Management or Human Resources Management available at the University of St. Francis.

Management-Manager/Supervisor Certificate (MGMT.CERT.SUPV)

The business management programs prepare men and women to seek employment or advancement in business, industry, government or service organizations. The Manager-Supervisor program develops the cognitive, problem solving, human relations, and technological skills that are necessary in operating the new design system for today's global economy. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 36 for more information.

Semester 1 Credits

BUS 108	Intro to Business	3
ACC 120	Financial Accounting	4
BUS 220	Principles of Management	3
MIS 101	Computer Literacy & Applications	3
BLW 201	Intro to Business Law	3

Semester 2

BUS 203	Principles of Marketing	3
BUS 221	Human Relations in Organizations Or	3
BUS 137	International Business	4
ACC 121	Managerial Accounting	3
BUS 260	Total Quality Management	3
BLW 202	Intermediate Business Law	3
ECO 201	Principles of Economics, Macro	3

Minimum for Certificate 34-35

Basic Certificate

Supervisor Skills (MGMT.BASIC.SUPV)

BUS 105	Business Math Or	3
BUS 137	International Business Practice Firm	4
BUS 108	Intro to Business Or	3
OAT 172	Business Communication	3
BUS 220	Principles of Management	3
BUS 227	Human Resource Administration	3

Total Credit Hours 12-13

* Note: Business elective is defined as any ACC, BUS, BLW, CIS/MIS, or OAT course.

Management Small Business Management / Entrepreneurship Certificate (MGMT.CERT. SMBUS)

This certificate is designed for men & women who plan or presently operate their own business by gaining a foundation of knowledge as well as assist in the development of a Business Plan.

Requirements:	Credits
BUS 130 Starting Your Own Small Business	4
BUS 108 Intro to Business Or	3
BUS 137 International Business	4
OAT 115 Outlook	1
ACC 120 Financial Accounting	4
BUS 260 Total Quality Management	3
BLW 201 Intro to Business Law	3
BUS 136 Building Your Business Plan	3
MIS 101 Computer Literacy & Applications	3
OAT 172 Business Communication	3
Electives	6*
Minimum Credit Hours	33-34

*Suggested Electives: BUS 105, BUS 203, BUS 221, BLW 203

Basic Certificate

This certificate is designed for men and women who plan to operate their own business by gaining a foundation of knowledge that will assist in the development of a business plan.

Entrepreneurship (BUS.BASIC.ENTREP)	Credits
BUS 130 Starting Your Own Small Business	4
BUS 108 Intro to Business Or	3
BUS 137 International Business	4
MIS 101 Computer Literacy & Applications	3
BUS 136 Building Your Business Plan	3
OAT 172 Business Communication	3
Total Credit Hours	16-17

Management Information Systems

Management Information Systems (MIS.AAS)

Two paths of study are available to this curriculum. The first path is a Management Information Systems AAS degree. The second path is to prepare students for transfer to an upper division school in order to earn a 4 year degree. The computer classes offered here will prepare students to transfer to a college or university. See the advisor at the school you plan to transfer to, or South Suburban College's C&CSC to determine the transferability of each course. For questions regarding the Program, please call the Department at (708) 596-2000, ext. 2441 OR 2664.

Semester 1 Fall	Credits
MIS 101 Computer Literacy and Applications	3
MIS 102 Computer Logic	3
BUS 105 Business Mathematics	3
ENG 101 Composition and Rhetoric	3
BUS 108 Introduction to Business	3

Semester 2 Spring	Credits
MIS 104 BASIC/Visual Basic Programming	3
MIS 110 Intro to Computer Technology	3
MIS 111 Advanced Operating Systems	3
MIS 130 Data Communication & Networking	3
MIS 190 Windows Workstation Certification	3
SPE 108 Oral Communication	3

Semester 3 Fall	Credits
MIS 195 Windows Server Administration	3
MIS 205 Computer Systems Development	3
MIS 213 Computer Information Security	3
MIS 221 Database Processing	3
BLW 204 Cyberlaw, Legal Issues in Cyberspace	3

Semester 4 Spring	Credits
MIS 250 Management Information System	3
Program Elective	3-4
Grp II Humanities or Fine Arts Elective‡	3
Grp III Social and Behavioral Science Elective	3
Total Credit Hours	60-61

Electives-Select one

ACC 120 Financial Accounting (SP/F)	4
MIS 211 Linux + (SP-even yrs)	3
MIS 212 Visual C# Programming (SP-even yrs)	3
MIS 214 Advanced Visual Basic (SP)	3
MIS 215 IT Project Management (SU)	3
MIS 216 JAVA Programming Intro (SP-odd yrs)	3
MIS 218 Python (SP-odd yrs)	3

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Cybersecurity AAS (MIS.AAS.CSEC)

The Associate in Applied Science in Cybersecurity offers students hands-on training in Cybersecurity including ethical hacking, VB Scripting, a review of Cyber Law and Cybersecurity analyst training. The AAS in Cybersecurity will give students the critical thinking skills and education background to advance in the field. The Cybersecurity Certificate offers students hands-on training in Cybersecurity including ethical hacking and VB Scripting. For questions regarding the Program, please call the Department at (708) 596-2000, ext. 2664.

Semester 1		Credits
ENG 101	Composition & Rhetoric	3
MIS 101	Computer Literacy & Applications	3
BLW 204	Cyber Law	3
MIS 102	Computer Logic	3
MIS 110	Intro to Computer Technology	3

Semester 2		Credits
MIS 111	Advanced Operating/Sys	3
MIS 130	Data Communication	3
MIS 213	Computer/Information Sec.	3
Group III	Soc/Beh Sci Elective	3
SPE 108	Oral Communication	3

Semester 3		Credits
Group IV/V	Math/Science Elective	3/4
CIS 223	Ethical Hacking	3
MIS 211	Linux +	3
MIS 217	Visual Basic Scripting	3
CIS 229	Cloud Computing	3

Semester 4		Credits
CIS 180	Network +	3
CIS 213	Security +	3
Group II	Humanities/Fine Arts	3
MIS 206	Field Project I	3
MIS 253	Cybersecurity Analyst	3
Total Credit Hours		60

Security Certificate (MIS.CERT.CSEC)

Semester 1		Credits
MIS 101	Intro to Computer Literacy	3
MIS 102	Computer Logic	3
MIS 110	Intro to Computer Technology	3
BLW 204	Cyber Law	3

Semester 2		Credits
MIS 111	Advanced Operating/Sys	3
MIS 130	Data Communication	3
MIS 213	Computer/Information Sec.	3

Semester 3		Credits
CIS 223	Ethical Hacking	3
MIS 217	Visual Basic Scripting	3
CIS 229	Cloud Computing	3

Minimum for Certificate 30

Help Desk Certificate (CIS.CERT.HELP)

MIS 101	Computer Literacy & Applications	3
MIS 110	Intro to Computer Technology	3
OAT 115	Outlook	1
OAT 116	File Sharing and Collaboration	1
OAT 128	Word	3
OAT 132	Access	3
OAT 143	Excel	3
OAT 155	PowerPoint	3
BUS 220	Principles of Management	3
CIS 180	Net+ Certification	3
MIS 190	Microsoft Workstation Certification	3
MIS 230	IT Support	3
MIS 206	Field Project I	3

Total Credit Hours 35

Basic Certificates

Network Technician (CIS.BASIC.NETWORK)		
MIS 101	Computer Literacy & Applications	3
MIS 102	Computer Logic	3
MIS 110	Windows Operating Systems	3
CIS 132	Cisco IT Essentials v5 A+ Certification	4
MIS 190	Microsoft Workstation Certification	3
CIS 180	Net+ Certification	3

Total Credit Hours 19

Microsoft Network Technician (CIS.BASIC.MSNETWORK)

MIS 101	Computer Literacy & Applications	3
CIS 180	Net+ Certification	3
MIS 195	Windows Server Administration	3
MIS 190	Microsoft Workstation & Networking	3
CIS 132	IT Essentials A+ Certification	4
MIS 178	Data Communication Networking	3

Total Credit Hours 19

Microcomputer Programming (CIS.BASIC.MICROPROG)

Many new and old languages are used to develop applications for microcomputers. There is still a strong demand for programmers with microcomputer language skills.

MIS 101	Computer Literacy & Applications	3
MIS 102	Computer Logic	3
MIS 104	BASIC/Visual Basic Programming	3
MIS 212	Visual C# Programming	3
MIS 214	BASIC/Visual Basic Programming	3

Total Credit Hours 15

(Other microcomputer programming languages may be substituted for one of the above requirements.)

Programming For Windows (CIS.BASIC.WINPROG)

The Windows environment has created a fast growing need for programmers skilled in developing PC applications. Courses in this certificate will prepare students to compete in this area of job skills.

MIS 101	Computer Literacy & Applications	3
MIS 102	Computer Logic	3
MIS 104	BASIC/Visual Basic Programming	3
MIS 110	Microsoft Windows Operating Systems	3
MIS 212	Visual C# Programming	3

Total Credit Hours **15**

Web Master (CIS.AAS.WEB)

This curriculum trains individuals to be Webmasters. They will be able to build and maintain web sites. They will also gain knowledge in server administration, multimedia technologies, cyber law, computer animation, current Microsoft operating systems, communications, security issues and others.

Semester 1		Credits
ENG 101	Composition & Rhetoric	3
MIS 101	Computer Literacy & Applications	3
ART 101	Drawing I	3
MIS 110	Microsoft Windows Operating Systems	3
OAT 173	Internet Applications	3

Semester 2

SPE 108	Oral Communication	3
MIS 216	Intro to JAVA Programming	3
ART 130	Computer Art I	3
MIS 178	Data Communications & Networking	4
OAT 177	Adv. Web Page Author (Dreamweaver)	3
BLW 204	Cyberlaw, Legal Issues in Cyberspace	3

Semester 3

MIS 111	Intro to Linux Operating System	3
CIS 180	Net+ Certification	3
ART 265	Computer Art II	3
ART 270	Computer Animation	3
MIS 213	Computer Information Security	3
MIS 221	Database Processing	3

Semester 4

BUS 105	Business Mathematics	3
MIS 206	Field Project I	3
COM 220	Multimedia Production	3
Group III	Social & Behavioral Science Elective†	3
OAT 133	Adobe Acrobat	1

Total Credit Hours **65**

†Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Basic Certificates

Web Programming (CIS.BASIC.WEBPROG)

MIS 101	Computer Literacy & Applications	3
MIS 102	Computer Logic	3
MIS 104	BASIC/Visual Basic Programming	3
MIS 216	JAVA Programming Intro	3
OAT 173	Internet Applications	3

Total Credit Hours **15**

Manufacturing

Manufacturing Basic Certificates

These certificate programs are designed to build core competencies in manufacturing production and/or mechanical repair to prepare the student for internships and entry-level positions in manufacturing. All students must demonstrate a minimum math competency equivalent to Elementary Algebra (MTH 095) to register for required Manufacturing Math MFG 102. For each certificate, students are required to complete an internship that will be offered during the last 8 weeks of program completion. Please contact (708) 596-2000, ext. 2664 for additional information.

Manufacturing Basics Certificate (CPT) (MFG.BASIC)

The Certified Production Technician (CPT) Certification prepares the student to understand the core technical competencies of higher skilled production in all areas of manufacturing. The Manufacturing Skill Standards Council (MSSC) awards the student with the nationally recognized full Certified Production Technician (CPT) Certification upon passing all four Production Modules: Safety; Quality Practices & Measurement; Manufacturing Processes & Production; and Maintenance Awareness. The MSSC is an industry-led training assessment and certification system, based upon industry-defined and federally-endorsed national standards. www.msscusa.org

		Credits
MFG 101	Manufacturing Safety	3
MFG 102	Manufacturing Math	2
MFG 103	Quality and Measuring in Manufacturing	3
MFG 104	Production in Manufacturing	3
MFG 107	Manufacturing Maintenance	3
MFG 120	Manufacturing Internship (last 8 weeks)	2

Total Credit Hours **16**

Maintenance Technology I Certificate (MFG.BASIC.MAINT)

Prepares the student with core competencies needed to be successful at performing work involving the skills of maintenance to keep machinery and mechanical equipment in repair.

	Credits
MIS 101 Computer Literacy & Applications	3
MFG 102 Manufacturing Math	2
MFG 121 Industrial Safety	2
MFG 122 Industrial Blueprint Reading I	2
MFG 123 Mechanic Drives I	4
MFG 124 Electricity and Motors	4
<i>Total Credit Hours</i>	17

Maintenance Technology II Certificate (MFG.BASIC.MAINTII)

WLD 130 General Welding	4
MFG 131 Equipment Maintenance	3
MFG 132 Industrial Hydraulics	3
MFG 133 Industrial Pneumatics	2
MFG 134 Programmable Controllers (PLC)	3
MFG 136 Maintenance Technology Internship 2	2
<i>Total Credit Hours</i>	17

Marketing**Marketing-Management (MKT.AAS.MGMT)**

The marketing-management program is designed for men and women who plan employment or promotion within businesses involved in the marketing of goods or services to the public. The two-year program prepares people for positions in such fields as product and production planning, advertising, sales, promotion, retailing, wholesaling, distribution, fashion marketing, consumer research, small business ownership or general business administration. For increased specialization, students can complete two marketing-management internship courses in their second year of study to gain on-the-job experience in their chosen area. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 36 for more information. For additional information, please contact Dr. Ona Johnson, Business & Technology Department Chair, at (708) 596-2000, ext. 2357.

	Credits
ENG 101 Composition & Rhetoric	3
SPE 108 Oral Communication	3
BUS 105 Business Mathematics	3
ECO 201 Principles of Economics, Macro	3
Group II Humanities or Fine Arts Elective†	3

Core Courses

ACC 120 Financial Accounting	4
BUS 108 Intro to Business	3
BUS 220 Principles of Management	3
BLW 201 Intro to Business Law Or	3
BLW 203 Legal Environment of Business	3
MIS 101 Computer Literacy & Applications	3
OAT 172 Business Communication	3

Semester 3

ACC 121 Managerial Accounting	3
BUS 203 Principles of Marketing	3
BUS 204 Principles of Retailing	3
BUS 206 Direct Marketing Methods	3
BUS 210 Principles of Sales	3
BUS 211 Principles of Advertising	3
BUS 253 Marketing-Management Internship Electives*	3

Minimum for Degree **61**

*Electives: ART 130 or BUS 221† or BUS 224 or BUS 227.

†PSY 101 is a prerequisite for BUS 221.

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Note: Students enrolled in this program who intend to transfer should contact the C&CSC.

Marketing-Management Certificate (MKT.CERT.MNGT)

This certificate is an accelerated program of marketing studies designed to qualify people for entry level work or promotion within the shortest possible time. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 36 for more information.

	Credits
ACC 120 Financial Accounting	4
BUS 108 Intro to Business	3
BUS 211 Principles of Advertising	3
BUS 203 Principles of Marketing	3
OAT 172 Business Communication	3
BUS 210 Principles of Sales	3

Semester 2

ACC 121 Managerial Accounting	3
BUS 204 Principles of Retailing	3
BUS 220 Principles of Management	3
ECO 201 Principles of Economics, Macro	3
MIS 101 Computer Literacy & Applications	3

Minimum for Certificate **34**

Basic Certificate

The retail industry provides numerous entry-level positions. This certificate is designed to provide an understanding of the retail industry and to develop skills in the area of sales and marketing.

Retailing (MKT.BASIC.RETAIL)

BUS 105	Business Mathematics	3
BUS 108	Intro to Business	3
BUS 203	Principles of Marketing	3
BUS 204	Principles of Retailing	3
BUS 210	Principles of Sales	3
<i>Total Credit Hours</i>		<i>15</i>

Marketing-Management Fashion Merchandising (MKT.AAS.MGT. FASHION)

This program is designed for men and women who plan employment or promotion within a business which involves the marketing of fashion-oriented merchandise. For increased specialization, students can complete two marketing-management internship courses during the second year of study to gain on-the-job experience in marketing fashion merchandise. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program though high school coursework. Refer to page 36 for more information.

General Education		Credits
ENG 101	Composition & Rhetoric	3
SPE 108	Oral Communication	3
BUS 105	Business Mathematics	3
ECO 201	Principles of Economics, Macro	3
Group II	Humanities or Fine Arts Elective‡	

Core Courses

ACC 120	Financial Accounting	4
BUS 108	Intro to Business	3
BUS 220	Principles of Management	3
BLW 201	Intro to Business Law Or	3
BLW 203	Legal Environment of Business	3
MIS 101	Computer Literacy & Applications	3
OAT 172	Business Communication	3

Concentration Fashion Merchandising

ACC 121	Managerial Accounting	3
BUS 203	Principles of Marketing	3
ART 111	Two-Dimensional Design	3
BUS 204	Principles of Retailing Or	3
BUS 206	Direct Marketing Methods	3
BUS 111	Fashion Merchandising I	3
BUS 112	Fashion Merchandising II	3
BUS 210	Principles of Sales	3
BUS 211	Principles of Advertising	3
BUS 253	Marketing-Management Internship I	3
<i>Minimum for Degree</i>		<i>61</i>

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

Marketing - Management Fashion Merchandising Certificate (MKT.CERT.FACH)

This Fashion Merchandising Certificate is designed to provide an understanding of the business side of the Fashion Industry and prepare individuals for employment in careers in marketing fashion merchandising and visual display.

Semester 1		Credits
BUS 108	Intro to Business	3
ACC 120	Financial Accounting	4
ART 111	Design Elements & Principles	3
BUS 211	Principles of Advertising	3
BUS 111	Fashion Merchandising I	3
BUS 203	Principles of Marketing	3

Semester 2

ACC 121	Managerial Accounting	3
BUS 112	Fashion Merchandising II	3
BUS 210	Principles of Sales	3
BUS 220	Principles of Management	3
MIS 101	Computer Literacy & Applications	3
<i>Minimum for Certificate</i>		<i>34</i>

Basic Certificate

Fashion Merchandising (MKT.BASIC.FASHION)		Credits
BUS 108	Intro to Business	3
BUS 105	Business Mathematics	3
BUS 111	Fashion Merchandising I	3
BUS 112	Fashion Merchandising II	3
ART 111	Design Elements & Principles	3
<i>Total Credit Hours</i>		<i>15</i>

Medical Assistant

Medical Assistant Certificate (NUR.CERT. MAS)

The SSC Medical Assistant (MAS) certificate program provides training for students seeking to assist in patient-care management including both administrative and clinical duties. Medical Assistants can be employed in physician offices, clinics, dental offices, foundations, research institutes, prisons, the armed services, public health departments, Medicare agencies and HMOs. This is a full time day or evening program and is offered on the main campus in South Holland.

The goals of the MAS program are to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains; and to educate students who are well prepared technically with demonstrated work ethics and professional values.

The MAS program will meet and be measured by the entry-level competencies for the Medical Assistant based on the 2023 standards and Guidelines established by the Medical Assisting Education Review Board (MAERB). The 2023 standards and guidelines are used for the development, evaluation, and self-analysis of medical assisting programs.

Upon successful completion of the MAS courses, students are eligible to sit for the national certification exams given by the American Medical Technologist (AMT), or National Healthcareer Association (NHA).

Admission Process

Before receiving an application to the Medical Assistant Program the student must:

1. Submit an SSC application and forward all official high school or HSE/GED® transcripts as well as other college transcripts directly to the Office of Admissions.
2. HS Diploma or GED and placement tests (Reading, English and Math)
3. Submit an application to Room 4469L by June 1st for the Fall semester. You will be notified of acceptance to the program in writing by July 1st. Priority for admission will be given to applicants who meet the published deadline date. Admission to the College does not guarantee admission to the program.

Specific Admission Requirements

4. To be eligible for MAS 116 all required Medical Assistant program courses must be completed with a grade of “C” or better while maintaining a cumulative grade point average of 2.0.
5. Students must:
 - a. Be certified in CPR for Health Care Providers (AHA) and hold a current card.
 - b. Submit a completed health-physical form provided by SSC that documents immunity for mumps, measles, varicella, diphtheria, tetanus, tuberculosis and hepatitis B (waiver) prior to being placed on an externship.
6. Due to the nature of the clinical rotations, most assignments are for the daytime shifts. Clinical rotation assignments are at the discretion of the program coordinator. Students are responsible for transportation to and from the clinical affiliate.
7. A photocopy of the student’s current health care insurance must be submitted to each respective program coordinator in order to participate at any clinical education site. Failure to maintain comprehensive health care insurance will result in the student being immediately withdrawn from the clinical site and thereby receiving a failing grade in the clinical education class. Furthermore, the student will be financially responsible to pay all medical bills and co-payments as a result of injuries or health issues that arise from participation of clinical education programs.

South Suburban College’s MAS policy and procedures are covered in the MAS Student Guide. Copies are accessible for all SSC students and faculty in the office of Health Professions in room 4469L.

Once accepted to the program, the student completes the following courses in the order listed below:

Semester One-Fall

MAS 105	Administrative Medical Assistant I	3
MAS 106	Clinical Medical Assistant I	3
MAS 115	Medical Law & Ethics	3
HIT 103	Medical Terminology	3

Semester Two-Spring

HLT 105	Professionalism in Healthcare	3
MAS 107	Administrative Medical Assistant II	3
MAS 108	Clinical Medical Assistant II	3
MAS 112	Funct. Anatomy & Physiology for Med. Assts	4

Semester Three-Summer

MAS 113	Medical Assistant Exam Review	2
MAS 116	Medical Assistant Externship	3

Minimum for Certificate 30

For questions regarding the MAS Program, please call the Allied Health Department at (708) 596-2000, ext. 2204.

Navistar

Navistar - Basic Certificate (BUS.BASIC.NAV)+

This program provides students with hands-on training aimed at providing the skills needed to acquire employment as an entry-level diesel/truck repair technician, diesel mechanic, heavy equipment technician, or power plant technician. This program also prepares students for two nationally recognized industry certifications; the master National Automotive Technicians Education Foundation (NATEF) and the Automotive Service Excellence (ASE).

This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 36 for more information. Please contact (708)596-2000, ext. 2664 for additional information.

Semester 1		Credits
BUS 113	Intro to Engine Tear-down & Build-up	2
BUS 114	Inspect and Check Engine & Vehicle	3
BUS 115	Precision Measurement & Tools	5
BUS 116	Preventative Maintenance	5
BUS 117	Performance Diagnostic & Testing	3
BUS 118	Navistar Internship	3
<i>Total Credit Hours</i>		<i>21</i>

Nursing Department

Basic Nurse Assistant Training Program (NUR.BASIC.CNA)

The Basic Nurse Assistant Training Program (BNATP) is designed to prepare students to assist in caring for patients and to be effective members of the nursing team under the supervision of the registered nurse and licensed practical nurse. This program provides instruction in basic nursing skills through lecture, campus laboratory and supervised clinical experiences. Upon successful completion of this program the student is eligible to take the Illinois Nurse Aide Competency Exam (INACE).

Accreditation/Approval Process

Program Approval

The Basic Nurse Assistant Training Program is approved by the:

Illinois Department of Public Health (IDPH)

607 W. Jefferson St.

Springfield, IL 62702-5097

(217) 782-6553 • www.idph.state.il.us

Admission Criteria

General Admission Information

All Certified Nurse Assistant applicants must complete a Livescan criminal background check in accordance with the Health Care Worker Background Check Code. IDPH's rules state that nurse's aides cannot work for an agency if they have certain criminal convictions. The list of disqualifying convictions that will keep students from working as a nurse's aide may be found on the Illinois Department of Public Health Nurse Aide Registry website.

While this is not meant to discourage students, it is strongly recommended that any student who has one or more disqualifying convictions will not be allowed to enroll in the BNATP until they apply and receive a waiver from the Illinois Department of Public Health. A waiver is not granted to everyone who applies. Each waiver application is reviewed individually. IDPH will not provide waivers for multiple disqualifying offenses. Refer to the IDPH Health Care Worker Registry website for CNA Facts, Waiver Application PDF, and Waiver Application Facts PDF.

Students may request a waiver application by contacting IDPH:

Health Care Worker Registry

525 N. Jefferson Street, Fourth Floor

Springfield, IL 62761

Phone: (217) 785-5133

FAX: (217) 524-0137

Email: DPH.HCWR@Illinois.gov

Admission Process

Admission Requirements

Entry into the BNAT Program requires applicants to:

- Be 17 years of age
- Have a Reading placement score of 240 or above on the Accuplacer Assessment test
- Submit a copy of your Covid-19 vaccine card (fully vaccinated)
- Submit a copy of your valid Social Security Card or ITIN number
- Submit to a Live Scan Fingerprint Background Check with no disqualifying offenses

Registration Process

STEP 1: All potential students should complete an application for admission on-line or in-person at the SSC Circle on the second floor.

STEP 2: Complete Accuplacer Placement test (Reading) and achieve a test score of 240 or higher. A charge of \$25 is assessed for testing.

OR

Provide official verification to the Registration/Records Office of one of the following:

- ACT Score of 19 or higher
- SAT Score of 480 or higher
- GED Score of 165 or higher
- Completion of English 101 or higher at an accredited institution of higher education

English and reading placement measures are valid for three (3) years from test date or course completion.

STEP 3: Proceed to the Basic Nurse Assistant Training Program Office, Rm. 4223, with verification of reading scores.

- Prospective students will complete and sign an Authorization and Disclosure form.
- Students will receive a Live Scan Fingerprint application. Students are required to use the IDPH approved vendors who are listed on the printed application.
- Students must present a valid driver's license or state ID when obtaining fingerprints from the vendor. The Live Scan fingerprint background check is at the expense of the student.

After your fingerprints have been scanned, bring the receipt to the BNATP Office, you will be given a curriculum form to take to the SSC Circle.

- **STEP 4:** Register for the NAS 100 course on-line via the student portal.

For questions regarding the Basic Nurse Assistant Training Program, please call the Department at ext. 2497.

Clinical Compliance Documentation

The following documents must be uploaded and verified by Castle Branch before the start of your clinical rotation.

- Completed physical form
- Immunization TITERS
- TB-QuantiFERON
- Annual Influenza vaccine
- Copy of your Covid-19 vaccine card (FULLY vaccinated)
- Tetanus-Diphtheria Pertussis Booster (TDAP)-must be within 10 years.
- CPR certification from the American Heart Association for Healthcare Providers
- Current health insurance

Go to www.castlebranch.com. Follow the instructions and fill out the information needed. In the PLACE ORDER box, enter the package code "OH25im" and click GO.

Students must be able to participate in all aspects of the course without any restrictions. Affiliation sites may require additional information specific to their safety regulations.

	Credits
NAS 100 Nurse Assistant Training Program	6
<i>Minimum for Certificate</i>	6

Tuition and Fees

The Basic Nurse Assistant Training Program is 6 credit hours and students receive a basic certificate upon completion. Students pay the current cost for each credit hour along with a lab fee. The lab fees include the Illinois Nurse Aide Competency Exam (INACE).

Additional Expenses

In addition, students pay for an eBook and supplies that include:

- wristwatch with a second hand
- ceil blue scrub pants and ceil blue scrub top
- gait belt
- white or black nurse's shoes

NOTE: This program is not financial aid eligible.

For questions regarding the Basic Nurse Assistant Training Program, please call the Department at (708) 596-2000, ext. 2497.

Associate Degree Nursing Program (NUR.AAS.ADN)

This is a full time program. The Associate Degree Nursing (ADN) Program provides students with specialized training to acquire a basic knowledge of nursing theory and practice. Registered Nurses provide services to the community in a variety of capacities to deliver health care.

Upon completion of the program, students are eligible to take the National Council of Licensure Examination (NCLEX-RN).

Program Approvals

The Associate Degree Nursing program at South Suburban College at 15800 South State Street, located in South Holland, IL, is accredited by:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing program is Initial Accreditation effective January 31, 2022.

View the public information disclosed by the ACEN regarding this program on the ACEN website.

State of Illinois Department of Financial and Professional Regulation (IDFPR)

320 W. Washington
Springfield, IL 62786
(217) 785-0800
www.idfpr.com

Program Student Learning Outcomes

Upon completion of the ADN Program graduates will be able to:

1. Provide safe, evidence-based, patient-centered nursing care to diverse patient populations
2. Engage in clinical reasoning/nursing judgment to make patient-centered care decisions.
3. Participate in quality improvement processes to improve patient care.
4. Participate in collaboration and teamwork with members of the interprofessional team, the patient/family.
5. Use information technology to communicate, manage knowledge, mitigate error, and support decision-making.
6. Assimilate management, legal, and ethical guidelines in practice as a professional nurse.
7. Promote a culture of caring to provide holistic, compassionate patient care.

General Admission Information

The ADN Program admits traditional students once a year for the Fall semester. LPN-RN bridge students are admitted once a year to begin classes in the Spring Semester. Students applying for admission to the ADN Nursing Program are required to submit all application materials and meet entrance requirements before an admission decision will be issued.

A standardized preadmission nursing entrance examination is also required during the application process into the ADN Program. The examination is at the expense of the student.

Selection for admission is determined by an admission committee after evaluation of the applicant's information. Admission to the College, completion of prerequisites, or application to the program does not guarantee acceptance to the Nursing Program. Admission to the program is competitive.

All General Education courses must be completed with a grade of "C" or better. Biology courses except Biology 102 must be successfully completed within the last five years at the time of application to satisfy program requirements.

The Nursing Program is challenging. It is recommended that nursing students complete as many of the General Education (non-nursing) courses before starting the program to maximize success. All nursing courses must also be completed with a grade of a "C" or better to progress through the program. It is suggested that students carefully consider limiting the number of hours they work per week while enrolled. Students are required to provide their own transportation to classes and clinical sites. Clinical days and times are subject to change.

Students are encouraged to meet with a college advisor regularly as they complete preadmission requirements. Counseling appointments are made at (708) 596-2000 ext. 5724 or in the QLess app.

Pre-Application Process

Applications for traditional & LPN Bridge Students will be available beginning October 1st each year.

Prior to receiving an application to the ADN Program the student is required to:

- Submit an SSC application to Admissions.
- Forward official high school or HSE/GED® and all college transcripts to the Office of Admissions.
- Complete the college placement test (see SSC catalog for details) prior to meeting with an advisor.
- Meet with an academic advisor, ext. 5724 or QLess app, for assistance in academic planning.
- Complete required college classes as indicated by the college placement test.

Application Process

ADN Applications will be available beginning October 1st for the following fall admission.

The applicant is required to:

- Submit the completed ADN application with attachments to the Nursing Department. You must provide evidence of Nursing Assistant Certification; your name must be listed on current state registry or an unencumbered IL Practical Nursing License.
- Prerequisite Course Completion
 - Complete the following admission prerequisite requirements with a “C” or better:
 - ENG 101
 - PSY 101
 - BIO 102 or BIO 105
 - MTH 115 (General Education Math)
 - All prerequisite courses must be completed by end of the spring semester.
 - Course substitution must be approved.
 - Statistics is not an acceptable substitution for MTH 115.
 - BIO 102 or BIO 105 must be completed prior to the HESI exam.
 - BIO 102 substitutions must be approved by the biology department.
- Have a cumulative GPA of 2.5.
- The pre-admission nursing examination is at the students’ expense.
- The application must be completed by the student and taken to their advisor/or counseling before it is submitted to the nursing department.
 - The advisor will verify the completion of courses or if a course is in progress at the time of application.
 - The advisor will verify, sign and date the application and return it to the student.
 - The student is responsible for submitting the application and any attachments to the nursing department.

Register for the standardized pre-admission nursing entrance examination. Information on how to register for the examination will be provided once the application is submitted.

Applicants must test on one of the established testing dates. The student has two opportunities to achieve the minimum accepted score on the exam per admission cycle.

All information and test results must be on file by May 15th for Fall admission.

Standardized Pre-Admission Nursing Entrance Examination Process

HESI A2 Testing

- Information will be provided when a student requests an application please complete and print to the nursing program.
- Registration will be via the HESI/Elsevier website at least 7 days before the test date.
- Students will present a Valid ID and copy of the receipt to the testing center in order to sign up for the chosen day of the exam.
- Testing dates will be posted at the testing center and on the nursing department website.
- The test will be set up 3 days in advance of the test dates.
- The test will be proctored by the testing center staff.
- Testing will end the first Friday in May.
- Students can take tests up to two times in each admission cycle.

Acceptance Process

Traditional students will be notified of their status in writing of their admission status by August 1st for fall admissions. LPN Bridge students will be notified by August 1 for Spring Admission. Students accepted into the program are required to attend an orientation prior to the first day of scheduled class. The orientation dates will be announced in the acceptance letter. Failure to attend the orientation shall result in the student being dropped from the program.

The Admissions Committee reviews all applications to the ADN Program. Acceptance to the program is based on:

- completion of placement test and required college preparatory classes.
- cumulative college GPA of 2.5 or better.
- a minimum grade of “C” for prerequisite courses.
- satisfactory performance on standardized pre-admission nursing examination-at the expense of the student. Cumulative minimum score on the exam is 70%.

A photocopy of the student’s current health care insurance must be submitted to each respective program coordinator in order to participate at any clinical education site. **Failure to maintain comprehensive health care insurance will result in the student being immediately withdrawn from the clinical site and thereby receiving a failing grade in the clinical education class.** Furthermore, the student will be financially responsible to pay all medical bills and co-payments as a result of injuries or health issues that arise from participation of clinical education programs.

Admission Requirement Prerequisite Courses Credit Hours

Repetition of Courses – prerequisites and/or general education coursework may be repeated twice for a total of (3) three enrollments in a course without exception.

CNA Certificate, or IL LPN License unencumbered.

ENG 101	Composition and Rhetoric (minimum grade of "C")	3
BIO 102	Introductory Biology (minimum grade of "C")	4
PSY 101	Introduction to Psychology (minimum grade of "C")	3
MTH 115	General Education Mathematics (minimum grade of "C")*	3

Total Credit Hours 13

Repetition of courses – prerequisites and/or general education coursework may be repeated twice for a total of (3) three enrollments in a course without exception.

Program Requirements

ALL program-required courses must be completed with a "C" or better.

General Education Courses in bold must be taken before or during the semester indicated.

Students will be required to complete a standardized summative assessment (examination) each semester.

Semester One – Fall

ADN 150	Fundamentals of Nursing	7
PSY 211	Human Growth and Development	3
BIO 185	Human Anatomy and Physiology I	4

Semester Two – Spring

ADN 152	Introduction to Medical/Surgical Nursing	7
BIO 186	Human Anatomy and Physiology II	4
SOC 101	Introduction to Sociology	3

Semester Three – Fall

ADN 252	Intermediate Medical Surgical Nursing	4
ADN 254	Childbearing Family and Children	4
BIO 224	Microbiology	4
Group II	Humanities or Fine Arts Elective‡	3

Semester Four – Spring

ADN 256	Advanced Medical Surgical Nursing	3
ADN 257	Behavioral Health Nursing	3
ADN 258	Transition into Nursing Practice	2
SPE 108	Oral Communication	3

Total Program 69

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

For additional information, please contact the Nursing Department, ext. 2512, 2260, or 2053.

LPN to RN Bridge Track Option Requirements

- Unencumbered active IL LPN license
- One year experience employed as an LPN within the past 5 years.

- Recommendation/ verification letter from employer
- Completion of the prerequisite courses prior to acceptance.
- Completion of corequisite courses required in semester one of the ADN program.
- LPN Bridge Applicants must complete all program prerequisites, semester one corequisites to be considered admitted to the nursing program.
- Accepted LPN to RN bridge students will enroll in ADN 152 during the Spring semester.

Program Track ECEP Credit

1. Application to the LPN to RN bridge track Application period year-round.
2. Copy of IL LPN license
3. Recommendation/ verification letter from employer
4. After acceptance into the program
 - Courses to complete ADN 152
 - Must pass and complete ATI fundamental exam at the end of the course with Level 2 or greater.
 - Must complete and ECEP application process.
5. Student will get credit for ADN 150 after completion of these requirements.
6. Complete all other nursing co requisite courses as defined in the ADN Curriculum.

Acceptance Process

All students will be notified in writing of their admission status by June 1st for fall admissions. LPN Bridge Students will be notified by August 1st for Spring Admission. Students accepted into the program are required to attend an orientation prior to the first day of scheduled class. The orientation dates will be announced in the acceptance letter. Failure to attend the orientation shall result in the student being dropped from the program.

The Admissions Committee reviews all applications to the ADN Program. Acceptance to the program is based on:

- completion of placement test and required college preparatory classes.
- cumulative college GPA of 2.5 or better.
- a minimum grade of "C" for prerequisite courses.
- satisfactory performance on standardized pre-admission nursing examination-at the expense of the student. Cumulative minimum score on the exam is 70%.

Background Check and Urine Drug Screen

All students accepted to the South Suburban College Nursing Program are required to complete a criminal background investigation and urine drug screen. For acceptance to the South Suburban College Nursing Program the criminal background check must pass the requirements for clinical placement and the urine drug screen must be

negative. Students who have a positive urine drug screen will not be eligible to reapply to the South Suburban College Nursing Program for at least one (1) academic year. Once accepted into the Nursing Program, students shall be required to submit background investigations and drug screens at least annually. If an admitted student has positive drug screen result, the student will be required to withdraw from the program. Additionally, students will be required to submit background and urine exams again as deemed necessary by the clinical agencies. All expenses related to criminal background investigations and drug screening requirements are at the student's expense.

Students must order their background checks and drug screens through Castle Branch. The results are posted to their website in a secure, tamper-proof environment where the student as well as the Dean can view the results. Information on ordering background checks and drug screening will be provided once the acceptance process is initiated.

Occupational Therapy Assistant

Occupational Therapy Assistant (OTA.AAS)

This full-time accredited Occupational Therapy Assistant educational program prepares individuals to work in a health profession that helps people of all ages prevent, lessen, and overcome disabilities.

The Occupational Therapy Assistant (OTA) Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, Maryland 20852-4929, phone: 1-301-652-6611, email: accred@aota.org, website: www.acoteonline.org. Additionally, the OTA Program is approved by the Illinois Department of Financial & Professional Regulations (IDFPR). Upon completing all academic and fieldwork requirements, students receive an Associate in Applied Science (AAS) Degree. Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA) and is eligible to apply for credentialing throughout the U.S. The total number of graduates from the South Suburban College Occupational Therapy Assistant program during the 3-year period of 2021-2023 was 22, with an overall graduation rate of 64%.

Graduation Year	Students Entering/ Graduating	Graduation Rate
2021	13/10	77%
2022	11/06	55%
2023	10/06	60%
Total	53/47	88.6%

Program results from the National Board for Certification in Occupational Therapy (NBCOT) can be found online at <https://www.nbcot.org/Educators-Folder/SchoolPerformance>. Before enrolling in the Occupational Therapy Assistant program, students are advised to review the applicable state credentialing procedures and requirements to ensure that they are eligible to receive state credentialing following completion of the Occupational Therapy Assistant program at South Suburban College. Eligibility to sit for the NBCOT Certification Exam may be limited by the results of a criminal background investigation. Individuals who have been charged with or convicted of a felony and/or have had any other professional license revoked or suspended or have been found by any court to have committed malpractice, negligence, or recklessness are advised to seek an Early Determination Review from NBCOT to determine their eligibility. Visit <https://www.nbcot.org/exam/edr>.

Note: Criminal background checks are required for all admitted students for fieldwork/internship. Additionally, students may be subjected to fingerprinting and/or drug screening for specific fieldwork/internship sites.

The Occupational Therapy Assistant (OTA) Program begins in the fall semester. Students applying to the Program must complete all prerequisites and general education courses before the application deadline of June 1st. Be advised that BIO 185 and BIO 186 must be completed within the last 5 years to satisfy program requirements.

Prospective students should submit an SSC Application form and forward all official high school (or HSE/GED®) transcripts, and official college transcripts to the Office of Admissions no later than June 1st for credit evaluation. General education course transcripts must be submitted before the start of the fall semester.

Students who have completed the necessary prerequisite and general education courses can submit the Occupational Therapy Assistant Program Application form online. The deadline for prerequisite and general education course completion and application to be considered for the Fall class each year is June 1st. Late applications will not be accepted.

