PROGRAMS THAT LEAD DIRECTLY TO

EMPLOYMENT

ASSOCIATE IN APPLIED SCIENCE

Southwestern Illinois College offers, but is not limited to, the following degree and certificate programs

■ Degree
☐ Degree & Certificate Program
• Certificate
_____

☐ Accounting Program
■ Accounting AAS
  • Bookkeeping Certificate
☐ Administration of Justice Program
  ■ Administration of Justice AAS
    • Administration of Justice Certificate
    • Armed Private Security Certificate
    • Unarmed Private Security Certificate
    • Police Academy Certificate
    • Court Security Academy Certificate
■ Agriculture Business Management AAS
■ Agronomy AAS
☐ Aviation Maintenance Technology Program
  ■ Aviation Maintenance Technology AAS
    • Airframe & Powerplant Certificate
    • Airframe Certificate
    • Powerplant Certificate
    • Avionics
■ Aviation Management AAS
  • Aircraft Dispatcher Certificate
☐ Aviation Pilot Training Program
  ■ Aviation Pilot Training - Airplane/Helicopter AAS
    • Aviation Pilot Training Certificate
    • Private Pilot Certificate
☐ Brewing Science and Operations Program
  ■ Brewing Science and Operations AAS
    • Brewing Operations Certificate
  ■ Business Administration AAS
• Community Health Worker Certificate
☐ Commercial Maintenance Mechanics Program
  ■ Commercial Maintenance Mechanics AAS
    • Commercial Maintenance Mechanics Certificate
☐ Computer Aided Design Program
  ■ Computer Aided Design AAS
    General, Architecture/Structural Detail or Machine Specialization
    • Computer Aided Design Certificate
☐ Computer Information Systems Program
  ■ Computer Information Systems AAS
    • Software Development Certificate
    • Web Development Certificate
☐ Construction Apprenticeship Training Programs
  ■ Construction Bricklayer AAS
    • Bricklayer Apprentice Certificate
  ■ Construction Carpentry AAS
    • Carpentry Apprentice Certificate
  ■ Construction Cement Mason AAS
    • Construction Cement Mason Certificate

  ■ Construction Electrical Specialist AAS
    • Construction Electrical Lineman Certificate
    • Construction Electrical Residential Certificate
    • Construction Electrical Telecom Certificate
    • Construction Electrical Wireman Certificate
  ■ Construction Ironworker AAS
    • Ironworker Apprentice Certificate
  ■ Construction Painting and Decorating AAS
    • Painting and Decorating Apprentice Certificate
  ■ Construction Sheetmetal AAS
    • Construction Sheetmetal Apprentice Certificate
☐ Construction Management Technology Program
  ■ Construction Management Technology AAS
    • Building Performance Certificate
    • Building Information Modeling Certificate
    • CMT Certificate
    • Building Trades Safety
☐ Culinary Arts and Food Management Program
  ■ Culinary Arts and Food Management AAS
    • Culinary Arts Certificate
    • Food Service Certificate
    • Food Service and Management Certificate
    • Food Truck and Mobile Catering Certificate
  ■ Baking & Pastry AAS
    • Baking & Pastry Certificate
☐ Cybersecurity and Networking Program
  ■ Cybersecurity and Networking AAS
    • Network Associate Certificate
    • Cybersecurity Specialist Certificate
    • Help Desk Certificate
• Diagnostic Medical Sonography Certificate
☐ Early Childhood Education Program
  ■ Early Childhood Education AAS
    • Early Childhood Education Level 2 Certificate of Completion
    • Early Childhood Education Level 3 Certificate of Completion
    • Infant Toddler Level 2 Certificate of Completion
☐ Electrical/Electronics Technology Program
  ■ Electronics Technology AAS
    • Microcomputer Hardware Maintenance Certificate
  ■ Industrial Electricity AAS
    • Industrial Electricity Certificate
• Emergency Medical Technician Certificate
☐ Fire Science Program
  ■ Fire Science AAS
    • Confined Space Rescue I & II Certificate
    • Fire Apparatus Engineer Certificate
    • Fire Fighter I & II Certificate
    • Fire Service Instructor I Certificate
    • Fire Service Instructor II Certificate
    • Fire Service Officer I Certificate

- ■ Degree
- ☐ Degree & Certificate Program
- • Certificate

  - • Fire Service Officer II Certificate
  - • Haz Mat First Responder Certificate
  - • Rope Rescue I & II Certificate
  - • Vehicle Rescue Operations Certificate
  - • Water Rescue I & II Certificate
- ☐ Geospatial and Aeronautical Information Systems
  - ■ Geospatial and Aeronautical Information Systems AAS
  - • Geospatial Information Systems Certificate
  - • Aeronautical Information Specialist Certificate
- ☐ Graphic Communications Program
  - ■ Graphic Communications AAS
  - • Graphic Design Certificate
  - • Web Design Certificate
- ■ Health Information Technology AAS
- ☐ Heating, Ventilation, Air Conditioning and Refrigeration Program
  - ■ Heating, Ventilation, Air Conditioning and Refrigeration AAS
  - • HVAR Certificate
- ☐ Horticulture Program
  - ■ Horticulture AAS
  - • General Horticulture
  - • Landscaping & Turf
  - • Greenhouse & Nursery
  - • Fruits & Vegetables
  - • Cannabis Industry Operations
- ☐ Human Services Technology Program
  - ■ Human Services Technology AAS
    Youth Care, Elder Care or Criminal Justice Social Services Specialization
- ☐ Industrial Maintenance Mechanics Program
  - ■ Industrial Maintenance Mechanics AAS
  - • Industrial Maintenance Mechanical
  - • Industrial Maintenance Mechanics Electrical
- ☐ Management Program
  - ■ Management AAS
  - • Management Certificate
  - • Logistics and Supply Chain Management Certificate
- ☐ Marketing Program
  - ■ Marketing AAS
  - • Digital Marketing Certificate
  - • Marketing Certificate
  - • Social Media/E-Marketing Certificate
- ☐ Massage Therapy Program
  - ■ Massage Therapy AAS

- • Massage Therapy Certificate
- • Neuromuscular Therapy Certificate
- ☐ Medical Assistant Program
  - ■ Medical Assistant AAS
  - • Medical Assistant Certificate
- ☐ Medical Laboratory Technology Program
  - ■ Medical Laboratory Technology AAS
  - • Phlebotomy Certificate
  - • Medical Laboratory Assistant Certificate
  - ■ Medical Surgical Technology AAS
- • Nurse Assistant Certificate
- ■ Nursing Education AAS
- • Practical Nursing Certificate
- • Office Support Technology Certificate
- ■ Paralegal Studies AAS
  - • Legal Administrative Assistant Certificate
- ☐ Paramedic/Paramedicine Program
  - ■ Paramedicine AAS
  - • Paramedic Certificate
- • Pharmacy Technician Certificate
- ■ Physical Therapist Assistant AAS
- ☐ Precision Machining Technology Program
  - ■ Precision Machining Technology AAS
  - • Precision Machining Technology Certificate
  - • CNC Machining Certificate
  - • Mastercam Certificate
  - • SolidWorks Certificate
  - • Advanced CNC Programming Certificate
  - • Advanced Automation/Multi-Axis CNC Certificate
  - • Tool & Die/Mold Making Certificate
  - • Additive Manufacturing Certificate
- ■ Radiologic Technology AAS
  - • Computed Tomography Certificate
  - • Magnetic Resonance Imaging Certificate
- • Recording Technology Certificate
- ■ Respiratory Care AAS
- ☐ Sign Language Studies: Interpreter Program
  - ■ Sign Language Studies: Interpreter AAS
  - • Sign Language/Basic Communication Certificate
- • Warehousing and Distribution Certificate
- ☐ Welding Technology Program
  - ■ Welding Technology AAS
  - • Basic Welding Certificate
  - • Welding Technology Advanced Certificate
  - • Advanced Welding Manufacturing Certificate

Associate in Applied Science

Description:
These requirements are for students who plan to begin their career upon completion of their two-year program.

Admission:
Most AAS programs do not require special application or admission requirements. However, students planning to pursue a degree in some Health Sciences fields must meet the admission requirements outlined for each degree on the pages that follow and be formally accepted into the program prior to enrolling in major courses. The following programs have special admission procedures: Medical Laboratory Technology, Nursing Education, Paramedic, Physical Therapist Assistant, Radiologic Technology and Respiratory Care.

Terms:
Students have six years to complete the requirements required for the program they have declared. If the requirements are not completed within six years, students will be required to meet degree requirements for the program in effect at that time. However, students not enrolled for three consecutive semesters (not including summer) must meet the curriculum requirements in effect at the time of re-enrollment. Students can always choose to complete the current curriculum degree requirements.

The above terms do not apply to the following Health Sciences programs: Health Information Technology, Medical Assistant, Massage Therapy, Medical Laboratory Technology, Nursing Education, Paramedicine, Physical Therapist Assistant, Radiologic Technology and Respiratory Care. Regulations for completion of these programs are clearly outlined in the respective Student Handbooks distributed to students upon admission or enrollment in the program.

