

Course Prefix/Number	Name	Description	Student Pre Requisites/Testing Requirements	Transfer/ Career	Hours	Minimum Instructor Requirements**	Department Chair/Program Coordinator
Administration of Justice							Muschler
AOJ 100	Intro to Administration of Justice	The study of the criminal justice system and its major components. The criminal justice process is described. Includes history, philosophy and current practice in the administration of justice in a democratic society.		T	3.00	Bachelor's Degree in Administration of Justice or any social science, and at least 3 years AOJ experience	
AOJ 103	Introduction to Corrections	Organization, management and operation of correctional institutions and their role in the criminal-justice system.		T	3.00	Same as AOJ 100	
AOJ 151	Policing: Methods and Ethics	This course is an examination of the history, current status, and/or trends in police field operations. A critical review of the extant research on police effectiveness, deployment of personnel, and delivery of services is accomplished. Police integrity standards and hard choice issues concerning police discretion, legality, and morality in police methods are delineated.	Assessment score at ENG101 or completion of all reading and writing developmental courses.	C	3.00	Same as AOJ 100	
AOJ 155	Community Policing	Interpersonal, intrapersonal, and life-management skills related to criminal justice work are delineated. Experiential activities are used to develop skills in human communication, conflict resolution, effective behavior, and in the appreciation of cultural diversity. Problem oriented policing strategies are delineated.	Assessment score at ENG101 or completion of all reading and writing developmental courses.	C	3.00	Master's Degree in any social science, and at least three years AOJ experience.	
Agriculture							Range
AGRI 152	Agricultural Economics	An introduction to the principles of economics including production principles; production costs, supply and revenue; profit maximization; consumption and demand; price elasticity; market price determination; and competitive versus noncompetitive market models. These principles are applied to agriculture and the role of agriculture in the United States and world economies. Other topics include a survey of the world food situation; natural, human and capital resources; commodity product marketing; and agricultural problems and policies.		T	3.00	M.S. Degree in Agriculture or equivalent	
Anthropology							Wheeler
ANTH 150	Cultural Anthropology	This course introduces students to the central topics, concepts and methods of cultural anthropology focusing on understanding human behavior in the context of the structure and functioning of culture. Cross-cultural analysis will provide an understanding of the diversity of human cultures in the world and the universalities that define the human species. The study of the nature of culture will focus on the relationship of humans to the physical environment, the interactions among human groups, and the behaviors of humans within groups. Completion of this course fulfills the Non-Western Culture requirement for graduation from SWIC.	Math placement above MATH 93 or completion of MATH 93 with a grade of "C" or better; Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.	T	3.00	Master's Degree in Anthropology, or Master's Degree in Anthropology related field with 18 graduate semester hours in Anthropology (not including research/thesis hours).	

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Biology							
BIOL 100	General Biology: Ecology, Evolution, & Genetics	A laboratory course emphasizing scientific inquiry through the topics of cell structure and function, genetics, biodiversity, evolution, and ecology. Biological issues with personal and social implications will be introduced. Not intended for science majors.	Math placement above MATH 94 or MATH 94 with a grade of "C" or better; Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.	T	4.00	Master's Degree in Biology	Papke
BIOL 106	Environmental Science	A course designed to provide a broad understanding of the physical, biological, and social aspects of the environment. Topics include basic ecological concepts, energy problems, natural resources, human population growth, and environmental pollution. Possible solutions to these topics will be considered. This course does not meet the laboratory science requirement at SWIC.	Math placement above MATH 94 or MATH 94 with a grade of "C" or better; Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.	T	3.00	Master's degree in Biology	
Business							
BUS 101	Introduction to Business	A survey of the functional areas of business. Major topics include: the economic, legal, social and global environment in which modern businesses operate; social responsibilities of business; forms of business ownership; functions and responsibilities of managers; and fundamental concepts of marketing, accounting, finance, information management, and labor relations and human resource management.	None	T	3.00	M.B.A. or Master's in Business discipline. Course work in International Business preferred.	
BUS 215	Business Law I	An introduction to the history and philosophy of law and the American legal system. Discussed are fundamentals of contracts, agency, and employment, commercial paper, and personal property and bailment. A lecture case approach is used	None	T	3.00	J.D. and successful completion of the bar exam of any state or a minimum of one-year work experience as an attorney. Experience in the subject matter is preferred.	
Computer Aided Drafting							
CAD 120	Introductory CAD	This course is an introduction to Computer-Aided Drafting (CAD). It will prepare students to operate the system and understand the applications of CAD to industry standards. Students will create, store, retrieve, edit, and print/plot commercial quality drawings. This course is offered as a dual credit course for area high schools. Credit does go towards the certificate and the associate's degree in Computer-Aided Drafting.	Keyboarding and Windows XP knowledge.	C	3.00	Ten years of industrial experience in a computer aided drafting field. Associates degree in drafting and six years of drafting work experience. B.S. degree in Industrial or Occupational Education; or B.S. Degree in Architecture or Engineering with three years of drafting work experience. Proficiency in the current version of CAD software utilized by industry in required. (CAD 101) + one three-hour CAD course or equivalent training; or one of the above degrees and at least one year of current job related CAD experience. Education or work experience must be using the current version of the software taught in CAD 120.	Scribner
Computer Information Systems							