A photocopy of the student's current health care insurance must be submitted to each respective program coordinator in order to participate at any clinical education site. Failure to maintain comprehensive health care insurance will result in the student being immediately withdrawn from the clinical site and thereby receiving a failing grade in the clinical education class. Furthermore, the student will be

financially responsible for paying all medical bills and co-payments as a result of injuries or health issues that arise from participation in clinical education programs.

Admission Process Placement

The OTA program has a selective admissions process. Specific eligibility criteria are used to evaluate each applicant to admit those students with highest likelihood of success. The following criteria will determine admissions to the Occupational Therapy Assistant Program:

- Cumulative grade point average of 3.25 or better on program prerequisites.
- Individuals with college degrees in other areas, as well as military and/or related work experience, will be considered.
- Completion of general education courses with a "C" or better.

Admission to the College does not guarantee admission to the program. Students will be notified of their status by mail after July 15th. The SSC OTA program does not waitlist applicants from one year to the next; therefore, applicants who are not selected must reapply for successive years.

All students must complete all general education and OTA Program coursework with a "C" or better to progress to successive semesters, including fieldwork.

Prerequisites for Admission to OTA Program		Credits
BIO 185	Human Anatomy and Physiology I	4
OTA 101	Introduction to Occupational Therapy	3
PSY 101	Introduction to Psychology	3
ART 112	Three Dimensional Design Or	
ART 110	Metals and Jewelry Or	
ART 109	Ceramics I	3

General Education Requirements

ENG 101	Composition and Rhetoric	3
PSY 206	Abnormal Psychology Or	
PSY 211	Human Growth & Development	3
BIO 186	Human Anatomy and Physiology II	4
SPE 108	Oral Communication	3
HIT 102	Fundamentals of Medical Terminology	1

Once admitted, students must complete a physical and submit to a criminal background check. All students must be certified in CPR and hold a current card throughout the entire program.

Professional/Career Education Requirements

Fall		Credits
OTA 102	Fundamentals of Occupational Therapy	4
OTA 103	Practice Skills and Techniques I	4
OTA 104	Occupational Therapy Fieldwork I	2
OTA 105	Occupational Therapy Interactions	2
OTA 108	Foundations of Occupational Therapy	2

Spring

OTA 201	Principles of Psychosocial Dysfunction	3
OTA 202	Principles of Physical Dysfunction	4
OTA 203	Principles of Developmental Dysfunction	4
OTA 204	Occupational Therapy Fieldwork II	2
OTA 210	Practice Skills and Techniques II	3

Fall

OTA 205	Professional Issues in OT	2
OTA 212	Occupational Therapy Internship I	5
OTA 213	Occupational Therapy Internship II	5

Total Credit Hours 69

For additional information, please contact La'Taria Overstreet, Occupational Therapy Assistant Program Coordinator, at (708) 596-2000, ext. 2473 or call the Allied Health & Career Programs Department at (708) 596-2000, ext. 2258.

Office Administration & Technology

Basic Certificates

Basic Office Skills Certificate (OAT.BASIC.OFF)

MIS 101	Computer Literacy and Applications	3
OAT 101	Document Formatting I	3
OAT 115	Outlook	1
OAT 128	Word*	3
OAT 135	Fundamentals of Desktop Publishing	3
OAT 172	Business Communication	3
OAT 202	Document Formatting II	3
OAT 116	SharePoint	1

Total Credit Hours 20

Microsoft Office Suite Tools (OAT.BASIC.OFFSUITE)

		Credits
MIS 101	Computer Literacy and Applications	3
OAT 128	Microsoft Word	3
OAT 132	Microsoft Access	3
OAT 143	Microsoft Excel	3
OAT 155	Microsoft PowerPoint	3
OAT 115	Microsoft Outlook	1
OAT 116	SharePoint	1
OAT 135	Fundamentals of Desktop Publishing	3

Total Credit Hours 20

*MOS Certification exams will be emphasized.

Patient Care Technician

Patient Care Technician (PCT.BASIC.CERT)

This program offers a sequence of courses that are meaningful with stackable credentials. Upon completion of the PCT Basic Certificate, students will be eligible to sit for their Patient Care Technician national certification exam. Additionally, there will be options available to obtain additional certification in Nursing Assisting, Phlebotomy as well as Electrocardiography technician. The selected courses provide coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further educational careers in the Health Science Industry.

Mission

- **Objective:** To prepare individuals for entry-level employment in various healthcare settings, focusing on comprehensive patient care.
- **Inclusivity:** Emphasizing the accommodation of students from diverse backgrounds.
- **Focus:** Providing students with the knowledge and technical skills necessary to meet the comprehensive healthcare needs of the community, including direct patient care, basic nursing procedures, and assistance with medical examinations.

Program Goals

1. **Structured Curriculum:** Ensuring that the curriculum adequately prepares entry-level patient care technicians.
2. **Skill Enhancement:** Fostering problem-solving and critical thinking skills, particularly in patient care and emergency response.
3. **Certification Preparation:** Preparing students for the Patient Care Technician national certification exam.
4. **Professional Growth:** Encouraging continuous professional improvement and educational advancement, with options to obtain additional certifications in Nursing Assisting, Phlebotomy, and Electrocardiography.
5. **Holistic Approach:** Graduating students who value and embrace the holistic concern of patients, providing compassionate and competent care.

Approval Process

- **Certification:** Post-completion, students are eligible for the Patient Care Technician national certification exam. Additional certification options in Nursing Assisting, Phlebotomy, and Electrocardiography are available.

Student Learning Outcomes (SLOs)

1. **Healthcare System and Medical Terminology:** Understanding the healthcare delivery system, medical terminology, and the role of a patient care technician within the healthcare team.

2. **Patient Care and Safety:** Knowledge of patient care procedures, infection control, and safety measures in various healthcare settings.
3. **Anatomy and Physiology:** Basic understanding of body systems, anatomic terminology, and the ability to assist in medical examinations and procedures.
4. **Age-Specific Care:** Competence in providing age-specific care and understanding the unique needs of different patient groups.
5. **Clinical Skills:** Proficiency in basic nursing procedures, phlebotomy, electrocardiography, and other clinical skills.
6. **Communication and Interpersonal Skills:** Ability to communicate effectively and empathetically with patients, families, and healthcare team members.
7. **Ethical and Legal Considerations:** Understanding of ethical and legal principles in patient care.
8. **Emergency Response:** Ability to respond appropriately to emergency situations and provide basic life support.
9. **Quality Assurance and Control:** Knowledge of quality assurance and quality control in patient care.
10. **Professional Development:** Commitment to continuous learning and professional development in the healthcare field.

Admission Criteria

Student must meet the Program Approval for the Basic Nurse Assistant Training Program (NUR.BASIC.CNA), for admission into the NAS-100 course, if applicable—see page 130.

Admission Process

1. Prospective students should submit an SSC Application form and forward all official high school (or HSE) transcripts, as well as official college transcripts to the Office of Admissions.
2. Complete requirements for NAS-100 course, if applicable—see page 130.

Semester 1		Credits
ECG 101	ECG Fundamentals	4
NAS 100	Basic Nurse Assistant	6
PHB 101	Phlebotomy/Health	4
Semester 2		
PCT 200	PCT Cert. Review	1
PHB 102	Phlebotomy/Internship	2
<i>Total Credit Hours</i>		<i>17</i>

For questions regarding the PCT Program, please call the Allied Health Department at (708) 596-2000, ext. 2204.

Pharmacy Technician

Pharmacy Technician Certificate (PHT.CERT)

Occupational Description

With the changing role of the pharmacist and the evolution of national healthcare services, the demand for more educated and trained pharmacy technicians to assist pharmacists in the preparation of prescriptions has increased. The drug preparation duties, performed by the technician under the direct supervision of a registered pharmacist, may include interpreting prescription orders, maintaining patient records, packaging and labeling medications, maintaining drug supply, inventory, billing and crediting patients, handling automation, compounding medications, preparing sterile products, and performing computer entries.

Employment Characteristics

Pharmacy technicians work in a variety of healthcare settings, such as hospitals, community pharmacies, nuclear pharmacies, long-term care agencies, clinic pharmacies, mail-order pharmacies, and drug wholesalers. The job prospects for pharmacy technicians are excellent. Based on data from the Bureau of Labor Statistics, the median annual wage was \$37,790 in May 2022, with a projected growth of 6% from 2022 to 2032. Salaries and benefits vary according to experience, ability, geographic location, and type of pharmacy practice. Completion of the program does not guarantee employment.

Accreditation and Licensure

The Pharmacy Technician Program is fully accredited by the American Society of Health-System Pharmacists (ASHP) located at 4500 East-West Highway, Suite 900, Bethesda, MD 20814, website: ashp.org.

The Program

The PHT Certificate program includes training in aseptic IV preparation, medication order processing, inventories, packaging, compounding, use of a prescription balance, and computers. Other pertinent courses are pharmacy math, pharmacy law, pharmacology, and pharmacy operations. Students who complete the basic certificate program will be eligible to sit for the National Pharmacy Certification exam and become certified pharmacy technicians. In addition to the coursework, students perform 150 to 300 supervised hours in a pharmacy setting.

Interested students who have completed the basic certificate and are interested in working in an institutional or hospital setting can continue into the Full Certificate program—speak with your PHT Coordinator or and SSC Counselor for more information.

The States of Illinois and Indiana require a pharmacy technician license prior to the beginning of the internship. The license application can be obtained from the Illinois or Indiana State Board of Pharmacy websites. Applicants are expected to pass a background check, drug screening and possibly a fingerprint check.

Internship assignments are at the discretion of the program coordinator/instructor. Students are responsible for transportation to and from the internship sites, and must purchase scrubs for use in both the lab classes and the internships.

Students are admitted to the Pharmacy Technician Program each semester. Pre-admission requirements can be taken at any time.

Completion of the Pharmacy Technician Certificate Program does not fulfill the pre-pharmacy admission requirements for the senior college/university pharmacy programs. Please contact the Pharmacy Technician Program Coordinator for additional information on the prerequisites needed to apply to a college of pharmacy.

Application Process for the PHT program

1. Submit an SSC application and forward all official high school or HSE/GED® transcripts as well as other college transcripts directly to the Office of Admissions. Please note that admission to South Suburban College does not necessarily guarantee acceptance to the Pharmacy Technician Program.
2. Submit the Pharmacy Technician Program Admission Application form to the Program at any time.
3. A photocopy of the student's current health care insurance must be submitted to the program coordinator to participate at any clinical education site. Failure to maintain comprehensive health care insurance will result in the student being immediately withdrawn from the clinical site, thereby receiving a failing grade in the clinical education class. Furthermore, the student will be financially responsible for paying all medical bills and copayments due to injuries or health issues arising from participation in clinical education programs.

A special tuition rate exists for Indiana residents, Chicago residents, and other cooperating community college students who enroll in the SSC Pharmacy Technician program.

For questions regarding the PHT Program, please call the Allied Health Department at (708) 596-2000, ext. 2258 or visit us in room 4453.

Suggested Sequence for Full-Time Students

Prerequisites

HS Diploma and placement tests (Reading, English and Math)

Basic Certificate

Pharmacy Tech Basic Certificate (PHT.BASIC)	Credits
PHT 100 Pharmacy Technician Orientation	3
PHT 101 Pharmaceutical Mathematics*	3
PHT 102 Pharmacy Operations I	3
PHT 104 Pharmacology I	3
PHT 105 Pharmacy Technician Internship I	1
PHT 118 OTC, Herbal and Alternative Therapy	3
Total for Basic Certificate	16

Students complete the PHT basic certificate in 2 semesters and the PHT-Certificate over a period of 5 semesters, contingent on their preferred workload.

Illinois and Indiana students must be licensed by the State of Illinois and/or the State of Indiana prior to the onset of the internship.

Pharmacy Tech Certificate (PHT.CERT)

	Credits
PHT 108 Pharmacy Operations II	3
PHT 103 Sterile Products	3
PHT 107 Pharmacy Law	1
PHT 106 Pharmacy Technician Internship II	2
PHT 109 Pharmacology II	3
SPE 108 Oral Communication Or	
COM 106 Interpersonal Communication	3
Total for Both Certificates	31

Optional Coursework

PHT 111 Pharmacy Informatics*	3
SPN 115 Spanish for Health Care Providers I	3
PHT 120 Clinical Pharmacy Technician*	3

Short Course Option

PHT 115 - Fund. of Pharmacy Technician Practice	6
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Phlebotomy

Phlebotomy Certificate (PHB.BASIC)

As a member of the health care delivery team, the phlebotomist generally works in a clinical laboratory under the supervision of a clinical laboratory technologist. The phlebotomist is primarily responsible for collecting blood specimens from patients/clients for the purpose of laboratory analysis. The phlebotomy courses are designed to provide students with information about the health care delivery system; collection of materials and equipment; venipuncture and capillary puncture techniques; specimen transport and processing techniques; quality assurance and safety techniques; basic concepts of communications, and medical and legal implications of blood collection. Students will be required to complete 72 hours of classroom and 100 hours of clinical experience in a health care environment. Effective Fall 2007, a criminal background check from a designated agent and/or a drug screen is required to complete the internship course.

Accreditation/Approval Process

The phlebotomy program is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd, Suite 720; Rosemont, IL 60618-5119; telephone (847) 939-3597.

Upon successful completion of this course, students are eligible to take the national certification examinations given by either the American Medical Technologist (AMT), National Center for Competency Testing (NCCT) or the American Society of Clinical Pathologists (ASCP), Board of Registry.

Admission Process

1. Submit an SSC application and forward all official high school or HSE/GED® transcripts as well as other college transcripts directly to the Office of Admissions.
2. Submit the Phlebotomy Program Application to the Health Professions Office, room 4469L, no later than June 1st for Fall Admission and no later than Nov. 1 for Spring Admission.
3. Priority for admission will be given to applicants who meet the published deadline date. Admission to the College does not guarantee admission to the program.

Admission Criteria

Students must earn a minimum grade of "C" or better in BIO 115-Human Body Structure* or an equivalent human anatomy course. Be advised that Biology must be completed within the last 5 years to satisfy the program requirements. No student will be considered for admission to the Phlebotomy Program unless they have a minimum cumulative grade point average (GPA) of 2.00 (A=4.00).

Specific Admission Requirements

1. To be eligible for PHB 102, PHB 101 must be completed with a grade of "C" or better while maintaining a cumulative grade point average of 2.0.

2. Students accepted for PHB 101 and PHB 102 must:
 - a. All students **MUST** be certified in CPR for Health Care Providers and hold a current card before starting internships.
 - b. Submit a completed health-physical form **PROVIDED** by South Suburban College that documents immunity for mumps, measles, varicella, diphtheria, tetanus, tuberculosis and hepatitis B (waiver).
 - c. Show proof of health insurance coverage.
3. Due to the nature of the clinical rotations, most assignments are for the daytime shifts. Clinical rotation assignments are at the discretion of the program coordinator.
4. Students are responsible for transportation to and from the clinical affiliate.
5. A photocopy of the student's current health care insurance must be submitted to each respective program coordinator in order to participate at any clinical education site. Failure to maintain comprehensive health care insurance will result in the student being immediately withdrawn from the clinical site and thereby receiving a failing grade in the clinical education class. Furthermore, the student will be financially responsible to pay all medical bills and co-payments as a result of injuries or health issues that arise from participation of clinical education programs.

South Suburban College Phlebotomy Program policy and procedures are covered in the Phlebotomy (PHB) Student Guide. Copies of the PHB Student Guide are accessible for all SSC students and Faculty in the office of Health Professions in room 4469L.

Semester 1		Credits
PHB 101	Phlebotomy/Health	4
HIT 102	Fundamentals of Med. Terminology	1
Semester 2		
PHB 102	Phlebotomy Internship	2
Total Credit Hours		7

For questions regarding the PHB Program, please call the Allied Health Department at (708) 596-2000, ext. 2204.

Radiologic Technology

Radiologic Technology (RAD.AAS)

The Radiologic Technology Program is approved by ICCB and the Illinois Board of Higher Education. In addition, the program is Accredited by the Higher Learning Commission (HLC). This full-time accredited program prepares men and women to function effectively as entry level staff radiographers. The program includes both theoretical and practical courses as well as clinical education experiences in hospitals assigned by the program coordinator.

Admission to the Program

1. Submit an SSC Application/Registration form and forward all official high school as well as other college transcripts directly to the Office of Admissions no later than March 1.
2. Submit the Radiologic Technology Program Admission Application form to the Program by mail or in person (Room 4469L) no later than March 1 prior to the Summer semester wishing admission.
3. A photocopy of the student's current health care insurance must be submitted to each respective program coordinator in order to participate at any clinical education site. Failure to maintain comprehensive health care insurance will result in the student being immediately withdrawn from the clinical site and thereby receiving a failing grade in the clinical education class. Furthermore, the student will be financially responsible to pay all medical bills and co-payments as a result of injuries or health issues that arise from participation of clinical education programs.

Admission to the College does not guarantee admission to the program.

Admission to the program will be determined by a ranking of the grade point average (GPA) based on the program prerequisite courses only.

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

Note: This is only a full-time program.

Prerequisites **MUST** be completed by December prior to the start of the Radiologic Technology program. Physics and Biology should not be more than five years old, but with appropriate documentation this may be reviewed.

All students must be certified in CPR and hold a current card throughout the entire program.

Program Prerequisites		Credits
ENG 101	Composition and Rhetoric	3
BIO 185	Human Anatomy and Physiology I*	4
FAD 205	Emergency Care and Safety Or CPR Certification	2
PHY 115	Topics in Applied Physics†	3
HIT 102	Fundamentals of Medical Terminology	1

Summer

RAD 100	Foundations Of Rad. Technology	1
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Fall

RAD 101	Radiographic Fundamentals	2
RAD 104	Radiographic Procedures 1	3
RAD 106	Radiographic Principles 1	3
RAD 125	Introduction to Clinical Practice	2
BIO 186	Human Anatomy and Physiology II	4

Spring

RAD 105	Radiographic Procedures 2	3
RAD 107	Radiographic Principles 2	3
RAD 126	Clinical Education 1	3
SPE 108	Oral Communication*	3

Summer

RAD 127	Clinical Education 2	2
PSY 101	Introduction to Psychology	3

Fall

RAD 204	Radiographic Procedures 3	3
RAD 205	Radiographic Physics	3
RAD 207	Radiobiology	3
RAD 225	Clinical Education 3	3

Spring

RAD 226	Clinical Education 4	3
RAD 235	Radiographic Seminar	3
Group II	Humanities or Fine Arts Elective‡	3

Total Credit Hours (including prerequisites) 64

Recommended Elective:

ECG 210	PACS	3
MIS 101	Computer Literacy & Applications	3

Prerequisites **MUST** be completed by December prior to the start of the summer semester of the year you are seeking admission.

Students must complete all RAD program and general education course requirements with a grade of "C" or better.

*Prerequisite to BIO 185 is either BIO 102 or 105.

†Prerequisite to PHY 115 is MTH 100.

‡Students earning an Associate degree must meet the requirement for coursework on improving human relations as defined in Public Act 87-581.

For additional information, please contact John McGreevy, Radiologic Technology Program Coordinator at (708) 596-2000, ext. 2634 or call the Allied Health Department at (708) 596-2000, ext. 2204.

Speech Language Pathology Assistant

Speech Language Pathology Assistant (SPA.AAS)

This full time Speech Language Pathology Assistant educational program prepares individuals to work in a health or educational setting under a registered speech pathologist with at least two years of professional experience. Assistants generally work with equipment maintenance, patient assessment, paperwork and execution of speech pathologist treatment plans. Courses in this program are structured to provide students with background information, theories, principles and techniques for implementation of treatment plans and goals of speech, language, and hearing disordered individuals. The program supplements classroom instruction with required supervised clinical observation and practicum experiences in speech language pathology and audiology. Students will be assigned to off campus practicum sites for observation of clinical experiences and involvement in interdisciplinary team approaches to case management.

Accreditation is through the Higher Learning Commission, the Illinois Community College Board, Illinois Board of Higher Education and the Illinois State Board of Education. Upon successful completion of all academic and fieldwork requirements, students receive an Associate in Applied Science (AAS) Degree.

Prior to enrolling in the Speech Language Pathology program, students are advised to review the applicable licensure/certification procedures and requirements and state laws of the professions to ensure that they are eligible to receive a license / certification following completion of the Speech Language Pathology Assistant Program at South Suburban College. Eligibility for licensure may be limited by the results of a criminal background investigation. Eligibility for licensure may be limited by the results of a criminal background investigation and drug screening.

Admission Process

Note: By admission process, all students must complete all SPA program prerequisites and general education course requirements with a grade of "C" or better before entering the program.

1. Prospective students should submit an SSC Application form and forward all official high school (or HSE/GED®) transcripts, as well as official college transcripts to the Office of Admissions for credit evaluation. General education course transcripts must be submitted prior to the start of the summer semester.
2. Students that have completed the necessary prerequisite courses can submit the Speech Language Pathology Assistant Program Application form by mail or in person to the Health Professions Office in Room 4469L. Deadline for Program Applications is May 31st of the current year. Late applications will not be accepted.

3. A photocopy of the student's current health care insurance must be submitted to each respective program coordinator in order to participate at any clinical education site. Failure to maintain comprehensive health care insurance will result in the student being immediately withdrawn from the clinical site and thereby receiving a failing grade in the clinical education class. Furthermore, the student will be financially responsible to pay all medical bills and co-payments as a result of injuries or health issues that arise from participation of clinical education programs.

Admission to the Speech Language Pathology Assistant Program will be determined on a ranking of the grade point average (GPA) determined on the program prerequisites.

Priority for admission will be given to applicants who meet the application deadline. Program prerequisites must also be completed before the deadline to be considered for admissions. Be advised that Biology must be completed within the last 5 years to satisfy the program requirements. All students must be certified in CPR and hold a current card throughout the entire program.

The SPA program does not accept any outside courses for transfer credit related to this field.

Program Placement

The SPA program has a selective admissions process. Specific eligibility criteria are used to evaluate each applicant to admit those students with highest likelihood of success. Admissions to the Speech Language Pathology Assistant Program will be determined by the following criteria:

1. Cumulative grade point average of 2.7 or better for program prerequisites.
2. Consideration will be given for individuals with college degrees in other areas as well as military and /or related work experience.
3. Completion of general education courses with a "C" or better.

Admission to the College does not guarantee admission to the program.

Students will be notified of status by June 30th.

All students must demonstrate a minimum math competency equivalent to Elementary Algebra (MTH 095) to fulfill the AAS degree requirement as well as complete all general education and SPA Program coursework with a "C" or better or they will be dismissed from the program.

Once admitted, students must present proof of CPR certification and maintain certification through the entire educational program, as well as complete a physical and submit to a criminal background check.

Prior to enrollment student will need to complete the following program prerequisites:

Prerequisites for Admission to the SPA Program:		Credits
ENG 101	Composition and Rhetoric	3
BIO 185	Human Anatomy and Physiology I	4
HIT 102	Fundamentals of Medical Terminology	1
SPA 101	Introduction to SPA	3
SPE 108	Oral Communication	3
<i>Total Credit Hours</i>		14

Fall		Credits
PSY 101	Introduction to Psychology Or	
SOC 101	Introduction to Sociology	3
BIO 186	Human Anatomy and Physiology II	4
SPA 121	Anatomy and Physiology of SPA	4
SPA 131	Language Development in Children	3

Spring		Credits
HFA 201	General Humanities	3
SPA 141	SPA Voice and Diction	3
SPA 151	Communication Disorders in Children	3

Summer		Credits
SPA 161	SPA Introduction to Phonetics	3
SPA 171	SPA Clinical Observations	2

Fall		Credits
SPA 201	SPA Screening and Interventions	4
SPA 211	SPA Clinical Fieldwork I	2
SPA 221	Communication Disorders in Adults	3

Spring		Credits
SPA 231	Case Study Management for SPA	4
SPA 241	Clinical Fieldwork II	2
MTH 126	Fundamentals of Statistics	3

Total Credit Hours **60**

For questions regarding the SPA Program, please call the Allied Health Department at (708) 596-2000, ext. 2204.

Welding

These certificates will prepare students for entry-level or promotional opportunities in the field of welding. The courses are designed to provide students with current technologies used in this industry. Students will participate in identifying, planning and implementing strategies to correctly weld materials in a variety of applications. Please contact (708)596-2000, ext. 2664 for additional information.

Multi-Process Welding Certificate (WLD.BASIC.MPRO)

Credits

WLD 100	Introduction to Welding	5
MFG 102	Manufacturing Math	2
BLD 106	OSHA 30	3
WLD 104	SMAW	4
WLD 110	GMAW	4
WLD 112	GTAW	4
<i>Total Credit Hours</i>		22

Shielded Metal Arc Welding SMAW Certificate (WLD.BASIC.SMAW)

Credits

WLD 100	Introduction to Welding	5
WLD 104	SMAW	4
<i>Total Credit Hours</i>		9

Gas Metal Arc Welding GMAW Certificate (WLD.BASIC.GMAW)

Credits

WLD 100	Introduction to Welding	5
WLD 110	GMAW	4
<i>Total Credit Hours</i>		9

Gas Tungsten Arc Welding GTAW Certificate (WLD.BASIC.GTAW)

Credits

WLD 100	Introduction to Welding	5
WLD 112	GTAW	4
<i>Total Credit Hours</i>		8

Comprehensive Agreement Regarding The Expansion Of Educational Resources

(C. A. R. E. E. R.)

Through the Comprehensive Agreement Regarding the Expansion of Educational Resources (C.A.R.E.E.R.), South Suburban College has entered into agreements with the following community colleges.

These agreements allow students who reside in South Suburban College's district to take career educational programs, NOT offered by South Suburban College, at the participating college's in-district tuition rate. Please refer to the Cooperative Agreements section in the catalog for specific procedures to be followed when applying for Cooperative Agreements.

Blackhawk College

6600 34th Avenue
Moline, IL 61265-5899
(309) 796-5000
(800) 344-1311

Carl Sandburg College

2400 Tom L. Wilson Blvd.
Galesburg, IL 61401
(309) 341-5230

Danville Area Community College

2000 East Main Street
Danville, IL 61832-5199
(217) 443-8800

Elgin Community College

1700 Spartan Drive,
Elgin IL. 60123-7193
847-214-7226

Heartland Community College

1500 W. Raab Road
Normal, IL 61761
(309) 268-8000

Highland Community College

2998 W. Pearl City RD,
Freeport, IL 61032

Illinois Central College

1 College Drive
East Peoria, IL 61635-0001
(309) 694-5100

Illinois Valley Community College

815 North Orlando Smith Avenue
Oglesby, IL 61348
(815) 224-2720

John Wood Community College

1301 S. 48th Street
Quincy, IL 62305
(217) 224-6500

Joliet Junior College

1215 Houbolt Road
Joliet, IL 60431
(815) 729-9020

Kankakee Community College

100 College Drive,
Kankakee, IL 60901-6505
(815) 802-8100

Kaskaskia College

27210 College Road,
Centralia, IL. 62801
(618) 545-3030

Kishwaukee Community College

21993 Malta Road
Malta, IL 60150-9699
(815) 825-2086

Lake Land College

5250 Shepard Road,
Springfield, IL.
217-786-2243

Lewis and Clark Community College

5800 Godfrey Rd.,
Godfrey, IL. 62036
618-468-5001

Lincoln Land Community College

5250 Shepard Road Box 19256
Springfield, IL 62794-9256
(800) 727-4161
(217) 786-2200
TDD (217) 786-2798

McHenry County College

8900 U.S. Highway 14
Crystal Lake, IL 60012-2761
(815) 455-8530

Moraine Valley Community College

10900 South 88th Avenue
Palos Hills, IL 60465
(708) 974-4300

Morton College

3801 South Central Avenue
Cicero, IL 60804
(708) 656-8000

Prairie State College

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

Rend Lake College

468 North Ken Grey Parkway,
Ina, IL. 62846
618-437-5321

Richland Community College

1 College Park
Decatur, IL 62521-8513
(217) 875-7200

Rock Valley College

3301 N. Mulford Road
Rockford, IL 61114
(815) 921-7821
(800) 973-7821

Sauk Valley Community College

173 IL. Rt. 2
Dixon, IL 61021
(815) 288-5511
Fax (815) 288-1880

Southwestern Illinois College

2500 Carlyle Avenue,
Belleville, IL. 62221
618-222-5246

Spoon River College

23235 North County Rd. 22
Canton, IL 61520
(309) 647-4645
(800) 334-7337

Waubensee Community College

Route 47 at Waubensee Drive
Sugar Grove, IL 60554-9454
(630) 466-7900

For more information on any of these programs, call the college offering the program in which you are interested, or call South Suburban College (708) 596-2000, extension 2262.

Course Descriptions

The “Code for Transfer Courses,” that are part of the Illinois Articulation Initiative (IAI), are located directly after the course title.

“Credit Hours,” the first number in parenthesis to the utmost right on the course title line, refers to the number of hours of credit per semester.

“Contact Hours,” the second number after the comma in the parenthesis, refers to the actual number of hours per week spent in classrooms, laboratories, field work, internships, etc.

After the description is a notation on offerings: F=fall term; Sp=spring term, S=summer term; “odd” refers to classes offered only in odd numbered years; “even” refers to classes offered in even numbered years; “on demand” indicates that courses will be scheduled upon sufficient student request.

Where special course fees are required in addition to tuition, the word fee is noted at the end of the description. The fee amount for each course can be found within the actual schedule that is available for each semester. These fees are subject to change without prior notice.

Web Use in Courses:

All students enrolled in courses at SSC should be prepared to access any online materials their instructor may require for the course. Traditional classroom based courses offered at SSC may include online homework, e-text, online assessment as well as additional materials and/or work available outside the classroom via the internet. The type of material and the extent of work will vary as determined by the instructor of each particular course. Internet access and computer labs are available to all students at the Main Campus and Oak Forest Center.

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<i>Applied Engineering Technology</i>	148	<i>Paramedic</i>	176	<i>Patient Care Technician</i>	201
<i>Art</i>	148	<i>Emergency Medical Technician</i>	176	<i>Pharmacy Technician</i>	202
<i>Astronomy</i>	151	<i>English</i>	176	<i>Philosophy</i>	203
<i>Barbering</i>	152	<i>First Aid</i>	178	<i>Phlebotomy</i>	203
<i>Biology</i>	153	<i>Geography</i>	178	<i>Physical Education</i>	203
<i>Building Construction Technology</i>	154	<i>Geology</i>	178	<i>Physical Science</i>	204
<i>Business</i>	156	<i>Health and Wellness</i>	178	<i>Physics</i>	204
<i>Business Law</i>	159	<i>Health Information Technology</i>	179	<i>Political Science</i>	205
<i>Cannabis</i>	159	<i>History</i>	180	<i>Psychology</i>	205
<i>Chemistry</i>	159	<i>Human Services</i>	181	<i>Radiologic Technology</i>	206
<i>Child Development</i>	160	<i>Humanities</i>	182	<i>Reading</i>	207
<i>Communication</i>	161	<i>Humanities & Fine Art</i>	182	<i>Sociology</i>	207
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<i>Drafting</i>	172	<i>Nursing-Basic Nurse Assistant Training</i>			
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Accounting

ACC 100—Personal Income Tax (3,3)

Federal and State tax laws as they apply to the individual are studied. Form #1040 and related schedules are completed.

ACC 120—Financial Accounting (IAI: BUS 903) (4,4)

A college transfer course; consult the C&CSC for more details.

Prerequisite: BUS 105 or MTH 165 or qualifying score on the Placement test.

Presents accounting as an information system that produces summary financial statements primarily for users external to a business or other enterprise. Emphasis is on the accounting cycle, analysis and recording of transactions and on the meaning, preparation, and interpretation of financial statements, the voucher system, payroll procedures, stock and bond transactions, and corporate cash flow statements.

ACC 121—Managerial Accounting (IAI: BUS 904)(3,3)

A college transfer course; consult the C&CSC for more details.

Prerequisite: ACC 120.

Presents accounting as a system of producing information for use in internally managing a business. The course emphasizes the identification, accumulation, and interpretation of information for planning, controlling, and evaluating the performance of the separate components of a business. Included is the identification and measurement of the costs of producing goods or services and how to analyze and control these costs.

ACC 130—Computerized Accounting [Quickbooks] (3,4)

Use of computers will be applied in the accounting process including general ledger accounting, accounts receivable/payable, payroll, financial statements and spreadsheet applications. QuickBooks software is used. Lab fee.

ACC 200—Cost Accounting (3,3)

A college transfer course; consult the C&CSC for more details.

Prerequisite: ACC 121.

This course emphasizes job and process cost accounting systems and decisions from the managerial point of view. Topics include: budgets, stores control, payroll, processing overhead distribution, cost of production reports, standards, variance analysis, break-even analysis, contribution margin and direct costing.

ACC 250—Accounting Internship (3, arranged)

Prerequisite: Concurrent enrollment or completion of ACC 200 and ACC 261, and written consent of program coordinator

This course provides students an opportunity to receive college credit by being employed at a business establishment and receiving on-the-job accounting training, working a minimum of 15 hours weekly. The student is responsible for finding and maintaining coordinator approved accounting work-site. One hour specialized seminars are held once a week to provide students with needed information to help them prepare for a successful accounting career. On demand.

ACC 260—Intermediate Accounting I (3,3)

A college transfer course; consult the C&CSC for more details.

Prerequisite: ACC 121 with grade of "C" or better.

Emphasis of the course is on accounting theory, concepts, current financial accounting functions and decision making using accounting data. It includes a thorough review of basic accounting concepts and alternative procedures. Major topics include: (1) Review, (2) Introduction to Accounting Theory, Balance Sheet and Retained Earnings Statement, (3) Present and Future Values, (4) Current Assets and Current Liabilities and (5) Plant Assets and Intangible Assets.

ACC 261—Intermediate Accounting II (3,3)

A college transfer course; consult the C&CSC for more details.

Prerequisite: ACC 260.

As a continuation of ACC 260, the focus is on the use of accounting information as a basis for decision making by management, accountants, stockholders, creditors and investors. Achievement by students in handling professional-level problems is a major objective. Major topics include: (1) Long Term Liabilities, (2) Stockholder Equity, Dilutive Securities and Short- and Long-Term Investments, (3) Analysis of Financial Statements, (4) Pensions, (5) Leases, (6) Accounting Changes and Error Analysis, (7) Cash Flow Analysis, (8) Accounting for Income Taxes, and (9) Revenue Recognition.

ACC 290—Federal Taxes (3,3)

Prerequisites: ACC 120.

Surveys the Internal Revenue Code and practical application of tax rules in preparation of returns, applying accounting principles of tax matters. Relationship of accounting and law is considered.

ACC 291—Advanced Federal and Illinois Taxes (3,3)

Prerequisite: ACC 290.

To introduce the student to the more advanced study of taxation, including corporate, partnership, estate, trust and state taxation. This is to be done through reading of the class materials and solving the problems in the materials.

Anthropology

ANT 101—Introduction to Cultural Anthropology (IAI: S1901N) (3,3)

A college transfer course; consult the C&CSC for more details.

Introduction to cultural and social anthropology (with a brief introduction to physical anthropology). Man's cultural organization and behavior studied in terms of institution of kinship, politics, religion and economics. Emphasis is placed on comparative sociology of primitive tribal people living today. F, Sp.

ANT 205—Medicine, Culture & Society (IAI: S1940D) (3,3)

A college transfer course; consult the C&CSC for more details.

This course uses an applied anthropological lens to understand contemporary issues relating to medicine, culture, and society. We will examine health inequalities and outcomes by focusing on cross-cultural conceptions of health, medicine, and illness. This course will also explore how anthropology can inform culturally relevant care in the field of medicine.

Applied Engineering Technology

AET 101—Audio/Video & Smart Home (4,6)

The course introduces basic concepts of audio and video signals and discusses the devices and components that constitute home entertainment systems. Students learn how to plan, design, install, and troubleshoot entertainment systems. Fee.

AET 102—Networking Technology (4,6)

Prerequisites: AET 101

The course provides students the knowledge and skills required for designing, implementing, and maintaining a home network. They learn about networking protocols, network operating systems, network addressing, and security issues to be managed when setting up a home network. Fee.

AET 105—Communications Security & Technology (4,6)

Prerequisites: AET 101

The course introduces students to the fundamentals of telecommunication systems. Students are instructed on the design, installation, and configuration of home telecommunication systems, including advanced wired and wireless systems. They learn to install in-house services, such as voice mail, intercom, and call conferencing. Fee.

AET 190—Systems Integration & Future Technology (4,6)

Prerequisites: AET 101

This course covers tools, products, and services and presents the major commercial participants, common practices, and prevalent consumer perception of Home Technology Integration (HTI) benefits. Students design and build Integrated Home Network (IHN) and the tools, equipment, and expertise required to build it. Fee.

Art

Students in studio ART are required to schedule one hour per week in the studio (in addition to class time) for each one hour of credit.

ART 101—Drawing I (IAI: ART 904) (3,6)

A college transfer course; consult the C&CSC for more details.

An introduction to drawing with emphasis on representation, perceptual growth and individual expression. Control in line, value and spatial illusion is developed through the use of a variety of art media and tools. Fee. F, Sp.

ART 102—Drawing II (IAI: ART 905) (3,6)

A college transfer course; consult the C&CSC for more details.

Prerequisite: ART 101 or consent of instructor

A continuation of Drawing I with compositional elements and color investigated for their expressive possibilities within the general framework of "realistic space." Conceptual skills stressed to realize drawing as a visual statement and initiate the development of visual ideas on a continuing basis throughout the semester. Emphasis on developing drawing skills in various media and mixed media. Fee. Sp.

ART 105—Art History Survey, Ancient World (IAI: F2 901) (3,3)

A college transfer course; consult the C&CSC for more details.

A chronological survey of Prehistoric, Ancient European, and Near Eastern art through the Gothic Period in Europe. F,Sp.

ART 106—Art History Survey, Renaissance Through Modern (IAI: F2 902) (3,3)

A college transfer course; consult the C&CSC for more details.

A chronological survey of Western European art, beginning with the Renaissance and continuing through World War II. Sp.

ART 107—Art Appreciation (IAI: F2 900) (3,3)

A college transfer course; consult the C&CSC for more details.

A general introductory course investigating the visual arts with an emphasis placed on developing an aesthetic and cross cultural awareness of and appreciation for various visual forms of expression: i.e., painting, sculpture, architecture, cinematography and video. F, Sp, S.

ART 109—Ceramics I (3,6)

A college transfer course; consult the C&CSC for more details.

Introduction to ceramic clay-forming techniques with emphasis placed on wheel throwing and hand building combined with procedures on glazing, surface decorations and clay and glaze theory. Fee. F, Sp, S.

ART 110—Metals and Jewelry I (3,6)

A college transfer course; consult the C&CSC for more details.

An introduction to jewelry with emphasis placed on the techniques, tools, materials, and fabrication methods of metals used in designing and creating small-scale forms. Silver fee extra per market value. Fee F, Sp.

ART 111—Two-Dimensional Design (IAI: ART 907) (3,6)

A college transfer course; consult the C&CSC for more details.

An exploration of the elements, principles and concepts of design applied to the two-dimensional surface; students will manually and digitally practice the elements uses in various media and become visually aware of two-dimensional design's aesthetic possibilities for communication and expression. Fee. F, Sp.

ART 112—Three-Dimensional Design (IAI: ART 908) (3,6)

A college transfer course; consult the C&CSC for more details.

An introduction to spatial three-dimensional principles, elements, concepts and materials used in sculptural form. Various processes will be used including carving, modeling, assembling and fabricating. Appropriate materials and tools are used to realize solutions to assigned projects. Fee. F, Sp, S.

ART 113—Color Theory and Practice (3,6)

A college transfer course; consult the C&CSC for more details.

Prerequisite: ART 111 or consent of instructor.

The study of color systems, color properties and the development of personal color sensitivity will be explored by the student through a variety of projects. The effects of color in art and design will be emphasized. Fee. F, Sp.

ART 130—Computer Art I [Adobe Photoshop, Illustrator] (3,6)

A college transfer course; consult the C&CSC for more details.

Prerequisites: No previous computer experience is required.