General Education Degree Requirements:
Students are required to complete a minimum of 15 semester credits of General Education coursework which can include coursework in Communication, Arts and Humanities, Social and Behavioral Sciences, and Mathematics and Science. Reference the adjacent blue page to determine the general education courses that are classified as: Communication, Humanities, Social Science, Mathematics, Life Science and Physical Science, Human Well-Being and Human Relations requirements.

A minimum grade of C is required for ENG 101.

Residency:
Fifteen of the last 24 credits or an accumulation of 36 credits must be completed at SWIC. Active duty U.S. armed forces and reserve service members must earn only 15 credits at SWIC.

GPA:
A minimum cumulative GPA of 2.00 is required for a degree.

SWIC Articulation Agreements:
SWIC has developed a number of Articulation Agreements with four-year universities to allow for seamless transfer into specific majors. These articulations list recommended coursework to prepare SWIC graduates for entry at the junior level. Please visit swic.edu/articulation to learn more about Articulation Agreements.

Human Relations:
One of the following courses must be completed. Some degrees require a specific course within this group. Check the course requirements as outlined in the AAS program guides that follow prior to selecting courses. For reference, these courses are listed in white in the general education areas.

_____ **Humanities:** ART 110, HIST 230, LIT 117, LIT 215, LIT 216

_____ **Social Science:** HIST 180, HIST 181, HIST 292, POLS 150

_____ **Behavioral Science:** PSYC 265, PSYC 295, SOC 153, SOC 203, SOC 230

Apply for Graduation:
Students must submit an application to Enrollment Services. Applications can be submitted through eSTORM or through Enrollment Services. To be considered for a specific term, applications must be received by the following dates:

Term	Application Date
Fall/December	Oct. 15
Spring/May	Feb. 15
Summer/July	June 15

General Education Course Classifications for the Associate in Applied Science Degree

Refer to the blue AAS program pages for the specific course requirements for each of the AAS degrees. Students must complete at least 15 semester credits of General Education requirements. This page is a reference for general education courses in the areas of Communications, Humanities, Social/Behavioral Science, Mathematics, Life/Physical Science, Human Well-Being electives and the Human Relations requirement.

Specific Program Requirements

Each Associate in Applied Science degree has unique course requirements. The specific course requirements are on the pages that follow. The degree programs are listed in alphabetical order.

All students must complete at least 15 semester credit hours of general education credit to earn an Associate in Applied Science (AAS) degree. Required general education coursework includes:

ENG 101 with a minimum grade of "C" – 3 semester credits
Human Well-Being course(s) – 2 semester credits
Human Relations course – 3 semester credits

Additional general education coursework may be chosen from the following categories:

Communications

BUS 261	COMM 200	ENG 207	GERM 201	SLS 103
CHIN 101	COMM 213	FILM 105	GERM 202	SPAN 101
CHIN 102	ENG 102	FREN 101	JOUR 101	SPAN 102
COMM 151	ENG 103	FREN 102	JOUR 110	SPAN 201
COMM 155	ENG 106	FREN 201	MCOM 201	SPAN 202
COMM 170	ENG 107	GERM 101	RUSS 101	
COMM 180	ENG 108	GERM 102	RUSS 102	

Humanities

ART 101	FILM 215	LIT 125	LIT 219	MUS 110
ART 102	FILM 225	LIT 133	LIT 251	PHIL 150
ART 103	FREN 202	LIT 134	LIT 252	PHIL 151
ART 104	GERM 202	LIT 201	LIT 290	PHIL 152
ART 105	HIST 230	LIT 202	LIT 291	PHIL 153
ART 106	HIST 286	LIT 205	LIT 293	PHIL 154
ART 110	HUM 200	LIT 213	MUS 101	PHIL 155
ED 293	LIT 113	LIT 214	MUS 102	SPAN 202
FILM 115	LIT 117	LIT 215	MUS 103	THEA 120
	LIT 120	LIT 216		

Social/Behavioral Science

ANTH 150	GEOG 241	POLS 150	PSYC 250	PSYC 288
ANTH 160	HIST 101	POLS 240	PSYC 251	PSYC 295
ANTH 210	HIST 102	POLS 241	PSYC 252	SOC 153
ANTH 250	HIST 115	POLS 262	PSYC 253	SOC 203
ECON 115	HIST 117	POLS 270	PSYC 254	SOC 210
ECON 201	HIST 118	POLS 289	PSYC 259	SOC 222
ECON 202	HIST 180	POLS 290	PSYC 260	SOC 230
ED 252	HIST 181	POLS 292	PSYC 265	SOC 255
GEOG 151	HIST 232	PSYC 151	PSYC 266	SOC 265
GEOG 152	HIST 250	PSYC 200	PSYC 270	
GEOG 202	HIST 288	PSYC 210	PSYC 277	
GEOG 240	HIST 292	PSYC 225	PSYC 280	

Human Well-Being (total of 2 semester credits)

HES 130	HES 151	HES 154	HES 158	HES 180
HES 131	HES 152	HES 155	HES 160	HRO 101
		HES 156	HES 172	HRO 150

Mathematics

MATH 107	MATH 112	MATH 114	MATH 203	MATH 213
MATH 111	MATH 113	MATH 191	MATH 204	BUS 205

Life Science/Physical Science

ATY 101	BIOL 108	BIOL 250	ES 101	PHYS 101
BIOL 100	BIOL 151	BIOL 270	ES 102	PHYS 151
BIOL 101	BIOL 157	CHEM 100	ES 114	PHYS 152
BIOL 105	BIOL 158	CHEM 101	ES 180	PHYS 204
BIOL 106		CHEM 105	ES 250	

Human Relations Course

Accounting

swic.edu/accounting-aas

Department Chair: Dawn Peters, ext. 5487
Dean: Kristen Ruppert-Leach, Ed.D., ext. 5013

The Accounting AAS program prepares students for a variety of jobs including entry-level accounting positions, or for a career as a full-charge bookkeeper. The curriculum includes ACCT 212 Certified Bookkeeper Review. Upon successful completion of the course, students may choose to sit for the Certified Bookkeeper exam, administered by an independent provider and scheduled by the student. This program does not prepare a student to sit for the CPA exam. Individuals who intend to transfer upon graduation to a four-year institution for an undergraduate degree in accounting should review the Associate in Arts degree curriculum for business transfer (Accounting) before selecting the AAS degree program. Course availability varies from semester to semester. Students must pay close attention to the requisites for each course. **Contact an academic advisor or the program coordinator for more information about this degree program including the master course schedule.**

Articulation Agreements

- McKendree University – A.A.S. Accounting to B.S. Accounting

- Southern Illinois University Carbondale – A.A.S. Accounting to B.S. Accounting

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (049A)

First Year

Fall Semester			Semester Credits
BUS	101	Introduction to Business	3
BUS	102	Business Mathematics	3
ACCT	110	Financial Accounting	4
OAT	175	Electronic Spreadsheets	3
ECON	201	Principles of Economics I (Macro)	3
Total Semester Credits			**16**

Spring Semester			Semester Credits
ACCT	111	Managerial Accounting	4
ACCT	106	Introduction to QuickBooks	3
ACCT	211	Intermediate Accounting I	3
COMM	151	Fundamentals of Public Speaking	3
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**16**

Second Year

Fall Semester			Semester Credits
ACCT	206	Individual/Business Income Tax	3
BUS	215	Business Law	3
BUS	261	Business Communications	3
Accounting Elective			3
Human Relations Elective			2
Total Semester Credits			**14**

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Spring Semester			Semester Credits
ACCT	212	Certified Bookkeeper Review	3
ACCT	215	Accounting for Small Business	3
Accounting or Specified Elective			3
BUS	209	Business Computer Systems	3
Human Well-Being Elective			2
Total Semester Credits			**15**

Total Program Credits			**61**

Accounting Electives:			
ACCT	210	Cost Accounting	3
ACCT	269	Accounting Internship	3

Specified Elective:			
BUS	241	Fundamentals of Finance	3

Internships

Internships can enhance a student's résumé, particularly if the student does not have experience in his or her chosen field of study. You do not need to be registered in a class to participate in an internship although you have the option to choose one under the Specified Electives requirement. If you do not choose to take the course, you may still receive advice about finding a suitable internship position from the degree program coordinator. Students should have a minimum of nine semester credits of Accounting coursework completed before beginning an accounting internship.

Accelerated Degree Option

Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn an Associate in Applied Science degree in accounting by completing at least 27 semester credits of program-related coursework. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the dean and the chief academic officer.

Only those courses completed at SWIC, and not included as part of the requirements for a previously earned degree or certificate, can be considered for this option. Students must meet all institutional requirements for the Associate in Applied Science degree.

Bookkeeping Certificate (049F)

The Bookkeeping Certificate prepares students for entry-level accounting support staff positions. The certificate provides the foundation for a career as a full-charge bookkeeper. Those with experience in the bookkeeping field who lack formal education will find the certificate useful in quantifying their experience for prospective employers and/or clients.