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CIS 120	Introduction to the PC	This course introduces Windows-based microcomputers to those with little or no prior computer experience. Topics include terminology, keyboard usage, basic components of a computer system, beginning DOS commands, and an overview of possible computer applications.	Keyboarding skills preferred.	C	1.00	Earned Master's or higher degree appropriate to the teaching assignment and one year of work experience OR earned Master's of higher degree with related course work and one year of relevant work experience OR Earned bachelor's or higher degree in a related area and two years relevant work experience including a variety of microcomputer work experience and a combination of additional course work, professional certification and teaching experience.	Brown
CIS 171	Computer Graphics	This course will teach students advanced design skills in creating vector graphics using Adobe Illustrator. Students will prepare original publications including logos and advertisements.	CIS 125 or CIS 181 or file management skills.	C	3.00	Current proficiency in using Adobe software and one of the following: Earned Master's of higher degree and/or Bachelor's Degree and relevant work experience OR a minimum of 10 years' work experience and two years' teaching experience in a relevant field.	Hensley
CIS 164	Internet Essentials	Students will learn the most important Internet topics, including the history of the Internet, connecting to the Internet, basic email, integrated browser email software, and advance Internet topics.	CIS 125, CIS 181 or file management skills.	C	3.00	Earned Master's or higher degree with Major in the field of the teaching assignment and one (1) year of work experience OR Earned Master's or higher degree in a field related to the teaching assignment with sufficient course work in computer information systems or one (1) year of relevant work experience OR Earned Bachelor's or higher degree in the field of the teaching assignment along with a combination of additional course work, professional certification and two (2) years of work experience involving computers.	Brown
CIS 172	Photo Manipulation I	This course will teach students how to scan, create, modify and reproduce photographs, artwork, and printed advertising pieces. Students will learn how to deal with all types of graphics and prepare them for print or Web applications. Students will be exposed to techniques and skills to prepare them for employment as a photo retouch artist, or graphic designer. Students will also be exposed to vector graphic elements and how they interrelate to Adobe Photoshop.	CIS 125 or CIS 181 or file management skills.	C	3.00	Same as CIS 171	Hensley
CIS 173	Graphics and Animation	This class will focus on using Flash to create graphic animations, developing buttons and menus, designing Flash Web pages, sustaining a viable website and providing user interactive Web pages. Course curriculum will cover Flash User Interface (UI), using layers and timeline, Flash Objects, sound/video, ActionScript Environment, debugging and using HTML. After taking this class, students will have a good understanding of Flash design, development, interactivity, usability and how to create a user-friendly web experience.	CIS 174 or HTML coding proficiency	C	3.00	Current proficiency in graphics and animation and one of the following: Earned Master's or higher degree with Major in the field of teaching assignment and one year of work experience OR Earned Masters or higher degree in a field related to the teaching assignment with sufficient course work in computer information systems or one year of relevant work experience OR earned Bachelor's or higher degree in the field of the teaching assignment along with a combination of additional course work, professional certification and two years of work experience involving computers.	Hensley

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CIS 174	Web Fundamentals I	This course will teach students to create webpages using HTML and DHTML. They will create multi-media web pages with hypertext links, tables, frames, and forms. They will also be exposed to cascading style sheets, Java Script programming, and dynamic content and layout.	CIS 125 or CIS 181 and CIS 160 or CIS 164 or file managemewnt and internet browser skills.	C	3.00	Current proficiency in coding and designing Web pages and one of the following: Earned Master's or higher degree with Major in the field of teaching experience and one year of work experience or Earned Master's or higher degree in a field related to the teaching assignment with sufficient course work in computer information syatems or one year of relevant work experience or Earned Bachelor's degree or higher in the field of the teaching assignment along with a combination of additional course work, professional certification and two years' work experience involving computers.	Hensley
CIS 176	Web Fundamentals II	This course allows students to develop a large graphic multimedia website with Dreamweaver. Web authoring, image editing, and website management tools give students a real world prospective.	CIS 174 or HTML coding proviciency.	C	3.00	Current proficiency in using HTML and HTML editors to code and design Web pages and one of the following: Earned Master's or higher degree with Major in the field of the teaching assignment and one (1) year of work experience OR Earned Master's or higher degree in a field related to the teaching assignment with sufficient course work in computer information systems or one (1) year of relevant work experience OR Earned Bachelor's or higher degree in the field of the teaching assignment along with a combination of additional course work, professional certification and two (2) years of work experience involvind computers OR Earned Associate's or Equivalent coursework and a minimum of five (5) years' Web work experience.	Hensley
CIS 180	Introduction to Programming	This course is an introduction to computer programming and software development. Students will use a visual development environment and an object oriented programming language to learn fundamental programming concepts. Various predefined object types will be introduced and students will learn how to control object attributes and behaviors as they write event procedures containing variables, conditions, and loops.	CIS 125 or basic computer skills	C	3.00	Earned Master's or higher degree appropriate to the teaching assignment and one year of work experience OR Earned Master's or higher degree with related course work and one year of relevant work experience OR Earned Bachelor's or higher degree in a related area and two years or relevant work experience including experience in designing computer systems and a combination of additional course work, professional certification, and teaching experience.	Brown
CIS 184	Visual Basic Programming I	This course introduces the fundamentals of the Visual Basic programming language. Students develop Console and Windows Forms applications written in Visual Basic using the Visual Studio development environment. Procedural programming topics include variables, control structures, built-in functions and data types, arrays, self-defined subroutines and functions written in Visual Basic. Object oriented programming topics include instantiation, encapsulation, class, property, method, and constructor declarations. The course ends with an introduction to collections, and language integrated queries.	Math placement above MATH 97 or completion of MATH 97 with a grade of C or better; and one of the following: CIS 180, CIS 187, CIS 250, or CIS 252.	C	3.00	Proficiency in Visual Programming and one of the following: Earned Master's or higher degree with Major in the field of the teaching assignment and one (1) year of relevant work experience OR Earned Master's or higher degree in a field related to the teaching assignment with sufficient course work in computer information systems or one (1) year of relevant work experience OR Earned Bachelor's or higher degree in the field of the teaching assignment along with a combination of additional course work, professional certification and two (2) years of work experience involving computers.	Brown
Construction Management Technology							Laing