Introduction to a computer-based approach to visual image generation and manipulation. A variety of image software and hardware will be used to create images. Raster based illustration (Adobe Illustrator) and vector base photo-editing (Adobe Photoshop) software programs are used in this course along with peripheral devices: printers, scanners, cameras & tablets for input and output and manipulation of images. Fee. F, Sp.

ART 139—History of Photography (IAI: F2904) (3,3)

A college transfer course; consult the C&CSC for more details.

This course traces the historical development of photography as an art form from 1839 to the present, including the critical analysis of types of photographs and aesthetic movements in photography. Examines photographs for their aesthetic and humanistic values, emphasizing photographs as expressions of the ideas and beliefs of photographers within their cultural and social contexts. Sp.

ART 140—Photography I Digital (3,6)

A college transfer course; consult the C&CSC for more details.

A basic introductory photography course that covers the principles and fine art aesthetics of black and white photography in a digital format including composition, equipment selection and use; image processing, manipulation, correction, and output in the digital darkroom; lenses, aperture shutter speed, focal plane; an overview of the history of photography and its content as both a commercial medium and form of artistic expression. Required: Student will supply a digital camera with manual controls for Aperture, Shutter & ISO. Computer experience preferred. Fee. F, Sp.

ART 141—Photography II Digital (3,6)

A college transfer course; consult the C&CSC for more details.

Prerequisite: ART 140

Photo II is a continuation of Photography I covering the principles and fine art aesthetics of color photography. This course includes advanced black and white skills and effects using PhotoShop in the digital format, digital manipulation, special effects, use of color, color correction, and the finished print. A continued overview of the history of photography and its content as both a commercial medium and form of artistic expression will also be addressed. Fee. Student will supply a digital camera with manual controls for Aperture, Shutter & ISO.

ART 201—Painting (3,6)

A college transfer course; consult the C&CSC for more details.

Prerequisite: ART 101 or consent of instructor.

An introduction to the technical and aesthetic problems of oil painting through the solution of various projects dealing with media, the visual elements, composition and design, subject matter and expressive content with an emphasis placed on encouraging creative and imaginative thinking. Fee. F, Sp.

ART 202—Painting II (3,6)

A college transfer course; consult the C&CSC for more details.
Prerequisite: ART 201 or consent of instructor.

A further in depth introduction to the technical and aesthetic problems of oil painting through the solution of various projects dealing with a practical application of selected historical stylistic prototypes with the intent of encouraging more personal creative and imaginative thinking. Fee. F, Sp.

ART 203—Life Drawing I (3,6)

A college transfer course; consult the C&CSC for more details.
Prerequisite: ART 101 or consent of instructor.

The aesthetics of the human figure is studied through direct observational drawing exercises in gesture, contour and volume drawings for an accurate anatomical representation. Developing drawings are from live models, an articulated skeleton and studying large muscle groups including the introduction of human anatomy. Various media used throughout the semester. Fee. Sp.

ART 204—Life Drawing II (3,6)

A college transfer course; consult the C&CSC for more details.
Prerequisite: ART 203 or consent of instructor.

The human figure and anatomy is studied further in a greater variety of art media, with additional emphasis on composition, abstraction, expression and individual aesthetic interpretation. Fee. Sp.

ART 205—Sculpture I (3,6)

A college transfer course; consult the C&CSC for more details.

This course introduces basic sculpture-making methods, procedures and their relationship to the artist concepts, materials and tools. Processes used: modeling, moldmaking, carving, resin lamination, fabrication in wood and metal, welding and foundry practices. Lecture, demonstrations, slide presentations and discussions included. Fee. F, Sp, S.

ART 206—Printmaking I (3,6)

A college transfer course; consult the C&CSC for more details.
Prerequisite: ART 101

The student explores planograph or relief printing techniques. Emphasis is placed either on color and reduction woodcuts and wood engravings or silk-screen process including: stencils, crayons, touche, glue, photo and other stop-out techniques. Fee. Sp.

ART 209—Ceramics II (3,6)

A college transfer course; consult the C&CSC for more details.
Prerequisite: ART 109

Emphasizing in-depth exploration of the techniques and conceptual theories of pottery. Wheel-throwing and hand-building processes combined with procedures on glazing, surface decorations, clay and glaze theory. Fee. F, Sp, S.

ART 210—Metals and Jewelry II (3,6)

A college transfer course; consult the C&CSC for more details.
Prerequisite: ART 110

Continuation of Metals and Jewelry 110 emphasizing three-dimensionality with the introduction to construction, casting and electroforming. Silver fee extra per market value. Fee. F, Sp.

ART 211—Painting with New Media (3,6)

A college transfer course; consult the C&CSC for more details.
Prerequisite: ART 202

Acrylic paints and mixed media are explored as a painting medium. Through experimentation in individually selected problems, the student will investigate the potential of acrylics. Fee. F, Sp.

ART 212—Painting Studio (3,6)

A college transfer course; consult the C&CSC for more details.
Prerequisite: ART 202

This course offers opportunity for individual concentration in a thematic approach to developing a personal aesthetic for the advanced student. Projects will be developed as necessary for furthering the personal aesthetic. Fee. F, Sp.

ART 213—Watercolor I (3,6)

A college transfer course; consult the C&CSC for more details.
Prerequisite: ART 101 or consent of instructor.

An introduction to the technical and aesthetic problems of water-soluble media through the solution of various projects dealing with media, the visual elements, composition and design, subject matter and expressive content with an emphasis placed on encouraging creative and imaginative thinking. Fee.

ART 215—Sculpture II (3,6)

A college transfer course; consult the C&CSC for more details.
Prerequisite: ART 205 or consent of instructor.

A continuation of sculpture with emphasis directed toward developing the student's ideas, images and techniques. An open studio course specific problems are generated for individual concentration for developing a personal aesthetic for the advanced student. Discussions, lectures and critiques included. Fee. F, Sp, S.

ART 216—Printmaking II (3,6)

A college transfer course; consult the C&CSC for more details.
Prerequisite: ART 206

The student explores Intaglio or Lithographic techniques. Emphasis is placed either on etching, aquatint and engraving on copper plates or lithographic techniques including crayon and touche as well as opportunity for exploration in color and experimentation. Fee.

ART 219—Non-Western Art (IAI: F2 903N) (3,3)

A college transfer course; consult the C&CSC for more details.

A survey of non-Western art forms that reflect alternative aesthetic views differing from the conventional European traditions. Sp.

ART 221—The History of Art in Architecture (3,3)

A college transfer course; consult the C&CSC for more details.

A cross cultural chronological survey of western and non-western architectural styles from ancient to modern times with an emphasis on western civilization and including post-modernism. Fee.

ART 223—Watercolor II (3,6)

A college transfer course; consult the C&CSC for more details.

Prerequisite: ART 213

Personal skills developed in water-soluble media. Fee.

ART 230—Web Design (3,6)

A college transfer course; consult the C&CSC for more details.

Prerequisite: ART 252

This course provides an integrated approach to website design and development, focusing on establishing an effective online presence through visual aesthetics, design, development, and management of websites using web design software such as: HTML, Dreamweaver, Adobe Suite. Fee. Sp.

ART 241—Art Internship (2, arranged)

Prerequisite: Art 140, Art 230, Art 252, Art 265, Art 260 Art 270 & consent Graphic Design Coordinator.

Work experience/college credit for those students who are presently employed part-time or full-time in an advertising house/studio, advertising agency and/or public relations office. On demand. Students will complete a total of 64 hours at the Internship site and as stated in the South Suburban College catalog: "Students in studio are required to schedule one hour per week in the studio (in addition to class time) for each one hour of credit." The length of the Internship is one semester in accordance with the South Suburban College Semester Schedule. Fee. F, Sp, S.

ART 251—Graphic Design I (3,6)

A college transfer course; consult the C&CSC for more details.

Prerequisite: ART 111, ART 130; concurrently or consent of instructor.

This studio course focuses on the aesthetics, fundamental concepts, and visual communication skills necessary for graphic design and an introduction to the design and production of printed materials using raster & vector image manipulation software, and manual illustration. Projects stress conceptual development, graphic form, aesthetic structure, typography and visual organizational methods to develop solutions for visual communication problems. Requires the creation of tabloid, single and multiple page documents in black & white and color. Will include integration of the Adobe Creative Suite of Software: Photoshop, InDesign, and Illustrator or other software as needed. Fee. F, Sp.

ART 252—Graphic Design II (3,6)

A college transfer course; consult the C&CSC for more details.

Prerequisite: ART 251

Graphic Design II explores problems dealing with text and image as they relate to graphic communication. Projects stress conceptual development, analysis, planning, client presentation and production of designs for advertising and other published materials. The course will include integration of the Adobe Creative Suite of software: Photoshop, InDesign and other software as needed. Fee. F, Sp.

ART 260—Computer Assisted Illustration (3,6)

A college transfer course; consult the C&CSC for more details.

Prerequisite: ART 130; concurrently or consent of instructor.

The theory and practice of computer assisted illustration using Adobe Creative Suite. Students will create original illustrations for graphic design related topics. Fee. Sp.

ART 265—Computer Art II [Photoshop] (3,6)

A college transfer course; consult the C&CSC for more details.

Prerequisites: ART 140, 251.

Digital imaging focusing on the creative and aesthetic use of the computer in art and design. This course covers advanced methods and using Adobe Photoshop for a variety of digitizing methods for image production, color correction, digitized image manipulation, photographic image correction and image enhancement. Images are prepared for output to print, web and video. Fee. Sp.

ART 270—Computer Animation (IAI: MC924) (3,6)

A college transfer course; consult the C&CSC for more details.

Prerequisite: ART 252

This course is a software-based course designed for students to transfer art and design work into animation. Students will prepare images in both vector and bitmap programs. The course covers the animation of images, time sequencing, and the addition of sound. Animations will be prepared for a placement on a website and/or digital portfolio. Fee. F.

Astronomy

AST 101—Introduction to Astronomy (IAI: P1906L) (4,5)

A college transfer course; consult the C&CSC for more details.

Prerequisite: MTH 095 or 097 or qualifying score on the Placement test.

An overall view of modern astronomy with emphasis on an understanding of the structure and properties of the universe, from the earth to the most distant galaxies discernible. Includes a two-hour lab. Fee. F, Sp, S.

Barbering

BAR 101—Introduction to Barbering (2,4)

Prerequisite: Acceptance into the Barber Program

This introductory course will cover the history and the rise of the barbering industry. The historical references to barbering, Life Skills with a focus on ethics, attitude, and goal setting. Professionalism in the barbering industry will be introduced, safety and sanitation, and principles of personal hygiene. This introductory course will prepare students for state certification for the Illinois Barber License from the Department of Professional and Financial Regulations. Fee. F.

BAR 102—Art of Barbering I (2,4)

Prerequisite: Admission into Barber Program is required, and concurrent enrollment in BAR 101 & BAR 103

This course will introduce basic barbering concepts. Topics include: Infection control, proper cleaning of tools and equipment, harmful bacteria, and disinfectants. How to properly use combs, brushes, shears, clippers and razors. General anatomy and physiology, types of tissues, cell reproduction, muscular system, and nerve system. Basics of chemistry that will include organic and inorganic chemistry, physical and chemical changes, and various chemical reactions. Fee. F.

BAR 103—Salon Operations I (4,12)

Prerequisite: Admission into Barber Program is required, and concurrent enrollment in BAR 101 & BAR 102

An introductory course that focuses on basic salon operations. Topics include: sanitation procedures, introduction to salon chemicals, and products. Determination and care of various hair textures, hair cutting techniques, and hair processing. Prepares student for state certification for the Illinois Barber License from the Department of Professional and Financial Regulations. Fee. F.

BAR 112—Art of Barbering II (2,4)

Prerequisite: BAR 102 with a grade of "C" or better, and concurrent enrollment in BAR 113 & BAR 114

This course introduces massage manipulations, different skin type and facial treatments, understand fundamentals of shaving. Topics include study of men's facial massage and treatments including light therapy, and shaving and facial hair design. Prepares student for state certification for the Illinois Barber License from the Department of Professional and Financial Regulations. Fee. F.

BAR 113—Salon Operations II (4,12)

Prerequisite: BAR 103 with a grade of "C" or better, and concurrent enrollment in BAR 112 & BAR 114

This course provides experience in a simulated shop setting allowing a more visual grasp on potential awareness of barber industry. Topic include salon sanitation, draping, shampooing, hair cutting, and hair drying. Instruction on chemical processing for all textures of hair. Prepares student for state certification for the Illinois Barber License from the Department of Professional and Financial Regulations. Fee. F.

BAR 114—Barber Styling (2,4)

Prerequisite: BAR 102 with a grade of "C" or better, and concurrent enrollment in BAR 112 & BAR 113

This course covers more in-depth barbering concepts. Emphasis is placed on men's shaving, cutting, styling, and facial hair design, hair replacement with temporary unit installation. Women's hair cutting and styling, chemical texture services, and hair coloring and lightening. Prepares student for state certification for the Illinois Barber License from the Department of Professional and Financial Regulations. Fee. F.

BAR 202—Art of Barbering III (2,4)

Prerequisite: BAR 112 with a grade of "C" or better, and concurrent enrollment in BAR 203 & BAR 210

This course covers general science pertaining to barbering concepts. Topics include importance of anatomy, physiology, and histology to the barbering profession. Identify cells, their structure, and their reproduction, basic chemistry, and oxidation-reduction reactions as it is related to barbering. Prepares student for state certification for the Illinois Barber License from the Department of Professional and Financial Regulations. Fee. Sp.

BAR 203—Salon Operations III (4,12)

Prerequisite: BAR 113 with a grade of "C" or better, and concurrent enrollment in BAR 202 & BAR 210

This course provides experience in a simulated shop setting with hands on experience. Working behind the chair with an emphasis on efficient and competent delivery of all shop services. Hands on experience from the first contact and final ending of clientele. Prepares student for state certification for the Illinois Barber License from the Department of Professional and Financial Regulations. Fee. Sp.

BAR 210—Chemical Services I (2,4)

Prerequisite: BAR 114 with a grade of "C" or better, and concurrent enrollment in BAR 202 & BAR 203

This course focus on barbering concepts of chemical treatment of the hair and scalp services, and other related topics dealing with skin structure disorders and diseases. Prepares student for state certification for the Illinois Barber License from the Department of Professional and Financial Regulations. Fee. Sp.

BAR 212—Advanced Barbering I (2,4)

Prerequisite: BAR 202 with a grade of “C” or better, and concurrent enrollment in BAR 213 & BAR 220

This is an advanced course that covers the role of energy and light therapy, electricity in the barber profession. Topics include: electricity, electrical equipment safety, hair loss, hair and scalp analysis. Prepares student for state certification for the Illinois Barber License from the Department of Professional and Financial Regulations. Fee. Sp.

BAR 213—Advanced Salon Operations I (4,12)

Prerequisite: BAR 203 with a grade of “C” or better, and concurrent enrollment in BAR 212 & BAR 220

This course provides advanced training a simulated shop setting with hands on experience. Working behind the chair with an emphasis on efficient and competent delivery of all shop services. Hands on experience from the first contact and final ending of clientele. Prepares student for state certification for the Illinois Barber License from the Department of Professional and Financial Regulations. Fee. Sp.

BAR 220—Chemical Services II (2,4)

Prerequisite: BAR 210 with a grade of “C” or better, and concurrent enrollment in BAR 212 & BAR 213

This course will integrate topics of double draping for chemical service, scalp treatments, Intermediate-level of skin care and other related topics chemical texture services, and hair coloring and lightening. In depth study of Perming and coloring process. Prepares student for state certification for the Illinois Barber License from the Department of Professional and Financial Regulations. Fee. Sp.

BAR 223—Advanced Salon Operation II (4,12)

Prerequisite: BAR 212 with a grade of “C” or better, and concurrent enrollment in BAR 225 & BAR 250

Client based oriented course in a salon setting. Procedures include management of salon, routines and operations, and owner and employee variations. Prepares student for state certification for the Barber License from the Department of Professional and Financial Regulation. Fee. S.

BAR 225—Barber Management (2,4)

Prerequisite: BAR 212 with a grade of “C” or better, and concurrent enrollment in BAR 223 & BAR 250

This course focuses on the business aspects of the Barber industry. Students are prepared for state licensure and employment. The concepts of working behind the chair, barber retailing, ownership and staff and client retention are explored. Prepares student for state certification for the Illinois Barber License from the Department of Professional and Financial Regulations. Fee. S.

BAR 250—License Review (3,3)

Prerequisite: BAR 220 with a grade of “C” or better, and concurrent enrollment in BAR 223 & BAR 225

This course provides a comprehensive review of the Barber curriculum and skills in preparation for the state exam for the Barber License from the Illinois Department of Professional and Financial Regulations. Fee. S.

Biology

Note: Biology 111, 121 and 122 are now Biology 115, 185 and 186.

BIO 101—Concepts of Biology (IAI: L1900) (3,3)

A college transfer course; consult the C&CSC for more details.

Prerequisite: RDG 082 with a grade of “C” or better or qualifying score on Placement test.

An introduction to the concepts of biology, including cells, energetics, genetics, evolution and ecology, with an emphasis on human applications. Non-laboratory course. F, Sp, S.

BIO 102—Introductory Biology (IAI: L1900L) (4,5)

A college transfer course; consult the C&CSC for more details.

Prerequisite: MTH 095 or 097 or qualifying score on the Placement test.

This one-semester lab course introduces the concepts of biology; including cells, energetics, genetics, evolution, and ecology, with an emphasis on human applications. A lab science course recommended for students pursuing programs in Allied Health or Nursing, as well as preparation for Anatomy & Physiology. This course is also designed to complete the Group V (Life & Physical Sciences) general education requirement. Laboratory included. Fee. F, Sp, S.

BIO 103—Environmental Biology (IAI: L1905L) (4,5)

A college transfer course; consult the C&CSC for more details.

Prerequisite: RDG 082 with a grade of “C” or better or qualifying score on Placement test.

A study of ecological principles- populations, ecosystems, biomes, diversity of living organisms. Emphasis on how humans interact with their environment- natural resources, pollution, conservation. A lab science course for non-science majors or students with no previous experience in science. BIO 102 is not a prerequisite for this class. Laboratory included. Fee. F, Sp.

BIO 105—General Biology I (IAI: L1910L) (IAI: BIO 910) (4,6)

A college transfer course; consult the C&CSC for more details.

Prerequisite: MTH 095 and RDG 082 with a grade of “C” or better or qualifying score on Placement test. High school Biology or Concurrent enrollment in chemistry recommended.

An introduction to the basic principles of biology with an emphasis on biochemistry, molecular biology, cell biology, genetics, reproduction and development. Intended for science majors. The BIO 105-106 sequence is recommended for students transferring to university programs requiring a full year of general biology. Laboratory included. Fee. F, Sp, S.

BIO 106—General Biology II (IAI: BIO 910) (IAI: L1910L) (4,6)

A college transfer course; consult the C&CSC for more details.
Prerequisite: BIO 105 with a grade of "C" or better required; prior or concurrent coursework in chemistry recommended.

A continuation of Biology 105. Introduction to the basic principles of biology with an emphasis on the diversity of living organisms, plant and animal anatomy and physiology, evolution, ecology and behavior. Intended for science majors. Laboratory included. Fee. Sp.

BIO 115—Human Body Structure (4,5)

A college transfer course; consult the C&CSC for more details.
Prerequisite: RDG 082 with a grade of "C" or better or qualifying score on Placement test. BIO 101 or BIO 102 recommended.

Organization, control, and integration of the human body systems. Covers cells, tissues, and the integumentary, skeletal, muscular, endocrine, nervous, respiratory, digestive, cardiovascular, urinary, and reproductive systems, with an emphasis on anatomy. Fee. F, Sp, S.

BIO 152—Man and His Environment (IAI: L1905) (3,3)

A college transfer course; consult the C&CSC for more details.
Prerequisite: RDG 082 with a grade of "C" or better or qualifying score on Placement test.

A study of current environmental problems and issues, possible solutions, and future implications. Covers overpopulation, pollution, energy use, and the biodiversity crisis. Non-laboratory course. S and On demand.

BIO 185—Human Anatomy and Physiology I (4,5)

A college transfer course; consult the C&CSC for more details.
Prerequisite: BIO 102 or BIO 105 with a grade of "C" or better

Organization, control and integration of the human body systems. Covers the cell, tissues, skin, skeletal system, muscular system, nervous system and endocrine system. Laboratory included. Fee. F, Sp, S.

BIO 186—Human Anatomy and Physiology II (4,5)

A college transfer course; consult the C&CSC for more details.
Prerequisite: BIO 185, grade of "C" or better required

A continuation of BIO 185. Covers the cardiovascular system, lymphatic system, immune system, respiratory system, digestion and nutrition, the urinary system and fluids and electrolytes, and the reproductive system. Laboratory included. Fee. F, Sp, S.

BIO 224—Microbiology (4,5)

A college transfer course; consult the C&CSC for more details.
Prerequisites: BIO 102, 105 or BIO 185, grade of "C" or better required

A study of life processes using microorganisms as a model. Covers protozoa, algae, fungi and viruses with an emphasis on bacteria. Provides a background for study in health-related professional fields, as well as a foundation for advanced courses in biology. Laboratory included. Fee. F, Sp, S.

Building Construction Technology

BLD 100—How to General Contract a Green Home(2,2)

This introductory course provides a broad overview of the field of construction technology as applied to carpentry, masonry, electrical, plumbing, building rehabilitation and new construction. Emphasis is placed on construction techniques, materials, planning and building codes. F, Sp, S.

BLD 101—Construction Materials & Methods I, Wood (4,6)

Prerequisite: MTH 093 or qualifying score on the Placement test.

Course will cover structural footings, wall systems, physical properties of wood, building materials, and measurement grading. Hands-on projects allow students to thoroughly understand the principles and methods of rough residential carpentry by framing of a mock-up, scaled-down home. Actual house framing including floor, wall and roof construction with special emphasis placed on the framing square for stair stringers, gable and hip rafter layout. Fee. F, Sp.

BLD 102—Construction Materials and Methods II, Masonry (4,6)

Brick, concrete principles, theory, and practice; cementing materials; brick, block masonry; plain and reinforced concrete, footing, foundations; combined systems; windows; fire protection; retaining walls; specifications. Form design, control of mixes; water cement ratios, water cement-lime ratios; proper curing of cement mixtures tension, and compression tests. Fee. F, Sp.

BLD 103—Home Energy Dynamics (3,5,4)

Students will design a home that is safe, comfortable and energy efficient. Students will understand and identify various types of insulation materials, heating systems, windows, doors, solar heating systems and heat pumps, and be able to calculate heat gain and loss in a residence. Students will also be able to determine annual heating costs for any home. Fee. F, Sp.

BLD 104—Residential Plumbing Inspection (3,3)

This course covers the principles of construction code enforcement with an emphasis on single family plumbing inspections.

BLD 105—Print Reading for Building Construction (3,3)

A course covering the basic types of drawings, symbols, building materials and construction techniques currently used in the building construction industry. Fee. F, Sp.

BLD 106—OSHA 30 HR Construction Safety (3,3)

Thirty hour OSHA construction safety training class. Topics to include introduction to OSHA, electrical, fall protection, tools ladders, scaffolding, excavation, stairway safety and other safety issues. Fee.

BLD 107—Pre-Apprenticeship Training (3,4)

Class will focus on the basic skills required for acceptance in construction apprenticeship programs. Class will focus on math, physics, basic electricity, spatial and use of the construction master calculator.

BLD 190—International Energy Conservation Code (3,3)

This class will cover the International Energy Conservation Code as it applies to residential and light commercial construction.

BLD 203—Estimating (3,5,4)

Material, labor quantity surveys from working drawings, specifications. Quantity survey, estimating procedures; approximate detailed methods; office procedures related to estimating. Fee. F, Sp.

BLD 205—Project Supervision and Management (3,3)

A course designed to offer the student some insight to and preparation for the responsibilities of project supervision and management. Fee. F, Sp.

BLD 206—Construction Materials and Methods IV, Electrical (4,5)

Prerequisite: MTH 091 or higher

Course will cover basic design principles of electrical and lighting systems as well as electrical circuit fundamentals, distribution systems, power requirements, wiring layout and electrical building codes for residential and commercial buildings. Fee. F, Sp.

BLD 210—Renovate Energy Efficient Green Home (5,9)

Prerequisites: BLD 101

Study of the aspects of building technology as applied to rehabilitation; knowledge and application of building codes; preparation and reading of plans. Skill development in carpentry, masonry, electrical and plumbing. Students will rehabilitate an existing structure. May be repeated once for credit. Fee.

BLD 215—Pre-Plan Energy Efficient Green Home (3,3)

All steps needed to prepare for the construction of a new home. Topics include permits, site selection, site layout, surveys, blueprints, specification writing and proposal reviews for the following: excavating, concrete, carpentry, plumbing, HVAC, electrical, masonry, insulation, drywall, cabinetry, floor coverings, siding, and overall planning. S.

BLD 220—Build Energy Efficient Green Home I (6,10)

Prerequisite: BLD 101

Advanced aspects of construction technology as applied to new residential construction; knowledge and application of building codes; material estimation and planning. Advanced skill development in the field of carpentry (rough framing). The class will frame the shell of a new home. May be repeated once for credit. F.

BLD 221—Build Energy Efficient Green Home II (6,10)

Prerequisite: BLD 210 or 220

Continuation of BLD 220 or BLD 210 with an emphasis on finish carpentry, electrical, plumbing, and insulation. The class will complete the construction on a new home, if BLD 220 ran the previous semester. The class will complete the rehabilitation of an existing home if BLD 210 ran the previous semester. Fee. Sp.

BLD 299—Topics in Building Construction (Variable, 1-10)

A class, seminar, or lab investigating a special topic or issue in building construction. Topics may not be offered more than two times in three years. This course may be repeated once for credit.

Business

BUS 102—Introduction to Hospitality (3,3)

Prerequisites: BUS 108

This course is designed to give the student a background of the scope, organizational structure, impact on the economy and tourism, and employment opportunities to aid the student in understanding the business concepts within the hospitality industry. Student will also learn the basic food service handling principles required to take the ServeSafe Food Handler Exam; to include basic food safety, personal hygiene, cross-contamination and allergens, time and temperature, and cleaning and sanitation. While giving students the fundamental insight; emphasis will be on organizational culture, and human resource management, hospitality law and liability, customer service, room operations, and dining room, food service operations, and food handling skills. Strong attention will be given to planning and time management, cost control, and customer satisfaction.

BUS 105—Business Mathematics (3,3)

Prerequisite: MTH 095 or exempt by Placement test.

Math skills are used in solving a variety of business transactions including such topics as banking and credit card transactions, markups and markdowns, payroll, structure of promissory notes, simple and compound interest, annuities, sinking funds, stocks and bonds, inventory, trade and cash discounts, depreciation, life, fire and auto insurance, sales, excise and property tax, cost of home ownership, etc.

BUS 108—Introduction to Business (3,3)

A college transfer course; consult the C&CSC for more details.

This is a basic course designed to give the student a background of the principles, policies, problems and functions to aid the student in understanding business concepts. Business is viewed as a total system with an orientation to the general relationships which exist among the various subsystems. These subsystems are viewed as economics, types of ownership, organization, management, finance, marketing, personnel, controls, legal and regulatory laws.

BUS 110—Introduction to Event Planning (3,3)

This course is designed to provide students with the fundamentals of the multifaceted events industry. Students will be introduced to the role events play in meeting business, educational, and social goals and objectives; the different types of events for both large and small venues, to include international and green events; and job opportunities in the industry. Emphasis will also be placed on providing students with knowledge on the use of technology, marketing and promotional planning, establishing budgets, securing sponsors, exhibitors, and speakers; as well as additional trends within the industry.

BUS 111—Fashion Merchandising I (3,3)

This course introduces the student to the fundamentals of retail fashion merchandising including fashion history, textiles, manufacturing/distribution, inventory, management, budgeting, and visual display.

BUS 112—Fashion Merchandising II (3,3)

Prerequisite: BUS 111

This course provides an in-depth understanding of the fundamentals of retail fashion and non-fashion merchandising. Course instruction also addresses current career opportunities.

BUS 113—Intro Engine Tear-Down & Build-Up (5,5)

This course is a knowledge based “hands on” introduction to the maintenance and repair of diesel engines and trucks. Competency, skill, and knowledge is taught and measured in the areas of assembly, disassembly, safety practices, precision measurement and engine theory, engine teardown, and engine build-up. This is level 1 of 6.

BUS 114—Inspect and Check Engine & Vehicle (5,5)

Prerequisite: BUS 113

This course is also knowledge based “hands on” continuations of “how to” perform maintenance and repair of diesel engines and trucks. Competency, skill, and knowledge is taught and measured in the areas of safety practices, inspection, assembly, disassembly, precision measurement and engine theory, engine teardown, and engine build-up. This is Level 2 of 6.

BUS 115—Precision Measurement & Tools (5,5)

Prerequisite: BUS 114

This course is a knowledge based “hands on” introduction to the maintenance and repair of diesel engines and trucks. Competency, skill, and knowledge is taught and measured in the areas of assembly, disassembly, safety practices, precision measurement and engine theory, engine teardown, and engine build-up. This is Level 3 of 6.

BUS 116—Preventive Maintenance (5,5)

This course is also knowledge based, and “hands on”. This course continues with the “how to” perform preventative maintenance, inspect, and replace as needed. Competencies, skills, and knowledge continue to be taught and measured. This is a Level 4 of 6.

BUS 117—Performance Diagnostic Test (3,3)

This course is at Level 5 of 6. The course is also knowledge based and “hands on”. This course continues with the “how to” and is predominately engine and vehicle diagnostics. Competencies, skills, and knowledge continue to be taught and measured.

BUS 118—Internship (3,3)

This course is an internship or Co-Op for the Navistar diesel students who are entering the final semester and are ready for coursework at Level 6 of 6. Students will gain on-the-job training in a business for a minimum of 15 hours a week. This internship is designed to provide entry level experience and also match their career objectives. Additionally, weekly all students will meet for an instructor led seminar where relevant topics will be reinforced and job experience sharing will occur.

BUS 130—Starting Your Own Small Business (4,4)

This course is designed to provide the fundamentals of organization and operation of a small business with special attention given to goal setting, market identification and financial planning. This course will introduce students to managerial and marketing principles, organizational planning, marketing and accounting principles, and business plan development.

BUS 136—Building Your Business Plan (3,3)

This course is designed to put together the Business Plan into three distinct sections to consist of the introduction of the Business Plan, the body of the Business Plan, and the supporting documents of the Business Plan. This will entail writing the narrative which will include the title page, table of contents, vision and mission, business overview, product or service strategy, marketing analysis, marketing plan, completing the financial plan and assembling the plan with supporting documents.

BUS 137—International Business Practice Firm (4,6)

Using an international business model, the students work as team members in a simulated business firm in a state-of-the-art facility. The students have the opportunity to perform various business functions (i.e. purchasing, accounting, marketing, human resources) as the firm transacts business with students in other simulated companies in the U.S. and in other countries. Students are involved in decision-making, critical thinking, and team activities.

BUS 160—Front Office Operations (3,3)

This course is designed to provide students with a basic understanding of the front office operations and customer service skills needed in the hospitality industry. Students will learn the procedures involved in handling guest reservations to include the monitoring, verification, and/or changing of reservations at the guest's request; and concierge services. While providing the students with the fundamental insights; emphasis will also be placed on quality customer service and effective communication skills, guest relations, front office organizational structure, understanding required documents, standard operation procedures, planning & organizing of workflow.

BUS 203—Principles of Marketing (3,3)

A college transfer course; consult the C&CSC for more details.

Surveys the field of marketing and is designed to give a basic understanding of the principles of marketing and the operation of our marketing system. Included is a study of the buying motives, habits and demands of consumers, marketing research, product development, channels of distribution, franchising, marketing functions and policies, product costing and pricing and promotional techniques.

BUS 204—Principles of Retailing (3,3)

Prerequisite: BUS 108, or 203, or consent of instructor.

An introduction to the field of retailing is presented. The underlying principles of retail institutions, store location, organization, retail advertising and sales promotion, buying and merchandising techniques and the career opportunities available in retailing and retail management are emphasized.

BUS 206—Direct Marketing Methods (3,3)

Prerequisite: BUS 203 or BUS 211 Recommended

This course is designed to teach practical, how-to procedures for directing ad messages through newspapers, magazines, direct mail, television, radio, and telephone, in a manner which secures direct response from present or prospective customers. This course also provides practical techniques for creating and producing direct marketing packages, including copy strategies, format and layout. It offers guidance on the set-up and management of direct marketing operations and serves as a framework for using marketing on the Internet. Sample topics include E-commerce, online marketing planning, pricing, quality improvement, generating traffic, and customer support as they relate to technology.

BUS 210—Principles of Sales (3,3)

Advantages and disadvantages of being a salesperson are discussed with various opportunities available to those students interested in selling as a career possibility. Man's physical and psychological needs used in influencing the attitudes and considerations of the consumer are projected into the selling process. The presentation of elements important to selling culminate with the preparation of a complete sales manual used as the basis for the student's demonstration of sales techniques.

BUS 211—Principles of Advertising (3,3)

A one-semester course designed to develop a basic understanding of advertising-its functions and uses. Consumer behavior, media, copy, layout, production, campaigns, the economic effects and social and ethical problems of advertising are studied.

BUS 220—Principles of Management (3,3)*Prerequisite: BUS 108 or consent of instructor.*

As an introductory course to the general field of management, emphasis is given to the process of management (planning, organizing, staffing, actuating and control). The behavioral approach, utilizing case studies, current problems and discussions is used to develop understandings of management problems, principles and resources.

BUS 221—Human Relations in Organizations (3,3)*Prerequisite: PSY 101*

This course is designed to provide students with a wide range of interpersonal skills needed in today's workplace. The foundation for contemporary human relations will include seven themes: Communication, Self-Awareness, Self-Acceptance, Motivation, Trust, Self-Disclosure, and Conflict Management.

BUS 224—Supervisory Management (3,3)

The problems of the supervisor are discussed within the framework of a hypothetical, but lifelike organization. Management and behavioral concepts are combined to provide pragmatic approaches to the solutions of management problems.

BUS 227—Human Resources Administration (3,3)*Prerequisite: BUS 220 or consent of instructor or advisor.*

The objectives, history and foundation of personnel management as well as motivation and supervision are studied; also includes study of personnel selection, training and placement; union-management relations; personnel research; wage and salary administration. A behavioral approach to personnel is emphasized.

BUS 253—Marketing Management Internship I (3, arranged)*Prerequisite: Consent of instructor, BUS 108*

For students in marketing, business management and other business-related curricula. Students work a minimum of 15 hours weekly in an approved business establishment earning credits for satisfactory achievement of chosen job objectives. The college will assist the student in finding and maintaining a coordinator approved Marketing work-site. Class meets with instructor coordinator each week for a one-hour seminar session designed to aid the executive-bound student in defining and clarifying out-of-class work experiences. Topics are intended to personally aid student in planning and handling career advancement effectively. Fee.

BUS 260—Total Quality Management (3,3)

This course is designed to provide students with the essentials of Total Quality Management, including the history, theory, and the applications. Examples from well-known companies and their experiences with TQM are included. Also included will be an examination of the traditional roles of management versus the management practices of TQM, i.e., paradigm shift.

BUS 271—Principles of Finance (3,3)*A college transfer course; consult the C&CSC for more details.*

A study of the major areas of the science of finance to include corporate finance, monetary and fiscal policy and money and capital markers. This course provides students with an understanding of the financial mechanisms in the economy and the roles played by private corporations, the Federal Reserve System and the public sector in shaping those structures and functions.

BUS 285—Operations Management (3,3)*Prerequisites: BUS 108*

This course will provide students with a broad understanding and knowledge of several operations management concepts. Such concepts include (but are not limited to) operations strategy, process design, forecasting, inventory management, scheduling, and quality management. Emphasis will be placed on the application of these concepts to actual business situations.

BUS 296—Topics in Business (Variable, 1-3)

This course addresses the rapid changes in the Business field (BUS) by presenting leading edge subjects. The subject matter or topics will vary depending on changes in the industry.

Business Accounting: see Accounting**Business Data Processing: see Management Information Systems****Business Medical Records: see Medical Records****Business Secretarial and Technology: see Office Administration & Technology**

Business Law

BLW 201—Introduction to Business Law (3,3)

A college transfer course; consult the C&CSC for more details.

Introduction to the legal system as it affects business activity. Areas of concentration include formation and nature of contracts, the agency relationships and the Uniform Commercial Code Law of Sales and Commercial Paper. F, Sp, F, Sp, S online

BLW 202—Intermediate Business Law (3,3)

A college transfer course; consult the C&CSC for more details.

Forms of business organization with emphasis on the formation, operations and dissolution of partnerships and corporations. Secured transactions as governed by the Uniform Commercial Code. Basic laws of real and personal property, estates and trusts, bailments and insurance. F, Sp online.

BLW 203—Legal Environment of Business (3,3)

A college transfer course; consult the C&CSC for more details.

A study of the legal and social environment of business, with emphasis on business ethics and corporate social responsibilities. Areas of concentration include governmental regulation of business, securities law, consumer protection law, labor law, and employment law. Sp, S online.

BLW 204—Cyberlaw, Legal Issues in Cyberspace (3,3)

This is an introduction to the field of Cyberlaw. Areas of concentration include Introduction to Cyberlaw (including cyberlaw technology and jurisdiction), Intellectual Property Issues in Cyberspace (including trademarks and copyrights), and Social Issues in Cyberspace (including privacy, obscenity, defamation, and information security). F online.

Cannabis

CNB 101—Introduction to Cannabis (2,2)

This course will discuss the basic life cycle of the plant/plant properties and the natural origins and evolution of cannabis. Course will also include topics related to the influence of cannabis on commercial, medical, and cultural practices.

CNB 102—Dispensary Operations (2,2)

This course will cover industry related logistics including transportation, inventory, packaging, warehousing, materials handling, ordering, safety protocols, facility operations and point-of-sale system.

CNB 103—Cannabis Law (2,2)

This course will discuss in detail the current policy, legal responsibilities and ethical issues related to the medicinal and recreational cannabis industries.

CNB 110—Science of Cannabis (3,4)

Prerequisites: CNB 101 with a C or better

The course will cover the history of cannabis, plant structure, growth, development, sex determination, and ecological interactions. In addition to plant biology, the course will discuss the chemical constituents of cannabis, its biochemical effects as well as production, processing and sustainability. Students will review the various types of cannabis, variety of uses, industrial and medicinal products derived from the plant. The course will also discuss active constituents of the cannabis plant and their effects on an individual's health. This course contains a lab component utilizing hemp plants to study methods of growth and cultivation.

Chemistry

CHM 099—Math Survival Skills for Science (1,1)

Prerequisite: MTH 095 or qualifying score on the Placement test.

Arithmetical and algebraic operations as used in general chemistry, physics and health-related fields. Problem solving techniques will be emphasized for a variety of applications in the science and health related fields; such as dimensional analysis, measurement conversions and stoichiometric calculations. Basic atomic structure and nomenclature will be introduced. May be taken concurrent with CHM 111. If a student is repeating CHM 111 or 113, it is strongly recommended to co-enroll in this course.

CHM 101—Chemistry and Society (IAI: P 1903) (3,3)

Prerequisite: MTH 095 or 097 or qualifying score on the Placement test.

An introductory chemistry course designed for non-science majors. This course introduces the concepts of chemistry as they relate to everyday life. Topics will include but not be limited to air and water quality, energy resources and nutrition. The course will also emphasize an individual's ability to assess risk.

CHM 111—Introductory Chemistry I (IAI: P 1902L) (4,6)

A college transfer course; consult the C&CSC for more details. Prerequisite: MTH 095 or 097 or qualifying score on Placement test.

Covers fundamentals of general chemistry less quantitatively than CHM 113. Emphasis on elements, compounds, chemical reactions, stoichiometry, atomic structure, the periodic table, chemical bonding, states of matter, acids and bases, nuclear reactions and elementary organic chemistry. For non-science majors. Laboratory included. Fee. F, Sp, S.

CHM 113—General Chemistry I (IAI: CHM 911) (IAI: P1902L) (5,7)

A college transfer course; consult the C&CSC for more details.
Prerequisite: MTH 100 or qualifying score on Placement test and CHM 111 or high school chemistry

Introduction to basic principles of general chemistry with emphasis on stoichiometry, thermochemistry, atomic structure, chemical bonding, molecular structure, properties of gases, states of matter, and solutions. For science and engineering majors. Laboratory included. Fee. F, Sp, S.