ACCT	106	Introduction to QuickBooks	3
ACCT	110	Financial Accounting	4
ACCT	111	Managerial Accounting	4
ACCT	206	Individual/Business Income Tax	3
ACCT	210	Cost Accounting	3
ACCT	211	Intermediate Accounting I	3
ACCT	212	Certified Bookkeeper Review	3
ACCT	215	Accounting for Small Businesses	3
OAT	175	Electronic Spreadsheets	3
Total Credits			**29**

Career Opportunities

A graduate of the Accounting AAS program is prepared for the following positions:

- Accounting clerk
- Full-charge bookkeeper
- Accounting support staff

Visit the Occupational Outlook Handbook website for job market information: www.bls.gov.

Administration of Justice

swic.edu/aoj

Coordinator/Faculty: Eric Danford, ext. 5265

The Administration of Justice AAS degree consists of a balance between basic general education and professional coursework preparing graduates for a career in law enforcement. Many police departments at the state and local level are requiring at least two years of college education for employment. Courses may transfer to senior institutions that offer a bachelor's degree in criminal justice.
See the program coordinator or an academic advisor for more information.

Articulation Agreements
- EIU – BA Criminology and Criminal Justice
- EIU – BA Sociology
- McKendree University - BA Sociology-Criminal Justice
- SIU-Carbondale - BA Criminiology & Criminal Justice
- SIU-Edwardsville - BS Criminal Justice

Important Information
The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (0029)

First Year

Fall Semester			Semester Credits
AOJ	100	Intro to Administration of Justice	3
AOJ	105	Police Administration	3
AOJ	151	Policing: Methods and Ethics	3
ENG	101	Rhetoric & Composition I	3
PSYC	151	General Psychology	3
Total Semester Credits			**15**

Spring Semester			Semester Credits
AOJ	153	Juvenile Delinquency	3
AOJ	155	Community Policing	3
ENG	102	Rhetoric and Composition II	3
POLS	150	Intro to American Government	3
SOC	153	Introductory Sociology	3
Total Semester Credits			**15**

Second Year

Fall Semester			Semester Credits
AOJ	203	Criminal Law & Admin of Justice	3
AOJ	251	Rules of Criminal Evidence	3
COMM	151	Fundamentals of Public Speaking	3
SOC	203	Social Problems **OR**	
AOJ	160	Criminology	3
OAT****		Elective(s)	2
Total Semester Credits			**14**

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Spring Semester			Semester Credits
EMS	105	First Responder-EMS **OR**	4
EMS	107	Medical Response	
AOJ	255	Criminal Investigation Case Preparation	3
AOJ	290	Police Report Writing	3
AOJ		Approved Elective*	6
Total Semester Credits			**16**

Total Program Credits			**60**

Students must meet all graduation requirements, including Human Relations, identified at the front of the catalog.

*AOJ approved electives may be selected from the following list: Law Enforcement: 101, 102, 110, 144, 145, 154, 156, 160, 202, 204, 205, 256, 258, 278, 280 and HS 100; Corrections: 103, 106, 111, 250, 252, 261 and 278.

Students with no criminal justice work experience or not planning to transfer to a senior institution should participate in a work-experience internship (AOJ 278) after completing 24 semester credits of AOJ-prefixed coursework and ENG 102 with a grade of C or better.

**EMS 110 may be substituted.

*** OAT approved electives include: OAT 128, 130, or 132.

Administration of Justice Certificate (0030)
Those who want a concentrated program of study in only police science may enroll in the certificate program. Upon successful completion of the required courses, the student is awarded a certificate of program proficiency.

AOJ	100	Intro to Administration of Justice	3
AOJ	105	Police Administration	3
AOJ	151	Policing: Methods and Ethics	3
AOJ	153	Juvenile Delinquency	3
AOJ	203	Criminal Law & Admin of Justice	3
AOJ	251	Rules of Criminal Evidence	3
AOJ	255	Criminal Investigation Case Preparation	3
ENG	101	Rhetoric & Composition I	3
Elective			3
Total Credits			**27**

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Career Opportunities
A graduate of the Administration of Justice program is prepared to work as a:
- Police officer
- Patrol officer
- Security officer
- Corrections officer
- Deputy sheriff
- Community service officer

Police Academy Intern Training Program

Through the Illinois Law Enforcement Intern Training Act, qualified civilians may attend the Basic Law Enforcement Training Program. Traditionally, peace officers are hired by a law enforcement agency and then sent to a Police Academy for training. Now, qualified civilians have the opportunity to be trained prior to employment; and law enforcement agencies will have the opportunity to hire Police Academy-trained individuals ready for service.

Through the intern program, students will receive the basic academic and practical skills that a law enforcement officer requires in today's job market. The program meets the standards set by the Illinois Law Enforcement Training and Standards Board and provides accepted applicants with the same training received by sworn law enforcement officers. While completion of training does not guarantee employment with a law enforcement agency, there is a strong interest by police agencies to hire select individuals who have completed the basic Law Enforcement Training program.

The Police Academy Intern Training program is 560 hours of intensive academic and physical training. The program includes all aspects of basic law enforcement such as legal issues, citizen interaction, communications, investigations, firearms, and defensive tactics. Successful completion of the curriculum and the State Certification Exam makes graduates eligible for employment as law enforcement officers.

For additional information and application, visit the Police Academy website swicpa.com.

Certificate Programs

Police Academy Certificate (029A)

This certificate program is for individuals enrolled in the Police Academy as a full-time peace officer or accepted academy intern. Interns must successfully complete application requirements per the State of Illinois Intern Training Act.

AOJ	104	Police Officer Proficiencies	6
AOJ	107	Physical Fitness Skills	1
AOJ	120	Foundations of Law Enforcement	3
AOJ	150	Police Officer's Patrol Functions	3
AOJ	152	The Police Function & Human Behavior	4
AOJ	201	Law for Patrol Officers	4
AOJ	206	Police Traffic & Crash Management	2.5
AOJ	238	Criminal Justice Communication	3
AOJ	257	Patrol Investigations	3
FS	280	Haz Mat Awareness	.5
Total Credits			**30**

Armed Private Security Certificate (029B)

This short certificate prepares graduates for employment as armed security guards/officers. This program is approved by the Illinois Department of Professional Regulation for armed security guard certification. Students interested in pursuing this certificate must be at least 18 years of age and possess a Firearm Owners Identification card.

AOJ	144	Security Officer Certification	2
AOJ	145	Introduction to Firearms	1
Total Credits			**3**

Unarmed Private Security Certificate (029C)

This course prepares graduates for employment as unarmed security guards/officers. It is approved by the Illinois Department of Professional Regulation.

AOJ	144	Security Officer Certification	2
Total Credits			**2**

Corrections Academy Certificate (029D)

This certificate program is designed to prepare students for a career as an Illinois county corrections officer. Graduates from the Corrections Academy will meet the Illinois Law Enforcement Training and Standards Board.(ILETSB) requirements for State Corrections Officer Certification.

AOJ	162	Intro to County Corrections	4
AOJ	164	Correctional Proficiencies	5
AOJ	166	Correctional Investigations	4
AOJ	168	Communications in the Correctional System	3
Total Credits			**16**

Court Security Academy Certificate (029E)

This certificate program is designed to prepare students for a career as an Illinois Court Security Officer. Graduates from the Court Security Academy will meet the Illinois Law Enforcement Training and Standards Board (ILETSB) requirements for their state certificate as a Court Security Officer in municipal, county and state courts. The SWIC Court Security Academy will be the only ILETSB certified Court Security Academy in the state.

AOJ	172	Intro to Court Security	3
AOJ	173	Court Security Officer Proficiencies	3
AOJ	174	Court Security Investigations and Functions	3
AOJ	175	Court Security Communications	3
Total Credits			**15**

Career Opportunities

A student attaining the Armed Private Security certificate is prepared to work as a(n):
- Security officer
- Armed security officer

Agriculture Business Management

swic.edu/ag-biz-mgmt

Coordinator/Faculty: Spencer Schuchman, ext. 5657
Email: spencer.schuchman@swic.edu
Dean: Dr. Kimberly Cherry-Vogt, ext. 5050

This program is designed to prepare students for careers in production agriculture and farm-related businesses. Students completing the Agriculture Business Management program will find a great demand for their skills and services in the agriculture chemicals, feed, fertilizer, grain, seeds and other ag-related supply and service businesses.

To prepare for an agriculture science occupation, it is recommended that students complete ENG 95 or MATH 97 (or higher) or have completed the following high school coursework: four years in English, algebra and geometry, biology, and social science.

See the program coordinator or an academic advisor for more information.