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CMT 145	Building Trades Craft Survey I	The construction students will explore the basic trades' skills required to complete a modern building project. The course will survey carpentry, ironwork, laborer's work, sheetmetal and concrete finishing.	Coordinator's approval	C	4.00	Have completed a three to 4 year formal apprentice program in the occupational specialty to be taught OR have completed an Associates of Science or Bachelor's Degree program and 2000 hours of employment experience in the occupational specialty to be taught.	
CMT 146	Building Trades Craft Survey II	The construction students will explore the basic trades' skills required to complete a modern building project. The course will survey painting, bricklaying, electrical and plumbing/pipefitting.	Coordinator's Approval	C	4.00	Have completed a three to 4 year formal apprentice program in the occupational specialty to be taught OR have completed an Associates of Science or Bachelor's Degree program and 2000 hours of employment experience in the occupational specialty to be taught.	
<u>Culinary Arts and Food Management</u>							
CUL 116	Food Service Sanitation	This course is designed to educate students in the importance of sanitation in food preparation. Topics emphasized are safe food environments, pest control and local, state, and federal codes. This course will prepare you for the Illinois Department of Public Health exam.		C	1.00	Bachelor's Degree and 5 years of restaurant management experience OR A.A.S. degree in related field and ten years' experience in a full-service or fast food restaurant as a general manager or full-service executive chef. Teaching experience is desired. Also, must possess a current food service sanitation instructor's license for the State of Illinois OR Bachelor's degree and current or past employee of a local, county, state health department and possess a current state of Illinois instructor's license for food service sanitation.	Brockman
CUL 228	Culinary Nutrition for Food Service	This course is designed to help individuals develop a better understanding of the importance of nutrition. Communicating with nutritional specialists is also an important part of food preparation. Items to be covered will include nutrition in industry, eating habits, recipe development and trends in nutrition.		C	3.00	Bachelor's Degree and 5 years of restaurant management experience OR A.A.S. degree in related field and ten years' experience in a full service or fast food restaurant as a general manager or full-service executive chef. Must have experience in profit/loss operating statement management OR Bachelor's Degree in a nutrition related field. Teaching experience is desired.	
<u>Early Childhood Education</u>							
ECE 110	Intro to Early Childhood Education	Designed to familiarize students with the current philosophy of early childhood education, guidance techniques, classroom design, early childhood education teacher responsibilities, strategies for home-center collaboration, and the curriculum in early childhood education settings. Students will review the different types of early childhood education arrangements in the United States, including infant/toddler and school age programs. Federal laws, licensing and regulatory requirements for programs serving children birth to 12 years are covered. The history of educating children birth to 12 years will be addressed. Observations of children in selected early childhood settings will be required. This course is accepted statewide by four-year institutions for students majoring in Early Childhood Education.	Reading assessment score at the ENG 92 level and a writing score at the ENG 96 level or completion of ENG 91 and ENG 95.	T	3.00	Bachelor's Degree (Master's Degree preferred) in child development or closely related area and at least 2,000 hours (one year) professional experience in the child care field.	Beal