CHM 114—General Chemistry II (IAI: CHM 912) (5,7)

A college transfer course; consult the C&CSC for more details.
Prerequisite: CHM 113 with grade of "C" or above.

Continuation of CHM 113. Studies rates of chemical reactions, chemical equilibria, acid-base reactions, solubility equilibria, elementary qualitative analysis, free energy and entropy, electrochemistry, nuclear chemistry and introductory descriptive chemistry. Laboratory included. Fee. Sp, S.

CHM 203—Organic Chemistry I (IAI: CHM 913) (5,7)

A college transfer course; consult the C&CSC for more details.
Prerequisite: CHM 114 with grade of "C" or above.

Preparation and study of representative compounds of aliphatic and aromatic series including organic synthesis, reaction mechanisms, and structural theory. Laboratory included. Fee. F.

CHM 204—Organic Chemistry II (IAI: CHM 914) (5,7)

A college transfer course; consult the C&CSC for more details.
Prerequisite: CHM 203 with grade of "C" or above.

Continuation of CHM 203. The course will focus on interpretation of NMR, IR and mass spectra, heterocyclic compounds, polymers, carbohydrates and proteins. Laboratory included. Fee. Sp.

CHM 205—Intro to Organic and Biochemistry (5,6)

A college transfer course; consult the C&CSC for more details.
Prerequisite: CHM 111 or 113 with grade of "C" or better.

An overview of the properties, reactions and nomenclature of organic compounds. The role of these molecules will be studied in relationship to biochemistry and the various metabolic pathways. Primarily for Health Professions Majors. Laboratory included. Fee. Sp, S.

Child Development**CHD 100—Child, Family & Community (3,3)**

This course focuses in the diverse needs of the child within the context of family, school and community. The course will examine the interplay of diverse cultures, lifestyles, abilities, language and communication with the role of early childhood environment and other community institutions. Students will gain an understanding of their professional role in supporting evidence-based practices that strengthen respectful, collaborative family/child partnerships through effective use of community and family resources.

CHD 104—Child Growth and Development (3,3)

A college transfer course; consult the C&CSC for more details.
 A study of the physical, psychological, social and intellectual growth of the child with emphasis on prenatal, infancy, early childhood, latency and adolescence periods. Theory and practice will be combined to provide a varied experience. Students must observe children between the ages of birth and 8 years old.

CHD 105—Introduction to Early Childhood Education (3,3)

An overview of the methods and procedure used in early childhood programs, dealing with curriculum, program planning, role of the teacher and teacher aide, use of materials and equipment, techniques of classroom management, the meeting of the needs of individual children. This course requires 6 hours of observation in the field of early childhood education. Students must observe children between the ages of birth and 8 years old.

CHD 106—Creative Activities for Young Children (3,3)

An analysis of methods for integrating art, recreation and creative dramatics into the early childhood education curriculum. Methods for teaching skills and developing appreciation of the fine arts.

CHD 108—Child Health, Safety and Nutrition (3,3)

This course examines principles and practices of health, safety and nutrition for the young child, and explores their effect upon observable behaviors and areas of child development. Methods and materials for proper nutrition, feeding habits, clothing habits, sound health and hygiene habits, identification of childhood diseases and preventive techniques, exploration of positive mental health strategies, and identification of a safe and challenging learning and play environment are included. This course also leads to First Aid and CPR certification.

CHD 202—Language Arts for Young Children (3,3)

Overview of language skills and activities to encourage language development for young children in areas of listening, speaking, prewriting and prereading. Children's literature is introduced. Recent trends and practice are presented. Practical application for using language skills with children is provided.

CHD 203—The Exceptional Child (3,3)

A college transfer course; consult the C&CSC for more details.

This course provides an overview of children with exceptional cognitive, physical, social and emotional characteristics; analyzes the developmental and educational needs imposed by exceptionality; identifies intervention strategies, methods and programs designed to meet their needs. Current issues, including educational implications related to special needs children, birth through age 21, and their families are explored. Study of applicable Federal and State laws and requirements.

CHD 205—Multicultural Education (3,3)

A college transfer course; consult C&CSC for more details.

Explores the social, economic, legal and psychological factors impacting individuals who are culturally different from mainstream society, as these influence the educational process and system.

CHD 207—Infant and Toddler Care (3,3)

Studies patterns of growth and development of children from birth to age three; examines needs of infants and toddlers in various childcare settings; develops skills in managing a safe environment and planning stimulating age-appropriate activities. This course requires 10 hours of observation in the field of early childhood education. Students must observe children between the ages of birth and 3 years old.

CHD 208—Early Childhood Curriculum (3,3)

An analysis of methods, materials and program planning in a child care setting. Exploring and creating curricular projects, appropriate to a child care setting. Classroom management and techniques for controlling, instructing and socializing with the small child.

CHD 209—Guidance of the Young Child (3,3)

A study of classroom management techniques and principles. Addresses behavior problems, discipline, individual differences, communicating and listening skills, and the building of a positive self-concept.

CHD 210—Observation and Assessment of Young Children (3,3)

Prerequisite: CHD 105 with a grade of "C" or better and program admission

This course is designed to demonstrate to the student how to complete authentic, alternative, classroom-based assessment on 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 the information gained to plan curriculum that is responsive to and supportive of children's learning and development. 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 course requires 6 hours of observation in the field of early childhood education. Students must observe children between the ages of birth and 8 years old.

CHD 211—Infant and Toddler Internship (3,11)

Prerequisite: CHD 104, CHD 105, and CHD 108 with a grade of C or better AND Program Admission or Coordinator Approval.

One hundred forty-four hours of supervised child development/teacher aide work experience with infants and toddlers in a local school/daycare setting, plus 16 hours of seminar work coordinated with students in other internship settings. One seminar hour and approximately ten work experience hours per week. The problems, skills and competencies of child development teachers/teacher aides are explored.

CHD 212—Early Childhood Internship (3,11)

Prerequisite: CHD 104, CHD 105, and CHD 108 with a grade of C or better AND Program Admission or Coordinator Approval

One hundred forty-four hours of supervised child development/teacher aide work experience with 3- to 8-year-old children in a local school/daycare setting, plus 16 hours of seminar work coordinated with students in other internship settings. One seminar hour and approximately ten work experience hours per week. The problems, skills and competencies of child development teachers/teacher aides are explored.

CHD 215—Administration and Supervision of Child Care Centers (3,3)

This course is designed for students in child care as well as experienced teachers in this area who wish to improve their skills in administering a child care facility. Program planning, principles of supervision, use of staff, facilities management and program evaluation are stressed. Community resources and in-service training of personnel are also included.

Communication

COM 105—Mass Communication (IAI: MC 911) (3,3)

A college transfer course; consult the C&CSC for more details.

Provides a survey of the role and function, historical perspective, and responsibilities of mass communication industries and professions in a global environment. Emphasis on the role of media in American society and the social importance of mass communication on contemporary culture. Stresses critical skills in listening, reading, thinking, and writing. F.

COM 106—Interpersonal Communication (3,3)

A college transfer course; consult the C&CSC for more details.

Focuses on face to face interaction through experience, theory, and skills application. Communication in family, work and social contexts will be examined. Includes verbal, non-verbal, listening, feedback and conflict management. Sp.

COM 107—Intercultural Communication (3,3)

A college transfer course; consult the C&CSC for more details.

Examination of values, beliefs, customs and attitudes that affect intercultural communication. Identifies factors that impede effective intercultural understanding and practical approaches to communicating more effectively. Includes both verbal and nonverbal communication. F.

COM 200—Introduction to Digital Audio Production: (IAI: MC915) (3,4)

Introduction to the terminology, techniques, and equipment of digital audio production. Students will learn the principles of scriptwriting, studio and field audio production, and sound design. Fee. F.

COM 201—Introduction to Digital Video Production (3,4)

A college transfer course; consult the C&CSC for more details.

Introduction to the creative and technical skills necessary to becoming an effective visual storyteller. Students will learn to communicate and creatively express themselves through new and emerging technologies while also becoming more critical digital media consumers and producers. Emphasizes pre-production and conceptualizing skills in addition to practical production techniques. Fee. F.

COM 202—Advanced Digital Video Production (3,4)

A college transfer course; consult the C&CSC for more details.

Prerequisite: or consent of instructor.

Provides advanced understanding and more in-depth practical application of digital video production techniques as introduced in COM 201. Emphasis will be on media production techniques and digital editing, as students work on producing projects across varied platforms. Fee. Sp.

COM 206—Practicum in Media (3, 4)

Prerequisites: COM 201, No online enrollment; signature of instructor is required to enroll.

In order to increase proficiency in the practical application of digital storytelling techniques, this course enables students involved in college media to gain credit for practical work in video, audio, photography, social networks, and mobile computing projects. Fee. Sp.

COM 209—Writing Across the Media (IAI: MC917) (3,3)

Development of the basic principles of news gathering, interviewing, writing and publishing for various types of media productions. Emphasizes writing fundamentals while encouraging students to express themselves in different forms of media writing from scripts to blogs. Fee. Sp.

COM 220—Digital and Social Media Marketing (3,4)

Explores the role of social media in contemporary marketing campaigns. Provides an understanding of target audience analysis and the practical application of social media technologies including podcasts, blogs, social networks and mobile computing. Fee. Sp.

Community Health Worker

CHW 100—Health and the Public (3,3)

In this course, students will examine both historic and contemporary public health stories to begin to understand the contexts, systems, professions, tools, and skills associated with the public health enterprise. Students will learn basic public health principles and will recognize an array of factors that shape both the health of individuals and populations.

CHW 101—Introduction to Community Health (3,3)

This course provides an overview of the health care system and community health work. Students will gain an understanding of the role of community health workers, the scope of their function and services, and how they interact with other health personnel and resources. It includes principles of effective verbal and non-verbal communication to assist students in encouraging positive interaction.

CHW 105—Assessing Community Resources (3,3)

This course will provide students with a brief overview of public health, its services and core functions in the protection and promotion of health and prevention of disease and injury. It will include selected international, national and local health organizations that influence the public health.

CHW 109–Mental Health and Substance Abuse (3,3)

This course will provide an overview of mental health stressors inherent to daily life and concerns of clients, families, communities and society at large. The course covers the most frequently identified disorders, such as depression, anxiety, phobias, and others. Include basic concepts of substance abuse, and classification. Description of the most used drugs, appearance, routes of administration, short and long terms effects signs of abuse. Use and abuse of prescription medications.

CHW 110–Community Health Development (3,3)

This course is designed to help students develop self, client and community capacities to protect and improve health. Emphasis is on building individual and community participation in health through information sharing, informal counseling social support, health skills instruction, community-wide assessments and promoting changes in negative behaviors.

CHW 115–Nutrition and Disease (3,3)

This course will provide students with the information necessary to promote healthy eating styles and proper food preparation for all age groups. This course gives the students information about identifying the relationship of diet to disease. Attention is given to the treatment of disease by diet modification.

CHW 118–Survey of Diseases (3,3)

This course will provide students with an overview of communicable, environmental, and occupational disease. It will provide the student with information on prevention, referral sources and treatment.

CHW 120–Disease and Epidemics (3,3)

This course introduces basic principles surrounding the distribution of disease and epidemics in human populations. Through lectures and field exercises, students will learn fundamentals of epidemiology, the basic science of public health.

CHW 125–Public Health and Global Societies (3,3)

This course introduces students to global public health through an exploration of global health challenges from the local population to global society perspectives.

CHW 200–Case Management (3,3)

This course is designed to provide the student with the basic case management skills. The focus of this course is on the main components of case management, outreach screening intake, referrals and follow-up. Students will learn about home visits and, universal precautions.

CHW 205–Parenting Skills (3,3)

This course will focus on providing students with the most-up-to-date information and skills on parenting, including the concept and application of anticipatory guidance. The student will be able to help clients identify the importance of their role as parents in the health of their children and their family.

CHW 215–Intro. To Community Health Research (3,3)

The goal of this course is to develop basic “research literacy” and/or scientific literacy and to empower people as research team members. This course will use a workshop model where students work in teams, conceptualizing, designing questionnaires, conducting, analyzing data, and disseminating a small-scale research study.

CHW 220–Fieldwork I (2,3)

This course is an introduction designed for entry-level workers in the health care field. This course will include field experience and basic skills for working effectively in working effectively with co-worker and agencies, and awareness of basic research and interviewing skills. It will provide basic skills in performing CPR and First Aid.

CHW 230–CHW Leadership (3,3)

This course builds on the leadership skills taught in CHW 110 by blending leadership theory and practice. It empowers CHWs to identify their own leadership styles by exploring models such as service leadership, visionary leadership, transactional leadership and transformative leadership etc. Provided will be opportunities to enact the various leadership styles discussed in class through role plays and other interactive exercises. Students will be able to recognize their own leadership capacity and learn how to use it to improve themselves, their communities and the CHW movement.

CHW 235–Intro to Maternal/Child Health (3,3)

This overview of maternal and child health allows students to gain an understanding of the various stages of human development and the difference and recognizing their role in working with the different age groups. This course will provide students with information on the course of pregnancy and newborn care.

CHW 250–Contact Tracing (2,3)

This course provides an overview of contact tracing investigations to meet the demand of the growing public health workforce for Contact Tracing Investigators. The course will provide training on the basics of disease transmission, the principles behind case isolation and quarantine of contacts as a public health measure, the ethics around public health data collection and use, risk communication, cultural sensitivity, health equity and the basics of data collection for COVID-19 and other communicable diseases where contact tracers are needed.

Computer-Aided Design

CAD 100—Introduction to CADD (1.5,2)

Students will analyze the field of Computer Aided Design and Drafting (CADD). Discussions to include uses and advantages/disadvantages of CADD. Midterm project includes a pro/con debate, or CADD reporting teams. Students are introduced to the AutoCAD 2013 package on PCS during lab portion of course and are also introduced to the World Wide Web. Students will complete a series of structured exercises, followed by a student project. Fee: F, Sp.

CAD 101—Basic Drawing and Design (2,3)

Prerequisites: CAD 100

Students will learn basic drawing and design techniques using Computer-Aided Design and Drafting software (AutoCAD 2013). Discussions will include graphics as a language, applied geometry, views, and basic dimensioning. Students will become familiar with the new user interface and gain proficiency in the use of CAD as a problem-solving tool. A student project will complete the course. Fee.

CAD 105—Special Applications (4,7)

Prerequisite: CAD 101 with a grade of "C" or better

Students will study and learn unique techniques, using Computer-Aided Design and Drafting software (AutoCAD 2013), which are used in special fields of drafting and design. These special areas include electricity and electronics, jigs and fixtures, structural drafting, pipe drawings and surface developments/intersections. Discussions will include new techniques, applications and problem solving ideas. Students will gain proficiency with the tool, and develop additional skills in its usage. Fee.

CAD 109—Architectural Design and Drafting I (4,7)

Prerequisite: CAD 101 and DRF 101 or instructor's approval.

This course is one of two in a series designed to help students learn and communicate basic principles of architectural design and construction systems. Besides the basics of residential design and drafting (on AutoCAD 2013), topics include today's design issues (such as environmental design factors), access for people with disabilities, and disaster prevention design. In addition to structural systems, students also learn about the many support services required in the field of architectural design and construction. Fee.

CAD 111—Mechanical Design I (4,7)

Prerequisite: CAD 105

This is the first of a series of three courses centered around the discipline of mechanical engineering technology. In addition to strengthening drawing and design skills, emphasis is placed upon threaded and other types of fasteners, manufacturing materials, and forming processes. Students will gain additional proficiency in the use of symbol

libraries, and advanced dimensioning. AutoCAD Revit is used extensively, and discussions will include advanced editing techniques and applications. Fee.

CAD 209—Architectural Applications II (4,7)

Prerequisites: CAD 109

This course is a continuation of CAD 109. The students will focus on advanced techniques to reproduce 3-D drawings for residential and commercial buildings. There will be an introduction to perspective views, roof design and shading. Fee.

CAD 212—Mechanical Design II (4,7)

Prerequisite: CAD 111

This is the second of a series of three courses centered around the discipline of mechanical engineering technology. In addition to strengthening drawing and design skills, emphasis is placed upon detail and assembly drawings, pictorial drawings, geometric dimensioning and tolerancing, drawings for numerical control, welding drawings, and the process of conceptual design. Students will gain additional proficiency in the use of AutoCAD Revit as a design and drafting tool. Fee.

CAD 214—Mechanical Design III (4,7)

Prerequisite: CAD 212

This is the third of a series of three courses centered around the discipline of mechanical engineering technology. In addition to further strengthening drawing and design skills, emphasis is placed upon power transmission systems, including belts, gears and chains, couplings, bearings and seals, and cams, linkages, and actuators. Students will learn to maximize efficiency in the use of AutoCAD Inventor as a design and drafting tool. Fee.

CAD 260—Solid Modeling (4,7)

Prerequisite: CAD 214

Students will study and learn advanced conceptual and design techniques, using the integrated tool known as Mechanical Desktop. In addition to AutoCAD 2013, this package includes Autosurf (for surface modeling), and AutoCAD Designer, for 3-D solid and assembly modeling. Students learn how to use constraints and parametrics, and become familiar with mass properties such as mass, moments of inertia, and radii of gyration. Group projects allow student to gain a feel for the team concept, and to become familiar with "real world" design techniques. Fee.

CAD 269—Technical Publications (3.5,6)

Prerequisite: CAD 101 and OAT 172

Students will be introduced to and will gain experience in the proper use of integrating technical publishing software with CADD software to generate various "technical" documents including product specification sheets and technical guides. Fee.

CAD 299—Topics in Computer Aided Design (Variable,1-10)

A class, seminar, or lab investigating a special topic or issue in computer aided design. Topics may not be offered more than two times in three years. This course may be repeated once for credit.

Computer Information Sciences

CIS 130—Voice, Data, Video, Fiber Cabling (3,4)

The Cisco Voice, Data, Fiber Optics and Entertainment Cabling class is designed to give students hands-on experience for the physical aspects of voice and data network cabling. The course will focus on industry standards for types of media and cabling, physical and logical networks and signal transmission. Students will develop skills in pulling cable, mounting and wire management, identifying wiring closets, patch panel installation and termination, installation of jacks and testing cables. Fee.

CIS 132—IT Essentials A+ Preparation (4,6)

Prerequisite: MIS 101 or equivalent.

This course covers the fundamentals of computer hardware and software as well as advanced concepts. Students who complete this course will be able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. Students will also be able to connect to the Internet and share resources in a network environment. New topics included in this version include the Microsoft Windows operating system and mobile devices, while the networking and troubleshooting topics have been expanded. Hands-on lab activities will continue to be an essential element of the course. In support of this, virtual learning tools are integrated into this course. The Virtual Laptop and Virtual Desktop are stand-alone tools designed to supplement classroom learning and provide an interactive hands-on experience in learning environments with limited physical equipment.

Packet Tracer activities will be designed for use with Packet Tracer 5.3.x. The inclusion of Packet Tracer will allow alignment to new CompTIA networking certification objectives without requiring academies to purchase extra networking equipment. Test vouchers available.

CIS 180—Net+ Certification (3,4)

Prerequisite: CIS 132 or equivalent

The Network+ certification ensures that the successful candidate has the important knowledge and skills necessary to manage, maintain, troubleshoot, install, operate and configure basic network infrastructure, describe networking technologies, basic design principles, and adhere to wiring standards and use testing tools. Although not a prerequisite, it is recommended that CompTIA Network+ candidates have experience in network support or administration or adequate academic training, along with a CompTIA A+ certification.

The Network+ certification is an internationally recognized validation of the technical knowledge required of foundation-level IT network practitioners. The CompTIA Network+ and A+ exams can be applied together toward both the Microsoft Certified Systems Administrator (MCSA) and Cisco CCNA Certified programs. Test vouchers available. Fee.

CIS 213—Security + (3,3)

Prerequisite: MIS 213-Computer Information Security.

This course covers the fundamentals of information security. Students will learn about cybersecurity resources, security attacks, threats, encryption, network and enterprise security. The purpose of this course is to prepare students for the Security + Exam. Security + certification is the first security certification a candidate should earn. It establishes the core knowledge required of any cybersecurity role and provides a springboard to intermediate-level cybersecurity jobs. Security+ incorporates best practices in hands-on troubleshooting, ensuring candidates have practical security problem-solving skills.

CIS 223—Ethical Hacking (3,4)

Prerequisites: MIS 102 Computer Logic

This course guides students toward becoming a skilled security and penetration tester. This course covers the fundamentals of ethical hacking skills and how attackers compromise computers and network systems. The course is intended to incorporate creativity and critical thinking. The goal of this course is to offer a structured approach to conducting a security test and to introduce students to network security and protection. Fee.

CIS 228 – Virtualized Computers (3, 4)

Prerequisites: CIS 132 and MIS 195

Introduction to the concepts and implementation of virtual computer. Topics include intro to hypervisors, creating virtual machines, installing Windows and Linux virtual machines, and managing virtual resources.

CIS 229—Cloud Computing (3,3)*Prerequisites: MIS 101-Computer Literacy and Applications*

This course will teach students the concepts, model and technology of Cloud Computing technology and practices. The course will cover the uses, fundamentals, architecture of Cloud Computing and Cloud Computing Mechanism.

CIS 296—Topics in Computer Technology (Variable,1-12)

This course addresses the rapid changes in Computer Technology field by presenting leading edge subjects. The subject matter or topics will vary depending on changes in the industry. Fee.

Computer Science

CS 121—Computer Programming (4,5)*A college transfer course; consult the C&CSC for more details.**Prerequisite: MTH 190 with a grade of "C" or above, or qualifying score on the Placement test.*

Fundamental principles, concepts, and methods of computing, with emphasis on applications in the physical sciences, engineering and mathematics. Basic problem solving and programming techniques, fundamental algorithms, and data structures. Use of computers in solving engineering and scientific problems. Programming language is C#. Fee. On demand.

CS 221—Computer Science II (4,5)*A college transfer course; consult the C&CSC for more details.**Prerequisite: CS 121 or prior experience in a structured programming language, and MTH 190*

This course will cover data types and operations, expressions, control structures, data structures and their representation, recursion, string processing, searching and sorting techniques. Emphasis on structured programming and design. Programming language is C#. Fee. On demand.

Cosmetology

COS 110—Introduction to Cosmetology (2,4)*Prerequisites: Admission into Cosmetology Program and concurrent enrollment in COS 111 & COS 121*

This introductory course will cover the history and career opportunities of the cosmetology industry. Historical references of cosmetology spanning from Ancient Cultures to the Twenty-First Century will be introduced. Career Paths for Cosmetologists will be explored. Life Skills, Professional Image, and Communications for Success will be introduced. This introductory course will prepare students for state certification for the Illinois Cosmetology License from the Department of Professional and Financial Regulation. Fee.

COS 111—Health and Safety (2,4)*Prerequisites: Admission into Cosmetology Program is required, and concurrent enrollment in COS 110 & COS 121.*

This course will introduce basic health and public safety concepts. How to be a healthy Professional. Nutritional needs in a Beauty Context. Topics include: Importance of Proper Hydration, How Immunity Keeps the Body Safe, and Identifying Common Beauty Professional Issues. This introductory course will focus on Proper Body Mechanics of a Healthy Professional. Fee.

COS 112—Intro to Health Science in Cosmetology (3,4)*Prerequisites: Admission into Cosmetology Program is required, and concurrent enrollment in COS 114 & COS 121.*

An introductory course that focuses on Health Sciences in Cosmetology. General Anatomy and Physiology areas of study include: cell structure and function, tissues, organs, and body systems. Skin Structure and Growth areas of study include: skin layers, nerves, skin pigments, glands and functions. Common Skin Disorders and Diseases will be identified. Prepares student for state certification for the Illinois Cosmetology License from the Department of Professional and Financial Regulation. Fee.

COS 113—Nail Tech I (2,4)*Prerequisites: COS 110 with a grade of "C" or better, and concurrent enrollment in COS 116 and COS 121*

This course introduces the basics of natural nail care. The Structure and Growth cycle of natural nails is discussed. Knowledge of Nail Disorders and Diseases helps to identify unhealthy conditions while servicing clients. Proper Hand, Nail, and Skin Analysis Practices will be outlined. A thorough grasp of nail structure and growth, allows the cosmetologist to perform professional and responsible nail services and care to clients. Nail services such as Manicuring, and Pedicuring are introduced. Prepares student for state certification for the Illinois Cosmetology License from the Department of Professional and Financial Regulation. Fee.

COS 114—Hairstyling I (2,4)*Prerequisites: COS 112 with a grade of "C" or better, and concurrent enrollment in COS 112 and COS 122*

This course is the foundation of cosmetology. Properties of the Hair and Scalp breakdowns the structure of the hair root and hair shaft. There will be explanation of the chemical composition of hair and what gives it strength, elasticity and color. Comparison of the different factors considered during a Scalp and Hair analysis. Hair types and hair growth cycles will be described and studied. Identification of common hair disorders and diseases will help understand changes with normal growth patterns. Fee.

COS 115—Hair Styling II (2,4)

Prerequisites: COS 114 with a grade of “C” or better, and concurrent enrollment in COS 117 and COS 122.

Continued study of hairstyling techniques. Focuses on haircutting techniques using shears and razors. Basic principles of hair roller placement, set, and comb out are also covered. Prepares student for state certification for the Cosmetology License from the Department of Professional and Financial Regulation. Fee.

COS 116—Esthetics (2,4)

Prerequisites: COS 112 with a grade of “C” or better, and concurrent enrollment in COS 113 and COS 122

This course provides an introduction to Skin Care services. Hair Removal, Facials, and Makeup services enhance the success of a cosmetologist. Temporary and permanent hair removal methods will be studied. Proper skin care and the benefits of facial treatments are covered. Basic massage manipulations and home care remedies are performed. Students will learn concepts like anatomy and color theory. Lessons and guidelines given will enhance creativity and artistic vision. Fee.

COS 117—Nail Tech II (2,4)

Prerequisites: COS 114 with a grade of “C” or better, and concurrent enrollment in COS 115 and COS 122.

This is an advanced course that covers Nail Extensions and Resin services. Liquid and powder nail enhancements is the focus of this course. Nail tip types, nail forms, and adhesives, take this course to the next level of nail services. The application and removal of nail enhancements are covered. The difference of monomer liquids and polymer powders are explored. Fee.

COS 121—Salon Operations I (4,12)

Prerequisites: Admission into Cosmetology Program is required, and concurrent enrollment in COS 110, 111, 112, 114.

An introductory course that focuses on basic salon operations. Topics include: sanitation procedures, introduction to salon chemicals, and products. Determination and care of various hair textures, hair cutting techniques, and hair processing. Prepares student for state certification for the Illinois Cosmetology License from the Department of Professional and Financial Regulation. Fee.

COS 122—Salon Operations II (4,12)

Prerequisites: COS 121 with a grade of “C” or better, and concurrent enrollment in COS 113, 116, 115, 117.

This course provides experience in a simulated shop setting allowing a more visual grasp on potential awareness of the cosmetology industry. Topic include salon sanitation, draping, shampooing, hair cutting, and hair drying. Instruction on chemical processing for all textures of hair. Pre-pares student for state certification for the Illinois Cosmetology License from the Department of Professional and Financial Regulation. Fee.

COS 205—Hairstyling III (2,4)

Prerequisites: COS 115 with a grade of “C” or better, and concurrent enrollment in COS 250 and COS 222.

This course covers basic introduction to natural hair styling techniques. Braids, Wigs, and Hair Extensions are added services that elevate cosmetology services. The advantages of offering basic braiding and braid extensions are explained. Six different foundational braiding techniques are covered. Different hair and fibers used for hair additions and wigs are introduced. Prepares student for state certification for the Illinois Cosmetology License from the Department of Professional and Financial Regulation. Fee.

COS 206—Chemical Services I (2,4)

Prerequisites: COS 114 with a grade of “C” or better, and concurrent enrollment in COS 225 and COS 222.

Application of chemical texturing, relaxing, and permanent waving. Application of hair color and lightening. Prepares student for state certification for the Cosmetology License from the Department of Professional and Financial Regulation. Fee.

COS 221—Salon Operations III (4,12)

Prerequisites: COS 122 with a grade of “C” or better.

This course provides experience in a simulated shop setting with hands on experience. Working behind the chair with an emphasis on efficient and competent delivery of all shop services. Hands on experience from the first contact and final ending of clientele. Prepares student for state certification for the Illinois Cosmetology License from the Department of Professional and Financial Regulation. Fee.

COS 222—Salon Operations IV (4,12)

Prerequisites: COS 221 with a grade of “C” or better, and concurrent enrollment in COS 206, 225, 205, 250.

Client based oriented course in a salon setting. Procedures include management of salon, routines and operations, and owner and employee variations. Prepares student for state certification for the Cosmetology License from the Department of Professional and Financial Regulation. Fee.

COS 225—Salon Management (2,4)

Prerequisites: COS 221 with a grade of “C” or better, and concurrent enrollment in COS 206 and COS 222.

This course provides business skills for individuals in the cosmetology profession. The importance career planning includes discovering potential employers, preparing for a job interview, and developing an effective resume. On the job experience is gained during this course. Employment options, and money management practices are covered. Students will gain knowledge of key elements to a successful Salon, Spa, or Barbershop job for Cosmetologist. Fee.

COS 250—License Review for Cosmetology (3,3)

Prerequisites: COS 225 with a grade of “C” or better, and concurrent enrollment in COS 205 and COS 222.

This course provides a comprehensive review of the Cosmetology curriculum and skills in preparation for the state exam for the Cosmetology License from the Illinois Department of Professional and Financial Regulation. Writing assignments as appropriate to the discipline are part of the course. Fee.

Court Reporting / Verbatim Technology

COR 100—Introduction to Machine Theory (6,5)

Prerequisite: Placement into English 101 on Placement test and typing speed of forty-five words per minute.

Introduction of basic theory compatible with computerized transcription and speedbuilding with live dictation practice and recorded audio available to develop theory competency to a minimum average of 86 percent on theory tests. Course also builds writing speed to a minimum goal of 70 words per minute for five minutes on new material with 95 percent accuracy. Machines may be rented or purchased from College Bookstore. Course may be repeated one time to meet minimum requirements. Fee.

COR 102—English for Court Reporters

Prerequisite: Placement into college-level English

Court reporting students will learn the basic principles of English structure, grammar and word usage with a strong emphasis on punctuation, spelling and vocabulary. The emphasis is on punctuation of spoken English as transcribed by the reporter.

COR 103—Two-Voice 80 (1,5,5)

Prerequisite: COR 100 and admission into the Court Reporting Program

Course will develop speed from 60 to 100 wpm on testimony material. Course strives to build speed to 80 wpm for five minutes on new testimony material with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

COR 104—Transcription and Punctuation (2,2)

Prerequisite: COR 100 and admission into the Court Reporting Program.

Advanced court reporting transcription course with emphasis on transcribing multi-voice dictation and producing properly formatted and punctuated deposition and trial transcripts; also focuses on increasing transcription speed. Fee.

COR 106—Theory Reinforcement & Speed (1,5,5)

Prerequisite: COR 100 or placement by proficiency test before registration and Admission into the Court Reporting Program

Continuation of basic computer-compatible theory, with audio practice available to develop theory competency to a minimum of 86 percent on theory tests. Speedbuilding on writing principles will be reinforced. Course may be repeated one time to meet minimum requirements. Fee. S online.

COR 108—Computer-Aided Transcription (2,2)

Prerequisite: COR 103

This course provides the theory and applications used in producing computer-aided transcription of stenographic notes using CaseCatalyst software. This course includes litigation support, advanced editing functions, and real-time applications. Fee.

COR 109—Introduction to Jury Charge Dictation 90 (1,5,5)

Prerequisite: COR 100 or placement by proficiency test prior to registration and admission into the Court Reporting Program.

Course will develop speeds to 70 to 110 on jury charge materials. The goal of the course is to develop speed to 90 words per minute for five minutes on new jury charge material all with 95 percent accuracy. Course may be repeated up to 3 times to meet minimum requirements. Fee.

COR 113—Two-Voice 100 (1,5,5)

Prerequisite: COR 103 or placement by proficiency test prior to registration and admission into the Court Reporting Program.

Course will develop speed from 80 to 120 on testimony material. Course strives to build speed to 100 words per minute for five minutes on new testimony material with 95 percent accuracy. Course may be repeated up to 3 times to meet minimum requirements. Fee.

COR 115—Jury Charge 110 (1,5,5)

Prerequisite: COR 109 or placement by proficiency test prior to registration and admission into the Court Reporting Program.

Course will develop speeds to 90 to 130 on jury charge materials. The goal of the course is to develop speed to 110 words per minute for five minutes on new jury charge material all with 95 percent accuracy. Course may be repeated up to 3 times to meet minimum requirements. Fee.

COR 117—Two-Voice 115 (1,5,5)

Prerequisite: COR 113 or placement by proficiency test prior to registration and admission into the Court Reporting Program

Live dictation practice on machine by instructor with recorded audio practice to build writing skills. Course will build speed to between 100 and 130 wpm; course strives to build skills to a minimum of 115 wpm for five minutes of testimony material with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

COR 119—Jury Charge 130 (1.5,5)

Prerequisite: COR 115 or placement by proficiency test prior to registration and admission into the Court Reporting Program.

Course will develop speeds to 110 to 150 on jury charge materials. The goal of the course is to develop speed to 130 words per minute for five minutes on new jury charge material all with 95 percent accuracy. Course may be repeated up to 3 times to meet minimum requirements. Fee.

COR 121—Two-Voice 130 (1.5,5)

Prerequisite: COR 117 or placement by proficiency test prior to registration

Course will develop speed from 110 to 150 on testimony material. Course strives to build speed to 130 words per minute for five minutes on new testimony material with 95 percent accuracy. Course may be repeated up to 3 times to meet minimum requirements. Fee.

COR 123—Jury Charge 145 (1.5,5)

Prerequisite: COR 119 or placement by proficiency test prior to registration

Course will develop speeds to 130 to 170 on jury charge materials. The goal of the course is to develop speed to 145 words per minute for five minutes on new jury charge material all with 95 percent accuracy. Course may be repeated up to 3 times to meet minimum requirements. Fee.

COR 127—Two-Voice 145 (1.5,5)

Prerequisite: COR 121 or placement by proficiency test prior to registration

Course will develop speed from 130 to 160 wpm on testimony material. Course strives to build speed to 145 words per minute for five minutes on new testimony material with 95 percent accuracy. Course may be repeated up to 3 times to meet minimum requirements. Fee.

COR 131—Jury Charge 160 (1.5,5)

Prerequisite: COR 123 or placement by proficiency test prior to registration

Live dictation practice on machine by instructor with recorded audio practice to build writing skills. Course will develop speeds to 140 to 180 on jury charge materials. The goal of the course is to develop speed to 160 words per minute for five minutes on new jury charge material all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

COR 133—Literary 120 (1.5,5)

Prerequisite: COR 123 or placement by proficiency test prior to registration

Course will develop speeds to 100 to 140 on literary materials. The goal of the course is to develop speed to 120 words per minute for five minutes on new literary material all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

COR 137—Two-Voice 160 (1.5,5)

Prerequisite: COR 127 or placement by proficiency test prior to registration

Course will develop speed from 140 to 180 wpm on testimony material. Course strives to build speed to 160 words per minute for five minutes on new testimony material with 95 percent accuracy. Course may be repeated up to 3 times to meet minimum requirements. Fee.

COR 139—Jury Charge 175 (1.5,5)

Prerequisite: COR 131 or placement by proficiency test prior to registration

Course will develop speeds to 160 to 200 on jury charge materials. The goal of the course is to develop speed to 175 words per minute for five minutes on new jury charge material all with 95 percent accuracy. Course may be repeated up to 3 times to meet minimum requirements. Fee.

COR 141—Literary 135 (1.5,5)

Prerequisite: COR 133 or placement by proficiency test prior to registration

Course will develop speeds to 120 to 150 on literary materials. The goal of the course is to develop speed to 135 words per minute for five minutes on new literary material all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

COR 171—Legal Terminology and Documents (3,3)

This course covers the legal vocabulary necessary for a career as a court reporter or legal secretary. Emphasis is on civil and criminal procedures as well as client and court documents. Latin and other foreign legal terminology and legal research are also covered.

COR 201—Two-Voice 175 (1.5,5)

Prerequisite: COR 137 or placement by proficiency test prior to registration

Course will develop speed from 160 to 190 wpm on testimony material and 120 to 160 words per minute on medical material. Course strives to build speed to 175 words per minute for five minutes on new testimony material and 140 wpm for three minutes on medical testimony material all with 95 percent accuracy. Course may be repeated up to 3 times to meet minimum requirements. Fee.

COR 203—Jury Charge 190 (1.5,5)

Prerequisite: COR 139 or placement by proficiency test prior to registration

Course will develop speeds to 170 to 210 on jury charge materials. The goal of the course is to develop speed to 190 words per minute for five minutes on new jury charge material all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

COR 205—Literary 150**(1.5,5)**

Prerequisite: COR 141 or placement by proficiency test prior to registration

Course will develop speeds to 130 to 170 on literary materials. The goal of the course is to develop speed to 150 words per minute for five minutes on new literary material all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

COR 206—Court Practicum**(1,5)**

Prerequisite: Passing one 180 wpm Testimony test at 95 percent accuracy.

This required internship provides 40 hours of on-the-job experience in an assigned general reporting office and/or in official reporting locations under the guidance of experienced reporters. One-hour seminars are held once a week to provide students with guidance to help them prepare for the profession of court reporting.

COR 207—Two-Voice 190**(1.5,5)**

Prerequisite: COR 201 or placement by proficiency test prior to registration

Course will develop speed from 170 to 210 wpm on testimony material and 140 to 170 words per minute on medical material. Course strives to build speed to 155 wpm for three minutes on new medical material, and 190 wpm for five minutes on new testimony material, all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

COR 208—CSR Prep**(1,1)**

Prerequisite: COR 139 and COR 201

The course is designed to prepare students to sit for the written portion of the Illinois Certified Shorthand Reporter (CSR) Examination and the Registered Professional Reporter (RPR) Examination and to present the duties and responsibilities of the professional court reporter. Preparation for the CSR and RPR written exams focuses on medical and legal terminology, spelling, vocabulary English grammar and usage, and practical aspects of reporting.

COR 209—Jury Charge 200**(1.5,5)**

Prerequisite: COR 203 or placement by proficiency test prior to registration

Course will develop speeds to 180 to 220 on jury charge materials. The goal of the course is to develop speed to 200 words per minute for five minutes on new jury charge material all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

COR 213—Literary 165**(1.5,5)**

Prerequisite: COR 205 or placement by proficiency test prior to registration

Course will develop speeds to 150 to 180 on literary materials. The goal of the course is to develop speed to 165 words per minute for five minutes on new literary material all with 95% accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

COR 215—Two-Voice 210**(1.5,5)**

Prerequisite: COR 207 or placement by proficiency test prior to registration

Course will develop speed from 190 to 230 wpm on testimony material and 150 to 190 words per minute on medical material. Course strives to build speed to 170 wpm for three minutes on new medical material, and 210 wpm for five minutes on new testimony material, all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

COR 217—Literary 180**(1.5,5)**

Prerequisite: COR 213 or placement by proficiency test prior to registration

Course will develop speeds to 165 to 200 on literary materials. The goal of the course is to develop speed to 180 words per minute for five minutes on new literary material all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

COR 219—Two-Voice 225**(1.5,5)**

Prerequisite: COR 215 or placement by proficiency test prior to registration

Course will develop speed from 210 to 250 wpm on testimony material. Course strives to build speed to 225 wpm for five minutes on new testimony material, all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

COR 221—Jury Charge Elective**(1.5,5)**

Prerequisite: COR 209 or placement by proficiency test prior to registration

Course will develop speeds to 200 to 250 on jury charge materials. The goal of the course is to develop speed to 225 words per minute for five minutes on new jury charge material all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

Criminal Justice System

CJS 101—Introduction to the Criminal Justice System (IAI: CRJ 901) (3,3)

Administration of justice in the U.S. with a general overview of the total system; functional areas of the criminal justice system; role of police, courts and corrections; nature of law; interrelation of various components that form the system.