Articulation Agreements
SIU-Carbondale:
- BS Crop, Soil, and Environmental Management: Soil Science
- BS Horticulture Production
- BS Agricultural System & Education: Agricultural Communications
- BS Agricultural Systems & Education: Agricultural Education
- BS Agricultural Systems & Education: Agricultural Production Management
- BS Agricultural Systems & Education: Food & Process Engineering Technology
- BS Agricultural Systems & Education: General Agriculture
- BS Agricultural Systems & Education: Agricultural Systems Technology Management
- BS Forestry: Forest Resources Management
- BS Forestry: Forest Hydrology
- BS Forestry: Forest Recreation & Park Management
- BS Forestry: Urban Forest Management
- BS Forestry: Wildlife Habitat Management & Conservation

Eastern Illinois University:
- BS Organizational Development

McKendree:
- BS Business Administration
- BBA Business Management

Associate in Applied Science Degree (0082)

First Year

Fall Semester			Semester Credits
AGRI	100	Intro to Ag Business Management	3
AGRI	111	Animal Science	4
AGRI	152	Agricultural Economics	3
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**13**

Spring Semester			Semester Credits
AGRI	104	Ag Applications of the Computer	3
AGRI	121	Soil Science	4
AGRI	235	Crop Science	4
BIO	100	General Biology	4
Total Semester Credits			**15**

Summer Semester			Semester Credits
AGRI	106	Crop Scouting	3
MATH	113	Finite Math for Business & Social Science	4
Total Semester Credits			**7**

Second Year

Fall Semester			Semester Credits
AGRI	202	Plant Pest Identification & Control	3
AGRI	211	Crop Machinery & Equipment	3
AGRI	216	Agriculture Sales	3
AGRI	218	Agricultural Marketing	3
COMM	151	Fundamentals of Public Speaking	3
Total Semester Credits			**15**

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Spring Semester			Semester Credits
AGRI	213	Soil Fertility & Fertilizers	3
AGRI	217	Agriculture Finance	3
AGRI	220	Agri-Business Internship	3
HES	152	First Aid-Medical Self Help	2
SOC	153	Introductory Sociology	3
Total Semester Credits			**14**

Total Program Credits	**64**

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog

Career Opportunities

The Associate in Applied Science in Ag Business Management prepares the student for an entry-level position in the following careers:
- Budget analyst
- Buyer and purchasing agent of farm products
- Farm and ranch manager
- Financial analyst
- Insurance adjuster
- Marketing specialist
- Sales manager

Agronomy

Coordinator/Faculty: Spencer Schuchman, ext. 5657
Email: spencer.schuchman@swic.edu
Dean: Dr. Kimberly Cherry-Vogt, ext. 5050

This agronomy program is designed to prepare students for careers in the agronomy industry. The program focuses on crop scouting, fertilizers, pesticides, fertilizer equipment and soils. Agronomy students apply science and technology skills to crop production techniques to produce or manage food, feed, fiber, and fuel.

To prepare for an agriculture science occupation, it is recommended that students complete ENG 95 or MATH 97 (or higher) or have completed the following high school coursework: four years in English, algebra and geometry, biology, and social science.

See the program coordinator or an academic advisor for more information.

Associate in Applied Science Degree (0083)*

First Year

Spring Semester			Semester Credits
HES	152	First Aid-Medical Self Help	2
ENG	101	Rhetoric and Composition	3
BIO	151	Fundamental Botany	4
AGRI	104	Agriculture Applications of the Computer	3
AGRI	105	Principles of Agronomy	3
Total Semester Credits			**15**

Fall Semester			Semester Credits
CHEM	101	Introduction to Chemistry	5
AGRI	152	Agriculture Economics	3
AGRI	100	Intro. to Agriculture Business Management	3
AGRI	121	Soil Science	4
AGRI	198	Weed Science Management	3
Total Semester Credits			**18**

Second Year

Spring Semester			Semester Credits
SOC	153	Introduction to Sociology	3
MATH	113	Finite Math for Business & Social Science	4
AGRI	199	Entomology Science Management	3
AGRI	200	Plant Pathology	3
Total Semester Credits			**13**

Summer Semester			Semester Credits
BIO	106	Applied Agronomy for Precision Agriculture	3
AGRI	106	Crop Scouting	3
Total Semester Credits			**6**

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Fall Semester			Semester Credits
AGRI	235	Crop Science	4
AGRI	211	Crop Machinery & Equipment	3
AGRI	216	Agriculture Sales	3
AGRI	220	Agriculture Business Internship	3
Total Semester Credits			**13**

Total Program Credits	**65**

Career Opportunities

The Agronomy Associates in Applied Science program prepares students for entry-level positions in the following careers:

• Farmer and rancher
• Health scientists
• Plant breeders
• Quality control scientists
• Buyers and purchasing Agents for equipment, fertilizer and pesticides
• Sales managers
• Crop advisors
• Soil scientists
• Plant scientists

*Pending ICCB Approval

Aviation Maintenance Technology

swic.edu/avmt

Coordinator: Matthew Harter, ext. 7145
email: matthew.harter@swic.edu
Dean: Mark Bosworth, mark.bosworth@swic.edu

The Aviation Maintenance Technology program gives you the opportunity to obtain the FAA-approved Airframe and/or Powerplant Certificate in one year and an Associate in Applied Science degree with an additional semester of classes. The FAA-approved certificate allows you to take the FAA written, oral and practical tests in the General, Airframe, and Powerplant courses. Upon successful completion of the FAA tests, the FAA will issue a FAA Airframe and/or Powerplant License.

This program offers a one-year or two-year format. The one-year format allows you to obtain the A&P certificate (core courses) in 50 weeks (8 hours per day). The two-year format allows you to obtain the A&P certificate (core courses) in 100 weeks (4 hours per day). A student may complete the Associate in Applied Science degree by completing one additional semester of General Education Courses. **See the program coordinator or an academic advisor for more information.**

Articulation Agreements

SIU-Carbondale:
- BS Aviation Technologies-Aircraft Maintenance
- BS Aviation Technologies-Aviation Electronics
- BS Aviation Technologies-Helicopter Maintenance
- BS Aviation Technologies- Aircraft Maintenance
- BS Aviation Technologies-Maintenance Management

Aviation Maintenance Technology AAS Degree (0009)

Core Courses			Semester Credits
AVMT	121	Aircraft Systems I	3
AVMT	122	Aircraft Systems II	3
AVMT	126	Aircraft Structures I	3
AVMT	127	Aircraft Structures II	3
AVMT	131	Aircraft Electrical I	3
AVMT	132	Aircraft Electrical II	3
AVMT	136	Aircraft Components I	3
AVMT	137	Aircraft Components II	3
AVMT	140	Materials, Processes & Fabrication	3
AVMT	145	Basic Electricity & Technology	3
AVMT	150	Fundamentals & Operations	3
AVMT	155	Regulations & Science	3
AVMT	157	Propulsion Systems I	3
AVMT	158	Propulsion Systems II	3
AVMT	171	Powerplant Systems I	3
AVMT	172	Powerplant Systems II	3
AVMT	176	Powerplant Components I	3
AVMT	177	Powerplant Components II	3
AVMT	186	Reciprocating Engine Maintenance I	3
AVMT	187	Reciprocating Engine Maintenance II	3
Total AVMT Credits			**60**
General Education Courses			
ENG	101	Rhetoric & Composition I	3
Human Well-Being Elective(s)			2
Communications Elective			3
Human Relations Elective			3
Humanities **AND/OR** Social Science Elective			3
General Education Elective			1
Total General Education Credits			**15**
Total Program Credits			**75**

Airframe & Powerplant Certificate (009A)

AVMT	121	Aircraft Systems I	3
AVMT	122	Aircraft Systems II	3
AVMT	126	Aircraft Structures I	3
AVMT	127	Aircraft Structures II	3
AVMT	131	Aircraft Electrical I	3
AVMT	132	Aircraft Electrical II	3
AVMT	136	Aircraft Components I	3
AVMT	137	Aircraft Components II	3
AVMT	140	Materials, Processes & Fabrication	3
AVMT	145	Basic Electricity & Technology	3
AVMT	150	Fundamentals & Operations	3
AVMT	155	Regulations & Science	3
AVMT	157	Propulsion Systems I	3
AVMT	158	Propulsion Systems II	3
AVMT	171	Powerplant Systems I	3
AVMT	172	Powerplant Systems II	3
AVMT	176	Powerplant Components I	3
AVMT	177	Powerplant Components II	3
AVMT	186	Reciprocating Engine Maintenance I	3
AVMT	187	Reciprocating Engine Maintenance II	3
Total Credits			**60**

Airframe Certificate (009B)

AVMT	121	Aircraft Systems I	3
AVMT	122	Aircraft Systems II	3
AVMT	126	Aircraft Structures I	3
AVMT	127	Aircraft Structures II	3
AVMT	131	Aircraft Electrical I	3
AVMT	132	Aircraft Electrical II	3
AVMT	136	Aircraft Components I	3
AVMT	137	Aircraft Components II	3
AVMT	140	Materials, Processes & Fabrication	3
AVMT	145	Basic Electricity & Technology	3
AVMT	150	Fundamentals & Operations	3
AVMT	155	Regulations & Science	3
Total Credits			**36**

Powerplant Certificate (009C)

AVMT	140	Materials, Processes & Fabrication	3
AVMT	145	Basic Electricity & Technology	3
AVMT	150	Fundamentals & Operations	3
AVMT	155	Regulations & Science	3
AVMT	157	Propulsion Systems I	3
AVMT	158	Propulsion Systems II	3
AVMT	171	Powerplant Systems I	3
AVMT	172	Powerplant Systems II	3
AVMT	176	Powerplant Components I	3
AVMT	177	Powerplant Components II	3
AVMT	186	Reciprocating Engine Maintenance I	3
AVMT	187	Reciprocating Engine Maintenance II	3
Total Credits			**36**

Students must earn a grade of C or better in all AVMT courses to meet degree and certificate requirements.