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ECE 112	Growth and Development of Children	Designed to cover the theories of Erikson, Piaget, Vygotsky and others as a foundation to understanding the physical, social, cognitive, and emotional development milestones in children prenatally to 12 years. The influence of family and community relations of development will be addressed. Observations of children in selected early childhood settings will be required. This course is accepted statewide by four-year institutions for students majoring in early childhood education.	Reading placement above ENG 91 or completion of ENG 91; writing placement above ENG 95 or completion of ENG 95	T		Bachelor's Degree (Master's Degree preferred) in child development or closely related area and at least 2,000 hours (one year) professional experience in the child care field.	
ECE 114	Child Health Maintenance	Designed to address the health, safety and nutritional issues related to children in early childhood settings. Communicable illnesses, prevention methods, child care regulations, treatments for common injuries, legal mandates for reporting abuse and neglect, effects of violence on children, nutritional needs and menu planning will all be covered.	Reading placement above ENG 91 or completion of ENG 91; writing placement above ENG 95 or completion of ENG 95	C		Bachelor's Degree (Master's Degree preferred) in child development or closely related area and at least 2,000 hours (one year) professional experience in the child care field.	
Electrical/Electronic Technology							Zach
EET 101	Intro to Electricity and Electronics	This course is designed as the beginning course for those entering the electrical and/or electronics career field. The course's primary focuses are to (1) inform students about the variety of specialty areas, categories of work relevant to the field, and educational requirements and opportunities that can lead to successful employment; (2) introduce students to the fundamental principles of electricity, basic electrical circuits, electrical/electronic components, electrical/electronics diagrams, and become familiar with the National Electric Code; and (3) provide the opportunity for students to become skilled in using common test equipment and tools used to construct, install, measure, and repair electrical wiring and cabling, and electrical/electronic systems and equipment.		C	3.00	Have completed a Bachelor's Degree program or Associate of Applied Science with a minimum of 2000 hours employment experience in the occupational specialty to be taught OR Have completed a three to four year formal apprenticeship program in the occupational specialty to be taught.	
EET 111	Electrical Circuits	This course continues the study of electrical and electronic circuits by going more in-depth in electrical circuit analysis. Students will learn to perform complete electrical analysis of complex DC and AC circuits consisting of resistors, capacitors, and inductors connected in various series, parallel, and series-parallel configurations. Course will cover applications of these components in common electrical circuits and will begin teaching students basic circuit troubleshooting skills.	EET 101, GT 104	C	3.00	Have completed a Bachelor's Degree program or Associate of Applied Science with a minimum of 2000 hours employment experience in the occupational specialty to be taught OR Have completed a three to four year formal apprenticeship program in the occupational specialty to be taught.	
EET 131	Electrical Wiring Practices	Course is designed to provide the student with the basic knowledge and skills necessary to install, repair, and estimate costs for wiring of residential, commercial, industrial and/or specialized electrical systems. Students will learn the principles of and get hands on experience on how to safely and properly wire electrical circuits and devices according to the National Electrical Code.	EET 101	C	3.00	Have completed 4-year apprenticeship program in the occupational specialty to be taught OR Have completed an Associate of Applied Science or Bachelor's degree program and 2000 hours of employment experience in the occupational specialty to be taught.	
EET 200	Digital Electronic Circuits	Knowledge of electronics will be expanded in this course to include the principles and operation of digital devices and circuits used in computers and automated industrial/commercial equipment. Breadboarding of logic elements into functional circuits in laboratory projects/computer simulation will validate and reinforce classroom learning.	EET 101	C	3.00	Have completed a Bachelor's Degree program or Associate of Applied Science with a minimum of 2000 hours employment experience in the occupational specialty to be taught OR Have completed a three to four year formal apprenticeship program in the occupational specialty to be taught.	

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EET 235	Programmable Logic Controllers	This course offers electricians, maintenance mechanics, or electronic technicians a first course in programmable logic controllers. It focuses on the underlying principles of how PLC's work and provides practical information about installing, programming, and maintaining a PLC as a separate standalone automated control component. No previous knowledge of PLC systems or programming is necessary. This course presents PLC's 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 contains a variety of generic programming assignments that are compatible with most types of PLC's.	EET 200 or consent of coordinator	C	3.00	Have completed a Bachelor's Degree program or Associate of Applied Science with a minimum of 2000 hours employment experience in the occupational specialty to be taught OR Have completed a three to four year formal apprenticeship program in the occupational specialty to be taught.	
Emergency Medical Services							Schmittling
EMS 110	Emergency Medical Technician	Provides students with overall role and responsibility of the emergency medical technician in performing emergency care. The student will develop skill in assessment and in emergency treatment procedures short of those rendered by physicians or by allied health personnel under the direct supervision of a physician.	Math placement above MATH 93 or completion of MATH 93 with a grade of C or better. Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.	C	7.00	Illinois Department of Public Health EMT certification and lead instructor status; National registry of EMT certification; American Heart Association CPR instructor or equivalent; five years emergency service experience. Or in	
English							Moiles
ENG 101	Rhetoric and Composition I	English 101 is designed to help students establish their own voices as they gain rhetorical awareness and flexibility. This course reinforces the collaborative, recursive nature of the writing process and emphasizes the use of strategies to compose texts that effectively address various purposes, audiences, and contexts. The course requires students to reflect on their own writing, as well as peer and professional texts and also provides a brief introduction to the writing of source-supported papers and methods of documenting sources.	English placement test score or completion of all reading and writing developmental courses.	T	3.00	Master's Degree with 24 graduate semester hours in Rhetoric and/or Composition, English, English Education, Journalism, Linguistics, Literature, Writing, or a combination of the above, with at least 9 graduate semester hours in Rhetoric and/or Composition, or 3 hours in Linguistics and 6 in Rhetoric and/or Composition.	
ENG 102	Rhetoric and Composition II	English 102 focuses on the processes of academic inquiry and source-supported writing, while reinforcing rhetorical awareness and flexibility and the collaborative, recursive nature of the writing process. This course reinforces the use of strategies to compose texts that effectively address various purposes, audiences, and contexts. The course requires students to reflect on their own writing, as well as peer and professional texts. Students will access, analyze, evaluate, and synthesize written, visual, and aural texts, using both primary and secondary research methods, and use such sources effectively in their own writing while maintaining voice and authority.	"C" or better in ENG 101	T	3.00	Master's Degree with 24 graduate semester hours in Rhetoric and/or Composition, English, English Education, Journalism, Linguistics, Literature, Writing, or a combination of the above, with at least 9 graduate semester hours in Rhetoric and/or Composition, or 3 hours in Linguistics and 6 in Rhetoric and/or Composition.	
General Technology							Sparks
GT 104	Math for Electronics	Topics of fundamentals of algebra, operations of signed numbers, exponents and square roots, triangular trigonometry and metric conversion with emphasis on the applications found in the study of electrical/electronics circuits will be studied. Offered in fall, spring, and summer. Graphing calculator required (TI-84).		C	4.00	Bachelor's Degree with 16 semester hour of college mathematics.	