CJS 102—Police Administration (3,3)

A college transfer course; consult the C&CSC for more details.

The identification of constitutional and statutory mandates of a police department and their translation into operational objectives. The construction of an organizational apparatus necessary to accomplish criminal justice goals. The development of a pattern of dynamic practices to ensure an administrative state of maximum output in terms of quality and quantity per unit of taxpayers' financial investment.

CJS 103—Police Operations (3,3)

Line activities of law enforcement agencies. Emphasis on patrol function, prevention of crime, traffic, investigative, juvenile, vice, and other specialized operational units.

CJS 104—Criminology (IAI: CRJ 912) (3,3)

A college transfer course; consult the C&CSC for more details.

Deviant behavior, criminology theories, synthesis, police applications, crime prevention and the phenomenon of crime.

CJS 105—Criminal Law (3,3)

A college transfer course; consult the C&CSC for more details.

Designed for both criminal justice personnel and for students aspiring to a career in criminal justice or a greater knowledge of criminal laws. Current interpretation and applications of local, state and federal laws. This is not to be construed as a basic or theory course in criminal law.

CJS 106—Introduction to Corrections (3,3)

This is an introductory course examining correctional history, processes, structures, and ideologies in the United States.

CJS 171—Security Administration (3,3)

Historical, philosophical and legal framework for security operations. Specific security processes and programs currently and historically used. Protection of governmental and proprietary systems and installations. Programs for factories, railroads, retail stores. Security education and training. Environmental, political, financial, and legal ramifications of security.

CJS 201—Security/Loss Prevention (3,3)

Functional operation of all components of the security industry including legal issues, security systems, community relations, and policies and procedures for loss prevention.

CJS 206—Criminal Investigation (3,3)

Fundamentals of criminal investigation including investigative techniques and procedures. Applications of the philosophical principles of deductive and inductive reasoning to criminal investigation. Emphasis placed on the investigation of major crimes.

CJS 207—Evidence and Criminal Procedure (3,3)

Study of the rules of evidence as they apply to judicial proceedings and administrative hearings relative to the criminal process. Development of the underlying rationale of the rules. Emphasis placed on collection and admissibility of evidence.

CJS 208—Forensic Science (3,3)

Introduction to the theories and practices of scientific techniques as applied to crime detection. The course will include crime scene processing, the potential of physical evidence, the examination and evaluation of evidence and laboratory procedures.

CJS 209—Community Policing (3,3)

Examines issues in community policing with emphasis on the concept of public and community relations as well as police involvement in community problems. Emphasis on police achieving and maintaining public support, human relations and public information.

CJS 210—Traffic Law & Investigation (3,3)

Illinois traffic laws, regulations and enforcement. Administration, development, duties of agencies responsible for highway traffic law enforcement and accident investigation.

CJS 211—Criminal Justice Field Work I (3,11)

Prerequisite: Consent of coordinator, see coordinator semester prior to registration

Field work assignment with a law enforcement agency within the College community area. Ten hours per week at the agency plus one hour per week in seminar session at the College.

CJS 212—Constitutional Law (3,3)

A college transfer course; consult the C&CSC for more details.

Constitutional provisions and principles with emphasis upon the First, Fourth, Fifth, Sixth, Eighth, and Fourteenth amendments as they apply to the criminal justice system.

CJS 213—Police Supervision & Leadership (3,3)

Fundamentals of interpersonal relations and supervising techniques, theories of supervision, morale, employee motivation and discipline, modes of communication, authority and control, work distribution and professional ethics. Focus on practical supervisory problems within a police organization.

CJS 214—International Criminal Justice (3,3)

This course provides an international perspective on crime, causation, treatment, tactics, and theory. A cross-cultural approach will be used which recognizes cultural, religious, ethnic and racial differences and their impact on the Criminal Justice System.

CJS 215—Police Report Writing (3,3)

Enhances the writing skills to prepare a legally sound report which includes elements of probable cause, production of negative evidence, use of legal language of the court system and use of proper grammar and punctuation. Emphasis on the use of research to develop crime patterns and court cases dealing with the sufficiency of police reports.

CJS 220—Topics in Criminal Justice (3,3)

Contemporary critical issues and trends related to crime and society. Analysis and evaluation of recent studies and documents. Methods of implementing research findings. The topic may vary each semester and include areas such as drug abuse, the crisis in corrections, human issues in policing, officer survival, terrorism, organized crime, and careers in criminal justice, etc. This course may be repeated up to a maximum of 9 credit hours.

CJS 222—Criminal Justice Field Work II (3,11)

Prerequisite: Consent of coordinator, see coordinator semester prior to registration

Field work assignment in a juvenile setting, court setting, corrections environment or criminal justice-related agency. Ten hours per week in the agency plus one hour per week in seminar at the College.

CJS 227—State Police Physical Agility ED (3,4)

This course will provide police, court services and corrections recruits with the required skills and education necessary to meet the State of Illinois Police Guidelines for Physical Agility. This is a requirement for all recruits to become a police officer or deputy sheriff in the state of Illinois. Fee.

Digital Art: see Art 130, 140, 141, 230, 251, 260, 265, 270

Drafting

DRF 101—Architectural Drafting I (3,6)

Prerequisite: MTH 091

Graphic language of architecture and building construction. Basic drawing techniques, orthographic projection applied to plans, elevation, freehand sketching, auxiliary projection, sections of construction details, pictorial drawing, sketching, dimensioning, interpretation of design standards, construction systems and residence specifications. Fee. F.

DRF 111—Technical Drafting I (3,6)

Fundamentals of drafting. Course includes use of drafting equipment, orthographic projection, multiview drawings, sectional views, pictorial drawings and auxiliary views. Fee.

Drama (Theatre)

DRM 120—Stagecraft (3,4)

A college transfer course; consult the C&CSC for more details.

This basic hands-on course focuses on learning and experiencing the individual crafts of the theatre (set design and building, make-up, lighting, sound, costumes), and understanding how they work together in production. Students will be experimenting with each of the stage crafts. Fee. Sp.

DRM 151—Theatre Appreciation (IAI: F1907) (3,3)

A general education requirement course; consult the C&CSC for more details.

The focus of this course is the theatre experience as seen through its history, plays, major movements, and conventions. Students will survey genres (comedy, tragedy, farce, melodrama, musical theatre), read select plays, identify what makes theatre different than film, and discuss the theatricality of stage elements (script, set, lights, actors, etc.), both individually and together as they form a whole. Attendance at a live theatre production is included. Fee. F,Sp.

DRM 152—Plays and Playwrights (IAI: H3902) (3,3)

A general education requirement course; consult the C&CSC for more details.

This analytical approach to reading and interpreting plays enables students to trace the development of drama as it fits into history and life's bigger questions. Students will read plays from the canon of dramatic literature, starting with radical, present-day drama and stepping back to ancient Greece to explore answers to questions about humankind. F.

DRM 155—Ethnic Traditions in American Theatre (IAI: F1909D) (3,3)

A general education requirement course; consult the C&CSC for more details.

This course examines the various dramatic expressions that reflect the experience and construction of racial or cultural minority identity in the United States. Students will explore ethnic identity from the Civil War era to the present day by focusing on specific stock-character types, performers, and playwrights and their creations as well as circumstances of the day that incited such expression. Sp.

DRM 157—Acting I (IAI: TA914) (3,4)

A college transfer course; consult the C&CSC for more details.

This course will introduce the beginner to some basics of stage acting, improvisation, theatre terminology for the actor (objective, action, obstacle, beat), and speech and movement as they pertain to acting. Focused theatre exercises and games will generate creative ideas as actors prepare scenes and monologues. Tenets of acting structure are taught, including those of theorists Constantin Stanislavski and Sanford Meisner. F.

DRM 160—Directing I (3,4)

A college transfer course; consult the C&CSC for more details.

The beginner will learn why and how directors analyze, interpret, and dissect play scripts for the purpose of putting the pieces back together and bringing them to life. Students will learn elements of stage directing, how to “mark” a script, and how to make a promptbook. Each student will also direct a scene as a final project. F, Sp.

DRM 167—Acting II (3,4)

A college transfer course; consult the C&CSC for more details.

The actor is taken deeper into technique and characterization in order to uncover the magic of the character’s role in a play. Advanced exercises and advanced games of skill will hone techniques that will enable the actor to repeat the magic of their performance. This class will teach strategies for preparedness, for auditioning, and for getting the job. Students will build a portfolio of monologues (4) that can be handed out as easily as their headshot and resume. Sp.

DRM 199—Theatre Practicum (1-3, 1-3)

A college transfer course; consult the C&CSC for more details.

Prerequisites: No online enrollment; signature of instructor is **REQUIRED** to enroll.

In order to increase proficiency in the preparation and presentation of major theatre productions, this course enables students involved in major college performances to gain credit for practical work in acting, directing, and theatre management, and in the design and construction, of scenery, lighting, sound, properties, costumes, and makeup. Thirty-two hours of production activity to be arranged for each credit hour, credit hours to vary from 1 to 3. May be repeated for up to 9 hours of credit. Sp.

Echocardiography

ECG 100—Patient Care Skill (4,4)

Prerequisites: ENG 101, BIO 185, FAD 205, PHY 115 & Approval by the Coordinator

Overview of the profession of echocardiography with an emphasis on its history, philosophy, and the nature of the profession. Explore the role of the cardiac technician.

ECG 101—Echo Cardio Fundamentals (4,5)

Prerequisites: Approval of the Coordinator

A study of clinical medicine pertinent to sonography including obtaining the clinical history and related clinical signs and symptoms from the patient chart or interview. Diagnostic testing pertinent to the ultrasound diagnosis and specialized medical terminology are discussed and defined. Medication terminology, classification, and administration will be introduced. Ultrasound equipment controls, laboratory setup, and the beginning physical principles associated with diagnostic medical sonography are discussed.

ECG 104—Echo Anatomy (4,5)

Prerequisites: Approval of the Coordinator

The course is a study of the cardiac and vascular Anatomy and physiology in the normal and abnormal patient. The hemodynamic, pathology, and pathophysiology of the cardiac system are discussed and analyzed. The pathology, clinical signs and symptoms, diagnostic testing, and treatment of various cardiac diseases are discussed.

ECG 108—Echo Anatomy II (3,3)

Prerequisites: Approval of the Coordinator

This course is the study of the cardiac and vascular anatomy and physiology in the normal and abnormal patient. The hemodynamic and physiology of the cardiac system are discussed and analyzed. 5-lead and 12-lead EKG technique is discussed. Normal and abnormal EKG strips are analyzed.

ECG 126—Echo Clinical I (4,7)

Prerequisites: Approval of the Coordinator

This course is a supervised clinical experience, which will cover basic cardiac scanning techniques and protocols with emphasis on observation of two-dimensional and M-Mode scanning of the normal heart. This course is designed for the student to observe applications of the principles and concepts taught in Cardiac Ultrasound imaging and observe a functioning ultrasound department.

ECG 127—Echo Clinical 2 (4,6)*Prerequisites: Approval of the Coordinator*

The clinical component of Echo Clinical II, this course is a supervised clinical experience which will cover cardiac scanning techniques and protocols with emphasis on color flow, cardiac Doppler, and two-dimensional and M-mode ultrasound scanning of the normal heart. This course is designed for the students to practice cardiac ultrasound techniques and observe a functioning ultrasound department.

ECG 200—Echo Physics (4,5)*Prerequisites: Approval of the Coordinator*

This course will cover ultrasound instrumentation and the physical principles of sound, ultrasound, and Doppler pertinent to sonography. Emphasis will be placed on propagation principles, transducer parameters, interactive properties of ultrasound with human tissues and quality control procedures.

ECG 204—Echo Imaging I (4,6)*Prerequisites: Approval of the Coordinator*

This course will cover the basic terminology, anatomy, instrumentation, and physical principles necessary for the student to begin two-dimensional and M-mode ultrasound scanning of the normal heart. In addition, students will practice applications of basic scanning techniques and protocols with emphasis on the normal heart.

ECG 205—Echo Imaging II (4,5)*Prerequisites: Approval of the Coordinator*

Ultrasound Imaging Lab II will cover scanning techniques and protocols with emphasis on color flow, cardiac Doppler and two-dimensional and M-Mode ultrasound scanning of the abnormal heart. This course also provides the students the opportunity to practice scanning techniques and protocols.

ECG 208—Echo Pathology (3,3)*Prerequisites: Approval of the Coordinator*

This course is a study of the cardiac and vascular pathology in the normal and abnormal patient. The pathology, clinical sign and symptoms, diagnostic testing, and treatment of various cardiac diseases are discussed.

ECG 226—Echo Clinical III (4,6)*Prerequisites: Approval of the Coordinator*

This course is a continuation of the clinical component of echo clinical II, and is a supervised clinical experience covering cardiac-scanning techniques and protocols with emphasis on two-dimensional, M-modes, color flow, and cardiac Doppler ultrasound scanning of the normal and abnormal heart. The course is designed for the students to practice cardiac ultrasound techniques and observe a functioning ultrasound department.

ECG 230—Echo Certification Review (3,3)*Prerequisites: Approval of the Coordinator*

Advanced study of cardiac ultrasound physics and echocardiography in preparation for the certifying examinations. A review of case studies and “mock” examinations will help students to focus on his/her individual areas.

Economics

ECO 201—Principles of Economics, Macro (IAI: S3901) (3,3)

A college transfer course; consult the C&CSC for more details.

Supply and demand, national income accounting, fiscal policy, modern employment theory, money, banking, institutional material, comparative systems. F, Sp, S.

ECO 202—Principles of Economics, Micro (IAI: S3902) (3,3)

A college transfer course; consult the C&CSC for more details.

Theory of the firm; labor, monopoly, special needs, agriculture; poverty; foreign trade. F, Sp, S.

Education

EDU 110—Foundations of American Education (3,3)

A college transfer course; consult the C&CSC for more details.

Focuses upon the historical and philosophical roots of our educational system and its place in the social, economic, legal, political and cultural milieu of America. Meets Illinois certification requirements.

EDU 111—Language Arts in Elementary Schools (3,3)

A college transfer course; consult the C&CSC for more details.

A course in the teaching of reading and writing in elementary school. Students learn philosophies, principles and approaches for teaching language arts. Course content includes strategies for teaching and assessing reading and writing in both narrative and expository formats.

EDU 150—Educational Technology (3,3)*Prerequisites: EDU 111 and either successful completion of MIS 101 or instructor's permission*

This course will provide information on how to use technological tools and the pedagogical rationale for these activities. Fee.

EDU 204—Introduction to Special Education (3,3)

A college transfer course; consult the C&CSC for more details.

Various forms of exceptionalities are explored as they impact the individual, family and society. A life span approach is utilized, with emphasis on educational interventions. Considers developing abilities of those with exceptionalities, as well as dealing with their limitations.

See also Child Development/Teacher Aide

Electronics Engineering Technology

ELC 101—Electrical Circuits I (4,6)

Prerequisite: MTH 100 or qualifying score on the placement test.

A study of DC electrical circuits, OHM's Law, Kirchoff's Law, series and parallel circuits, power and DC circuit analysis, including theorems such as Thevenin's Theorem and Norton's Theorem. Proper use of test equipment is stressed throughout the lab sessions as students are taught to measure voltage, current resistance, power and other circuit parameters. The transient and steady state response of RC, RL, and RLC circuits is studied. An introduction to alternating voltages, currents and circuit parameters concludes this course. Fee. F, Sp.

ELC 102—Digital Electronics (4,6)

Prerequisite: MTH 093 or Placement test.

An introduction to digital logic circuits and number systems. Beginning with basic gate theory, asynchronous and synchronous digital systems using SSI, MSI, and LSI integrated circuits are studied in counter, register, multiplexer and de-multiplexer, arithmetic circuits and other applications. Binary, decimal, hexadecimal, BCD and Gray Code number systems are also studied. Fee. Sp.

ELC 105—Electrical Circuits II (4,6)

Prerequisites: ELC 101, MTH 106.

A study of AC electrical circuits and theorems, phasors, reactances, impedances, phase relationships, power, resonance, J-operator and transformer characteristics. The oscilloscope is used extensively in the laboratory. Pulse circuits, wave forms, and transients are introduced using RC and RL circuits. The course is concluded with a study of passive filters and resonant circuits. Fee. F, Sp.

ELC 110—Electronic Circuits (4,6)

Prerequisite: ELC 101 and concurrent enrollment in ELC 105.

Semiconductor devices and circuitry including diode, transistor, and op amps used in power supplies, filters, amplifiers, and oscillator circuits. Also covers amplifier frequency response, antennas, transmitters, receivers and construction of circuitry from schematic diagrams. Fee.

ELC 190—Industrial Electronics I (4,6)

Prerequisite: ELC 105 and ELC 110.

A study of the characteristics and applications of thyristor devices including silicon controlled rectifiers and triacs. Also, an introduction to programmable logic controllers. Fee. F.

ELC 215—Digital Electronics II (4,6)

Prerequisites: ELC 102, ELC 110.

An introduction to microprocessor based digital computer systems and programming, the internal architecture of the microprocessor is discussed along with its instruction set. The interface between the microprocessor and various types of memory devices is discussed; including address, data and control bus systems and their timing. Assembly language programs utilizing the various addressing, data manipulation, and arithmetic operating modes are developed. Fee. F.

ELC 225—PC Systems Servicing (4,5,6)

Pre- or co-requisite: CIS 110 or consent of instructor.

This course covers the disassembly and reassembly of a Pentium microprocessor-based personal computer. Includes troubleshooting techniques to identify a malfunctioning component, module, or circuit boards. Also preventive maintenance procedures and identification of I/O addresses, interrupt request lines, and direct memory access. Fee. Sp.

ELC 230—Electrical Drafting (3,5)

Prerequisite: CAD 100.

Application of computer-aided drafting principles to electricity, electronics, and industrial applications. Use of electrical and electronics symbols, schematic diagrams, block diagrams, wiring diagrams and installation drawings required in circuit design as well as printed circuit board layouts and artwork masters. Fee. F, Sp.

ELC 270—Industrial Instrumentation (4,6)

Prerequisite: PHY 210.

Operational principles of equipment and systems used to translate measurements of pressure, temperature, flow, quantity for direct readout or for feedback control systems using proportional, PI, PD, and PID control techniques. Fee. F, Sp.

ELC 298—ETA Certification Preparation (3,3)

Prerequisite: ELC 190, ELC 205.

A seminar course to prepare students for certification testing by the Electronic Technician Assoc. Practice ETA test will be administered after a period of interactively assessing the depth of the student's knowledge of industrial electronics.

ELC 299—Special Topics in Electronics Engineering Technology (Variable, 1-10)

Prerequisite: Completion of all 100 level ELC courses (except ELC 132.)

Designed to be a third or fourth semester course to accommodate students with special needs, interests and requirements. Course subject matter will be taken from specific areas in electronics such as robotics, computers and communications, with the specific area selected, directed and scheduled by a faculty member in cooperation with the student. Fee. F, Sp.

Emergency Medical Services—Paramedic

EMS 210—EMS Paramedic Foundations (3,4)

Prerequisite: EMT-B licensure and admission to the program requires sponsorship by an approved ALS Agency

This course provides an overview of basic life support skills and knowledge. Introduces the student to prehospital laws, ethics, and role responsibilities. Also includes basic pathophysiology, fluid replacement and pharmacology.

EMS 212—EMS Paramedic Respiratory (5,6)

Prerequisite: EMS 210

This course provides an overview of various airway emergencies. Introduces the student to assessment and history taking skills. Also includes basic radio communications. Skill acquisition will be integrated in the course of study.

EMS 214—EMS Paramedic Trauma (5,6)

Prerequisite: EMS 210 & EMS 212

This course provides an in-depth study of trauma related injuries. Treatment for trauma patients will be learned. Pre-Hospital Trauma Life Support (PHTLS) certification will be obtained upon successful completion of a written and practical examination.

EMS 216—EMS Paramedic Cardiovascular (5,6)

Prerequisite: EMS 210, EMS 212, & EMS 214

This course provides an in-depth study of cardiovascular emergencies. Treatment for cardiac patients will be learned. Electrocardiogram (EKG) interpretation will be introduced. Advanced Cardiac Life Support (ACLS) certification will be obtained following successful completion of a written and practical exam.

EMS 218—EMS Paramedic Medical/Maternal Child (5,6)

Prerequisite: EMS 210, EMS 212, EMS 214 & EMS 216

This course provides a comprehensive study of the gynecological and obstetric patient. Introduction to the care of the pediatric patient. Management of gynecological emergencies, pregnant patients and pediatric emergencies will be a primary focus.

EMS 220—EMS Paramedic Medical (4,4)

Prerequisite: EMS 210, EMS 212, EMS 214, EMS 216 & EMS 218

This course provides a comprehensive study of patients with medical, psychiatric, and environmental emergencies. Disaster management and assessment based management are covered. Care of individuals with special challenges will be introduced.

EMS 222—EMS Paramedic Field Internship (4,5)

Prerequisite: EMS 210, EMS 212, EMS 214, EMS 216, EMS 218 & EMS 220

This course provides for study in medical incident command, hazardous and rescue awareness and ambulance operations. This course will allow students to utilize concepts and skills learned in the class and apply them in the prehospital setting. They will work supervised by licensed paramedics. Internship requires 280 contact hours.

Emergency Medical Technician

EMT 206—Emergency Medical Responder (3,4)

The Emergency Medical Responder course prepares the EMR student to provide pre-hospital assessment and care for patients across the life span with a variety of medical conditions and traumatic injuries. Areas of study include an introduction to emergency medical services systems, roles and responsibilities of EMRs, medical emergencies, trauma, and special considerations for working in the pre-hospital setting. This course provides students with the knowledge and skills necessary to work in the capacity of a First Responder to sustain life, reduce pain and minimize the consequences of injury or of sudden illness until advance medical help can arrive.

EMT 215—Emergency Medical Training (8,10)

Course provides pre-hospital emergency care under medical appropriate emergency vehicle, training in emergency care skills, including management of bleeding, fractures, airway obstruction, cardiac arrest and emergency childbirth. Students will also complete clinical rotation hours in the field. Completion of this course with a grade of B or better qualifies students to sit for the state or national exam.

English

To assure correct placement in the proper introductory English course, new students are required to take the Placement test prior to registration. Note: all English 101 and English 102 and some English 98 and 99 classes use computers as a tool to facilitate writing. It is highly recommended that students who lack basic keyboarding skills enroll in OAT 100.

ENG 098—Writer's Workshop II (3,3)

Prerequisite: Qualifying score on Compass/ASSET

Utilizing a process-oriented approach, students develop and organize paragraphs and multi-paragraph writings, often in response to class readings. Particular attention is paid to basic punctuation, verb tenses, subject/verb agreement, and sentence clarity and complexity. Students are also introduced to basic structural and rhetorical elements of academic essay writing. F, Sp, S.

ENG 099—Writer's Workshop III (3,3)

Prerequisite: Qualifying score on Compass/ASSET or ENG 098 with a grade of "C" or above.

Utilizing a process-oriented approach, students work on writing clear, well-developed academic essays, often in response to readings. Students are encouraged to develop a thoughtful, personal voice using Standard English sentences, with special attention to word choice and sentence variety. This class also addresses lingering punctuation and grammar errors. F, Sp, S.

ENG 101—Composition and Rhetoric (IAI: C1900) (3,3)

A college transfer course; consult the C&CSC for more details.
Prerequisite: Qualifying score on the Placement test or ENG 099 with a grade of "C" or above.

Theory, practice of narrative, descriptive, expository and argumentative writing. Thematic/rhetorical method. Sentence development, paragraphs, compositions, diction, mechanics, analysis, interpretation of prose models. Also offered as Honors. Fee. F, Sp, S.

ENG 102—Composition and Research (IAI: C1901R) (3,3)

A college transfer course; consult the C&CSC for more details.
Prerequisite: ENG 101 with a grade of "C" or above.

Continuation of ENG 101. Research; writing of complex materials using conventions of standard academic English and documentation format(s); critical reading and analysis of varied texts. Also offered as Honors. F, Sp, S.

ENG 103—Introduction to American Literature I, Colonial Period-1860 (IAI: H3914) (3,3)

A college transfer course; consult the C&CSC for more details.
Prerequisite: ENG 101 with a grade of "C" or above.

Historical survey of American cultural and literary movements through study of major writers from the Exploration and Colonial period through the Civil War. Also offered as Honors. F, Sp, S.

ENG 104—Introduction to American Literature II, 1860 to Present (IAI: H3915) (3,3)

A college transfer course; consult the C&CSC for more details.
Prerequisite: ENG 101 with a grade of "C" or above.

Historical survey of American cultural and literary movements through the study of writers from 1860 to the present. Also offered as Honors. F, Sp, S.

ENG 105—Creative Writing: Fiction (3,3)

A college transfer course; consult the C&CSC for more details.
Prerequisite: ENG 101 with a grade of "C" or above.

The structure and elements of fiction and the writing process will be studied with students producing fully-developed works of fiction. Sp.

ENG 108—Creative Writing: Poetry (3,3)

A college transfer course; consult the C&CSC for more details.
Prerequisite: ENG 101 with a grade of "C" or above.

The structure and elements of poetry and the writing process will be studied with students producing fully-developed works of poetry. F.

ENG 111—Introduction to Literature I (IAI: H3900) (3,3)

A college transfer course; consult the C&CSC for more details.
Prerequisite: ENG 101 with a grade of "C" or above.

Analytical approach to literature. Literature may include the novel, short story, poetry and drama. Also offered as Honors. F, Sp, S.

ENG 113—Introduction to Children's Literature (3,3)

A college transfer course; consult the C&CSC for more details.
Prerequisite: ENG 101 with a grade of "C" or above.

Historical and genre approach to children's literature. Evaluating and selecting literature for children. Involving children in fiction and nonfiction literature.

ENG 121—Technical and Business Writing (3,3)

Prerequisites: ENG 101 with a grade of "C" or above; basic keyboarding recommended

Technical report writing, business communications, special reports, proposals. Attention given to integration of charts, drawings, and tables into expository prose. Taught on the microcomputer. Fee.

ENG 123—Ethnic Studies in African American Literature (IAI: H3910D) (3,3)

A college transfer course; consult the C&CSC for more details.
Prerequisite: ENG 101 with grade of C or above

Examination of literary works by African American authors. A survey of genres, including narratives, drama, essays and poetry.

ENG 124—Introduction to Linguistics, Structure and Function of American English (3,3)

A college transfer course; consult the C&CSC for more details.
Prerequisite: ENG 101 with a grade of "C" or above.

Methods of linguistic analysis integrated with study of languages in general and American English in particular. Language levels as well as dialects are studied. Also offered as Honors. Sp.

ENG 202—Introduction to British Literature I (IAI: H3912) (3,3)

A college transfer course; consult the C&CSC for more details.
Prerequisite: ENG 101 with a grade of "C" or above.

Survey of literature movements from the Old English Period to the Enlightenment period of the 18th century, including Beowulf, Chaucer, Spenser, Shakespeare, Swift and Milton. Also offered as Honors. F, Sp.

ENG 203—Introduction to British Literature II (IAI: H3913) (3,3)

A college transfer course; consult the C&CSC for more details.
Prerequisite: ENG 101 with a grade of "C" or above.

Continuation of English 202. Survey of literature movements from the Romantic Period of the 18th century through the 20th century, including the major Romantic and Victorian writers as well as the modern short story writers. Also offered as Honors. F, Sp.

ENG 204—Shakespeare (IAI: H3905) (3,3)

A college transfer course; consult the C&CSC for more details.
Prerequisite: ENG 101 with a grade of "C" or above.

Study of Shakespeare's plays, including selections from the following: Henry V, Hamlet, Midsummer Night's Dream, Macbeth, Twelfth Night, All's Well That Ends Well, King Lear, Merchant of Venice, Anthony and Cleopatra, Othello and The Tempest. Emphasizes Shakespeare as a practical man of the theater. F, Sp.

ENG 206—World Literature I (IAI: H3906) (3,3)

A college transfer course; consult the C&CSC for more details.
Prerequisite: ENG 101 with a grade of "C" or above.

Survey of Western and non-Western literature from the earliest texts up to Cervantes. Also offered as Honors.

ENG 207—World Literature II (IAI: H3907) (3,3)

A college transfer course; consult the C&CSC for more details.
Prerequisite: ENG 101 with a grade of "C" or above.

Survey of major Western and non-Western literature from 1500's to the present. Also offered as Honors.

ENG 208—Introduction to Women's Literature (IAI: H3911D) (3,3)

A college transfer course; consult the C&CSC for more details.
Prerequisite: ENG 101 with a grade of "C" or above.

This course examines various types of literary works by women authors reflecting women's experiences, attitudes, and the many roles women create for themselves. Also offered as Honors. F, Sp, S.

First Aid**FAD 205—Emergency Care and Safety (2,2)**

A college transfer course; consult the C&CSC for more details.

This course is designed for the general public, to prepare people by providing them with the knowledge and skills to meet the needs of most situations when emergency first aid and/or cardiopulmonary resuscitation is required and medical assistance is not excessively delayed. It incorporates personal safety and accident prevention information to acquaint individuals with the causes of many accidents so that action can be taken to eliminate or minimize such causes. Fee. F, Sp, S.

Geography**GEO 103—Geography of the Developed World (IAI: S4901) (3,3)**

A college transfer course; consult the C&CSC for more details.

Examines the geographic problems and prospects associated with urban and industrial development in Europe, North America and other economically advanced areas of the world. F.

GEO 104—Geography of the Emerging World (IAI: S4902N) (3,3)

A college transfer course; consult the C&CSC for more details.

Examines the ways in which location, climates, resources, and cultural factors promote and inhibit change in the developing areas of Asia, Africa and Latin America. Sp.

Geology**GLG 101—Physical Geology (IAI: P1907L) (4,5)**

A college transfer course; consult the C&CSC for more details.

An introduction to the dynamic processes of the earth for the non-science as well as science major. Emphasis is placed on integrating basic Earth Science concepts with the excitement of modern geology. Laboratory included. Fee. F, Sp, S.

Graphic Art: see Art 130, 230, 251, 260, 265, 270

Health and Wellness**HLT 101—Health and Wellness (2,2)**

A college transfer course; consult the C&CSC for more details.

This course deals with the basic factors which influence the health of the individual. Includes: physical and mental outlook on life, intelligent use of foods, living with others, sexual adjustment, disease prevention, choosing health services and protecting our environment. Fulfills state teacher certification requirement. F, Sp, S.

HLT 105—Professionalism in Healthcare (3,3)

This course provides an overview of the health care system and expectations of them as health care professionals. Emphasis is place on professional development, professionalism, business correspondence and technical writing, patient-centered health care, customer relationship management, and networking. Resumes, internships and related processes will be addressed in this course.

HLT 110—Survey of Allied Health Careers (2,2)

This course is designed to give students an overview of the allied health care industry and related health careers. Students will explore personal values and academic goals through individual projects, class exercises and group interaction as they learn the educational requirements of

specific allied health career certificates, degrees and develop the baseline skills necessary for working in healthcare including critical thinking, ethical reasoning, effective communication and self-directed lifelong learning. Lastly, students will survey all of the allied health career program options at South Suburban College.

Health Information Technology

HIT 100—Foundations of Health Information Technology (1,1)

Prerequisite: Open enrollment

This course is intended for those individuals that are interested in applying to the Coding Specialist Certificate program. An overview of the profession is provided with an emphasis on the day to day role, employment settings, salaries and opportunities, membership in professional organizations, program completion requirements, overview of the certification process and the process for maintaining the coding specialist credential.

HIT 101—Health Information Technology (3,4)

Prerequisites: Admission to Coding Specialist Program and HIT 100, 103 & BIO 115

This course introduces the student to the contents of the health record in paper- and electronic-based formats. The student will analyze, synthesize and evaluate the contents of the health record gaining a detailed understanding of documentation requirements, health care data sets, data monitoring and compliance reporting, data definitions, vocabularies, terminologies, nomenclatures, and dictionaries. The student will comprehend the difference between data and information, classification systems and nomenclatures, and primary and secondary data sources. Through hands-on experiences the student will gain a detailed understanding of health information specialty systems for release of information (ROI), coding, chart management, registries, etc. A grade of C or better is required to pass this course successfully. This course requires two hours of lecture and one hour of lab per week (4 contact hours). Fee.

HIT 102—Fundamentals of Medical Terminology (1,1)

This course introduces students to the basic concepts, which includes word roots, prefixes, suffixes, compounding elements and combining-form elements. Course introduces fundamental terms and exercises relating to disease states and disorders of the major body systems and moves to specialty area terms. This course is required for students in Allied Health Programs.

HIT 103—Medical Terminology (3,3)

Prerequisite: RDC 082

This course is for students who intend to apply to the following programs: Medical Assistant, Coding and Billing Specialist, Medical Transcription, Court Reporting and the Associates in Applied Science with Medical Emphasis. This course introduces prefixes, suffixes, word root abbreviations, disease, operative and drug terms related to medical science, hospital service, and paramedical specialties.

HIT 104—Introduction to ICD-10-PCS Coding (3,4)

Prerequisites: Admission to Coding Specialist Program and HIT 100, 103 & BIO 115

The course introduces the ICD-10-PCS coding system, which is used in the United States to classify procedures that are performed in the inpatient hospital setting. Emphasis is placed on learning ICD-10-PCS guidelines and reviewing and dissecting clinical documentation in order to accurately build an ICD-10-PCS code. Further, students will abstract and code procedures from inpatient records utilizing an encoder program. A grade of C or better is required to pass this course successfully. This course requires two hours of lecture and one hour of lab per week (4 contact hours). Fee.

HIT 105—Introduction to ICD-10-CM/PCS Coding (3,4)

Prerequisites: Admission to Coding Specialist Program and HIT 100, 103 & BIO 115

The course introduces the theory, structure, and organization of the International classification of disease using ICD-10-CM. Emphasis is placed on the importance of body structure, procedures, application of coding principles and official guidelines for coding and reporting. The student is introduced to diagnosis related groups (DRGs) and their relationship to coding using the encoder. A grade of C or better is required to pass this course successfully. This course requires two hours of lecture and one hour of lab per week (4 contact hours). Fee.

HIT 106—Introduction to CPT/HCPCS Coding (3,4)

Prerequisite: Admission to Coding Specialist Program and HIT 100, 101, 103, 104, 105, 108, 117.

The course introduces coding and reporting diagnostic and therapeutic procedures in the ambulatory care setting. Students will learn to read and interpret ambulatory health care documentation to code services and procedures using Current Procedural Terminology (CPT) nomenclature. Students will assign codes to non-acute care cases using CPT-4. Students will operate encoder and APC grouper software programs in the lab. A grade of C or better is required to pass this course successfully. This course requires two hours of lecture and one hour of lab per week (4 contact hours). Fee.

HIT 107—Intermediate ICD-10-CM/PCS & CPT Coding (3,4)

Prerequisite: Admission to Coding Specialist Program and HIT 100, 101, 103, 104, 105, 108.

A continuation of HIT 104, HIT 105 and HT 106, this course emphasizes case studies using more complex code assignments with ICD-10-CM, ICD-10-PCS, CPT and HCPCS coding systems. Students will continue hands-on exposure to computerized encoding systems. A grade of C of better is required to pass this course successfully. This course requires two hours of lecture and two hours of lab per week (4 contact hours).

HIT 108—Pathophysiology with Pharmacology (3,3)

Prerequisite: Admission to Coding Specialist Program and HIT 100, 103 & BIO 115

The mechanism of disease and its effect on the human body will be studied, with emphasis on etiology, symptoms, signs, diagnostic findings, and treatment. Special topics in pharmacology will be introduced, including terminology, drug category, uses, side effects, contraindications, and interactions of each body system in relation to the most common diseases, and common dosage ranges and routes. A grade of C of better is required to pass this course successfully.

HIT 114—Legal & Compliance Issues for Health Information Technology (3,3)

Prerequisites: Admission to Coding Specialist Program and HIT 100, 101, 103, 104, 105, 108, 117.

This course covers legislative and regulatory processes, legal terminology, and professional related and practice-related ethical issues. Topics include confidentiality; privacy and security policies, procedures and monitoring; release of information policies and procedures; and professional-related and practice-related ethical issues. A grade of C of better is required to pass this course successfully.

HIT 116—Outpatient Billing & Reimbursement (3,3)

Prerequisites: Admission to Coding Specialist Program and HIT 100, 101, 103, 104, 105, 108, 117.

This course provides the student with the basics of filing insurance claim forms in an outpatient setting. Students are introduced to processing insurance claims, insurance terminology, reimbursement methodologies and completion/submission of the appropriate billing forms. A grade of C of better is required to pass this course successfully.

HIT 117—Inpatient Billing & Reimbursement (3,3)

Prerequisites: Admission to Coding Specialist Program and HIT 100, 103 & BIO 115

This course provides the student with the basics of filing insurance claim forms in an inpatient setting. Students are introduced to billing systems for hospitals, nursing homes, surgical centers, and rehabilitation centers including completion/submission of the appropriate billing forms. A grade of C of better is required to pass this course successfully.

HIT 200—Coding Exam Review and Internship (3,3)

This course provides the student with extensive hand on experience with coding 300 authentic health records from a variety of settings and specialties. It also prepares students for the CCS and CCS-P exams administered by the American Health Information Management Association (AHIMA). A grade of C of better is required to pass this course successfully. A fee is charged in this course which covers the cost of the national exam. This course requires two hours of lecture and four hours of lab per week (6 contact hours). Fee.

History

HIS 101—History of Modern Eastern Asian Civilization (3,3)

A college transfer course; consult the C&CSC for more details.

Focus on China and Japan, secondarily upon Korea and Vietnam. Emphasis on contrast between development of westernized, capitalistic Japan versus Communist China. On demand.

HIS 109—Europe to the 19th Century (IAI: S2903) (3,3)

A college transfer course; consult the C&CSC for more details.

Classical cultures of Greece, Rome, Medieval Europe, the Renaissance, Reformation and the Age of Kings. F.

HIS 110—History of Modern Europe (19th and 20th Centuries) (IAI: S2903) (3,3)

A college transfer course; consult the C&CSC for more details.

Emphasis upon people and events with worldwide impact; Bismarck and German unification; Karl Marx and Socialism, Lenin, Communism and Russian Revolution; Hitler, Nazism, and WW II; Cold War. Sp.

HIS 151—African-American History (3,3)

A college transfer course; consult the C&CSC for more details.

History of the African American from 17th century to present. F, Sp.

HIS 155—History of Latin America I (IAI: S2920N)
(3,3)

A college transfer course; consult the C&CSC for more details.

Political, social and economic history of principal Latin American nations, including the origins and development of its peoples and cultures, to the present. An introductory course focusing on the growth and development of Latin America from its pre-colonial history to the present day. Special emphasis will be placed on the success and failure of democratic procedures and the relationship between Latin America and the United States. The influences of first peoples, African slaves, the Roman Catholic Church, the military and economics on the development of society and the government will also be explored. F, Sp.

HIS 203—Early American History (IAI: S2900) (3,3)

A college transfer course; consult the C&CSC for more details.

Survey of American History-Discovery through Civil War. F, Sp, S.

HIS 204—Later American History (IAI: S2901) (3,3)

A college transfer course; consult the C&CSC for more details.

Survey of American History-Reconstruction to present. F, Sp, S.

HIS 220—Topics in History (3,3)

Prerequisites: A required core history course or permission of the instructor.

Historical issues and trends. Analysis and evaluation of historical eras, movements, ideologies and personages. The topic may vary each semester and include areas such as Jacksonian Democracy, the Civil War, military history, The Civil Rights Movement, history of individual countries and cultures, etc.

HIS 271—History of Modern African Civilization (IAI: S2920N)
(3,3)

A college transfer course; consult the C&CSC for more details.

Major societies of the past, with present problems in areas south of the Sahara. Africa's attempts to overthrow neocolonialism, problems of consolidation with countries; African unity; other present-day African affairs. F, Sp, S.

Human Services

HSA 101—Introduction to Human Services (3,3)

This course provides a foundation for exploring the fields of social work, counseling and human services as well as information on practicum, fieldwork, and internship. It is strongly advised for any student interested in the fields of professional helping.