Aviation Electronics (AVIONICS) Certificate (017E)

* Both courses are scheduled concurrently.

AVE	100	Mathematics for Avionics	3
AVE	101	Intro to AC Maint Practices	4

* Both courses are scheduled concurrently.

AVE	102	Intro to AC Elec and Elect	5
AVE	115	Aircraft / Avionics Elec Power	4

* Courses are scheduled in sequence.

AVE	131	Intro to Avionics Inst / Harness MFG	4
AVE	141	Avionics Installation Trends	4
AVE	159	VHF Nav and Comm Equip	4
AVE	166	Installer / Comm / Nav	4
AVE	167	Static / Trans / ADS-B Data	4
AVE	168	Instl GPS Nav & Elect Fit Sys	4
Total Credits			**40**

Avionics Courses

These courses are not part of the FAA-approved Airframe and Powerplant certificates, but are sometimes beneficial to those working in aviation fields.

AVE	131	Intro to Avionics Installation	4
AVE	141	Avionics Installation Trends	4

Other courses that may be of interest to AVMT students are: EET 260 and EET 264.

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog

Career Opportunities

The FAA license is necessary for the student to pursue career opportunities as a(n):
• Powerplant mechanic
• Airframe mechanic
• Combination airframe & powerplant mechanic (A&P mechanic)

Aviation Management

swic.edu/aviation-management

Coordinator/Faculty: Keith Mueller, ext. 5683
email: keith.mueller@swic.edu
Dean: Mark Bosworth, mark.bosworth@swic.edu

The Aviation Management program provides students with an excellent foundation for a wide variety of well-compensated aviation-related career paths. The SWIC Aviation Management and Aviation Pilot Training programs have industry partnerships and internships available with locally based airlines to provide students with hands-on industry standard training and job placement.

The program includes an option to complete the Federal Aviation Administration-approved Aircraft Dispatcher certificate along with the associate degree in Aviation Management. Graduates of all SWIC Aviation AAS degree programs have the opportunity to transfer directly to the Southern Illinois University Carbondale Bachelor of Science degree in Aviation Management program. The SIUC classes are offered in a weekend format at the SWIC Belleville Campus.

Aviation management personnel work in a high-tech environment and are highly valued in many career paths within the aviation field. These roles include: aircraft dispatchers, air traffic control, airline operations, government flight operations, corporate aviation, airport operations, logistics, military aviation and manufacturing positions.

Aviation is a global industry and continues to expand significantly meeting the requirements of domestic and international air travel. Aviation is also a strategically vital link to national defense, the military and national security. The FAA forecasts that domestic air travel alone will increase 30 percent to more than 1 billion passengers carried annually within the U.S. by domestic airlines by 2025. The expansion of international flight operations continues to grow at a similar rate to the domestic operation.

Contact the program coordinator or an academic advisor for additional information.

Articulation Agreements
- SIU-Carbondale – BS Aviation Management

Important Information
The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (0008)

First Year

Fall Semester			Semester Credits
AVIA	101	Private Pilot Flight Theory**	4
AVIA	108	Aviation History	3
AVIA	122	Aircraft Systems and Components	2
AVIA	260	Aviation Meteorology**	3
ENG	101	Rhetoric & Composition I***	3
AVIA	133	Human Factors in Aviation	3
Total Semester Credits			**18**

Spring Semester			Semester Credits
AVIA	131	Air Traffic Control Systems**	3
AVIA	141	Federal Aviation Regulations**	3
AVIA	160	Aviation Management I	3
ENG	103	Technical Communication Writing **OR** Communications Elective***	3
AVIA	233	Intro To Aviation Labor Law **OR**	
AVIA	201	Instrument Flight Theory**	4
Human Well-Being Elective			2
Total Semester Credits			**18**

Second Year

Fall Semester			Semester Credits
AVIA	105	Introduction to Civil Aviation **OR**	
AVIA	240	Aircraft Dispatcher Practical I**	3
AVIA	261	Aviation Management II	3
BUS	215	Business Law I **OR**	
AVIA	241	Aircraft Dispatcher Practical II**	3
AVIA	264	Management of Aircraft Maintenance	3
Math*			3
Total Semester Credits			**15**

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Spring Semester			Semester Credits
AVIA	266	Airport Planning and Management	3
AVIA	280	Internship	3
Human Relations Elective			3
PSYC	151	General Psychology	3
AVIA	237	Human Resources in Aviation	3
Total Semester Credits			**15**

| **Total Program Credits** | | | **66** |

*GT 105 or Math 112 – Please check for transferability.
**Required for the Aircraft Dispatcher option
NOTE: AVIA 101, 131, 141, 201 and 260 must be completed prior to enrolling in AVIA 240 and AVIA 241
*****STUDENTS TRANSFERRING TO SIUC**: SWIC AAS Degree Students planning to complete the SIUC B.S. in Aviation Management program need to complete ENG 101 and **ENG 102 (instead of ENG 103)** for transferability as ENG 103 will not be accepted by SIUC as a transfer course from SWIC for the SIUC B.S. degree.
SWIC AAS Degree Students who transfer to SIUC as Capstone Students need to have completed ENG 101. For the Capstone option at SIUC, the ENG 102 course is not required.
For Communication requirements, students transferring to SIUC must take COMM 151, Fundamentals of Public Speaking. COMM 155, Interpersonal Communication **IS NOT transferrable** to SIUC.

Aircraft Dispatcher Certificate (008A)

First Semester			Semester Credits
AVIA	101	Private Pilot Flight Theory	4
AVIA	260	Aviation Meteorology	3

Second Semester			Semester Credits
AVIA	131	Air Traffic Control Systems****	3
AVIA	141	Federal Aviation Regulations****	3
AVIA	201	Instrument Flight Theory	4

Third Semester			Semester Credits
AVIA	240	Aircraft Dispatcher Practical I	3
AVIA	241	Aircraft Dispatcher Practical II	3

Total Program Credits   **23**

Program can be entered in the fall or spring semester.
****Courses can also be accomplished in first semester.

Aviation Pilot Training – Airplane/Helicopter

swic.edu/pilot-training

Coordinator/Faculty: Keith Mueller, ext. 5683
email: keith.mueller@swic.edu
Dean: Mark Bosworth, mark.bosworth@swic.edu

SWIC offers a Federal Aviation Regulation-approved two-year curriculum leading to an Associate in Applied Science degree in Aviation Pilot Training. Options are available for either the Airplane (Fixed Wing) or Helicopter (Rotorcraft) program.

For Airplane, ground and simulator programs are offered under FAR Part 141, flight is conducted under FAR part 61. The successful graduate holds a Commercial Pilot Certificate with Single-Engine, Multi-Engine and Instrument Rating. An optional Flight Instructor certificate is also available.

A one-year Aviation Pilot Training certificate program is also available for airplanes. This program is designed to provide the minimum Federal Aviation Administration pilot certificates and ratings for students to obtain an entry-level position in commercial aviation.

The SWIC Aviation Pilot Training Airplane program is partnered through an airline industry professional agreement that provides students with an opportunity to obtain a direct path to an airline flight officer career.

For Helicopter, both ground and flight training programs are conducted under FAR Part 141. The successful graduate holds a Rotorcraft Commercial Pilot certificate with an Instrument Rating. An optional flight instructor certificate is also available.

Graduates of all SWIC Aviation AAS degree programs have the opportunity to transfer directly to the Southern Illinois University Carbondale Bachelor of Science degree in Aviation Management program. The SIUC classes are offered in a weekend format at the SWIC Belleville Campus.

Students should check the class schedules for times and locations, and check with the coordinator for current flight course fees.

Individual classes and simulator courses are available for each FAA flight rating on a space available basis.

Contact the program coordinator or an academic advisor for more information.