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Health Related Occupations							
HRO 100	Medical Terminology	A course designed to provide an introduction to medical terminology through the study of word roots, prefixes and suffixes.		C	1.00	A.A.S. or higher in Nursing, or other Allied Health profession.	Wessel
HRO 105	Nurse Assistant	An introduction to health care, this course is approved by the Illinois Department of Public Health to certify nurse assistants to perform simple and basic nursing functions under the supervision of a nurse. Graduates may be employed by hospitals, long-term care institutions and home-health agencies. Applicants must be at least 16 years of age, have completed at a minimum eight years of grade school or provide proof of equivalent knowledge, in good physical and emotional health, and have good interpersonal communication skills. Requirements of specific clinical sites must be met. The course includes anatomy and physiology, medical terminology, personal care of patients, body mechanics, vital signs and special treatments. Clinical experience will be provided in area nursing homes and hospitals. The program is offered in either accelerated (six weeks), summer (eight weeks) or extended (16 weeks) time frame. Students may be dropped from a program if they fail to pass the criminal background check as required by IDPH, meet IDPH attendance policies, or fail to pass other clinical agency requirements.	Eligible for ENG 92	C	7.00	R.N. with current Illinois license and two years nursing experience. Must meet IDPH instructor requirements.	Reid
HRO 160	Medical Terminology	A course designed to provide an in-depth study of medical terminology as it related to the structure and function of the human body in health and disease.		C	3.00	A.A.S. or higher in Nursing, or other Allied Health profession.	Wessel
Heating Ventilation, Air Conditioning, and Refrigeration							
HVAR 103	Basic Electrical Controls & Systems	Introduction to basic electricity, electrical test equipment, wiring diagrams, electrical symbols and electrical motors. The course alsoincludes an introduction to residential air conditioning and heating controls.		C	4.00	B.S. Degree in Industrial Technology or an Associate in Applied Science Degree in Heating, Ventilation, Air Conditioning, and Refrigeration OR Four years of work experience in the areas of residential heating and cooling, light commercial refrigeration, and commercial refrigeration. E.P.A. approved Refrigerant Handlers Certification required for all courses requiring the handling of refrigerants.	Otten
History							
HIST 180	U.S. History to 1865	The development of the American civilization starting with the European background and ending with the Civil War. Includes the Age of Discovery; the period of colonization of the Spanish, French, Dutch and English; the American Revolution; the early years of the Republic; the development of the Constitution; the War of 1812; the growth of nationalism and manifest destiny; and the Civil War.	Reading and writing assessment placement at ENG 101 or completion of all reading and writing developmental requirements.	T	3.00	Master's Degree in History or at least 18 graduate semester hours in History. Faculty hired to teach both Political Science and History: An interdisciplinary graduate degree with an emphasis in Political studies and American culture.	Myers
HIST 181	U. S. History, 1865 to Present	The course begins with the Reconstructionist period, and includes the transformation of America from an agrarian to urban civilization with emphasis on politics, business, finance, labor and society. Among the topics covered are the end of Isolation, the Populist and Progressive movements, World War I, the Roaring Twenties, the Great Depression, World War II, the Cold War, the emergence of the Civil Rights Movement, the 1960's, and national politics: 1968-1998	Reading and writing assessment placement at ENG 101 or completion of all reading and writing developmental requirements.	T	3.00	Master's Degree in History or at least 18 graduate semester hours in History. Faculty hired to teach both Political Science and History: An interdisciplinary graduate degree with an emphasis in Political studies and American culture.	

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Horticulture							
HORT 102	Intro to Horticulture	This course teaches the basic principles in the science and art of growing fruits, vegetables, flowers or ornamental flowers. It is required of all first-year students in the program unless requirement is waived by divisional approval.		T	3.00	M.S. Degree in Horticulture, Agriculture, Plant & Soil Science, or equivalent.	Range
Journalism							
JOUR 101	Introduction to Journalism	A study of the basic principles of news gathering, reporting, interviewing and writing. The course examines the following: the idea of news writing; types of journalistic articles; lead writing techniques; ethical issues in journalism; the application of research methods, including the use of library and online sources; and the types of publications which use journalistic writing. Students write basic stories under real time constraints.	Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.	T	3.00	Master's Degree with 24 graduate hours in Communications, Composition, English, English Education, Grammar, Journalism, Linguistics, Reading, Reading Education, Writing, a combination of the above, and/or three years practical work experience as reporter or editor in print journalism.	Moiles
Literature							
LIT 113	Introduction to Fiction	A study of the short story and the novel that provides an introduction to these basic forms of literature and leads to the formulation of a critical system. Short story selections include old and new masterpieces. The novels that are studied teach the potentialities, the range and the techniques of the novel.	Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.	T	3.00	Master's Degree with 24 graduate semester hours in an English related area, with at least 12 graduate semester hours in Literature.	Moiles
Management							
MGMT 117	Personal Finance	This course is a study of financial choices and decisions facing the individual. Topics included are budgeting, credit, real estate, insurance, investments, taxes and retirement planning.		C	3.00	B.S. in Business, three years experience in finance, or M.B.A. or M.A. or M.S. in Business, two years work in finance, B.S. & teaching experience in finance.	Bilyeu
MGMT 299	Special Topics in Business	CEO is a year-long course designed to utilize partnerships that provide an overview of business development and processes. Our local business community partners with area schools to create project-based experiences for students by providing funding, expertise, meeting space, business tours and one-on-one mentoring. Students visit area businesses, learn from guest speakers, participate in a class business, write business plans, and start and operate their own businesses. Business concepts learned through the experiential CEO class are critical; the 21st skills of problem-solving, teamwork, self-motivation, responsibility, higher-order thinking, communication and inquiry are at the heart of a student's development throughout the course.		C		Bachelor's or Master's Degree in business or management with course work in appropriate problem area.	
Marketing							
MKT 126	Introduction to Marketing	The course introduces students to basic marketing principles with particular emphasis on environmental factors that affect a business, target market selection, and the four primary elements of the marketing mix: product, price, distribution and promotion.	Reading assessment score at the ENG 101 level or completion of ENG 92 with a grade of "C" or better.	T	3.00	M.B.A. or M.S. or M.A. in a related discipline, and three years experience in marketing, OR B.S., five years experience in marketing.	Bilyeu