HSA 102—Interviewing Principles and Techniques
(3,3)

Use of interview in gathering and imparting information pertinent to making diagnostic assessments for the purpose of advocating, referring and/or establishing treatment plans; learning the skills and techniques necessary for effective interviewing.

HSA 107—Psychoactive Drugs (3,3)

The pharmacology of psychoactive drugs and their effect on the body systems is presented. Signs and symptoms of drug use, withdrawal, overdose/toxicity and effects of multiple drug use are discussed.

HSA 108—Introduction to Addiction Counseling (3,3)

An introductory course, focusing on the issue of substance abuse/chemical dependency. Emphasis will be on the pharmacology of psychoactive drugs, and signs and symptoms of psychoactive chemical use/abuse. Various theories of drug use in today's society will be studied, as well as types of treatment available, and the effectiveness of each. Legal considerations associated with the psychoactive substance are also discussed.

HSA 109—Addiction Treatment (3,3)

Examines current treatment modalities and strategies utilized in working with individuals who are chemically dependent. Focus is on the general management of substance abuse disorders, as well as exploring treatment issues for special population groups. A holistic approach to treatment, incorporating bio-psycho-social-spiritual aspects, is emphasized.

HSA 110—Sign Language I (3,3)

An introduction to sign language with emphasis on vocabulary building, sign principles and the development of expressive and receptive sign skills. Brief history of sign language and deaf education, manual and oral. Focus will be on ASL (American Sign Language) principles. F.

HSA 111—Sign Language II (3,3)

Prerequisites: HSA 110 or consent of instructor.

Continuation of HSA 110 at the intermediate level. Course focuses on vocabulary building, conceptual accuracy, and expressive and receptive skill building. Some discussion of job opportunities in areas of deafness and of the culture of the deaf. Sp.

HSA 112—Sign Language III (3,3)*Prerequisites: HSA 111 or consent of instructor.*

This is an introduction to sign language interpreting with emphasis on expressive and receptive skill building. It is an advanced course that focuses on vocabulary building and increasing conceptual accuracy of hearing and deaf idioms. S.

HSA 113—Issues of Diversity (3,3)

This course focuses on cultural diversity as a positive force in a global world. The students will examine the influence of culture in their own lives, and on the lives of others. Through understanding of the importance of cultural differences, human service personnel will be better prepared to bring sensitivity and objectivity to the helping process. Cross-cultural intervention skills are emphasized.

HSA 209—Social Implications of Addictions (3,3)

Explores the effect of alcoholism and substance abuse on the individual, the family, peer group, employer and community in general. Examine theories and techniques of working with individuals and groups impacted by substance abuse.

HSA 212—Intro to Intergroup Relationships (3,3)

Examines principles of working with others in groups. Explores the group process techniques to enhance group function, and development of basic leadership skills. Sp.

HSA 213—Human Services Interventions (3,3)

Introduction to the principles, practices and guidelines used in human services with emphasis on ethical practice.

HSA 231—Human Services Internship I (3,11)*Prerequisite: Consent of coordinator*

Ten hours per week of supervised experiences in facilities such as schools, health care centers, public welfare agencies, family and child welfare agencies that provide human service interventions. A weekly one hour seminar to discuss internship experience is included. This is a course with one hundred and fifty hours of supervised experience in social service agencies with a two hour weekly seminar. Malpractice Insurance Fee.

HSA 233—Addictions Studies Internship I (3,17)*Prerequisites: Consent of coordinator*

Two hundred and fifty hours of supervised experiences in human services agencies that deal with prevention, intervention and counseling of individual and groups affected by substance abuse. A weekly one hour seminar to discuss internship experiences included. Scheduled synchronized sessions are included for the seminar part of the course. Fee.

HSA 234—Addictions Studies Internship II (3,17)*Prerequisites: HSA 233 or consent of coordinator*

This second internship course encompasses the knowledge, skills and values gained in the first substance abuse internship. Additionally, the internship provides opportunities for the student to integrate the varied dimensions of substance abuse counseling. The course includes two hundred and fifty hours of supervised experiences in human services and a weekly one hour seminar. Schedule synchronized sessions are included for the seminar part of the course.

Humanities

HUM 210—World Mythology (IAI: H9 901) (3,3)*A college transfer course; consult the C&CSC for more details.*

An introductory, interdisciplinary, cross-cultural examination of myth from the ancients to the present. Students will study the role of myth in human culture and the role myth plays in daily life. The course is divided into four units: Cosmic Myths, Myths of the Gods, Hero Myths, and Place and Object Myths. F, Sp.

HUM 220—Special Topics in the Arts (1-3, 1-3)*A college transfer course; consult the C&CSC for more details.**Prerequisite: A required core humanities course or permission of the instructor.*

A class or seminar investigating a special topic or issue in the visual and performing arts (art, music, theatre and dance). This course may be repeated once for credit. S.

Humanities & Fine Art

HFA 108—Introduction to Film Appreciation (IAI: F2908) (3,3)*A college transfer course; consult the C&CSC for more details.*

A survey of film as an art form, emphasizing the elements of visual story telling, aesthetics, differences among genres, and criticism. Examines techniques such as pictorial composition, movement, sound, lighting, editing, mise-en-scene, form and narrative. Also offered as Honors. F, Sp, S.

HFA 109—Introduction to Film History (IAI: F2909) (3,3)*A college transfer course; consult the C&CSC for more details.*

A survey of film history, emphasizing social, economic and political aspects and their effects on the cinema and society. Examines major national and international movements, studio and independent filmmaking, documentary, experimental and animated cinema. Also offered as Honors. Sp.

HFA 158—Drama into Film (IAI: HF908) (3,3)

This course focuses on drama as it moves from on-the-page-play format to on-the-screen film format. Emphasis is placed on visual perception of theatrical devices and characteristics of significant works by playwrights and filmmakers of the Western theatre in this interdisciplinary examination of theatre art. F,S.

HFA 201—General Humanities I (IAI: HF902) (3,3)

A college transfer course; consult the C&CSC for more details.

An introductory course which explores culture's attempts to understand humans and their world through important works of art, literature, music, philosophy and religion. The focus is upon key cultural concepts expressed through various creative forms from ancient times through the Renaissance era. No previous knowledge of art or music is required. Also offered as Honors. F, Sp, S.

HFA 202—General Humanities II (IAI: HF903) (3,3)

A college transfer course; consult the C&CSC for more details.

An introductory course which explores culture's attempts to understand humans and their world through important works of art, literature, music, philosophy and religion. The focus is upon key cultural concepts expressed through various creative forms from the seventeenth century to the contemporary world. No previous knowledge of art or music required. HFA 201 is not a prerequisite. Also offered as Honors. F, Sp, S.

HFA 203—Humanities of Eastern Asia (IAI: HF904N) (3,3)

A college transfer course; consult the C&CSC for more details.

An exploration of man's attempts to express his understanding of his nature and the world in which he lives through his art, music, literature and philosophy. Focus centers on Asian cultures including China, Japan, India and Indonesia. Fee. On demand.

See also: ART 105-History of Art Survey I, ART 106-Art History Survey, Renaissance Through Modern, ART 107-Art Appreciation, ART 139-History of Photography, ART 219-Non-Western Art

Law Enforcement: see Criminal Justice System

Law & Paralegal Studies**LAW 101—Fundamentals of Paralegalism (3,3)**

This course is designed to give students a basic understanding of the various functions of the legal assistant in the American legal system and to build a foundation of basic knowledge and skill development which is necessary for someone seeking a career in the Law & Paralegal Studies field. F,Sp.

LAW 103—Law Office Technology (3,3)

This course focuses on technology in the law office setting. Emphasis will be placed on completion of assignments demonstrating proficiency in various applications used in a law office as well as demonstrating proficiency with the issues created by technology in the law office. This course is designed to give the student both substantive and practical knowledge of law office technology and the issues that such technology creates. Consequently the assessment of the student will be based on 50% practical application and 50% theoretical knowledge. Sp.

LAW 201—Evidence and Investigation (3,3)

The course deals with discovery and preparation for trial. It includes the use of private investigators, techniques of preserving evidence, legal discovery tools and evidentiary rules governing discovery. This course is designed to give the student both theoretical and practical knowledge in the field of Evidence and Investigation. Consequently, the assessment of the student will be based on 50% practical application and 50% theoretical knowledge. Sp.

LAW 202—Litigation (3,3)

This course offers instruction on civil litigation procedures commencing from the initial client interview to and including the trial. Emphasis will be placed on procedures authorized under the provisions of the code of civil procedure. Special emphasis will be placed on the content and preparation of documents used in civil law suits. This course is designed to give the student both theoretical and practical knowledge in the field of Litigation. Consequently, the assessment of the student will be based on 50% practical application and 50% theoretical knowledge. F.

LAW 203—Legal Research and Writing I (3,3)

Prerequisites: ENG 101, BLW 201, and LAW 101, admission to the program

Practical training in the process of legal writing, research and analysis in two semesters. Hands-on approach to fact gathering, including interviewing; organization and interpretation; identifying basic legal theories and issues; briefing reported decisions; conducting traditional law library research; introduction to conducting electronic legal research; legal analysis and communicating applicable law via routine internal memorandum of law and opinion letters; and drafting routine legal correspondence, routine documents, pleadings, and discovery tools. Sp.

LAW 204—Law & Paralegal Studies Internship (3,11)

Prerequisites: Completion of LAW 101, BLW 201, 202, SPE 108, LAW 201, 202, 203; admission to the program, and approval of internship site by instructor. LAW 205 may be taken concurrently.

For students in the Law & Paralegal Studies Program. Required for students during their last semester of the program. Students gain on-the-job training in a coordinator approved or current employment approved business and/or a legal related site. Students will work a minimum of 210 hours over the course of the semester (15 hours per week for a period of 14 weeks during the fall or spring semester, or 26.25 hours for a period of 8 weeks during the summer semester). F, Sp, S hybrid (online & classroom.)

LAW 205—Legal Research and Writing II (3,3)

Prerequisite: Successful completion of LAW 203

A continuation of LAW 203, providing more in-depth, hands-on training in the process of legal writing, research and legal analysis so that the student is prepared to excel in the real world as a legal researcher and writer. Particular attention will be paid to: cover letter and resume drafting, drafting of forms, opinion letters, and the intra-office memorandum. F.

LAW 207—Real Property Practice (3,3)

Book principles of Real Property law, recording, title protection, legal descriptions, mortgages, deeds, closings, and leases. Emphasis will be placed on completion of instruments and other practicabilities of real estate law. This course is designed to give the student both theoretical and practical knowledge in the field of Real Estate. Consequently, the assessment of the student will be based on 50% practical application and 50% theoretical knowledge. .

LAW 208—Law of Family Relations (3,3)

Course concerns basic understanding of Illinois family law, with emphasis on dissolution of marriage. Course also deals with the practicabilities, i.e., preparation of necessary documents, Cook County filing procedures and interview

techniques. This course is designed to give the student both theoretical and practical knowledge in the field of Family Law. Consequently, the assessment of the student will be based on 50% practical application and 50% theoretical knowledge.

LAW 209—Estate Planning and Probate Law (3,3)

An introduction to the laws related to Estate Planning and Probate and training in the role of Paralegal as to estate planning and administration of estates, testate and intestate. This course is designed to give the student both theoretical and practical knowledge in the field of Estate Planning. Consequently, the assessment of the student will be based on 50% practical application and 50% theoretical knowledge.

LAW 210—Criminal Law for the Paralegal (3,3)

The course will provide the student with practical paralegal experience in investigation of the criminal case including preparation of documents, interview and preparation of witnesses and trial assistance. This course is designed to give the student both theoretical and practical knowledge in the field of Criminal Law. Consequently, the assessment of the student will be based on 50% practical application and 50% theoretical knowledge.

LAW 211—Alternate Dispute Resolution for the Paralegal (3,3)

This course will provide students with a description and overview of alternate dispute resolution mechanisms, voluntary and mandatory court-ordered arbitration, negotiation, mediation, mediation-arbitration, private judging and early neutral evaluation. The course will focus on client needs regarding the use of ADR, and will explore the changing climate of litigation-oriented practices. Paralegal participation and ethical concerns will be discussed in the context of each of these alternatives. This course is designed to give the student both theoretical and practical knowledge in the field of Alternative Dispute Resolution. Consequently, the assessment of the student will be based on 50% practical application and 50% theoretical knowledge.

LAW 212—Elder Law (3,3)

An introduction to the field of Elder Law. Areas of concentration include Introduction to Elder Law, Health Care and the Elderly, Employment, Housing, Guardianship, Elder Abuse, and Assistance for the Elderly. This course is designed to give the student both theoretical and practical knowledge in the field of Elder Law. Consequently, the assessment of the student will be based on 50% practical application and 50% theoretical knowledge.

LAW 213—Topics in Law (3, 3)

Contemporary critical legal issues and trends. Analysis and evaluation of statutes, regulations, and cases as well as notable secondary authorities. The topics may vary each semester and include such topics as the Americans with Disabilities Act, Constitutional Law, Bankruptcy, Workers Compensation, etc. This course may be repeated up to a maximum of 9 credit hours.

LAW 215— Electronic Discovery (3, 3)

Introduction to the legal and technological factors that impact the electronic discovery process in civil litigation. This is a beginning course explaining the basic technologies involved in electronically stored information and retrieval of that information. It also applies the rules of civil procedure as they relate to electronically stored information and the extent to which those rules govern E-Discovery. This course will provide students with a working knowledge of the principal e-discovery issues encountered in litigation and investigations and the legal framework required to analyze and to resolve the multitude of e-discovery issues. This course will also introduce a variety of industry-standard electronic discovery tools.

Magnetic Resonance Imaging

MRI 200—Patient Care and Safety (3,3)

Prerequisites: Admission to the MRI Program or MRI Fast Track Program

This course introduces the history of nuclear magnetic resonance. Medical ethics, patient care, and health informatics are discussed. The role of the MR technologist and scope of care is presented. The hazards of the MRI environment to the patient, staff and public are examined.

MRI 201—MRI Principles I (3,3)

Prerequisites: MRI 200, concurrent with MRI 202, MRI 210

This course provides an introduction to the theories, and concepts of magnetic resonance properties, the types of magnets utilized, and the NMR signal generation. MR terminology, pulse sequencing, and basic principles of magnet safety will be introduced.

MRI 202— MRI Clinical Education I (3,16)

Prerequisites: MRI 200, concurrent with MRI 201, MRI 210

This course provides an introduction to practical clinical experience of the MRI department. A weekly seminar is included. MRI scanning of anatomy and common pathologies will be explored. Clinical assignment is by Program Coordinator. A total of 160 clinical hours required. Students are awarded a letter grade.

MRI 203—MRI Principles II (3,3)

Prerequisites: MRI 200, MRI 201, MRI 202, MRI 210, or MRI Fast Track students having successfully completed MRI 200, MRI 201, and MRI 210. Concurrent with MRI 205, and MRI 211.

Spatial encoding, k-space, MRI protocol optimization and advanced imaging techniques and MR angiography will be presented in this course. Imaging parameters and artifact techniques will be introduced, as well as MRI contrast agent's effects on MR images.

MRI 205—MRI Clinical Education II (3,16)

Prerequisites: MRI 200, MRI 201, MRI 202, and MRI 210. Concurrent: MRI 203 and MRI 211.

This course provides the continuation to practical clinical experience and education in the MRI department. A weekly seminar is included. MR scanning of anatomy and common pathologies will be explored. Clinical assignment is by Program Coordinator. A total of 256 clinical hours required.

MRI 206—Clinical Education III (3,16)

Prerequisites: MRI 200, MRI 201, MRI 202, MRI 210, MRI 203, MRI 205, and MRI 211.

The seminar will include a review and discussion of MRI principles, sequences and methods. Emphasis is placed on the interdependence of theory and principles in preparation of the ARRT examination. 128 hours (16 hours per week for 8 weeks) of advanced clinical experience in assigned MRI department. Clinical assignment is by Program Coordinator. Students are awarded a letter grade.

MRI 210—Sectional Imaging Anatomy I (3,3)

Prerequisites: AAS in Radiologic Technology or equivalent, or BIO-185 and BIO 186

Online study of human anatomy in the transverse, longitudinal, and coronal planes. Emphasis on the organs in the brain, spine, and abdomen. Demonstration of how these structures appear on ultrasound scans, computerized tomography, and MRI. Completion of Sectional Imaging and Anatomy I does not guarantee admission into the MRI Program.

MRI 211—Sectional Anatomy II (3,3)

Prerequisite: MRI 210

Online Study of human anatomy in the transverse, longitudinal, and coronal planes. Emphasis on the organs in the abdomen, pelvis, thorax, and head. Demonstration of how these structures appear on ultrasound scans, computerized tomography, and MRI. Completion of Sectional Imaging and Anatomy II does not guarantee admission into the MRI Program.

Management Information Systems

MIS 101—Computer Literacy and Applications (3,4)

A college transfer course; consult the C&CSC for more details.

An exploration of how the computer impacts all aspects of society: the home, job place, and business, scientific and allied health careers. Course content includes an overview of operating systems software and computer hardware, an overview of management information systems and programming languages; hands-on computer problem-solving experiences using word processing, spreadsheet, database management, presentation graphics; and communication including the Internet. To facilitate your success in this course, previous keyboarding or typing instruction is highly recommended to create and manipulate files on the microcomputer. Fee. MIS 101 is also offered as an online course. Students considering the online format must have Internet access and familiarity with the Internet and email, as well as attaching files to email messages. The hands-on portion of the course uses the latest version of Microsoft Office; therefore students taking this course via the Internet must have the latest version of Office software available as well. Fee.

MIS 102—Computer Logic (3,4)

Prerequisite: Previous or concurrent enrollment in MIS 101 is recommended.

Computer Logic is intended to provide students with in-depth practice in techniques used to analyze and solve problems which avail themselves to computerization. This class does not teach a specific programming language, but instead focuses on methods common with all languages. Topics will include flowcharting, decision tables, pseudocode, files and arrays.

MIS 104—BASIC/Visual Basic Programming (3,4)

A college transfer course; consult the C&CSC for more details.

Prerequisite: MIS 102 or equivalent.

Computer programming in BASIC/Visual BASIC. Students learn the basic elements of programming including: source code preparation and program flow. Students will learn the fundamental syntax requirements of this very popular language; write elementary programs; and progress to more advanced topics: input-output, using disk files, menu writing, creating user friendly programs. Fee.

MIS 110—Intro to Computer Technology (3,4)

Prerequisite: MIS 101 or equivalent.

A study of the fundamentals of Microsoft Windows operating system environment for microcomputers. The student will explore the unique hardware of microcomputers that is controlled by the operating system and the commands that control the Windows environment. The student will customize and manage the Windows system. Fee.

MIS 111—Advanced Operating Systems (3,4)

Prerequisite: MIS 101 or equivalent.

Manipulation of the UNIX/Linux operating system and the many utilities contained within it will be covered in this course as well as an overview of the UNIX/Linux shell. Fee.

MIS 130—Data Communication & Networking (3,3)

Prerequisites: MIS 110 with a grade of "C" or better

This course will teach students about the transmission of data, voice and video. The course also covers Networking and Network applications. The topics of Local Area Network, Wide Area Network and Wireless Transmission will be introduced. Packet analyzers will be discussed and utilized.

MIS 135—Internet Fundamentals (1,2)

This course is an exploration of the many uses of the internet. The student will learn the basic network skills that drive the Internet as well as its many uses. Emphasis will be placed on learning to uses the Internet's many tools and wise use of the information received. Students will learn to protect their computer and themselves from many of the hazards found on the Internet. Fee.

MIS 190—Windows Workstation Certification (3,4)

Prerequisites: MIS 101 or equivalent.

This is an advanced course in Windows configuration and networking. The course will provide a strong foundation for the workstation portion of the Microsoft certification test requirements. The student will learn advanced Windows skills, and to use Windows as a network workstation. This course will not include a Microsoft Certification exam. Fee.

MIS 195—Windows Server Administration (3,4)

Prerequisites: MIS 101, CIS 180, and MIS 110 or equivalent.

This course will provide a strong foundation for the server portion of the Microsoft certification test requirements. The student who completes this course will have a full utility belt of resources with which to tackle everyday Windows networking administration problems. This course will not include a Microsoft Certification exam. Fee.

MIS 205—Computer Systems Development (3,4)

Prerequisite: MIS 101 or equivalent.

The design of business information systems and their integration into an overall computer-based total quality management information system (TQM). Study of basic approaches and methods used in the development of integrated business information systems. Topics include: systems study and analysis, system flowcharting, data collection techniques, performance specifications, file design and management, determination of processing and equipment requirements, and calculation of network charts. The concepts of Total Quality Management will be stressed throughout the course. A continuing comprehensive case study, which covers the entire scope of a systems development project, will be utilized.

MIS 206—Field Project I (3, arranged)

Prerequisite: An interview with the instructor is required. Written permission will then be provided for eligible students.

This course provides students an opportunity to receive college credit by being employed at a business establishment and receiving on-the-job Information Technology training, working a minimum of 15 hours weekly. The college will assist the student in finding and maintaining a coordinator approved Information Technology work-site. One hour specialized seminars are held once a week with the instructor to provide students with needed information to help them prepare for a successful Information Technology career. On demand.

MIS 211—Linux + (3,3)

Prerequisites: MIS 111-Advanced Operating System

This course covers the fundamentals of Linux operating system. Students will learn about Linux Shell, How to Manage Linux Users, How to Manage Linux Files and Directories, How to Manage Linux Process and Manage Linux Network Setting, Etc. The purpose of this course is to prepare students for the Linux + Exam. Linux + certification is a vendor neutral certification designed and administered by CompTIA. The Linux + certification is designed to verify a student's knowledge and skills with the Linux operating system in general. Fee.

MIS 212—Visual C# Programming (3,4)

Prerequisites: MIS 102 or equivalent.

C# Programming is offered for students who have a good working knowledge of C language. It is designed to teach the extensions of C and to introduce the concepts of object oriented programming emphasizing the ideas of class, objects, and inheritance. Fee.

MIS 213—Computer Information Security (4,4)

This course will teach students about the aspects of Computer and Information Security. The course will cover security issues affecting hardware, software and information. The topics of Cyber Crime, Network Security, Internet Security, Malware, Denial Of Service Attacks, Security Management, Encryption And Cryptography will also be covered.

MIS 214—Advanced Visual BASIC (3,4)

Prerequisite: MIS 104

A study of the essentials of the object oriented language "Visual BASIC". The concepts of object oriented programming will be the foundation of the course. The use of Visual BASIC command structures as well as visual programming environment will be taught. Students will create programs to run in the Windows environment. Fee.

MIS 215—IT Project Management (3,4)

Prerequisite: MIS 205 or equivalent.

This course will study the principles necessary to determine the feasibility and costs of undertaking an IT systems development project, as well as techniques to manage and control systems project. Fee.

MIS 216—JAVA Programming Introduction (3,4)

Prerequisite: MIS 102

An introduction to programming for the Internet World Wide Web, using the Java compiler. Language basics, creating screen forms using interactive objects, scripts, as well as graphics, and hyperlinks will be taught.

MIS 217—Visual Basic Scripting (3,4)

Prerequisites: MIS 102 Computer Logic

This course covers the fundamentals of Microsoft WSH (Windows Scripting Host) and VBScript programming language. Visual Basic Scripting Language (VBScript) is a member of the Visual Basic Family of programming languages. Students will learn how to directly access and manipulate Windows resources such as Windows desktop, file system, Registry, printers, and network resources. The course includes the capability to create scripts and apply logic to perform specific tasks to manipulate Windows operating system resources. Fee.

MIS 221—Database Processing (3,4)

Prerequisite: MIS 101 or equivalent.

An introduction to database processing covering the primary database structures, including their definition, creation and manipulation. The design, implementation and administration of a database will also be considered. Fee.

MIS 230—IT Support (3,4)

Prerequisite: MIS 101

This course will teach students about Help Desk Concepts. The course will cover the problem solving process that is used to solve challenging computer problems and the tools of technologies that are used to determine the cause of the problem. Fee.

MIS 250—Management Information System (3,4)

Prerequisites: MIS 101 and MIS 110

This course will teach students about aspects of Management Information Systems. The course will cover Management Information Systems issues effecting Information Technology, Information Systems and Information System Resources. The topics of Hardware and Software, Database Processing, Data Communication, the Internet, E-Commerce, Business Intelligence and System Development will be covered.

MIS 253—Cybersecurity Analyst (3,4)

Prerequisites: MIS 213 Computer Information Security and concurrent enrollment in CIS 213 Security +.

This course covers the fundamentals of cybersecurity. Students will learn cybersecurity skills and knowledge. This course aims to introduce cybersecurity analyst skills and incident response handling skills to the students. The course includes intelligence and threat detection techniques, interpreting data, and addressing vulnerabilities. Topics that will be covered are preventive measures and incident recovery as they apply to data applications and digital infrastructure. Fee.

MIS 299—Special Topics in Computer Information Systems (Variable, 1-6)

Prerequisite: Permission of Instructor.

A third or fourth semester course to meet the needs of advanced students. This course addresses the rapid change in computer technology by presenting leading-edge concepts. Topics will be determined and/or approved by the instructor. Fee. On demand.

Manufacturing

MFG 101—Manufacturing Safety (3,4)

Provides the student with an introduction to the manufacturing world and provides specific instruction to facilitate safe work practices in industrial environments. Introduces manufacturing specializations such as mechatronics, precision machining and welding. Covers fire safety, pressurized gases, electrical hazards, and safe machine usage. Students will also become acquainted with OSHA policy. Students will have the opportunity to earn the Safety Certification through Manufacturing Skill Standards Council (MSSC). Fee.

MFG 102—Manufacturing Math (2,2)

This course is designed for students in a manufacturing environment. The primary goal of this course is to help individuals acquire a solid foundation in the basic skills of math that relate to industrial manufacturing. Reviews arithmetic, introduces basic algebraic and right triangle trigonometric techniques. This course is not transferable, does not satisfy the prerequisite for any other mathematics course, and does not satisfy any general education requirements.

MFG 103—Quality & Measuring in Manufacturing (3,4)

This course provides exploration of the field of manufacturing, including key skills needed in the manufacturing world and provides an introduction to controlling and improving quality in a manufacturing setting. It explores ways that manufacturers use data and analysis to improve quality. Students will have the opportunity to earn the Quality and Measurement Certification through the Manufacturing Skill Standards Council (MSSC). Fee.

MFG 104—Production in Manufacturing (3,4)

This course provides further exploration of the field of manufacturing, including key skills needed in the manufacturing world and provides the basics of how manufacturing transforms materials into products. Students will learn about the varying types of production, the materials that are used in production and the types of processes used in manufacturing including machining, casting and assembly. Students will have the opportunity to earn the Production Certification through Manufacturing Skill Standards Council (MSSC). Fee.

MFG 107—Manufacturing Maintenance (3,4)

This course provides further exploration of the field of manufacturing, including key skills needed in the manufacturing world, provides a basic understanding of tools and equipment used in manufacturing, and knowledge of how to improve productivity through predictive and preventive maintenance. Students will have the opportunity to earn the Maintenance Certification through Manufacturing Skill Standards Council (MSSC). Fee.

MFG 120—Manufacturing Internship (2,7)

Applies and expands manufacturing skills and knowledge in the workplace environment. Students will have an on-site supervisor who will assign duties in the workplace. Scheduled face-to-face on campus sessions will be conducted to assess the student's progress, problem areas, and review appropriateness of work involvement. Actual permissible duties and activities will be determined based upon the student's knowledge and skills. Student must complete a minimum of 80 hours at the work site. **(Starts last 8 weeks)**

MFG 121—Industrial Safety (2,2)

This course provides a basic overview of the concepts of safety in industrial plant situations. Topics include tool and machine safety, fire protection, eye safety, basic electrical safety, ladder safety, and government safety regulations as well as the elements of a good safety program.

MFG 122—Industrial Blue Print Reading I (2,2)

Industrial Blueprint Reading I is a course designed to progress logically from an introduction to blueprint reading through a study of the fundamental skills and concepts involved in reading, sketching, and interpreting drawings.

MFG 123—Mechanical Drives I (4,6)

Mechanical Drives I teaches the fundamentals of mechanical transmission systems used in industrial, agricultural, and mobile applications. Learners will study and practice industry-relevant skills including how to operate, install, analyze performance, and design basic mechanical transmission systems using chains, v-belts, spur gears, bearings, and couplings.

MFG 124—Electricity and Motors (4,6)

This course is a study of basic electricity for industrial electricians. It includes a study of electric machines commonly found in industrial, commercial, and residential applications: single phase AC motors, three-phase AC electric motors, and DC electric motors. Students practice industry-relevant skills including operation, installation, analyzing performance, and selecting electric machines for various applications. Troubleshooting techniques will be emphasized throughout this course.

MFG 131—Equipment Maintenance (3,4)

This course provides basic theory of power transmission equipment and practical applications of it. Basic concepts and procedures for the maintenance and replacement of bearings; "V" timing and flat belts; chain and chain drives; shaft couplings; gearing, clutches and brakes; lubrication; centrifugal pumps; bearings; screw threads; mechanical fasteners; packing and seals will be studied. Basic troubleshooting techniques needed to maintain equipment will be emphasized.

MFG 132—Industrial Hydraulics (3,4)

This course is designed to safely introduce all components, circuits, and principles commonly used in industry, and to fully acquaint the student with principles of hydraulic fluid power. Practical working circuits with many variations will be developed in a laboratory environment. Electro-mechanical demonstrations tie machine fluid power and electrical behavior together for industrial situations. Also basic trouble-shooting techniques will be addressed.

MFG 133—Industrial Pneumatics (2,3)

This course is designed to safely introduce all components, circuits, and principles commonly used in industry, and to fully acquaint the student with principles of pneumatic power. Practical working pneumatic circuits with many variations will be developed in a laboratory environment. Electro-mechanical exercises tie machine pneumatic power and electrical behavior together for industrial understanding. Troubleshooting techniques will be emphasized throughout this course.

MFG 134—Programmable Controllers (PLC) (3,4)

This course teaches the fundamentals of programmable controllers (PLC) systems. It focuses on the underlying principles of how PLCs work and provides practical information about installing, programming, and maintaining a PLC system. No previous knowledge of PLC systems or programming is necessary. This course presents PLCs in a generic sense, and the content is broad enough to allow the information to be applied to a wide range of PLC models. All topics are covered in small segments, developing a firm foundation for each concept and operation before advancing to the next. Each topic covered contains a variety of generic programming assignments that are compatible with most types of PLCs.

MFG 136—Maintenance Technology Internship (2,6)

Applies and expands industrial maintenance skills and knowledge in the workplace environment. Students will have an on-site supervisor who will assign duties in the workplace. Scheduled face-to-face on campus sessions will be conducted to assess the student's progress, problem areas, and review appropriateness of work involvement. Actual permissible duties and activities will be determined based upon the student's knowledge and skills. Student must complete a minimum of 80 hours at the work site.

Mathematics

To assure correct initial placement into the proper math course, new students are required to take a Math placement test prior to registration. An Internet component may be required for some sections of math. Contact the Math Department for more information.

MTH 093—Pre-Algebra (3,3)

Prerequisite: Qualifying score on the Placement Test.

Since a deep understanding of arithmetic is required to prepare students for algebra, calculators are not permitted. Topics include fractions, decimals, percent, signed numbers, linear equations, and problem solving. The successful completion of this course as a prerequisite for the next math course will expire 18 months from the posting of its final grade. F, Sp, S.

MTH 095—Elementary Algebra (4,4)

Prerequisite: MTH 093 with a grade of "C" or above, or qualifying score on the Placement test.

Elementary concepts of algebra will be covered, including linear and quadratic equations, inequalities, and linear systems; operations and polynomials; factoring; graphing linear equations; slope; introduction to functions; appropriate word problems. The successful completion of this course as a prerequisite for the next math course will expire 18 months from the posting of its final grade. F, Sp, S.

MTH 096—Elementary Geometry (3,3)

Prerequisite: MTH 093 with a grade of "C" or above, or qualifying score with Placement into MTH 095 or higher

An introductory course in geometry. Topics covered include Euclidean axioms and theorems, proofs, points and lines, quadrilaterals and other polygons, circles, area and perimeter, and similarity. F.

MTH 097—Essential Intermediate Algebra (4,4)

MTH 093 with a grade of “C” or above, or qualifying score on the placement test.

This course will provide students with the algebraic background necessary for MTH 115 or MTH 126. Qualifying students should have no other math requirements for their degree or major. This course is not a prerequisite for MTH 165 or MTH 145. Topics include fundamental algebraic properties; expressions and equations; linear, quadratic, radical, rational, and exponential functions; set theory; applications. Scientific calculator required, or a graphing calculator is optional. The successful completion of this course as a prerequisite for the next math course will expire 18 months from the posting of its final grade. F, Sp, S.

MTH 100—Intermediate Algebra (4,4)

Not intended as a college transfer course; consult the C&CSC for more details.

MTH 095 with a grade of “C” or above, or qualifying score on the placement test.

This course is a continuation of Elementary Algebra. Topics include rational expressions and equations, linear and quadratic functions, rational exponents and radicals, complex numbers, quadratic equations and inequalities, and appropriate applications. Scientific calculator required, or a graphing calculator is optional. The successful completion of this course as a prerequisite for the next math course will expire 18 months from the posting of its final grade. F, Sp, S.

MTH 103—Fundamentals of Mathematics (3,3)

Prerequisite: MTH 095 or MTH 097 with a grade of “C” or above or qualifying score on the Placement Test.

Topics covered include numeration systems, problem solving with sets, logic, algebra, sequences, geometry, measurement, probability, and statistics. Calculator optional. Sp.

MTH 106—Technical Mathematics I, Algebra & Trigonometry (5,5)

MTH 100 with a grade of “C” or above or qualifying score on the Placement Test AND successful completion of high school geometry or MTH 096 – each with a “C” or above.

Applications to technologies stressed. Review of algebra and geometry; linear equations; graphs, exponents and radicals; exponential and logarithmic functions; study of trigonometry, including trigonometric functions, graphs of trigonometric functions, triangle solutions and vectors, systems of linear equations, and determinants. A graphing calculator is required, TI-83 or 84 preferred. On demand.

MTH 111—Technical Mathematics II, Analytic Geometry and Calculus (5,5)

Prerequisites: MTH 106 or MTH 169 with a grade of “C” or above.

Topics include theory and development of higher degree equations, determinants, sequences and series, analytic geometry, basic statistics, introduction to Calculus. Emphasis on applications. A graphing calculator is required, TI-83 or 84 preferred. On demand.

MTH 115—General Education Mathematics (IAI: M1904) (3,3)

A college transfer course; consult the C&CSC for more details.

Prerequisite: MTH 100 or MTH 097 with a “C” or above or qualifying score on the Placement test.

This course, for non-science majors, focuses on mathematical reasoning and the solving of real-life problems and appreciation, rather than on routine skills. Three or four topics are studied in depth, with at least three chosen from the following list: geometry, counting techniques and probability, graph theory, logic and set theory, mathematical modeling, mathematics of finance, game theory, linear programming, statistics, voting and apportionment. A scientific or graphing calculator will be required. F, Sp, S.

MTH 126—Fundamentals of Statistics (IAI: M1902) (3,4)

A college transfer course; consult the C&CSC for more details.

Prerequisite: MTH 097 or MTH 100 with a grade of “C” or above or qualifying score on the Placement test.

An introductory course designed to provide students with an understanding of reasoning involved in a statistician’s approach to a wide variety of problems. This course focuses on statistical reasoning and the solving of problems using real-world data rather than on computational skills. This course is intended as a general education mathematics course, and is not intended for business or mathematics majors. Use of a graphing calculator and/or statistical software will be required. F, Sp, S.

MTH 145—Math Concepts & Structures I (4,4)

A college transfer course; consult the C&CSC for more details.

Prerequisite: MTH 100 with a grade of “C” or above or qualifying score on the Placement Test AND successful completion of high school geometry or MTH 096, each with a “C” or above.

An introductory content-oriented course for elementary school teachers; not a methods course. Topics include problem solving, set theory, numeration systems, number theory, ratio and proportion, integers, rational numbers and the real number system, functions and their graphs. The understanding of algorithms is emphasized. A scientific calculator is required. F.

MTH 146—Math Concepts & Structures II (IAI: M1903) (4,4)

A college transfer course; consult the C&CSC for more details.

Prerequisites: MTH 145 with a grade of “C” or above AND successful completion of high school geometry or MTH 096, each with a “C” or above.

A continuation of Math 145. Topics include probability, statistics, informal geometry, measurement, congruency and similarity, Euclidean constructions, and coordinate geometry. A scientific calculator is required. Sp.

MTH 161—Finite Mathematics (IAI: M1906) (4,4)

A college transfer course; consult the C&CSC for more details.
Prerequisite: MTH 165 with a grade of "C" or above or qualifying score on the Placement Test AND successful completion of high school geometry or MTH 096, each with a "C" or above.

Designed for students not majoring or minoring in mathematics, this course will present an introduction to mathematical topics with applications to business, economics, Social Sciences and Life Sciences. Functions and graphs, sets, matrix theory, systems of linear equations and inequalities, linear programming, counting techniques, probability, and mathematics of finance will be covered. A graphing calculator is required, TI-83 or 84 preferred. Every other S (odd years).

MTH 165—College Algebra (4,4)

A college transfer course; consult the C&CSC for more details.
Prerequisite: MTH 100 with a grade of "C" or above or qualifying score on the Placement Test AND successful completion of high school geometry or MTH 096, each with a "C" or above. (Grade of "B" in MTH 100 is recommended.)

This course emphasizes a graphical approach to college algebra. Topics include linear, polynomial, rational, exponential, and logarithmic functions; systems of equations and inequalities; matrices. A graphing calculator is required, TI-83 or 84 preferred. F, Sp, S.

MTH 169—Precalculus (5,5)

A college transfer course; consult the C&CSC for more details.
Prerequisites: Qualifying score on the Placement test or MTH 165 with a grade of "C" or above. (Grade of "B" or above in MTH 165 is recommended).

An intensive course designed to prepare students for calculus. Topics include trigonometry; conic sections; sequences and series; vectors & polar coordinates; introduction to limits. A graphing calculator is required, TI-83 or 84 preferred. F, Sp, S.

MTH 180—Calculus for Business and Social Science (IAI: M1 900-B) (4,4)

A college transfer course; consult the C&CSC for more details.
Prerequisites: Qualifying score on the Placement test, or MTH 165 with a grade of "C" or above.

This course is designed specifically for students in business and the social sciences with emphasis on applications of basic concepts of calculus rather than proofs. Topics include: limits, differentiation of polynomial, rational, exponential and logarithmic functions; maxima and minima; partial derivatives; and integration techniques including substitution and integration by parts. Applications are emphasized. A graphing calculator is required, TI-83 or 84 preferred. Sp, S.

MTH 190—Calculus and Analytic Geometry I (IAI: MTH 901) (IAI: M1 900-1) (5,5)

A college transfer course; consult the C&CSC for more details.
Prerequisite: Qualifying score on the Placement test, or MTH 169 with a grade of "C" or above required. (Grade of "B" or above in MTH 169 recommended)

Topics include basic terminology, limits and their properties, derivatives of algebraic, trigonometric and transcendental functions, applications of the derivative, anti-derivatives, definite integrals. Graphing calculator required, TI 83 or 84 preferred. (Symbolic manipulators are not permitted). Sp, S.

MTH 200—Introduction to Linear Algebra (3,3)

A college transfer course; consult the C&CSC for more details.
Prerequisite: MTH 190 or MTH 180 with a grade of "C" or above.

Basic concepts of linear algebra and matrix theory. Emphasis on interpretation and development of computational tools. An introduction to abstract mathematical ideas. Topics include systems of linear equations, matrix operations, vectors and vector spaces, linear transformation, determinants, and characteristic vectors. Graphing calculator required, TI 83 or 84 preferred. Every other S (odd years).

MTH 203—Calculus and Analytic Geometry II (IAI: MTH 902) (IAI: M1 900-2) (5,5)

A college transfer course; consult the C&CSC for more details.
Prerequisite: MTH 190 with a grade of "C" or above.