Articulation Agreements
• SIU-Carbondale – BS Professional Pilot

Important Information
The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (0012)--Airplane

First Year
Fall Semester — Semester Credits

AVIA	101	Private Pilot Flight Theory (Airplane) **OR**	4
AVIA	102	Flight Training Private Part 1 (Airplane)	2
AVIA	103	Simulator Private (Airplane)	1
AVIA	260	Aviation Meteorology	3
ENG	101	Rhetoric & Composition I*	3
AVIA	122	Systems and Components	2
Total Semester Credits			**Airplane-15**

Spring Semester — Semester Credits

AVIA	104	Flight Training Private Part II (Airplane)	3
AVIA	201	Instrument Flight Theory (Airplane)	**3**
ENG	103	Technical Communications **OR** Communications Elective*	3
AVIA	153	Simulator Intermediate (Airplane)	1
AVIA	163	Simulator Intermediate Helicopter	1
AVIA	131	Air Traffic Control Systems	3
GT	105	Intro to Technical Math **OR**	3
MATH	112	College Algebra *(Check for transferability)*	(4)
Total Semester Credits			**Airplane-17**

Summer Semester — Semester Credits

AVIA	202	Flight Training Instrument (Airplane)	3
AVIA	203	Simulator Instrument	1
AVIA	151	Commercial Pilot Flight Theory	3
Total Semester Credits			**7**

Second Year
Fall Semester — Semester Credits

Humanities **OR** Social Science Elective			3
AVIA	133	Human Factors in Aviation	3
AVIA	154	Flight Training Commercial Part I	3
AVIA		Electives	6
Total Semester Credits			**Airplane-15**

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Spring Semester — Semester Credits

AVIA	155	Flight Training Commercial II (Airplane)	2
AVIA	269	Multi Engine Flight Theory	1-1.5
AVIA	270	Flight Training Multi-Engine (Airplane)	1
AVIA	222	Transport Aircraft Systems (Airplane)	3
		AVIA Elective -- Airplane	1
		Human Well-Being Elective	2
		Human Relations Elective	3
Total Semester Credits			**Airplane-13.5**
Total Program Credits			**Airplane-67.5**

*STUDENTS TRANSFERRING TO SIUC**: SWIC AAS Degree Students planning to complete the SIUC B.S. in Aviation Management program need to complete ENG 101 and **ENG 102 (instead of ENG 103)** for transferability as ENG 103 will not be accepted by SIUC as a transfer course from SWIC for the SIUC B.S. degree.
SWIC AAS Degree Students who transfer to SIUC as Capstone Students need to have completed ENG 101. For the Capstone option at SIUC, the ENG 102 course is not required.
For Communication requirements, students transferring to SIUC must take COMM 151, Fundamentals of Public Speaking. COMM 155, Interpersonal Communication **IS NOT transferrable** to SIUC.

Aviation Pilot Training – Airplane/Helicopter

swic.edu/pilot-training

Coordinator/Faculty: Keith Mueller, ext. 5683
email: keith.mueller@swic.edu
Dean: Mark Bosworth, mark.bosworth@swic.edu

SWIC offers a Federal Aviation Regulation-approved two-year curriculum leading to an Associate in Applied Science degree in Aviation Pilot Training.

Options are available for either the Airplane (Fixed Wing) or Helicopter (Rotorcraft) programs.

Helicopter ground and flight training programs are conducted under C.F.R. Part 141 through an agreement with Ideal Aviation.

Airplane ground, simulator, and flight training programs are offered under C.F.R. Part 141 through SWIC. The flight segment is offered through an agreement with Ideal Aviation.

Graduates of all SWIC Aviation AAS degree programs have the opportunity to transfer directly to the Southern Illinois University Carbondale Bachelor of Science degree in Aviation Management program. The SIUC classes are offered in a weekend format at the SWIC Belleville Campus.

Students should check the class schedules for times and locations, and check with the coordinator for current flight course fees.

Individual classes and simulator courses are available for each FAA flight rating on a space available basis.

Contact the program coordinator or an academic advisor for more information.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (0012)--Helicopter

First Year

Fall Semester			Semester Credits
AVIA	111	Private Pilot Flight Theory Helicopter	3
AVIA	112	Flight Training Private Part 1 Helicopter	2
AVIA	103	Simulator Private Helicopter	1
AVIA	260	Aviation Meteorology	3
ENG	101	Rhetoric & Composition I*	3
AVIA	122	Systems and Components	2
Total Semester Credits			**Helicopter-15**

Spring Semester			Semester Credits
AVIA	114	Flight Training Private Helicopter Part II	2-3
AVIA	211	Instrument Flight Theory Helicopter	**3**
ENG	103	Technical Communications **OR**	3
Communications Elective*			
AVIA	163	Simulator Intermediate Helicopter	1
AVIA	131	Air Traffic Control Systems	3
GT	105	Intro to Technical Math **OR**	3
MATH	112	College Algebra *(Check for transferability)* (4)	
Total Semester Credits			**Helicopter-15**

Summer Semester			Semester Credits
AVIA	212	Flight Training Instrument Helicopter	3
AVIA		Elective Helicopter	1
AVIA	161	Commercial Pilot Flight Theory Helicopter	3
Total Semester Credits			**Helicopter -7**

Second Year

Fall Semester			Semester Credits
Humanities **OR** Social Science Elective			3
AVIA	133	Human Factors in Aviation	3
AVIA	263	Flight Training Commercial Helicopter Part I	2
AVIA		Electives Helicopter	6
Total Semester Credits			**Helicopter-14**

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Spring Semester			Semester Credits
AVIA	265	Flight Training Commercial Helicopter Part II	2
		AVIA Elective -- Helicopter	6
		Human Well-Being Elective	2
		Human Relations Elective	3
Total Semester Credits			**Helicopter-13**

Total Program Credits	**Helicopter-63**

*__STUDENTS TRANSFERRING TO SIUC__: SWIC AAS Degree Students planning to complete the SIUC B.S. in Aviation Management program need to complete ENG 101 and **ENG 102 (instead of ENG 103)** for transferability as ENG 103 will not be accepted by SIUC as a transfer course from SWIC for the SIUC B.S. degree.

SWIC AAS Degree Students who transfer to SIUC as Capstone Students need to have completed ENG 101. For the Capstone option at SIUC, the ENG 102 course is not required.

For Communication requirements, students transferring to SIUC must take COMM 151, Fundamentals of Public Speaking. COMM 155, Interpersonal Communication **IS NOT transferrable** to SIUC.

Airplane Core Course: AVIA 101, AVIA 102, AVIA 103, AVIA 104, AVIA 201, AVIA 153, AVIA 202, AVIA 203, AVIA 151, AVIA 154, AVIA 155, AVIA 269. AVIA 270

Helicopter Core Courses: AVIA 111, AVIA 112, AVIA 113, AVIA 114, AVIA 211, AVIA 163, AVIA 212, AVIA 161, AVIA 263 and AVIA 265. Elective courses AVIA 271, AVIA 272, AVIA 273 and AVIA 274 are taught by Midwest Helicopter.

Aviation Electives
Airplane or Helicopter electives – not all courses are available every semester. Several are part of the AAS degree in Aviation Management program and are offered on a rotational basis.

Course			Semester Credits
AVIA	105	Introduction to Civil Aviation	3
AVIA	108	Aviation History	3
AVIA	126	UAS Pilot Certification	1
AVIA	141	Federal Aviation Regulations	3
AVIA	160	Aviation Management I	3
AVIA	240*	Aircraft Dispatcher Practical I	3
AVIA	241*	Aircraft Dispatcher Practical II	3
AVIA	261	Aviation Management II	3
AVIA	262	High Altitude Meteorology	3
AVIA	264	Management of Aircraft Maintenance	3
AVIA	266	Airport Planning and Management	3
AVIA	280	Internship	3

*Applied to Fixed Wing Only

Helicopter Electives (Available all Semesters)

AVIA	271	Flight Instructor Helicopter Theory	3
AVIA	272	Flight Training Helicopter Instructor	2
AVIA	273	Flight Instructor Helicopter Instrument Theory	2
AVIA	274	Flight Training Helicopter Instrument Instructor	1

ALL FEDERAL AND STATE VETERAN STUDENTS SHOULD CONSULT WITH THE SWIC VETERANS SERVICES OFFICE BEFORE ENROLLING IN ANY AVIATION COURSES.

Certificate Programs

Aviation Pilot Training Certificate (012A)

Fall Semester			Semester Credits
AVIA	101	Private Pilot Flight Theory	4
AVIA	102	Flight Training Private Part I	2
AVIA	103	Simulator Private	1
AVIA	104	Flight Training Private Part II	3
AVIA	260	Aviation Meteorology	3
Total Semester Credits			**13**

Spring Semester			Semester Credits
AVIA	133	Human Factors in Aviation	3
AVIA	151	Commercial Pilot Flight Theory	3
AVIA	153	Simulator Intermediate	1
AVIA	154	Flight Training Commercial I	3
AVIA	201	Instrument Flight Theory	4
AVIA	269	Multi-Engine Flight Theory	1.5
Total Credits			**15.5**

Summer Semester			Semester Credits
AVIA	155	Flight Training Commercial II	2
AVIA	202	Flight Training Instrument	3
AVIA	203	Simulator Instrument	1
AVIA	270	Flight Training Multi-Engine	1
Total Semester Credits			**7**

Total Program Credits   **35.5**

Private Pilot Certificate (012F)
An individual certificate is available for Private Pilot. A certificate will be issued upon completion of:

AVIA	101	Private Pilot Flight Theory	4
AVIA	102	Flight Training Private Part I	2
AVIA	103	Simulator Private	1
AVIA	104	Flight Training Private Part II	3
AVIA	260	Aviation Meteorology	3
Total Program Credits			**13**

Notice:
Check class schedule for aviation fees in effect at the time of your registration.
Flight courses AVIA 102, 104, 154, 155, 202, 252, 254, 255, 270 and 292 are not taught by SWIC, but are available for course credit for the AAS degree. Flight courses are offered by area training facilities.