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Math							Hansen
MATH 107	General Education Statistics	The following concepts and statistical techniques are included: organization, presentation, and description of quantitative data (graphical methods and numerical methods); probability and probability distributions; sampling and statistical inferences (interval estimation and hypothesis testing); and correlation and regression. Students will be required to use a calculator and a statistical software package in this course. This course is designed for transfer students in Liberal Arts. Students may receive credit for only one of the following: MATH 107, MATH 191, or BUS 205.	Math placement above MATH 97 with a grade of "C" or better; Completion of the geometry requirement; Reading placement above ENG 92 or concurrent enrollment in or completion of ENG 92.	T	4.00	M.S. or M.A. in Mathematics or Statistics, or M.S. or M.A. in Operations Research with approval by math department chair.	
Music							Jacobs
MUS 101	Music Appreciation	This course presents a survey of Western music from the Middle Ages through the present. In addition to learning musical elements and orchestral instruments, students will be introduced to the compositions of the master composers and stylistic characteristics of the various musical eras. A writing component such as a concert report or research paper is required.	Reading assessment score at the ENG 92 level or completion of ENG 91.	T	3.00	M.A. in Music or Master's in Education with 16 graduate semester hours in Music.	
MUS 104	Fundamentals of Music	This is a beginner's course in reading music notation and understanding keys, scales and chords, including an introduction to the keyboard. The course is designed for a variety of music students: those who are beginning the study of music with little or no background; those who are prospective college music majors who must prepare for formal training in harmony and counterpoint; elementary school teachers who need a basic knowledge of music; and those students who would like a degree of music literacy.		T	3.00	M.A. in Music or Master's in Education with 16 graduate semester hours in Music.	
Office Administration and Technology							Dierkes
OAT 130	Word Processing Basics	This course will cover the basics of word processing using a popular word processing program. A range of document commands will be learned to allow students to use the introductory features of the program. NOTE: This course is designed for students who do not plan to take another course in word processing. Students desiring additional knowledge should register for OAT 180 (three semester credits) instead of OAT 130.	Keyboarding skills and Windows knowledge.	C	1.00	Earned Master's or higher degree with Major in the field of the teaching assignment OR Earned Master's or higher degree in a field related to the teaching assignment with sufficient course work in Word Processing. The applicant must be able to document a broad range of information processing skills and knowledge through course work, one year experience, or a combination of work and training OR Earned Bachelor's or higher degree in the field of the teaching assignment along with a combination of additional course work, professional certification, and/or work experience involving word/information processing. The applicant must be able to document expertise based on course work and two years of work experience.	

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OAT 131	Database Basics	This course will cover the basics of database software using a popular database program. A range of commands will be learned to allow students to use the introductory features of the program.NOTE: This course is designed for students who do not plan to take another course in database management. Students desiring additional knowledge should register for OAT 185 (three semester credits) instead of OAT 131.	Keyboarding skills and Windows knowledge.	C	1.00	Earned Master's or higher degree appropriate to the teaching assignment and one year of work experience OR Earned Master's or higher degree with related course work and one year of relevant work experience OR Earned Bachelor's or higher degree in a related area and two years of relevant work experience including using this specific software package and a combination of additional course work, professional certification and teaching experience.	
OAT 132	Electronic Spreadsheet Basics	This course will cover the basics of electronic spreadsheets using a popular spreadsheet program. A range of commands will be learned to allow students to use the introductory features of the program.NOTE: This course is designed for students who do not plan to take another course in electronic spreadsheets. Students desiring additional knowledge should register for OAT 175 (three semester credits) instead of OAT 132.	Keyboarding skills and Windows knowledge.	C	1.00	Same as OAT 131	
OAT 133	Presentation Basics	This course will cover the basics of presentations using a popular presentation software program. A range of commands will be learned to allow students to use the introductory features of the program.NOTE: This course is designed for students who do not plan to take another course in presentation graphics. Students desiring additional knowledge should register for OAT 165 (2 semester hours) instead of OAT 133.	Keyboarding skills and Windows knowledge.	C	1.00	Same as OAT 131	
OAT 146	Computer Applications for the Office	A comprehensive study of the use of computer applications and technologies for office personnel will be presented. Class topics include computer hardware, software, and operating systems as they relate to office personnel and hands-on experience using word processing, spreadsheet, and presentation software.		C	3.00	Earned Master's or higher degree with Major in the field of the teaching assignment OR Earned Master's or higher degree in a field related to the teaching assignment with sufficient course work in business and/or office education or one year of relevant work experience OR Earned Bachelor's or higher degree in the field of the teaching assignment along with a combination of additional coursework, professional certification and two years of work experience involving business and/or office support skills.	
OAT 170	Keyboarding/Touch System	This two semester hour course has three major purposes: (1) to enable students to develop basic touch keyboarding skills for computers, (2) to teach students to use word processing software to complete practical applications on the microcomputer, and (3) to develop good proofreading skills. The student who completes this course will be able to input alphabetic, numerical, and symbolic information onelectronic keyboards. He/she will also be able to format, edit, retrieve, and save and print using word processing software.		C	2.00	Earned Master's or higher degree with Major in the field of the teaching assignment OR Earned Master's or higher degree in a field related to the teaching assignment with sufficient course work in typewriting and one year of relevant work experience OR Earned Bachelor's or higher degree in the field of the teaching assignment along with a combination of additional coursework, professional certification and two years of work experience involving typewriting skills.	