Topics include applications of integration, techniques of integration, improper integrals, infinite series, conic sections, parametric equations and polar coordinates. Graphing calculator required, TI 83 or 84 preferred. (Symbolic manipulators are not permitted). F, S.

MTH 204—Calculus and Analytic Geometry III (IAI: MTH 903) (IAI: M1 900-3) (5,5)

A college transfer course; consult the C&CSC for more details.
Prerequisite: MTH 203 with a grade of "C" or above.

Two and three dimensional vectors and vector operations, geometry of space, cylindrical and spherical coordinates, vector-valued functions and applications, multi-variable functions, partial differentiation and applications, multiple integration and applications, vector analysis including line integrals and surface integrals. Graphing calculator required, TI 83 or 84 preferred. (Symbolic manipulators are not permitted). Sp.

MTH 205—Differential Equations (IAI: MTH 912) (3,3)

A college transfer course; consult the C&CSC for more details.

Prerequisite: MTH 203 with a grade of "C" or above.

Topics include methods for classifying and solving first and higher-order differential equations. Advanced methods will include Laplace transforms and at least one of the following: series, systems, partial differential equations, or other advanced topics. Applications relevant to physics, engineering and mathematics. This course provides a foundation for further work in mathematics. Graphing calculator required, TI 83 or 84 preferred. (Symbolic manipulators are not permitted). Every other F (even years).

MTH 211—Introductory Statistics (IAI: BUS 901) (IAI: M1 902) (4,4)

A college transfer course; consult the C&CSC for more details.

Prerequisite: MTH 165 or MTH 161 with grades of "C" or above, or qualifying score on the Placement test.

Methods of collection, presentation and interpretation of quantitative general, business and economic data. Other topics include averages, measures of variation, probability, sampling, interval estimation, tests of significance, linear regression and correlation. Use of a graphing calculator and/or statistical software will be required. F, Sp, S.

Medical Assistant

MAS 100—Phlebotomy For Health Care Providers (2,3)

This course is designed to introduce health care providers to blood drawing experiences as well as basic skills to perform routine laboratory screening procedures. This course does not qualify students to take the National Boards/Certification Examinations.

MAS 101—Pharmacology for Health Care Providers (2,3)

Prerequisites: Admission to the program, BIO 115 or BIO 185/186, MIS 101, MAS 104 and HIT 103.

The focus of this course is on pharmacological principles and the disease process. The student will be taught relationships between drugs, drug interaction and drug application for specific diseases.

MAS 104—Medical Office Foundations (1,1)

The course explores opportunities available for students interested in medical assistant, medical transcriptionist and coding/billing specialist careers. Included will be an introduction to the basic skills needed to perform these jobs.

MAS 105—Administrative Medical Assistant I (3,3)

Prerequisites: Admission to the program.

This course introduces the student to the role of the administrative medical assistant. It covers the flow of activities from the time a patient first makes an appointment leading to the time when the patient first arrives for services.

MAS 106—Clinical Medical Assistant I (3,4)

This course introduces reviews introductory skills performed by the clinical medical assistant. These skills include: maintaining medical asepsis, obtaining vital signs, measuring hearing and vision acuity, recording electrographs and performing spirometry.

MAS 107—Administrative Medical Assistant II (3,3)

This course introduces the medical assistant to coding of patient diagnosis along with office procedures for proper payment/reimbursement by the insurance company.

MAS 108—Clinical Medical Assistant II (3,4)

This course presents an overview of basic medical office laboratory skills. The student will be introduced to blood drawing and routine physician office laboratory screening procedures.

MAS 112—Functional Anatomy and Physiology for Medical Assistants (4,4)

Prerequisites: Admission to the program.

This course will start by covering the Medical Assistants role in exams, pathophysiology, and anatomy of each body system. Students will identify the body systems and common diseases of each body system, doctors/specialists and medications that treat that disease/system and etiology of the disease. The medical assistant clinical skills labs will be reinforced in preparation for externship.

MAS 113—Medical Assistant Exam Review (2,2)

Prerequisites: Admission to the program.

Prepares students with study skills and tips necessary to successfully pass the medical assistant certification exam. Provides assistance and guidelines for submitting the certification exam application, reviews content on the medical assistant certification exam, develops resume writing and interviewing skills.

MAS 115—Medical Law and Ethics (3,3)

This course is designed to be an introduction to the day-to-day legal and ethical considerations arising through work in the medical professions. Discussions will include the legal responsibility, professional liability, civil liability and problems created by advanced life support technology and physician-patient relationships.

MAS 116—Medical Assistant Externship (3,12)

Prerequisites: must have completed all program courses except MAS113.

Students are placed in an ambulatory care setting for practical application of the administrative and clinical skills acquired in the medical assistant program. Students will be under the supervision of the program coordinator and the partnering medical facility for the entire duration of the clinical extern experience. Each student must complete 160 unpaid externship hours, upon completion of externship and successful completion of the MAS student will be eligible to sit for certification through the AAMA or the AMT.

Mental Health-See Human Services Associate

Music

MUS 105—Aural Foundations of Improvisation I (2,3)

Prerequisite: Three years prior musical experience or instructor approval

Development of aural recognition and responses to the fundamental elements of melody and harmony within the be-bop style (ca. 1940). Open to all experienced performers. F, Sp.

MUS 106—Fundamentals of Music (3,3)

Concurrent enrollment in MUS 107 is required.

An introductory music theory course for music and non-music majors. It covers rudiments of music, such as music notation, rhythm, meter, time signature, key signatures, major scales, minor scales, intervals, transposition and chords. Each student has access to an electronic keyboard for direct application of classroom work. F,Sp,S.

MUS 107—Fundamentals of Ear Training (1,2)

Concurrent enrollment in MUS 106 is required

An introductory aural skills course for music majors to perform four major tasks: (1) singing intervallic exercises, tonal indexing, dyadic exercises and harmonic drills; (2) hearing rhythm, meter, intervals, chords and melody; (3) writing of memorized melodies; and (4) dictating intervals, melody and chords. F,Sp,S.

MUS 109—Introduction to Music Business (3,3)

A college transfer course; consult the C&CSC for more details.

This is an introductory course that provides the student with a comprehensive overview of the music industry and the diverse career paths in the field of music. Students will explore the topics of music publishing, the recording industry, live sound, music products retail, promotion and artist management, songwriting, and music entrepreneurship.

MUS 115—Introduction to Music Literature (3,3)

A survey of music literature including Western Art Music from the Middle Ages to the present. Emphasis is placed on hearing, following musical scores and becoming acquainted with significant composers and music literature from commonly accepted music period. (This course is intended for music majors). Sp-odd, On demand.

MUS 116—Music Theory I (3,3)

Prerequisite: MUS 106 or Pass the Theory Placement Exam. Concurrent enrollment in MUS 117 is required

First music theory course for all music majors in the four-semester sequence. It covers melodic axioms and diatonic harmonic idioms of the common-practice period music, harmonic series, scale patterns, harmonic analysis of tonal music, principles of binary and ternary forms, realization of the Figured Bass numerals and melodic harmonization in piano and homophonic textures. F,Sp, on demand.

MUS 117—Ear Training and Sight Reading I (1,2)

Prerequisite: MUS 107 and/or permission of instructor. Concurrent enrollment in MUS 116 is required

First aural skills course for all music majors in the four-semester sequence. This course is also known as an applied music theory course, in which students apply what they learn in music theory to ear training and sight singing. It consists of two essential parts: singing and writing. The first portion contains different kinds of singing exercises that help students improve their proficiency in tonal retention, visual recognition and tonal reference, and vertical perception. The drills include tonicization patterns, intervals, tonal indexing, memorized melodies, dyadic progression and harmonic progression. Techniques of sight-singing will also be taught. The second part addresses on the speedwriting of memorized melodies and the dictation of interval, rhythm, melody and harmony. F,Sp, on demand.

MUS 118—Italian Diction (1,2)

A college transfer course; consult the C&CSC for more details.

Prerequisite: Music majors or permission of instructor.

Italian diction for singers. An introduction to correct pronunciation of Italian songs and arias with translation only to aid in understanding of the music. On demand.

MUS 119—German Diction (1,2)

A college transfer course; consult the C&CSC for more details.

Prerequisite: Music majors or permission of instructor.

German diction for singers. An introduction to correct pronunciation of German songs and arias with translation only to aid in understanding of the music. Fee. On demand.

MUS 123—Music Appreciation (IAI: F1900) (3,3)

A college transfer course; consult the C&CSC for more details.

An introduction to the aural elements and structures of music through a historical survey of Western Art Music from the Middle Ages through the twentieth century. Through recordings and live performances emphasis is placed on aural perception of musical stylistic characteristics of significant works by composers of Western Art Music. Fee. F, Sp, S.

MUS 126—Music Theory II (3,3)

Prerequisite: MUS 116 and/or permission of instructor.
Concurrent enrollment in MUS 127 is required

Continuation of MUS 116 with the addition of two types of chromatic harmony: secondary dominant and chords of modal mixture. Analysis of binary and ternary forms will be discussed. Sp, S on demand.

MUS 127—Ear Training and Sight Reading II (1,2)

Prerequisite: MUS 117 and/or permission of instructor.
Concurrent enrollment in MUS 126 is required

Continuation of MUS 117 with the addition of singing, writing and dictation in secondary dominant and chords of modal mixture. Sp, on demand.

MUS 131-145—Private Applied Music (2,4)

Some sections are intended as college transfer courses; consult the C&CSC for more details.

Prerequisite: Music majors and/or permission of instructor.

Major instrument or voice: Piano, 131; Voice, 133; Brass, 135; Woodwinds, 137; Strings, 139; Percussion, 141; Organ, 143; and Classical guitar, 145. May be repeated once for credit; 15 one-hour lessons per semester; minimum of two hours practice per day. F, Sp.

MUS 146—Private Beginning Composition (2,4)

Prerequisite: MUS 116, MUS 117, and/or permission of instructor.

Music composition in its beginning stages. Areas of concentration include organization of pitch, rhythm, and harmony from phrase to section to short form construction in tonal music; analysis of the common-practice period composers' repertoire; instruction in range, characteristics, and idiom of instruments and voice; and writing of small musical forms for simple media. 15 one hour lessons per semester. F, Sp.

MUS 151-165—Private Applied Music (1,2)

Some sections are intended as college transfer courses; consult the C&CSC for more details.

Prerequisite: Ability to read music notation or consent of instructor.

Minor instrument or voice. Piano, 151; Voice, 153; Brass, 155; Woodwinds, 157; Strings, 159; Percussion, 161; Organ, 163; and Classical Guitar, 165. May be repeated once for credit; 15 half-hour lessons per semester with a minimum of one hour practice per day. F, Sp, S.

MUS 169—Class Instruction Piano I (1,2)

A college transfer course; consult the C&CSC for more details.

Beginning piano in electronic keyboard studio. Elective course designed for non-music majors. F, Sp, S.

MUS 170—Class Instruction Piano II (1,2)

A college transfer course; consult the C&CSC for more details.

Prerequisite: MUS 169 or consent of instructor.

Continuation of MUS 169 with further development of pianistic skills for non-music majors. (Pass/fail option) Fee. F, Sp, S.

MUS 171—Keyboard Harmony I (1,2)

Prerequisite: MUS 169 and/or permission of instructor.

Concurrent enrollment in MUS 116 and 117 is required

First keyboard harmony course for all music majors in the four-semester sequence. It covers primary harmonic progression patterns, accompaniment patterns, transposition in diatonic keys, figured-bass realization exercises and melody harmonization exercises. F, Sp, S on demand.

MUS 172—Keyboard Harmony II (1,2)

Prerequisite: MUS 171 and/or permission of instructor.

Concurrent enrollment in MUS 126 and 127 is required

Continuation of MUS 171 with the addition of playing secondary harmonic progression patterns and transposition in chromatic keys. F, Sp, S on demand.

MUS 173—Class Instruction, Voice (1,2)

A college transfer course; consult the C&CSC for more details.

An introductory class in voice training geared to the student who does not want to take private lessons. Breathing, sound production, diction, posture, learning of songs and other basic techniques are covered in class. F, Sp.

MUS 174—Class Instruction, Voice (1,2)

A college transfer course; consult the C&CSC for more details.

Prerequisite: MUS 173 or consent of instructor.

Continuation of MUS 173—with emphasis on vocal literature. Sp, On demand.

MUS 175—Class Instruction, Brass (1,2)

A college transfer course; consult the C&CSC for more details.

An introduction and subsequent advancement in playing cornet, trumpet, flugel horn and French horn. Learn correct embouchure and finger technique and reading in treble and bass clefs. On demand.

MUS 176—Class Instruction, Brass (1,2)

A college transfer course; consult the C&CSC for more details.

An introduction and subsequent advancement on low brass instruments, i.e., trombone, baritone and tuba. Correct embouchure, finger technique and slide technique, coupled with learning to read bass clef music. On demand.

MUS 177—Class Instruction, Woodwinds (1,2)

A college transfer course; consult the C&CSC for more details.

Class instruction in beginning clarinet, saxophone and flute with an emphasis on materials and unique problems in teaching beginning students to play these instruments. On demand.

MUS 178—Class Instruction, Woodwinds (1,2)

A college transfer course; consult the C&CSC for more details.

Prerequisite: MUS 177 or permission of instructor.

Continuation of MUS 177. Class instruction on the double reeds with attention to problems in teaching beginning oboe and bassoon including the study of various methods, materials and reed adjusting. On demand.

MUS 179—Class Instruction, Strings (1,2)

A college transfer course; consult the C&CSC for more details.

Violin and viola playing and teaching for instrument and music education majors. On demand.

MUS 180—Class Instruction, Strings (1,2)

A college transfer course; consult the C&CSC for more details.

Cello and bass playing and teaching for instrument and music education majors. On demand.

MUS 181—Class Instruction, Percussion (1,2)

A college transfer course; consult the C&CSC for more details.

Techniques and performance on percussion instruments. On demand.

MUS 183—Jazz Combo (1,2)

A college transfer course; consult the C&CSC for details.

Prerequisite: Audition, invitation or consent of instructor.

Open to experienced community and student jazz performers. Repertoire will be drawn from traditional and contemporary composers from the beginning of the twentieth century to present. On demand.

MUS 184—Brass Ensemble (1,2)

A college transfer course; consult the C&CSC for details.

Prerequisite: Audition, invitation or consent of instructor.

Open to experienced community and student Brass players. Repertoire will be drawn from traditional and contemporary composers written and/or arranged for brass ensemble. On demand.

MUS 185—Percussion Ensemble (1,2)

A college transfer course; consult the C&CSC for details.

Prerequisite: Audition, invitation or consent of instructor.

Open to experienced community and student Percussion players. Repertoire will be drawn from traditional and contemporary composers written and/or arranged for percussion ensemble. On demand.

MUS 186—Woodwind Ensemble (1,2)

A college transfer course; consult the C&CSC for details.

Prerequisite: Audition, invitation or consent of instructor.

Open to experienced community and student Woodwind players. Repertoire will be drawn from traditional and contemporary composers written and/or arranged for woodwind ensemble. On demand.

MUS 216—Music Theory III (3,3)

Prerequisite: MUS 126 and/or permission of instructor.

Concurrent enrollment in MUS 217 is required

Continuation of MUS 126 with the addition of three types of chromatic harmony: augmented sixth chords, Neapolitan sixth chords, and non-dominant fully-diminished seventh chords. Tertian chords of ninth, eleventh, and thirteenth; altered dominants; and chromatic mediant will also be taught. The principles of the fugue, variation techniques, sonata and rondo forms will be presented. F, on demand.

MUS 217—Ear Training and Sight Reading III (1,2)

Prerequisite: MUS 127 and/or permission of instructor.

Concurrent enrollment in MUS 216 is required

Continuation of MUS 127 with the addition of singing, writing, and dictation in all types of chromatic harmony. F, on demand.

MUS 218—English Diction (1,2)

A college transfer course; consult the C&CSC for more details.

Prerequisite: Music majors or permission of instructor.

English diction for singers. An introduction to correct pronunciation of English songs and arias. On demand.

MUS 219—French Diction (1,2)

A college transfer course; consult the C&CSC for more details.

Prerequisite: Music majors or consent of instructor.

This course is designed to aid voice majors in the pronunciation of French songs. Emphasis is on diction only. Grammar is not taken up at all. The International Phonetic Alphabet is introduced to assist in the recognition of sounds. Besides being a diction class, a considerable amount of songs are learned with the help of recordings, thus acquainting the students with more French song repertoire. On demand.

MUS 220—Introduction to Rock 'n Roll (3,3)

A college transfer course; consult the C&CSC for more details.

A study of contemporary pop music and its background from the early 1900's to today. Course shows the influence of earlier pop music, jazz, blues, and rock on today's music through style (jazz, rock, soul, disco); medium (concerts, film, television, recordings); sociological implications (poverty, prejudice, drugs); and through the message conveyed (lyrics, literature, art). Fee: F, Sp.

MUS 221—Introduction To Jazz (3,3)

A college transfer course; consult the C&CSC for more details.

This course will introduce students to the history and fundamental characteristics of jazz. Emphasis will be placed on the contributions of performers and their individual styles. F, Sp.

MUS 223—Introduction to African American Music (IAI: F1905D) (3,3)

A college transfer course; consult the C&CSC for more details.

This course will introduce students to the history and fundamental characteristics of African American music. Emphasis will be placed on the stylistic characteristics, performers, and the social influences of each time period and/or style. F,Sp,S.

MUS 225—Introduction to Music Technology (3,3)

An introduction to the world of electronic music, with an emphasis on digital synthesis, microcomputer applications, and the MIDI (musical instrument digital interface) standard. Students will study the principles of sound synthesis, learn to operate standard components of a MIDI studio and use computer software to record and play MIDI sequences. Students will be expected to schedule two hours per week in the Music Technology Studio.) F, Sp, S, on demand.

MUS 226—Music Theory IV (3,3)

Prerequisite: MUS 216 and/or permission of instructor.

Concurrent enrollment in MUS 227 is required

Continuation of MUS 216. The course covers harmonic materials in post-tonal music, musical styles of post-Romantic and Impressionistic music, set theory, twelve-tone techniques and other twentieth-century compositional techniques. Sp, on demand.

MUS 227—Ear Training and Sight Reading IV (1,2)

Prerequisite: MUS 217 and/or permission of instructor.

Concurrent enrollment in MUS 226 is required

Continuation of MUS 217 with an emphasis on singing, writing and dictation in post-tonal and atonal melodic and harmonic material. Sp, on demand.

MUS 228 – Music Technology II (3,3)

Prerequisite: MUS 225 or consent of instructor.

A continuation of MUS 225 Introduction to Music Technology, with an emphasis on digital music publishing techniques. Students will expand their study of the principles of sound syntheses, manage standard components of a MIDI studio, and use computer software in composition. Students will be expected to schedule two hours per week in the Music Technology Studio. F, Sp, S, on demand.

MUS 231-245—Advanced Applied Music (2,4)

Some sections are intended as college transfer courses; consult the C&CSC for more details.

Prerequisite: MUS 131-145

Major instrumental or voice. Continuation of MUS 131-145 at sophomore level. 15 one-hour lessons per semester; minimum of two hours practice per day. Piano, 231; Voice, 233; Brass, 235; Woodwinds, 237; Strings, 239; Percussion, 241; Organ 243; Classical Guitar, 245. May be repeated once for credit. F, Sp.

MUS 246—Private Intermediate Composition (2,4)

Prerequisite: MUS 146, and/or permission of instructor.

Continuation of MUS 146. Composition at the secondary stages. Areas of concentration include organization of pitch, rhythm, and harmony from phrase to section to short form construction in post-tonal and atonal music; analysis of the late Romantic and twentieth-century composers' repertoire; instruction in range, characteristics, and idiom of instruments and voice; and writing of short musical forms for simple media. 15 one-hour lessons per semester. F, Sp.

MUS 251-265—Advanced Applied Music (1,2)

Some sections are intended as college transfer courses; consult the C&CSC for more details.

Prerequisite: MUS 151-165

Minor instrument or voice. Continuation of MUS 151-165 at sophomore level. One half-hour lesson per week. Piano, 251; Voice, 253; Brass, 255; Woodwinds, 257; Strings, 259; Percussion, 261; Organ, 263; and Classical Guitar, 265. May be repeated once for credit. Fifteen half-hour lessons per semester. F, Sp, S.

MUS 271—Keyboard Harmony III (1,2)

Prerequisite: MUS 172 and/or permission of instructor.

Concurrent enrollment in MUS 216 and 217 is required

Continuation of MUS 172 with the addition of playing secondary dominant and chords of modal mixture. F, Sp, S on demand.

MUS 272—Keyboard Harmony IV (1,2)

Prerequisite: MUS 271 and/or permission of instructor.

Concurrent enrollment in MUS 226 and 227 is required

Continuation of MUS 271 with the addition of playing Augmented Sixth Chords and Neapolitan Sixth chord. F, Sp, S on demand.

Music Performance Organizations

MUS 187—South Suburban College Voices (1,3)

A college transfer course; consult the C&CSC for details.

Open to experienced community and student vocalists. Performance of a broad spectrum of vocal music with emphasis on vocal jazz. F, Sp.

MUS 189—Madrigal Singers (1,2)

A college transfer course; consult the C&CSC for more details.

Prerequisite: Audition required

A select ensemble of singers specializing in Medieval, Renaissance and Baroque music and music for chamber ensemble from other eras. May be repeated three times for credit. On demand.

MUS 190—South Suburban Chorale (1,3)

A college transfer course; consult the C&CSC for more details.

Open to experienced community and student vocalists. Performance of major works of the choral repertoire, especially those involving instrumental accompaniment, two concerts per semester. F, Sp.

MUS 191—Opera Workshop (2,4)

A college transfer course; consult the C&CSC for more details.

Open to voice students with a minimum of one year of voice study on the collegiate level. Students will become acquainted with all phases of opera production, with emphasis on chamber opera work and excerpts from larger works. May be repeated once for credit. On demand.

MUS 195—Symphonic Band (1,3)

A college transfer course; consult the C&CSC for more details.

Open to experienced community and student instrumentalists. Repertoire drawn from standard and contemporary compositions utilizing full instrumentation. May be repeated three times for credit. Two concerts per semester. F, Sp.

MUS 197—Jazz Band (1,3)

A college transfer course; consult the C&CSC for more details.

Jazz, popular, and jazz-rock music utilizing commercial arrangements and those of director and students. May be repeated three times for credit. Open to experienced community and student instrumentalists. Two concerts per semester. F, Sp.

MUS 198—Orchestra (1,3)

A college transfer course; consult the C&CSC for details.

Open to experienced community and student orchestral performers. Repertoire will be drawn from traditional and contemporary composers. On demand.

MUS 199—Chamber Ensemble (1,2)

A college transfer course; consult the C&CSC for more details.

Literature for string, wind, percussion, brass and classical guitar. May be repeated once for credit. On demand.

Nursing-Basic Nurse Assistant Training Program (CNA)

NAS 100—Nurse Assistant Training Program (6,18)

The program offers instruction in lecture, campus laboratory, and supervised clinical experience. The student will learn basic nursing skills through 9-modules: Introduction to Health Care; Resident Rights and Responsibilities; Infection Control; Emergency Procedures; Injury Prevention in the Health Care Environment; Care of the Resident; Fundamentals of Rehabilitation/Restorative Nursing; End of Life Care; and Alzheimer's Disease and Related Dementias. Attendance is mandatory as prescribed by the Illinois Department of Public Health. Students are required to complete a minimum of 80 hours of theory/lab and 40 hours of clinical. Application of skills occur in the lab and long-term health care facilities. Upon successful completion of the program, the student is eligible to take the Illinois Nurse Aide Competency Exam (INACE). The Illinois Department of Public Health approves the Basic Nurse Assistant Training Program (BNATP). This program includes a lab and clinical component. Fee, F, Sp, S.

Nursing-Associate Degree (RN)

ADN 150—Fundamentals of Nursing (7,13)

Prerequisites: ENG 101, BIO 102, PSY 101, MTH 115 and admission to the program

Fundamentals of Nursing is a course that introduces fundamental nursing concepts, including patient assessment, safety, quality, patient-centered nursing care across the lifespan focused on diverse patients with uncomplicated healthcare conditions. Includes introduction to legal and ethical responsibilities of the nurse. Introduces caring, quality improvement, and communication used when interacting with patients and members of the interprofessional team. Introduces how nurses relate using clinical reasoning/nursing judgment, the nursing process, and evidence-based nursing practice. Includes fundamental principles of pharmacology and basic dosage calculations. Application of knowledge and skills occurs in the nursing skills laboratory, and/or simulation, and a variety of healthcare settings. Fee. F.

ADN 152—Intro to Medical-Surgical Nursing (7,13)

Prerequisites: ADN 150 or admission to LPN-RN bridge option, BIO 185, PSYCH 211

Introduction to Medical-Surgical Nursing is a course that assists with acquisition and application of basic medical/surgical nursing theory for adult patients, incorporating communication, collaboration, caring, and clinical reasoning/nursing judgment necessary for safe, patient-centered nursing care to diverse adult patients experiencing uncomplicated acute and chronic conditions requiring medical/surgical interventions. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. Includes principles of pharmacology and dosage calculations used in the care of adult patients. Application of knowledge and skills occurs in the nursing laboratory and/or simulation, and a variety of healthcare settings. Fee: S.

ADN 252—Intermediate Medical-Surgical Nursing (4,16)

Prerequisites: ADN 152, BIO 186, SOC 101

Intermediate Medical-Surgical Nursing builds on Introduction to Medical Surgical Nursing, focusing on concepts of nursing applied to the care of medical-surgical patients experiencing complicated chronic and acute health conditions, incorporating communication, collaboration, caring, and clinical reasoning/nursing judgment necessary for safe, patient-centered nursing care. Integrates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. Includes principles of pharmacology and dosage calculations used in the care of adult patients. Application of knowledge and skills occurs in the nursing skills laboratory and/or simulation, and a variety of healthcare settings. Fee: F.

ADN 254—Childbearing Family and Children (4,16)

Prerequisites: ADN 152, BIO 186, SOC 101

Childbearing Family and Children applies nursing theory to the care of the childbearing family and children. This is a course that incorporates communication, collaboration, caring, and clinical reasoning/nursing judgment necessary for safe, patient-centered nursing care to women, the newborn, the family, and children. Integrates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. Includes principles of pharmacology and dosage calculations applicable to the maternity patient, newborns, and children. Application of knowledge and skills occurs in the nursing laboratory and/or simulation, and a variety of healthcare settings. Fee: F.

ADN 256—Advanced Medical-Surgical Nursing (4,16)

Prerequisites: ADN 252, ADN 254, BIO 224 and Humanities elective

Advanced Medical-Surgical Nursing course builds on the previous Medical Surgical Nursing I courses, focusing on concepts of medical/surgical nursing theory applied to the care of adult medical surgical patients experiencing complex and unstable acute and chronic health conditions, incorporating communication, collaboration, caring and clinical reasoning/nursing judgment necessary for safe, patient-centered nursing care. This course integrates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. Principles of pharmacology and dosage calculations applicable to the adult patient with complex healthcare issues are also presented. Application of knowledge and skills occurs in the nursing skills laboratory, and/or simulation, and a variety of healthcare settings. Fee: S.

ADN 257—Behavioral Health Nursing (4,16)

Prerequisites: ADN 252, ADN 254, BIO 224 and Humanities elective

Behavioral Health Nursing provides for the acquisition and application of psychiatric and mental health nursing theory, incorporating communication, collaboration, caring and clinical reasoning/nursing judgment necessary for safe, patient-centered nursing care. Integrates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. Includes principles of pharmacology and dosage calculations applicable to patients requiring psychiatric/mental health interventions. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of healthcare settings. Fee: S.

ADN 258—Transition into Practice (2,4)

Prerequisites: ADN 252, ADN254, BIO 224 and Humanities elective

Transition into Nursing Practice course facilitates the transition of the student into the role of a professional nurse. Previously learned concepts continue to be emphasized along with evidence-based practice, quality improvement, and leadership. Emphasis is placed on contemporary issues, appreciation of human diversity, cultural competence and management concepts. Principles of delegation and conflict management will be emphasized. Strategies for personal and professional development will guide short term and long-term career goals. Legal and ethical issues are discussed with a focus on personal accountability and responsibilities. Standards of practice and the significance of functioning according to the state regulations and statutes are analyzed. Writing assignments as appropriate to the discipline are a part of this course. Fee: S.

Nutrition

NTR 100—Basic Nutrition (2,2)

This course covers the essential science foundation of basic nutrition and examines the role nutrition plays in health promotion and disease prevention throughout the life span. Knowledge and the tools necessary to recognize reliable information and apply nutrition to one's personal life are explored.

Occupational Therapy Assistant

OTA 101—Introduction to Occupational Therapy (3,3)

Open enrollment; program admission not required.

Prerequisites: ENG 101

Overview of the profession of occupational therapy with an emphasis on its history, philosophy, and the nature of occupation. Explore the role of occupational therapy practitioners in various practice settings.

OTA 102—Fundamentals of Occupational Therapy (4,6)

Prerequisite: Approval of coordinator

The study of occupational performance/roles and its affect on individuals who have had a physical disability. Lab experiences include training in adaptive activities of daily living, evaluation and mechanics of the wheelchair, accessibility issues and mobility. Fee.

OTA 103—Practice Skills and Techniques I (4,6)

Prerequisite: Approval of coordinator

The role of the COTA in the application of various assessments utilized during the occupational therapy process. Emphasis on treatment methods and techniques used in occupational therapy intervention for problems identified from the assessment data, medical chart and interview. These methods and techniques will be discussed and demonstrated. Fee.

OTA 104—Occupational Therapy Fieldwork I (2,9)

Prerequisite: Approval of coordinator

This Level I experience introduces the student to health care and community service agencies. Includes placement in various practice settings for orientation and observation of the occupational therapy process and the role of the OTA. Emphasis is based on adult physical dysfunction. Fee.

OTA 105—Occupational Therapy Interactions (2,2)

Prerequisite: Approval of coordinator

Principles of human interactions and problem solving techniques for developing therapeutic relationships are introduced in this course. Concept such as therapeutic use of self, stress management techniques and communication/report are discussed and practiced.

OTA 108—Foundations of Occupational Therapy (2,2)

Prerequisite: Approval of coordinator

This course is the first course of the OTA program and is an overview of philosophies of occupational therapy, and the occupational therapy framework. The course serves as a foundation for clinical practice in the areas of analysis of activity, occupational performance and philosophy, motor learning and the group process.

OTA 201—Principles of Psychosocial Dysfunction (3,5)

Prerequisite: Approval of coordinator

Theory and techniques of occupational therapy with individuals who have been diagnosed with a mental illness. Occupational Therapy techniques such as the therapeutic use of self, group process and purposeful activities are emphasized. Experiences with group development and implementation will be stressed in the course, on fieldwork and in the community. Fee.

OTA 202—Principles of Physical Dysfunction (4,6)

Prerequisite: Approval of coordinator

Theory and techniques of occupational therapy with individuals who have had a medical, neurological, or orthopedic condition. Emphasis will be placed on occupational therapy intervention, activities of daily living, and adaptation of tasks for the conditions listed above. Fee.

OTA 203—Principles of Developmental Dysfunction (4,6)

Prerequisite: Approval of coordinator

Theory and techniques of occupational therapy in medical, neurological and orthopedic conditions affecting children, with emphasis on normal development, family roles, activities of daily living, and adaptation. Emphasis will be placed on occupational therapy intervention for the conditions listed above. Fee.

OTA 204—Occupational Therapy Fieldwork II (2,8)

Prerequisite: Approval of coordinator

This Level I fieldwork experience introduces the student to health care and community service agencies. Includes placement in various practice settings for orientation and observation of the occupational therapy process and the role of the OTA. Emphasis is based on developmental dysfunction and mental illness.

OTA 205—Professional Issues in Occupational Therapy (2,2)*Prerequisite: Approval of coordinator*

Professional issues related to occupational therapy including: documentation, reimbursement, management skills, quality assurance, supervision issues, occupational therapy ethics and the credentialing process are addressed in this course.

OTA 210—Practice Skills and Techniques II (3,5)*Prerequisite: Approval of coordinator*

An introduction to therapeutic activities, with concentration on the ability to analyze activities, the group process and methods of instruction/teaching. Emphasis will be on the occupational therapy group process and the student's ability to identify the purpose of therapeutic activities in occupational therapy intervention. Fee.

OTA 212—Occupational Therapy Internship I (5,16)*Prerequisite: Successful completion of academic prerequisites and approval of coordinator*

Internship experience in a health care setting under direct supervision. Internship is application of knowledge acquired and skills learned in prerequisite courses. Level II Internship must be completed within 18 months following completion of academic preparation.

OTA 213—Occupational Therapy Internship II (5,16)*Prerequisite: Successful completion of academic prerequisites and approval of coordinator*

Internship experience in a health agency under supervision. Internship is application of knowledge acquired and skills learned in prerequisite courses. Level II Internship must be completed within 18 months following completion of academic preparation. Malpractice insurance.

Office Administration & Technology

Unless otherwise indicated, all OAT courses are offered during fall and spring semesters. Students registering for online courses need to have the appropriate software, hardware, an Internet connection and know how to email with attachments, download files and unzip them.

OAT 115—Microsoft Outlook (1,1.5)

Students will learn to use a desktop information management application, Outlook, to manage and integrate Outlook components and integrate Outlook with other Office applications. Fee.

OAT 116—File Sharing and Collaboration (1,1.5)

This course will explain cloud-based concepts and terminology associated with file sharing and collaboration tools in their business and/or personal use. Students will also learn how to select the appropriate tools for managing data, content, as well as collaboration. In addition, students will learn how to use file sharing and collaboration tools more securely and efficiently.

OAT 128— Microsoft Word (3,4)*Prerequisite: MIS 101 required, MIS 110 and OAT 101 recommended***Excellent preparation for the MOS EXAM.*

This course is designed to provide students with instruction in the beginning and advanced functions of Microsoft Word including creating, editing, storing, enhancing, merging and printing documents as well as creating headers, footers, footnotes, endnotes, tables, charts, macros and adding images. Working with styles, creating fill-in forms, and sorting is also covered. Previous keyboard experience necessary. Online students must have an Internet connection, be familiar with downloading and uploading files, and have access to current version of Microsoft Office, including Word, Access and Excel. Fee.

OAT 132— Microsoft Access (3,4)*Prerequisite: MIS 101 required, MIS 110 recommended***Excellent preparation for the MOS EXAM.*

This microcomputer application course introduces the following database functions: create, edit, sort, index, and print a data file or table; develop queries to extract information from the file, design and generate reports including derived columns and calculations, design graphs using Graph Wizard; link files by relating one file to another; and write macros. Previous keyboard/typing instruction is necessary to create business letters, business reports, memorandums, tables, etc. Online students must have an Internet connection, be familiar with downloading and uploading files, and have access to current version of Microsoft Office, including Word, Access and Excel. Fee.

OAT 135—Fundamentals of Desktop Publishing (3,3)

This course is designed to provide students with an introduction to a variety of desktop publishing tools for use in creating brochures, reports, and PDF documents for use in the workplace.

OAT 143—Microsoft Excel (3,4)

Prerequisite: MIS 101 required, MIS 110 recommended
*Excellent preparation for the MOS EXAM.

This course is designed to provide students with instruction in the basic as well as advanced features of Microsoft Excel, including the design and development of spreadsheets, creating charts, creating macros, working with lists, data tables, and scenarios, integrating with other Windows programs and the World Wide Web, and importing data into Excel. Ability to keyboard will be necessary to input text and numeric data. A knowledge of basics in accounting and/or business, though not required, would be helpful. Online students must have an Internet connection, be familiar with downloading and uploading files, and have access to current version of Microsoft Office, including Word, Access and Excel. Fee.

OAT 155—Microsoft PowerPoint (3,4)

Prerequisite: MIS 101 required, MIS 110 recommended
*Excellent preparation for the MOS EXAM.

This course is designed to provide students with instruction in the basic as well as advanced features of Microsoft PowerPoint, producing a quality, professional slide presentation to be used as overhead transparencies, an electronic presentation using a projection device attached to a personal computer, 35 mm slides, or run as a virtual presentation on the Internet. Students will learn to design presentations enhanced with graphics and sound as well as video clips. Keyboarding ability is necessary for entering text. Online students must have an Internet connection, be familiar with downloading and uploading files, and have access to current version of Microsoft Office, including Word, PowerPoint and Excel. Fee. F on campus.

OAT 172—Business Communication (3,4)

Prerequisite: ENG 098 or exempt by Placement test.

Effective communication is studied with an emphasis on using written communication in a business environment. Activities include memos, letters, reports, resumes, and electronic mail. Proper spelling, punctuation, document formatting, and grammar are stressed. Online student must have access to an Internet connection and Word 2010 or higher. Fee.

For Additional Computer Courses: See Computer Information Sciences

Overview For College Success

OCS 121—Overview for College Success (1,1)

Overview for College Success (OCS 121) is a class that will help you plan and assist you in becoming a better student and support you in your work/life balance.

Student must enroll in OCS 121 if they meet ALL five of the following:

- First time degree seeking students
- Transfer student with less than 12 credit hours and no evidence of similar course on transcript
- Registering for 6 or more credits
- Test into 2 or more developmental classes
- Currently does not have OCS credit or registered for OCS

Patient Care Technician

PCT 200—PCT Cert. Review (1,1)

A college transfer course; consult the C&CSC for more details. (if applicable)

Prerequisite: Admission to the PCT program

This course will prepare students to take the National Healthcare Association (NHA) exam in the following disciplines: Electrocardiography, Phlebotomy and Patient Care Technician. This course will use practice materials online from NHA. This course provides students with a basic foundation in the five domains of Patient Care, Compliance, Safety, and Professional Responsibility, Infection Control, Phlebotomy and Electrocardiography. Graduates of the PCT certificate will be eligible to sit for the national certification exam as a certified Patient Care Technician, Electrocardiography Technician and Phlebotomist.

Pharmacy Technician

PHT 100—Pharmacy Technician Orientation (3,3)

This course highlights the general practice of pharmacy and the role delineation between pharmacists and technicians. Field trip(s) to pharmacy facilities are included. (This course is similar to PHT 115 but contains NO LAB).

PHT 101—Pharmaceutical Mathematics (3,3)

Prerequisite: Admission to program, MTH 095 or equivalent with a grade of A or B

The student learns how to perform the basic pharmaceutical calculations necessary to dose the patient's medications correctly. The dosage calculations deal with ratio and proportion, percentages, ratio strength, dilution/concentration problems and IV admixture calculations. Registration for this course can only happen twice.

PHT 102—Pharmacy Operations I (3,4)

Prerequisites: Admission to the program

Course simulates daily activities in the pharmaceutical practice settings. Topics include: order entry processes, medication distribution systems, inventory, prescription processing, billing, repackaging, cart fills, floor stock, controlled substance distribution, pharmaceutical computer systems, utilization of drug information resources, and proper communication techniques. Fee.

PHT 103—Sterile Products (3,5)

Prerequisites: PHT 101

Provides an introduction to the operation of an intravenous admixture program. Specific study topics include: medication and parenteral administration, facilities-equipment-supplies utilized in admixture preparation, techniques utilized in parenteral product compounding, terminology and calculations used in the preparation of parenteral products, parenteral medication incompatibilities, and quality assurance in the preparation of parenteral products. Fee.

PHT 104—Pharmacology I (3,3)

Prerequisites: BIO 115 and admission to the program

Course provides practical knowledge of pharmacology including pharmaceutical nomenclature and classification, mechanisms of drug actions, interactions, indications and contraindications, side effects, and methods of administering therapeutic agents primarily in the nervous, endocrine, skeletal, muscular, cardiovascular, respiratory, and gastrointestinal systems.

PHT 105—Pharmacy Technician Internship I (1,5)

Prerequisite: Approval of coordinator

Application of the basic pharmacy technician concepts in a community pharmacy setting with rotation options in an extended care facility pharmacy or home health care agency pharmacy. Internship requires 150 contact hours. Fee.