Additional Simulator Courses:

AVIA	205	Garmin GNS 430 VFR Operations
AVIA	207	Garmin G 1000 System Training
AVIA	208	Simulator-Garmin GNS 1000 VFR
AVIA	209	Simulator-Garmin GNS 1000 IFR
AVIA	213	Instrument Training-Part I
AVIA	216	Advanced Instrument Approaches
AVIA	217	Instrument Departures and Arrivals
AVIA	220	Instrument Currency and Review

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog

Career Opportunities
A graduate of the Aviation Pilot Training program is prepared to work as a(n):
- Airplane pilot, commercial airlines
- Airplane pilot, private
- Corporate pilot
- Flight instructor
- Agricultural pilot
- Aerial mapping
- Aircraft charter pilot

Brewing Science and Operations

swic.edu/brewing

Coordinator/faculty: Cory Sanftleben
Dean: Mark Bosworth, mark.bosworth@swic.edu

The Brewing Operations and Fermentation Science program prepares students for a variety of jobs in the expanding brewing and beverage industry. This program will provide foundational knowledge for brewery operations, production procedures, and basic quality assurance through either a certificate program or an Associate in Applied Science degree. In partnership with 4204 Main Street Brewing Company, students in both tracks will have access to the latest equipment and technologies used in the industry today and receive hands-on training through courses, capstone, and internship programs.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

This program offers a one-year or two-year format. The one-year format allows you to obtain the Brewing Operations Certificate (core courses) which focuses on the day-to-day operations and practical training for immediate employment in a brewery setting. The two-year format allows you to complete the Brewing Operations Certificate along with the Associate in Applied Science degree and allows for greater emphasis on the science and business portions of the program.

Special Requirements

Classes which involve alcohol tasting, i.e., Sip and Spit Classes, allow students under the age of 21, but 18 or older, to taste, but not consume small quantities of alcohol for analysis purposes. Any violation of this principle will in turn be treated as a violation of the law and will be prosecuted. Proper consultation and planning with the student's academic advisor will be necessary to ensure that the course curriculum is finished within the recommended amount of time. Students must also be capable of lifting heavy materials (up to 60 lbs) and standing for long periods of time.
Contact the program coordinator or an academic advisor for more information.

Associate in Applied Science Degree (066G)

First Year

Fall Semester — Semester Credits

BIOL	101	Principles of Biology	4
ENG	101	Rhetoric & Composition I	3
BRW	101	Intro to Brewing Processes	2
BRW	103	Principles of Brewing Science	4
HES	152	First-Aid-Medical Self Help	2
Total Semester Credits			**15**

Spring Semester — Semester Credits

CUL	116	Food Service Sanitation (or valid Food Handler's Certificate)	1
ENG	102	Rhetoric & Composition II OR	3
ENG	103	Technical Communication	
BRW	151	Biochemistry of Brewing	4
BRW	201	Brewing Science Operations I	3
BRW	250	Brewing Technology	3
Total Semester Credits			**14**

Summer Semester

BRW	269	Brewing Operations Internship	1

Second Year

Fall Semester — Semester Credits

Human Relations Elective			3
ECON	202	Principles of Economics-Micro OR	3
General Education Elective			
BRW	202	Brewing Science Operations II	3
BRW	260	Legal Topics in Brewing	2
BRW	270	Sensory Analysis of Beer	3
Total Semester Credits			**14**

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Spring Semester — Semester Credits

BRW	207	Beers & Wines of the World	3
BRW	280	Brewing Science Capstone	3
BUS	102	Business Mathematics	3
MGMT	214	Principles of Management OR	3
BUS	101	Introduction to Business	
IML	101	O.S.H.A. Awareness	0.5
IML	189	Fork Lift Truck Safety	0.5
BRW	251	Intro to Fermentation Science	3
Total Semester Credits			**16**

Total Program Credits	**60**

Brewing Operations Certificate (066H)

First Year

Fall Semester			Semester Credits
BRW	101	Intro to Brewing Processes	2
BRW	103	Principles of Brewing Science	4
IML	101	O.S.H.A. Awareness	0.5
IML	189	Fork Lift Truck Safety	0.5
BRW	201	Brewing Science Operations I	3
BRW	270	Sensory Analysis of Beer	3
Total Credits			**13**

Spring Semester			Semester Credits
BRW	151	Biochemistry of Brewing	4
BRW	202	Brewing Science Operations II	3
BRW	250	Brewing Technology	3
BRW	280	Brewing Science Capstone	3
CUL	116	Food Service Sanitation	1
		(or valid Food Handler's Certificate)	
Total Credits			**14**

Summer Semester		Semester Credits
BRW	269 Brewing Operations Internship	1
Total Credits		**1**
Total Program Credits		**28**

Career Opportunities

Recipients of this degree are equipped to pursue a variety of careers in fields related to the brewing industry, such as food and hospitality, packaging and distribution, manufacturing, agriculture, food & natural resources, and business management and administration.

A certificate in brewing provides an overview of the industry including daily operations and essential, hands on tasks in the brewery including cleaning/sanitation and basic positions assisting in brewing science. Graduates will be able to enter entry-level cellar, packaging, and maintenance positions, in addition to standard restaurant/hospitality positions.

For AAS graduates, fermentation science, brewer, and managerial jobs focusing on the functions of the brewery as a whole will be available positions on top of those described for the certificate. The experience and knowledge gained from the two-year degree will prepare graduates for entry- to mid-level jobs in the industry.

Business Administration

swic.edu/business-administration
Department Chair: Dawn Peters, ext. 5487
Dean: Kristen Ruppert-Leach, Ed.D., ext. 5013

Students enrolled in the Business Adminstration in Applied Science program will complee 15 general education hours, 34 core business hours and 18-19 hours of specialized course work from one of the following subplans: Management, Marketing, Esports Management, Human Resources or Office Technology. This curriculum will provide students with the knowledge and skills necessary to be successful in the advancement of an existing career or to gain entry-level employment in a variety of business-related fields. Participants in this program will be provided a learning environment designed to
- Enhance critical thinking and problem-solving skills
- Increase use and knowledge of business technology
- Promote efective communication in a business environment

The courses required for the degree are listed below. This is a sample schedule. Course availability will vary from semester to semester. Contact an academic advisor or the program coordinator for more information including the master schedule.

Articulation Agreements
SIU-Carbondale:
- BA Economics
- BS Business & Administration
- BS Business Analytics
- BS Econometrics & Quantitative Economics
- BS Finance
- BS Marketing
- BS Management

Important Information
The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (0079)

First Year

Fall Semester			Semester Credits
ACCT	110	Financial Accounting	4
BUS	101	Introduction to Business	3
OAT	175	Electronic Spreadsheets	3
ENG	101	Rhetoric & Composition I	3
MKT	126	Introduction to Marketing	3
Total Semester Credits			**16**

Spring Semester			Semester Credits
Management, Marketing, Esports, Human Resources, or Office Technology Sub Plan			3-4
Human Well-Being Elective			2
BUS	261	Business Communications	3
MGMT	214	Principles of Management	3
BUS	215	Business Law	3
Total Semester Credits			**14-15**

Second Year

Fall Semester			Semester Credits
Management, Marketing, Esports, Human Resources, or Office Technology Sub Plan			9
BUS	102	Business Mathematics	3
PSYC	223	Organizational Leadership	3
Total Semester Credits			**15**

Second Year

Spring Semester			Semester Credits
Management, Marketing, Esports, Human Resources, or Office Technology Sub Plan			6
BUS	209	Business Computer Systems	3
BUS	240	Ethics in the Workplace	3
BUS	241	Fundamentals of Finance	3
Total Semester Credits			**15**
Total Program Credits			**60-61**

Business Administration Sub Plans
(Select one of the following plans. Courses listed in suggested order.)

Management			Semester Credits
ACCT	111	Managerial Accounting*	4
MGMT	213	Human Relations in the Workplace	3
MGMT	217	Human Resource Management	3
MGMT	219	Small Business Management	3
BUS	220	Data Analytics for Business	3
MGMT	270	Business Planning	3

Marketing			Semester Credits
CIS	168	Graphic Design	3
CIS	171	Computer Graphics	3
CIS	172	Photo Manipulation	3
MKT	226	eMarketing	3
MKT	227	SEO & Web Analytics for Marketing	3
MKT	228	Social Media Tools	3

Esports Management			Semester Credits
ESM	100	Intro to Esports Management	3
ESM	150	Contemporary Issues in Esports	3
ESM	200	Esports Management I	3
ESM	205	Esports Event and Facility Management	3
ESM	210	Competitive Gaming, Culture and Performance	3
ESM	215	Esports Coaching and Athlete Development	3

Human Resources			Semester Credits
ACCT	111	Managerial Accounting*	4
MGMT	213	Human Relations in the Workplace	3
MGMT	217	Human Resource Management	3
PARL	200	Dispute Resolution Skills	3
PARL	285	Employment Law	3
BUS	220	Data Analytics for Business	3

Office Technology			Semester Credits
OAT	171	Document Processing/Input Technology	3
OAT	128	Microsoft Outlook	1
OAT	180	Word Processing	3
OAT	156	Microsoft Office Suite I	3
ACCT	106	Introduction to QuickBooks	3
OAT	280	Virtual Office Technologies	3
MKT	227	SEO & Web Analytics for Marketing	3

*ACCT 111 – It is recommended that this class be taken the semester following the successful completion of ACCT 110.