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OAT 171	Keyboarding and Document Processing I	This is an entry level course designed to enable students to gain touch typewriting skills using correct fingering techniques. The student should develop the typing skills necessary for entry-level employment and/or personal use. Units of instruction include business letters, memos, tables, outlines, and manuscripts. When the course is completed, students should type at speeds of 20-50 gross words per minute with a maximum of five errors on five-minute timings. Computers and word processing software will be used to complete applications. This course is designed for students who want to continue in document processing.		C	3.00	Same as OAT 170	

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Physics							
PHYS 151	College Physics I	The principles of mechanics, heat and sound. For pre-dental and pre-medical students, nurses, majors in pharmacy and architecture, and other students whose programs require a beginning course in physics.	MATH 112 (with a grade of "C" or better) or math placement above MATH 112 level or divisional approval; and completion of ENG 92 or reading placement above ENG 92 level. Strongly recommend completion of MATH 114 - Trigonometry.	T	5.00	Master's Degree in Physics or Master's Degree with 18 graduate hours in Physics with at least a Calculus III or differential equations prerequistist and at least one laboratory course OR a Physics PhD candidate with 30 semester hours of graduate coursework completed.	Branlund
Political Science							
POLS 150	Intro to American Government	A survey course of the American federal system of government. Included is a historical review of the founding of the United States and its political beginning. Emphasis is on the structure and function of the executive, legislative and judicial branches of the federal government with an overview of Illinois state and local government.	Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.	T	3.00	Master's Degree in Political Science. Faculty hired to teach both Political Science and History may possess an interdisciplinary degree with emphases in political studies and American culture.	Myers
Precision Machining Technology							
PMT 101	Intro to the Machine Trades	This course prepares students to begin a successful college career in the Precision Machining Technology program. Students will learn and understand all safety aspects for all the Precision Machining machinery. The course also teaches the students all the information and technology that is needed for the entire PMT program which includes work ethic expectations, clothing requirements, machinist tools, measurements, and computer uses. An understanding of the PMT program requirements and expectations will be presented in this course.		C	4.00	Have completed a 4-year apprenticeship program in the occupational specialty to be taught OR have completed an Associate of Applied Science or Bachelor's degree program and 2,000 hours of employment experience in the occupational specialty to be taught.	Bosworth
PMT 110	Introduction to CNC Operations	This course starts with students learning all the safety aspects when operating a CNC machine. Students review measuring instruments used in the machining industry. The course then establishes an understanding of figuring cutting tool speeds and feed-rates used on CNC machines. Students receive instruction on positioning and jogging CNC machine tools. The course introduces students to set-up and operations of Computerized Numerical Control (CNC) machine tool, which includes three-axis HAAS vertical machining center and two-axis HAAS lathe. Provides experience in setting work offsets, tool lengths and operating the HAAS CNC control. And full understanding of set-up and running a short production run on CNC equipment.	PMT 100 or consent of coordinator.	C	2.50	Have completed a 4-year apprenticeship program in the occupational specialty to be taught OR have completed an Associate of Applied Science or Bachelor's degree program and 2,000 hours of employment experience in the occupational specialty to be taught.	
PMT 111	CNC Milling	Students will learn to program, edit, and produce a finished part using a three-axis Computerized Numerical Control (CNC) vertical machining center. The course will start with basic programming methods and advance to more complex programming codes. Students will be responsible for setting-up and producing finish parts within the tolerances that are specified. The course will also prepare students to complete NIMS level 1 CNC milling certification.	PMT 100 and PMT 110	C	4.00	Have completed a 4-year apprenticeship program in the occupational specialty to be taught OR have completed an Associate of Applied Science or Bachelor's degree program and 2,000 hours of employment experience in the occupational specialty to be taught.	
PMT 221	Intro to Mastercam	Using Mastercam the students will learn to draw prints with the aid of a computer. The students will learn how to dimension, edit, and modify drawings. These basic drawing skills will develop into drawing 3-D wire frame and solid model parts.		C	4.00	Have completed a 4-year apprenticeship program in the occupational specialty to be taught OR have completed an Associate of Applied Science or Bachelor's degree program and 2,000 hours of employment experience in the occupational specialty to be taught.	