PHT 106—Pharmacy Technician Internship II (2,6)

Prerequisite: Approval of coordinator

An advanced level internship rotation in a pharmacy setting such as community hospital or medical center, intravenous home health care facility, drug information center or a customized rotation based on a student's previous experience. Internship includes 16 hours of seminar. Internship requires 150 contact hours. Fee.

PHT 107—Pharmacy Law (1,1)

Prerequisites: Admission to program

Course reviews the laws affecting the pharmacy practice. Course highlights include the Food, Drug and Cosmetic Act, Federal and State Controlled Substance Acts and the State Board of Pharmacy laws.

PHT 108—Pharmacy Operations II (3,4)

Prerequisite: PHT 102 or approval of program coordinator

Emphasis on the expanded responsibilities of pharmacy technicians. Topics include: Insurance processing, inventory control, investigational drugs, compounding activities, clinical pharmacy technician activities, chart reviews, quality assurance, herbal medication, robotics/automation, immunizations, managed care pharmacy, home care pharmacy, long term care, home monitoring units, patient compliance, physical assessment monitoring, technician organization membership and medical/surgical supplies. Fee.

PHT 109—Pharmacology II (3,3)

Prerequisite: BIO 115

Course provides practical knowledge of pharmacology including mechanisms of drug actions, interactions, indications and contraindications, and medication side effects in the following therapeutic categories: dermatology, sensory (eye and ear), immunology, hematology, urinary/renal, infectious disease, oncology, nutrition, toxicology, recombinant technology and over-the-counter medications.

PHT 111—Pharmacy Informatics (3,3)

Prerequisite: Approval of program coordinator

This course will discuss the emerging role of informatics in the profession of pharmacy with special emphasis given to the impact of pharmacy informatics that will have on the role of pharmacy technicians.

PHT 115—Fundamentals of Pharmacy Tech Practice (6,8)

Prerequisite: Open registration

Course provides career entry fundamentals needed to work in a community (or entry) pharmacy setting. Instructions methods include both lecture AND lab, as well as a field trip. (Course is similar to PHT 100 but this course, PHT 115, contains a lab) Fee.

PHT 116—Pharmacy Technician Orientation Lab (3,4)*Prerequisite: Previous or concurrent enrollment in PHT 100*

This laboratory course provides the practical application of prescription processing in a community (entry-level) pharmacy setting. Fee.

PHT 118—OTC, Herbal and Alternative Therapy (3,3)

This course offers a review of safe and effective nonprescription (over-the-counter) products used in medical conditions that are self-treatable. These therapies include the OTC medications, herbals, medical devices, and alternative treatment options.

PHT 120—Clinical Pharmacy Technician (3,3)*Prerequisite: Approval of program coordinator*

This course will cover four major categories of a more advanced clinical pharmacy technician's responsibilities: general patient management, medication safety and regulatory requirements, leadership, and transitions of care. Topics included in this course are medication reconciliation, medication histories, national patient safety goals, patient interviewing, specialty pharmacy, the Joint Commission, medication safety, conflict resolution, time and project management, mentoring, compliance and transitions of care.

Philosophy

PHL 101—Introduction to Philosophy (IAI: H4900) (3,3)*A college transfer course; consult the C&CSC for more details.*

A study of the major philosophical problems, such as the nature of reality, knowledge, and truth and the meaning of existence, as seen in the works of major Western thinkers. Also offered as Honors. F, Sp, S.

PHL 102—Ethics (IAI: H4904) (3,3)*A college transfer course; consult the C&CSC for more details.*

An examination of the major philosophical theories of morality and their application to concrete cases. F, Sp, S.

PHL 103—World Religions (IAI: H5904N) (3,3)*A college transfer course; consult the C&CSC for more details.*

An examination of major world religions through the study of their texts, doctrines and traditions. F, Sp, S.

PHL 105—Logic (IAI: H4906) (3,3)*A college transfer course; consult the C&CSC for more details.*

A study of the basic concepts of logic. The main emphasis will be on learning the techniques for assessing validity. Other topics include informal fallacies, inductive logic, and language. F, Sp.

Phlebotomy

PHB 101—Phlebotomy/Health (4,5)

Topics include the role of the phlebotomist, review of medical terminology, infectious control and safety in the workplace, venipuncture collection equipment and supplies, skin puncture collection procedures, specimen handling, basic laboratory tests, quality assurance, communication skills and professionalism. Fee.

PHB 102—Phlebotomy Internship (2,8)*Prerequisites PHB 101 (Special permit to register is required.)*

Course consists of 100 clinical hours of supervised phlebotomy practice at a local healthcare facility. The internship rotation is scheduled on an individual basis by the program coordinator. The completion of the internship hours often continues into the next semester. Fee. F, Sp.

Photography: see Art 139, 140 & 141

Physical Education

P-E 100—Physical Fitness I (1,2)*A college transfer course; consult the C&CSC for more details.*

To acquaint the student with a basic knowledge and understanding of physical conditioning programs. Development of a personalized fitness program which includes a pretest evaluation, workouts in the Fitness Lab, and a post-test evaluation. (Pass/Fail option) Fee. F, Sp, S.

P-E 101—Physical Fitness II (1,2)*A college transfer course; consult the C&CSC for more details.**Prerequisite: P-E 100*

To acquaint the student with a basic knowledge and understanding of physical conditioning programs. Development of a personalized fitness program which includes a pretest evaluation, workouts in the Fitness Lab, and a post-test evaluation. (Pass/Fail option) Fee. F, Sp, S.

P-E 106—Beginning Weight Training I (1,2)*A college transfer course; consult the C&CSC for more details.*

Improvement of muscle tone and joint range of motion (flexibility) are stressed. Individual works at own pace. Fee. F, Sp, S.

P-E 113—Fitness Walking (1,2)*A college transfer course; consult the C&CSC for more details.*

Examination of the importance of exercise in a healthy lifestyle. Participation in walking as an activity to improve health and fitness. F, Sp.

P-E 115—Low Impact/Step Aerobics (1,2)

A college transfer course; consult the C&CSC for more details.

Students will study the cardiovascular system and participate in low impact/step aerobics. Students will work to obtain 70% of their maximum heart rate for a thirty-minute period. Fee. F, Sp.

P-E 200—Physical Fitness III (1,2)

A college transfer course; consult the C&CSC for more details.

Prerequisite: P-E 101

To acquaint the student with a basic knowledge and understanding of physical conditioning programs. Development of a personalized fitness program which includes a pretest evaluation, workouts in the Fitness Lab, and a post-test evaluation. (Pass/Fail option) Fee. F, Sp, S.

P-E 201—Physical Fitness IV (1,2)

A college transfer course; consult the C&CSC for more details.

Prerequisite: P-E 200

To acquaint the student with a basic knowledge and understanding of physical conditioning programs. Development of a personalized fitness program which includes a pretest evaluation, workouts in the Fitness Lab, and a post-test evaluation. (Pass/Fail Option) Fee.

P-E 206—Progressive Weight Training II (1,2)

A college transfer course; consult the C&CSC for more details.

Prerequisite P-E 106

Some P-E 106 exercises are included. Exercises using leg weights are added. Work on individual weaknesses and additional muscle toning are stressed. Fee. F, Sp, S.

P-E 215—Advanced Impact Step Aerobics (1,2)

A college transfer course; consult the C&CSC for more details.

Prerequisite: P-E 115

Participation in advanced impact/step aerobics to maintain a designated maximum heart rate for a thirty-minute period. Incorporation of the study of the cardiovascular system. Fee.

P-E 216—Progressive Weight Training III (1,2)

A college transfer course; consult the C&CSC for more details.

Prerequisite: P-E 206

Some P-E 206 exercises are included. Exercises using leg weights are added. Work on individual weaknesses and the development of own programs are stressed. Fee. F, Sp, S.

P-E 226—Progressive Weight Training IV (1,2)

A college transfer course; consult the C&CSC for more details.

Prerequisite: P-E 216

Some P-E 216 exercises are included. Exercises using leg weights and working with the instructor to help achieve athletic goals are also stressed. Work on individual weaknesses and additional muscle toning are stressed. Fee. F, Sp, S.

Physical Science

PHS 101—Physical Science (IAI: P9900L) (4,5)

A college transfer course; consult the C&CSC for more details.

Survey of the physical sciences; unifying concepts of physics, chemistry and astronomy, including historical implications. For non-science majors. Laboratory included. Fee. Sp, F.

Physics

PHY 101—Mechanics and Heat (IAI: P1900L) (4,6)

A college transfer course; consult the C&CSC for more details.

Prerequisite: MTH 165 with a grade of "C" or above.

Introductory non-calculus course for students in liberal arts, medicine, architecture. Topics include mechanics and thermodynamics. Laboratory included. Fee. F.

PHY 102—Sound, Light, Electricity, Magnetism and Modern Physics (4,6)

A college transfer course; consult the C&CSC for more details.

Prerequisite: PHY 101 with a grade of "C" or above.

Continuation of PHY 101. Topics include sound, light, electricity, magnetism and modern physics. Laboratory included. Fee. Sp.

PHY 115—Topics in Applied Physics (3,3)

Prerequisite: MTH 100 with a grade of "C" or above.

An introductory level course in topics in physics for non-transfer students.

PHY 210—University Physics I (IAI: P2 900L) (4,6)

A college transfer course; consult the C&CSC for more details.

Prerequisite: MTH 190 with a grade of "C" or above.

Mechanics. Designed for students intending to transfer in engineering, mathematics, physical sciences. Laboratory included. Fee. F.

PHY 211—University Physics II (4,6)

A college transfer course; consult the C&CSC for more details.

Prerequisite: PHY 210 & MTH 203 with a grade of "C" or above.

Heat, Thermodynamics, Electricity and Magnetism. Designed for students intending to transfer in engineering, mathematics, physical sciences. Laboratory included. Fee. Sp.

PHY 212—University Physics III (IAI: EGR 913) (4,5)

A college transfer course; consult the C&CSC for more details.

Prerequisite: PHY 211 & concurrent registration or credit in MTH 204 with a grade of "C" or above.

Wave Motion, Sound, Light and Modern Physics. Designed for students intending to transfer in engineering, mathematics, physical sciences. Laboratory included. Fee. S.

Political Science

PSC 101—American National Government (IAI: S5900) (3,3)

A college transfer course; consult the C&CSC for more details.

Political power, its application, location, impact; demands on decision makers, their forms and sources; conversion process, congress, presidency, bureaucracy and courts; outputs, policies, implementation, court decisions. F, Sp, S.

PSC 102—American State and Local Governments (IAI: S5902) (3,3)

A college transfer course; consult the C&CSC for more details.

Formal institutions of power in states, local bodies, constitutions, intergovernmental relations, legislature, executive structures, courts, informal aspects of political power, resources, influence and culture. F, Sp, S.

PSC 108—Contemporary Political Problems (3,3)

A college transfer course; consult the C&CSC for more details.

An introduction to the study of contemporary political problems including political behavior, processes and institutions. Course includes an analysis and comparison of political ideas, theories, systems and policies. Focus on analysis of political problems on a national and global level, as well as a definition of central concepts.

PSC 210—Comparative Foreign Governments (IAI: S5905) (3,3)

A college transfer course; consult the C&CSC for more details.

Basic development, operation of governmental systems in England, France, Germany, Russia. Special attention to adaptations to contemporary political problems through use of comparative analysis. On demand.

Psychology

PSY 101—Introduction to Psychology (IAI: S6 900) (3,3)

A college transfer course; consult the C&CSC for more details.

This course is an introductory survey of the current subject matter and methods of Psychology. Specific topics include research methods, the biological basis of behavior, learning, memory, personality, life-span development, motivation, emotion, social behavior, and abnormal behavior and therapies. F, Sp, S.

PSY 103—Psychology of Personal Adjustment (3,3)

A college transfer course; consult the C&CSC for more details.

The dynamics of human personality and adjustment are explored in terms of scientific principles. Topics treated include personality development, principles of effective adjustment and mental adjustment, individual and social human relationships and variable of adjustment. F, Sp.

PSY 105—Organizational Psychology (3,3)

A college transfer course; consult the C&CSC for more details.

Prerequisite: PSY 101

Application of psychological methods and principles in organizational and work-related settings. Topics include job analysis/performance evaluation, organizational development, managerial behavior, and human relations.

PSY 202—Educational Psychology (3,3)

A college transfer course; consult the C&CSC for more details.

Prerequisite: PSY 101

Develop attitudes, understandings and proficiencies in application of psychological principles to the educative process. Attention given to learning process as it involves individuals, groups, institutions.

PSY 204—Social Psychology (IAI: S8 900) (IAI: PSY 908) (3,3)

A college transfer course; consult the C&CSC for more details.

Prerequisite: PSY 101

A survey of the behavior of individuals as influenced by the social context. This survey will include intra-personal processes such as the development of values, attitudes, self, self-perception and person perception; and interpersonal processes as relationships, leadership, social interaction and group processes. F, Sp.

PSY 205—Theories of Personality (IAI: PSY908) (3,3)

A college transfer course; consult the C&CSC for more details.

Prerequisite: PSY 101

An introductory treatment of the major personality theories. Emphasis will be on basic concepts, principles, dynamics, assessment, development and research.

PSY 206—Abnormal Psychology (IAI: PSY 905) (3,3)

A college transfer course; consult the C&CSC for more details.

Prerequisite: PSY 101

This course is an introductory survey of the field of Abnormal Psychology. The focus in the first part of the course will be on theoretical and empirical approaches in the study of abnormal behavior. In the latter part of the course, the focus will be on the description, classification, etiology and treatment of specific psychological disorders.

PSY 211—Human Growth and Development (Life-span) (IAI: S6 902) (3,3)

A college transfer course; consult the C&CSC for more details.

Prerequisite: PSY 101 or HSA 101

An introductory survey course into the field of developmental psychology emphasizing the cognitive, physical, personal, social and emotional development from conception through adulthood to death. Emphasis is on the normal child and his/her development through adulthood. F, Sp, S.

PSY 212—Adolescent Psychology (IAI: S6904) (3,3)

A college transfer course; consult the C&CSC for more details.
Prerequisite: PSY 101 or HSA 101

A study of the physical, social, psychological and intellectual growth of the adolescent. Emphasis will be placed on social changes that take place in the family, school and community and their impact on the adolescent. Sp.

PSY 220—Human Sexuality (3,3)

A college transfer course; consult the C&CSC for more details.

This course concerns itself with the fundamental facts, principles, theories and points of view concerning human sexuality with emphasis on the psychosocial aspects of human sexuality. The primary aim of this course is to provide a framework for and encourage responsible decision-making with respect to the sexual aspect of our total being. F, Sp.

Radiologic Technology

RAD 100—Foundations of Radiologic Technology (1,1,5)

Overview of the profession of radiologic technology with an emphasis on its history, philosophy, and the nature of the profession. Explore the role of the radiologic technologist.

RAD 101—Radiographic Fundamentals (2,4)

Prerequisite: Admission to the program concurrent with RAD 125 and BIO 186

The course introduces students to radiography and the role of the radiographer as a member of the health care team. Students are introduced to concepts, principles and procedures related to radiography, aseptic techniques and sound practices of patient care and professional behavior.

RAD 104—Radiographic Procedure 1 (3,4)

Prerequisite: Admission to the program; concurrent with RAD 125 and BIO 186

A study of the radiographic anatomy and examination procedures for the appendicular skeleton, the chest and bony thorax, and the vertebral column. Students are taught techniques and procedures related to reading various types of technique charts and are able to program x-ray units for correct exposures for designated radiographic examinations. Fee.

RAD 105—Radiographic Procedures 2 (3,4)

Prerequisite: RAD 101, RAD 104, RAD 106, RAD 125 and BIO 186; concurrent with RAD 126

A study of the radiographic anatomy and examination procedures for the digestive, urinary, and hepatobiliary systems, as well as the cranium, paranasal sinuses and facial bones. Students are taught to read various types of technique charts and program x-ray units for correct exposure for these examinations. Fee.

RAD 106—Radiographic Principles 1 (3,4)

Prerequisite: Admission to program; concurrent with RAD 125 and BIO 186

Introduction to the principles of radiography and factors controlling radiographic production and radiation protection. Radiation production, prime factors, radiographic film, intensifying screens, film and digital processing are presented. Fee.

RAD 107—Radiographic Principles 2 (3,4)

Prerequisite: RAD 106; concurrent with RAD 126

Continuation of RAD 106. The course is designed to enhance the necessary skills needed to evaluate the radiographic image and provide appropriate recommendations for improving the diagnostic quality of the radiograph. Fee.

RAD 125—Introduction to Clinical Practice (2,1,3)

Prerequisite: Admission to program; concurrent with RAD 101, RAD 104; and RAD 106

An orientation to practical clinical experience of the radiology department and the health care setting. A seminar is included. Clinical assignment by program coordinator. Pass/Fail grading. Fee; Malpractice Insurance.

RAD 126—Clinical Education 1 (3,17)

Prerequisites: RAD 125

Application of principles of radiographic positioning under the supervision of qualified registered ARRT technologist. Emphasis on appendicular and axial skeleton. Principles of exposure, image quality and other associated professional skills. Pass/Fail grading. Clinical affiliation assignment by program coordinator. Fee.

RAD 127—Clinical Education 2 (2,17)

Prerequisite: RAD 126; concurrent with PSY 101 or HSA 101

Application of principles of radiographic positioning under the supervision of qualified registered ARRT technologist. Emphasis on contrasted procedures, cranial procedures and other radiographic skills. Pass/Fail grading. Assignment of clinical and seminar by program coordinator. Fee.

RAD 204—Radiographic Procedures 3 (3,3)

Prerequisites: BIO 186; RAD 105 and 127; concurrent with RAD 225

Emphasis on routine special procedures including cardiovascular imaging, neuroradiography, reproductive system radiography and special studies of the viscera. The course details portable and surgical radiography, pediatric and geriatric radiography and related imaging modalities such as Internet, computer tomography, magnetic resonance imaging, ultrasonography and neuroradiography. Fee.

RAD 205—Radiologic Physics (3,4)

Prerequisites: PHY 115 and RAD 127; concurrent with RAD 225

Introduction of the structure of matter, electrical circuitry, and the basic elements of the operation of X-ray imaging equipment. Basic concepts of X-ray production, principles of diagnostic quality assurance for film production and equipment processing are discussed. Laboratory exercises related to the clinical setting activities are presented. Fee.

RAD 207—Radiobiology (3,3)

Prerequisite: BIO 186, PHY 115 and RAD 127; concurrent with RAD 225

An in-depth study of radiation biology, radiation regulations and radiation measurements. Somatic and genetic effects of ionizing radiation are presented. Radiation practices for staff and patients/clients are covered.

RAD 225—Clinical Education 3 (3,25)

Prerequisite: RAD 127; concurrent with RAD 204, 205 and 207

Continuation of radiographic experiences with emphasis on trauma, surgery and mobile procedures, and observation of radiologic interpretation. Pass/Fail Grading. Assignment of clinical and seminar by program coordinator. Fee; Malpractice Insurance Fee.

RAD 226—Clinical Education 4 (3,5)

Prerequisite: RAD 225 concurrent with RAD 208 and 235

Advanced clinical experiences with guided practice of special procedures. Experience with mobile units at bedside and in the operating room and emergency room. Pass/Fail Grading. Assignment of seminar and clinical by program coordinator. Fee.

RAD 235—Radiographic Seminar (3,3)

Prerequisite: RAD 204 and 225 concurrent with RAD 226

Review and discussion of radiographic principles, techniques and methods. Emphasis is placed on the interdependence of theory and principles in preparation for the ARRT examination. Fee.

Reading

To assure correct placement, new students will be required to take the Placement test prior to registration.

RDG 081—Reading & Learning Skills II (4,4)

Prerequisite: Qualifying score on the Placement test.

Reading 081 is the first course in a two semester developmental sequence that provides instruction and practice with reading techniques needed to process expository and narrative text. The course presents a variety of reading and vocabulary acquisition strategies, focusing on pre-reading techniques, word-attack strategies, comprehension monitoring, and summarizing. Fee.

RDG 082—Reading & Learning Skills III (3,4)

Prerequisite: RDG 081 with a grade of "C" or better or qualifying score on the Placement test.

Reading 082 is the second course in a two- semester developmental sequence. The course provides instruction and practice with reading techniques needed to succeed in college level courses. Students will learn how to critically read, while utilizing comprehension strategies, analyzing patterns of organizations and inferences, and applying organizational strategies for study purposes. Fee.

Sign Language: see Human Services Associate

Sociology

SOC 101—Introduction to Sociology (IAI: S7900) (3,3)

A college transfer course; consult the C&CSC for more details.

Basic concepts about human relationships, interrelations of society, culture, individual; major social institutions, factors, processes in social cultural change. F, Sp, S.

SOC 102—Social Problems (IAI: S7901) (3,3)

A college transfer course; consult the C&CSC for more details.

Prerequisite: SOC 101

Sociological analysis of societal problems, e.g., poverty, sexism, child & spouse abuse, racism, divorce and unemployment. F, Sp.

SOC 105—Diversity and Inclusion (IAI:S9905D) (3,3)

This course focuses on structural inequalities and the roles that social institutions and social identities play in understanding how privilege, power, and oppression get produced and reproduced over time. Dynamics of privilege and power impact social inequities, resulting in systemic racism, sexism, classism, and oppression. This course takes a sociological and intersectional approach- examining how race, gender, sexual orientation, ability, class, and religion all intersect to shape people's social identities and influence how they understand and experience the world.

SOC 204—Religion and Society (3,3)

A college transfer course; consult the C&CSC for more details.

Prerequisites: SOC 101 or ANT 101 and acceptance into Honors Program or consent of instructor.

An exploration of the varieties of religious experience from the Roman Empire to the present, the roles of ritual, texts and religious specialists in social integration; a comparison of established religious systems.

SOC 205—Marriage and the Family (IAI: S7902) (3,3)

A college transfer course; consult the C&CSC for more details.

Prerequisite: SOC 101

An analysis of the cross-culture variations in form of marriage and family; explanation of the American patterns in sex role, choice of mate, marital relationship and divorce. F, Sp.

SOC 206—Juvenile Delinquency (IAI: CRJ 914) (3,3)

A college transfer course; consult the C&CSC for more details.
Prerequisite: SOC 101

Social, psychological factors in delinquent behavior, causation, prevention, rehabilitation, role of community agencies; juvenile court. F, Sp.

SOC 225—Racial and Ethnic Relations (3,3)

A college transfer course; consult the C&CSC for more details.

Study of racial and ethnic groups in the United States, focusing upon the patterns of racial and ethnic relations.

SOC 230—Sociology of Sex & Gender (IAI:S7904D) (3,3)

A college transfer course; consult the Transfer Center for more details.

Introduction to sociological perspectives on sex and gender as factors of social inequalities and stratification in society. This course examines how gender roles, sex roles and norms have changed historically and vary across cultures and socio-political landscapes.

Solar PV Installer**SPV 100—Introduction to Craft Skills (3,4)**

Prerequisites: MTH 093

This introductory course is applicable to a variety of trades, covering the basics of construction site safety, calculations, hand tools, power tools, construction drawings, rigging, communication and employability skills and material handling. Students will be prepared to take the NCCER Core certification exam. Fee.

SPV 101—Solar PV Installation (3,4)

This course covers the basic concepts of PV systems and their components, along with general sizing and electrical/mechanical design requirements. Also provides an overview of performance analysis and troubleshooting. Successful completion of this course will prepare students for the NCCER and North American Board Energy Practitioners (NABCEP) PV Entry Level Exams.

Spanish

Native speakers or bilinguals generally do not receive credit for Spanish. Students who have completed two years of high school Spanish with a grade of "C" or above within the last four years must enroll in Spanish 102. Students who have completed three years of high school Spanish with a grade of "C" or above within the last four years must enroll in Spanish 203. Notes for students pursuing an A.A., A.S., or A.F.A.: Students who plan to go on and earn a Bachelor of Arts degree or a degree from a College of Arts and Sciences should know that it is quite likely that they will need to complete a foreign language and therefore should complete their foreign language requirement before transfer.

SPN 101—Elementary Spanish I (4,5)

A college transfer course; consult the C&CSC for more details.

Course for beginners stressing the four language skills: listening, speaking, reading, and writing. Emphasis on the geography and culture of Spain and Latin America. Language lab practice required. F, Sp, S.

SPN 102—Elementary Spanish II (4,5)

A college transfer course; consult the C&CSC for more details.

Prerequisite: SPN 101 or two years of high school Spanish with a grade of "C" or above.

Continuation of Spanish 101 with more intensive listening, speaking, reading, and writing practice. Culture and civilization of Spain and Latin America emphasized. Language lab practice required.

SPN 113—Elementary Conversational Spanish (3,3)

A college transfer course; consult the C&CSC for more details.

Prerequisite: Taken concurrently with SPN 102, after completion of 102 or equivalent, or consent of instructor.

Development of oral proficiency at the first-year level through active participation in dialogues dealing with every day life, and discussion of cultural topics. Taught entirely in Spanish. On demand.

SPN 115—Spanish for Health Care Providers I (3,3)

A course designed for health care providers working with Spanish-speaking patients which emphasizes oral communication, medical terminology, and cross-cultural awareness. F.

SPN 203—Intermediate Spanish I (4,4)

A college transfer course; consult the C&CSC for more details.

Prerequisite: SPN 102 or three years of high school Spanish with a grade of "C" or above.

Continuation of SPN 102 with more advanced practice in the four language skills, literary readings, advanced grammar, and compositions. Culture and civilization of Spain and Latin America emphasized. Language lab practice required.

SPN 204—Intermediate Spanish II (IAI: H1900) (4,4)

A college transfer course; consult the C&CSC for more details.
Prerequisite: SPN 203 or equivalent.

Reading and analyzing stories and poetry by famous Spanish and Latin American writers, with general review of grammatical structures. On demand.

SPN 205—Spanish for the Spanish-Speaking (4,5)

A college transfer course; consult the C&CSC for more details.
Prerequisite: SPN 204 or equivalent, or consent of instructor.

Review of proper spoken and written Spanish, reading of selected literary materials; for native speakers of the language who lack formal training, and for students who have completed Spanish 204 or equivalent, or consent of instructor. On demand.

SPN 213—Intermediate Conversational Spanish (3,3)

A college transfer course; consult the C&CSC for more details.
Prerequisite: Taken concurrently with SPN 204, or equivalent or with consent of instructor.

Development of oral proficiency at the second-year level through active participation in dialogues dealing with everyday life, and discussion of cultural topics. Taught entirely in Spanish. On demand.

SPN 215—Spanish for Health Care Providers II (3,3)

Prerequisite: SPN 115 with a grade of "C" or better, or two years of high-school Spanish with a grade of "C" or better, or consent of instructor.

A course designed for health care providers working with Spanish-speaking patients which emphasizes more advanced oral communication, medical terminology, and cross-cultural awareness. On demand.

Special Education Associate: see Child Development, Education, and Human Services Associate

Speech

SPE 108—Oral Communication (IAI: C2900) (3,3)

A college transfer course; consult the C&CSC for more details.
Prerequisite: RDG 082 with a "C" or better.

Introduction to basic oral communication principles and skills. Focuses on study and practice in public speaking and discussion, preparation, organization and delivery techniques. Emphasis in critical listening skills, reading, thinking and writing. This course includes the mandatory execution of an informative and persuasive speech. Fee. F, Sp, S.

Speech Language Pathology Assistant

SPA 101—Introduction to Speech Language Pathology Assisting (3,3)

Prerequisites: Approval of the Program Coordinator

This course serves as an introduction to the field of Speech Language Pathology. This course will address professional standards, legal and ethical issues, and the scope of practice for Speech Language Pathologists, and the Speech Language Pathology Assistant in healthcare and educational settings.

SPA 121—Anatomy and Physiology of Speech & Hearing (3,3)

Prerequisites: Approval of the Program Coordinator

This course looks at the human anatomy and physiology and the interrelated components of speech and hearing including; the structure of the speech mechanism, muscles, and neurology involved with speech production.

SPA 131 – Language Development in Children (3,3)

Prerequisites: Approval of the Program Coordinator

This course delves into the typical development stages of language in children through adolescence. The focus will be an overview of the social, cognitive, and physical aspects of normal language acquisition.

SPA 141—Voice and Diction (3,3)

Prerequisites: SPA 121, SPA 131, and Approval of the Program Coordinator

A course designed to present the student with an overview of the anatomical and physiological bases for the principles necessary for effective oral communication, as it relates to articulation, language, voice, rhythm, and listening skills. This will accompany practical exercises to assist in the modification of speech behavior. Attention is given to phonetic and phonemic awareness of various dialects of English.

SPA 151—Communication Disorders in Children (3,3)

Prerequisites: SPA 121, SPA 131 and Approval of the Program Coordinator

The nature of language disturbances resulting from damage to the central nervous system, auditory impairment, environment, social, and psychogenic influences. The role of the Speech-Language Pathologist and Audiologist in educational and medical settings.

SPA 161—Intro to Phonetics (3,3)

Prerequisites: SPA 141, SPA 151 and Approval of the Program Coordinator

An introductory course in phonetics, the classification of speech sounds, which includes articulatory and perceptual analysis of speech sounds and transcription methods of American English into the International Phonetics Alphabet (IPA). Students in Speech Language Pathology Assisting are expected to apply the knowledge in the clinical setting.

SPA 171—Clinical Observation (2,3)

Prerequisites: SPA 141, SPA 151 and Approval of the Program Coordinator

Observation of the licensed and CCC SLP practitioner in various clinical settings. No hands on will be obtained through this experience. Prerequisite to Clinical Fieldwork I & II.

SPA 201—Screening Processes and Intervention Procedures (3,3)

Prerequisites: SPA 161 and Approval of the Program Coordinator

A study of screening tools, documentation, processes and intervention procedures used for children and adults with communication disorders. Administration of screening tests, hearing screenings and completion of protocols for screenings.

SPA 211—Clinical Fieldwork I (2,2)

Prerequisites: SPA 131, SPA 151, SPA 171 and Approval of the Program Coordinator

Application of supervised clinical practice procedures as required by the Speech Language Pathology Assistant in educational and medical settings.

SPA 221—Communication Disorders in Adults (3,3)

Prerequisites: SPA 171 and Approval of the Program Coordinator

An overview of communication disorders in adults, including classification, assessment and treatment of speech, language, swallowing, and voice and hearing disorders in adults. Role of the Speech Language Pathologist Assistant and Audiologist in a variety of settings.

SPA 231—Case Studies and Management for Speech Language Pathology Assistants (3,3)

Prerequisites: SPA 211 and Approval of the Program Coordinator

Organizational and functional skills required in the Speech Language Pathology workplace. Includes; interdisciplinary and supervisory relationships, client and public interaction, safety issues, technical writing, data collection, record keeping and computer applications.

SPA 241 – Clinical Fieldwork II (3,3)

Prerequisites: Must have completed SPA 171 and SPA 211 and approval of the Program Coordinator

Application of supervised clinical practice procedures as required by the Speech Language Pathology Assistant in educational and medical settings.

Welding

WLD 100—Introduction to Welding (5,7)

Prerequisites: MTH 093 or equivalent score on the math placement test

This includes fundamentals of blueprint reading; welding print format and types of fabrication blueprints; welding symbols and sizes; structural shapes and symbols. Introductory hands-on course in welding covering shielded metal/arc welding and flux cored arc welding theory and practices. This course is designed for a worker needing to perform light welding on the jobsite. *This course is not for Welding Processes majors.*

WLD 104—SMAW (4, 6)

Prerequisites: WLD 100

Principles and techniques of joining metals with Shielded Metal Arc Welding (SMAW) as the source. This course includes; SMAW welding uses; safety techniques; joint design; welding costs; electric currents and power sources; filler metal selection; hard facing; metal identification, and welding in the flat and horizontal as well as vertical and overhead positions. Fee.

WLD 110—GMAW (4, 6)

Prerequisites: WLD 100

Procedures and techniques in Gas Metal Arc Welding (GMAW). Includes health, safety, and environmental practices, welding terminology, GMAW processes and equipment, equipment operation and welding techniques, power source and wire feed types and controls, welding currents and polarities, welding filler metals in GMAW processes, shielding gases, and welding in the flat and horizontal as well as vertical and overhead positions. Course also includes safety and use in (PAC) Plasma Arc Cutting. Fee.

WLD 112—GTAW (4, 6)

Prerequisites: WLD 100

Procedures and techniques in the Gas Tungsten Arc Welding (GTAW) process to include health; safety; environmental practices; welding terminology; GTAW process and equipment; equipment operation and techniques; power source types and controls; welding currents and polarities; tungsten electrodes; shielding gases, welding in the flat and horizontal as well as the vertical and overhead positions. (PAC) Plasma Arc Cutting safety and practices will also be lectured and demonstrated.

Administration & Faculty

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Glossary & Index

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Glossary of College Terms

A

Academic Forgiveness: Students who have left South Suburban College with less than a 2.0 GPA may return and request Academic Forgiveness for prior courses in which a D or F grade was issued. Students may apply for forgiveness any time prior to the completion of 12 credit hours upon re-entry. Academic Forgiveness is internal to South Suburban College and is not recognized by The Federal Student Aid Program. Academic Forgiveness will not be used in lieu of reviewing satisfactory academic progress (SAP) for financial aid eligibility.

Alternative Credit: See page 35 of catalog.

Articulation Agreement: A formal agreement between South Suburban Community College and a baccalaureate degree-granting institution. These agreements are established for specific academic programs and ensure transfer upon completion of appropriate coursework and achievement of a minimum grade average.

Associate Degree: A title conferred on a student signifying completion of a two-year program comprised of 60 or more credits. For additional information, refer to Policies and Procedures. AA/AS and AAS; ACS, AES, AFA

B

Blended: These courses blend face-to-face interaction such as in-class discussions, active group work, and live lectures with web-based educational technologies such as online course cartridges, assignments, discussion boards, and other web-assisted learning tools. Hybrid course models allow students to fit occasional class time into their busy schedule while completing the remainder of the course work over the internet.

C

Catalog: A very important publication found on paper or online containing detailed information about the college and its policies. Content includes college regulations, academic requirements, course descriptions, an information about campus services and faculty.

Certificate: A document issued to a student signifying completion of a specific series of skill courses. A certificate program is usually one year or less in length.

Class Standing: Classification of students in four categories based on the number of College level semester hours completed: (0-29=Freshman; 30-59=Sophomore; 60-89=Junior)

Curriculum Code: The major or program of study a student pursues. If a student is interested in changing their curriculum code, a student should initiate the change by contacting his/her counselor.

Corequisite: Any two courses which must be taken together in the same semester.

Course Description: Course description(s) tell students what is taught in the course. It also describes the required classroom/lab hours, clinic or co-op hours, credit hours, and indicates if a prerequisite/corequisite is needed.

Course Withdrawal: If a student is unable to complete a course, for whatever reason, the student must withdraw from the course or risk receiving a grade of "F" for the course. For withdrawal procedures, refer to Policies and Procedures. This occurs after the last day to add/drop. Must see a faculty counselor to process.

Credit Hour: A unit of academic award applicable toward a degree, measured in term hours.

D

Developmental Courses: Courses that are not college level but prepare students for college level work. Usually pertains to English, Reading and Math.

Drop/Add: The procedure whereby a student may change his/her class schedule, after initial registration, by dropping or adding a course without academic penalty. A drop is not recorded on the transcript.

E

Elective Course: A course which a student may choose to take from a number of possible courses, as distinguished from specific required courses.

Enrolled Student: An enrolled student is one who has completed the registration process and whose specific classes have begun.

F

Faculty: Members of teaching and/or counseling at a college or university.

Financial Aid Probation: Occurs when a student GPA is below 2.0 OR has less than 2/3 completion rate of their attempted courses.

Financial Aid Disqualification: When a student has failed to maintain a GPA of 2.0 or 2/3 completion of attempted credit hours 2 semesters in a row.

Full-Time Student: A student enrolled for 12 or more credits per term. Note: Full-time status for South Suburban Community College scholarships is determined by enrollment in 12 or more degree applicable hours. A course in which a grade of "D" or better was previously earned is not counted toward the 12-hour full-time study requirement.

G

General Education Coursework: A core of courses which each student is required to take in order to transfer to a university or graduate from college. These courses include Communication, Math, Science, Humanities/Fine Art, and Social and Behavioral courses. Taking these courses assures the diversity of education courses a student receives in addition to major requirements.

Good Academic Standing: The status of a student who has met or exceeded the requirements specified in Policies and Procedures.

Grade Point Average (GPA): The numerical average based on the credit hours attempted and grades earned for courses taken at South Suburban Community College. At the close of each term, a GPA calculated to indicate the term, and cumulative average.

H

Hybrid: (See blended definition above)

Honors: Specially designed courses offered tuition free to any student with a GPA of 3.5 or better in 12 or more credits. May also qualify through high school GPA, rank, or ACT/SAT scores.

Higher Learning Commission (HLC): An organization tasked with the regional accreditation responsibilities for post-secondary education institutions in the central United States.

Human Success: Program offered for high school completion under specific guidelines.

In-District: Students residing in District 510 area.

Illinois Articulation Initiative (IAI): Facilitates transfer between Illinois colleges and universities. IAI enables students to complete their first two years of coursework leading to baccalaureate degree in most any field of study at a 4-year college or university.

M

Major: A field of study containing specific course requirements unique to that field such as Biology or Education.

Master Academic Plan (MAP): A road map for planning which courses to take in any semester leading to a degree or certificate.

Mid-Term Grades: Mid-term grades are indicators of a student's progress. Mid-term grades are not recorded on official transcripts, but they may be used to determine the eligibility of a student to continue participation in intercollegiate sports or student activities.

N

Non-Credit Courses: A course that is not applicable toward a degree.

O

Online Courses: Instruction and activities are online. Students may be required to complete an orientation prior to the start of class. Some courses MAY REQUIRE on-campus/face-to-face proctored testing. For specific course information, visit our orientation information section.

Out-of-District: Refers to students who live out of District 510. Tuition will be higher except for online courses.

Overview College Success (OCS): Is a mandatory college transfer course to help plan and prepare for college coursework.

P

Part-Time Student: A student enrolled in fewer than 12 credits per semester.

Prerequisite: A course that a student must successfully complete for background information before enrolling in a particular course. For example, Psychology 211 has a prerequisite of Psychology 101.

Phi Theta Kappa (PTK): The international honor society of two-year colleges and academic programs, particularly community colleges and junior colleges.

R

Registered Student: A registered student is one who has scheduled classes. A student who registers but does not complete the payment process will not be granted credit, regardless of class attendance. A student is considered enrolled once their specific classes have begun.

Restricted Courses: Courses which may only be taken by students accepted in a particular program of study such as Nursing or OTA.

S

Semester: A period of time for class instruction. A semester is Fall, Spring and Summer with 4, 8, 12, and 16 weeks of instruction options.

Semester Hour: The unit of credit received for course work completed during a semester. Each semester hour represents approximately one hour of class time per week with less credit given for laboratory classes.

Student Self Service Planning: Accessed online, it is the method used to plan, register, map out degree requirements for all semesters, view grades and apply for graduation.

Structured Learning Assistance (SLA): Occurs when special sections of courses have additional mandatory tutoring time slots.

Syllabus: The course outline provided by the instructor. The syllabus may contain a course description, course topics, assignments, examination dates, and plagiarism, grading and attendance policies.

T

Transcript (student record): A student's official academic record maintained by the Registrar's Office. It shows all academic work attempted and grades earned, as well as transfer credits accepted from other schools.

Transfer Credit: Credit from coursework taken at a previous institution which is accepted toward a degree requirement at South Suburban Community College. Transfer credit is posted to the transcript of degree seeking students only.

W

Waiver: Used as a temporary measure to allow a student to take a course with a prerequisite while waiting for official transcripts. This is arranged through a faculty counselor.

Withdrawal: The procedure whereby a student may withdraw from coursework after the add/drop period has passed. A withdrawal (W) will be recorded on the transcript.

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South Suburban College serves the residents of District 510 which includes all or portions of these communities:

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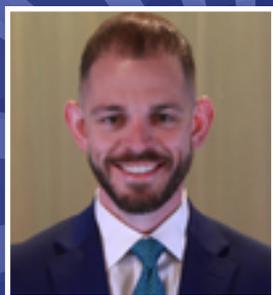
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