Course Prefix/Number	Name	Description	Student Pre Requisites/Testing Requirements	Transfer/Career	Hours	Minimum Instructor Requirements**	Department Chair/Program Coordinator

Course Prefix/Number	Name	Description	Student Pre Requisites/Testing Requirements	Transfer/ Career	Hours	Minimum Instructor Requirements**	Department Chair/Program Coordinator
Psychology							Wheeler
PSYC 151	General Psychology	The study of human behavior with special emphasis on learning, memory, thinking, perception, emotional life and individual differences in intelligence, aptitude and personality; emphasis on the scientific nature of psychological investigations; and discussion of research methods and the relation of their results to daily life and everyday problems.	Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.	T	3.00	Master's Degree in Psychology or a Master's Degree in a Behavioral Science with 21 semester hours of graduate psychology courses and /or graduate psychology-related courses. A psychology-related course is defined as a course whose content is aimed primarily at understanding human behavior or conducting research for the purpose of understanding human behavior.	
Spanish							Salinas/Ruppert-Leach
SPAN 102	Elementary Spanish II	This introductory language course is a continuation of SPAN 101 and focuses on establishing a solid foundation in the four basic skills areas of reading, writing, listening comprehension and speaking in Spanish. Students are also introduced to the history and cultures of the Spanish-speaking world.	SPAN 101 or departmental approval.	T	4.00	M. A. in Spanish or Master's Degree with 18 graduate semester hours in Spanish.	
SPAN 201	Intermediate Spanish I	Continued development of listening, speaking, reading and writing skills in Spanish. Grammar review. Cultural and literary readings and compositions. Course is conducted almost entirely in Spanish.	SPAN 102 or departmental approval.	T	4.00	M. A. in Spanish or Master's Degree with 18 graduate semester hours in Spanish.	
Speech							Ruppert-Leach
SPCH 151	Fundamentals of Public Speaking	The basic principles of public speaking, including selecting a subject, determining the specific purpose of the speech, collecting materials, adapting the speech to a particular audience, organizing the speech, wording the speech, using visual materials and delivering the speech. Each student prepares and delivers several informative and persuasive speeches.	Reading assessment score at ENG 92 level and writing score at ENG 96 level or completion of ENG 91 and ENG 95.	T	3.00	Master's Degree in Speech or Theatre, or Master's Degree in Mass Communications with undergraduate Speech or Theatre major.	
SPCH 155	Interpersonal Communication	This course will provide the student with the means for becoming a better interpersonal communicator through the study of interpersonal communication theory and the application of major concepts, including language processes; types of verbal and nonverbal communication; oral and visual means of transmitting information; methods of encoding information; and social consequences.	Reading assessment score at ENG 92 level and writing score at ENG 96 level or completion of ENG 91 and ENG 95.	T	3.00	Master's Degree in Speech or Theatre, or Master's Degree in Mass Communications with undergraduate Speech or Theatre major.	
Theater							Ruppert-Leach
THEA 120	Theatre Appreciation	A humanities course that surveys the nature and function of theatre as a collaborative art. The foundations and basic elements, historical and contemporary forms of experience, production processes, and criteria for performance criticism of theatre will be explored using lecture, selected readings, films, demonstrations, guest speakers, and slide presentations. Some play attendance will be required.	Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.	T	3.00	Master's Degree in Speech or Theatre.	
Welding Technology							Gulash

Course Prefix/Number	Name	Description	Student Pre Requisites/Testing Requirements	Transfer/C areer	Hours	Minimum Instructor Requirements**	Department Chair/Program Coordinator
WLDT 101	Introduction to Welding	Introduced the basic concepts of joining metal by fusion processes. This course covers SMAW (stick welding), using 6010, 7018 and 7024 electrodes and the FCAW wire welding process. Emphasis is put on building proper size fillet welds in the 2F horizontal position. Introduction to Electric Air Carbon Arc cutting. Also included is the acetylene cutting of mild steel and FCAW 2-F fillet welds, along with the care and use of welding tools and equipment.		C	6.00	Must demonstrate the ability to do the work offered in the course: (1) one half flat indise "T" fillet, (2) acetylene cutting, (3) welding, using electrodes 6010, 7018, 7024, (4) GMAW, FCAW Fillet Welds, teaching experience is preferred but not required. Have 2,000 hours of employment experience.	
WLDT 152	All Position Arc Welding	Deals exclusively with covered electrode electric arc welding in the four basic positions which are flat, vertical, horizontal, and overhead. Introduction to Gas Metal Arc Welding and Flux Core Arc Welding. Types and weldability of metals with electric cutting and gouging are also included.		C	5.00	Must demonstrate the ability to do the work offered in this class (1) vertical up weld, (2) horizontal weld, (3) 3-pass inside fillet weld, using 6010 and 7018 electrodes, at leasr a one-half fillet weld properly, (4) GMAW, FCAW, GTAW, 2G-3G-4G, teaching experience is preferred but not required. Have 2,000 hours of employment experience.	

** minimum instruction requirements are under review and not yet published. Please request additional information if requesting a specific class. We must follow the HLC guidelines.