Community Health Worker

Administrative Assistant: Candice Rodgers, ext. 5355

The SWIC Community Health program prepares students with the skills necessary to become a certified community health worker, prepared to work in a variety of healthcare settings including hospital, clinics, and health agencies. Community Health Workers develop programs to teach clients about conditions affecting human well-being. Community Heath Workers promote wellness individually and as a community by educating clients to adopt healthy behaviors. For further information regarding the field of community health, please go to the Occupational Outlook Handbook: https://www.bls.gov/ooh/community-and-social-service/community-health-workers.htm

- One-semester certificate
- Offered: Fall, Spring, and Summer semesters
- Enrolled in April for Fall classes, October for Spring classes, and March for Summer classes
- To enroll, students must have a high school diploma or equivalency and be eligible for ENG 97 and MATH 95

The program is designed to include classroom education and clinical experience in a healthcare setting.

Certification Requirements

Upon successful completion of the Community Health curriculum, graduates are awarded a certificate as a Community Health Worker. To work in Illinois, graduates of the program must provide proof of graduation from a Community Health training program.

Enrollment Requirements

To enroll in Community Health classes, students must demonstrate readiness for college-level English and Math. Students must show proof of high school transcript or GED. To obtain information about readiness, visit and academic advisor.

Students should be aware they must pass a criminal background check and drug testing to participate in required clinical experience courses. Additionally, students must present current vaccination records meeting the program's contracted clinical site requirements.

Program Capacity

The Community Health program has capacity for approximately 20 students admitted each semester at the East St. Louis Campus or online. Seats available are dependent on clinical availability.

Program Location

The Community Health program consists of CHW prefix courses and assigned clinical internships. Specific locations depend on the course.
1. The CHW courses are offered at the East St. Louis Campus or online
2. Clinical experiences may be scheduled during the day, evening, night, and/or weekends at hospital, clinic, or privately owned facilities throughout Illinois and in the St. Louis region. Students may be required to travel outside of the college district for clinical practicum courses. Specific clinical placement cannot be guaranteed, and specific clinical schedules may be changes during courses. Students are responsible for their own transportation and attendance to any of the classes and clinical practicums assigned by the program.

Orientation & Performance

Students must attend the required orientation session prior to program start, meet program-specific medical requirements, be able to perform the essential functions of the job as listed in the Student Handbook or at swic.edu with reasonable accommodations if needed, and submit results of a background check, drug screen, physical examination, and the required immunizations by the required date as presented in the orientation session. Any applicants or enrolled students are encouraged to contact the Disability & Access Center at 618-235-2700, ext. 5368, to discuss potential issues associated with meeting these requirements. Students not able to perform the essential elements of a community health position may be unable to pass the required courses. Other program-specific restrictions may apply.

Health Insurance

Health insurance is required during clinical Community Health courses. Students are personally responsible for any costs incurred for injuries occurring during clinical experiences in their role as a student.

Medical/Health Requirements

Admitted students will be required to show proof of immunizations, tuberculosis test, and physical examination before beginning any clinical experience. These requirements do not have to be fulfilled until after the program orientation but must be fulfilled by the required deadline.

Background Checks and Drug Testing

Criminal background check, random drug test and name search on government registries which prohibit employment in health care professions are required in our health science programs. Program start is contingent upon meeting deadlines for completion of the screening and results which allow the student to participate in the clinical portion of the program. Details and directions for accessing and purchasing online screening for background checks are shared with accepted students. Background checks are conducted for every state in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of the program and will result in program dismissal: assault, sexual offenses, murder, burglary, arson, and robbery. Refer to the Health Care Worker Background Check Act for a complete list of offenses at: www.idph.state.il.us/nar/.

To participate in the clinical portion of the program, students with "disqualifying" offense(s) will be asked to produce a waiver from the Illinois Department of Public Health for identified offenses. To request a waiver application from IDPH, students may call 217-785-5133. Not all clinical sites accept the IDPH waiver (ie. Missouri sites), therefore required clinical sites are also surveyed to determine if clinical placement can be accomplished. If a waiver cannot be produced prior to clinicals/program start or survey results indicate clinical sites prohibit the conviction, the student will be removed from the program.

In addition, positive results from the drug test or student listing on prohibitory government registry will also result in dismissal from the program. Note: Positive drug testing results from the use of illegal drugs or prescription medication for which the student does not have a prescription, medical marijuana, which is not FDA approved, is also considered a positive drug testing result. Dismissal for positive criminal background check, drug test, or listing on a government registry does not quality students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator or the administrative assistant prior to seeking admission.

Graduation Requirements

Students enrolled to the program must follow course requirements for graduation at the time they are admitted and must meet all course, program, certification, and sequencing requirements specified. Posted changes in course requirements are applicable to all newly admitted students. Students are responsible for program policies as listed in the Community Health Student Handbook. Students must complete the curriculum within 150 percent of initial enrollment. A grade of C is the minimum grade acceptable for ALL courses in the Community Health curriculum.

Community Health Certificate (025E)

Fall Spring Summer Semester
Semester Credits

HMS	100	Intro to Human Services	3
HRO	150	Fundamentals of Nutrition	2
CHW	102	Public Health Client Care	1
CHW	104	Chronic Disease Management	2
CHW	106	Beahavioral and Mental Health	2
CHW	108	Maternal and Infant Health	2
CHW	110	Clinical Experience	4
Total Semester Credits			**16**

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Career Opportunities

According to the US Bureau of Labor Statistics' Occupational Outlook Handbook, the median wage forCommunity Health Workers was $48,860 with a 17 percent growth outlook from 2020-2030. Hourly and salary ranges can vary dependent on hiring facility and demographics.

Commercial Maintenance Mechanics

swic.edu/maint-mech-commercial

Dean: Mark Bosworth, mark.bosworth@swic.edu

The Commercial Maintenance Mechanics program prepares students with the skills and experience necessary to enter the workforce as entry-level technicians in a commercial facility. Students will learn multiple disciplines which include machining, pipefitting, construction, HVAR and electricity. Commercial maintenance mechanics maintain and repair a variety of equipment used in many different facilities such as hospitals, hotels, office buildings, schools and commercial businesses. Because commercial facilities cannot hire specialists for each trade, commercial maintenance technicians are hired to keep the facilities running.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (053K)

Program Requisite			Semester Credits
PMT	100	Precision Machining Introduction	.5

First Year

Fall Semester			Semester Credits
PMT	101	Intro to the Machine Trades	3
GT	104	Math for Electronics	3
EET	101	Intro to Electricity/Electronics	5
IML	119	Mechanical Systems	3
IML	120	Mechanical Blueprint Reading I	2
Total Semester Credits			**16.5**

Spring Semester			Semester Credits
HVAR	100	Fitting, Fusion and Fabrication	4
HVAR	101	Refrig. & A.C. Principles I	4
HVAR	103	Basic Electrical Controls & Systems	4
IML	133	Rigging (Industrial)	2
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**17**

Summer Semester			
HES	152	First Aid-Medical Self Help	2

Second Year

Fall Semester			Semester Credits
IDP	116	Industrial Pipefitter A	3
EET	243	NEC for Industrial/Commercial	3
EET	131	Electrical Wiring Principles	3
EET	200	Digital Electronic Circuits I	3
Communications Course (COMM 151)			3
Social Science Course (HIST 181)			3
Total Semester Credits			**18**

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Spring Semester			Semester Credits
EET	235	Programmable Logic Controllers	3
HVAR	153	Heating Fundamentals	4
HVAR	202	Commercial Refrigeration	4
Human Relations Course (SOC 153)			3
Total Semester Credits			**14**

Total Program Credits			**67.5**

Commercial Maintenance Mechanics Certificate (054K)

PMT	100	Precision Machining Intro	0.5
PMT	101	Intro to the Machine Trades	3
IML	119	Mechanical Systems	3
IDP	116	Industrial Pipefitter A	3
GT	104	Math for Electronics	3
EET	101	Intro to Electricity and Electronics	5
EET	243	NEC for Industrial/Commercial	3
EET	131	Electrical Wiring Principles	3
HVAR	100	Fitting, Fusion and Fabrication	4
HVAR	101	Refrig. & A.C. Principles I	4
HVAR	103	Basic Electrical Controls & Systems	4
HVAR	202	Commercial Refrigeration I	4
Total Credits			**39.5**

Career Opportunities

Graduates of the Commercial Maintenance Mechanics program will have many opportunities with a wide variety of companies. A graduate of the Commercial Maintenance Mechanics program is prepared to work as a:
- Plant maintenance mechanic
- Heating, air conditioning and refrigeration technician
- Facilities maintenance technician

Computer Aided Design

swic.edu/cad

Coordinator: Cynthia Bednara, ext. 5376
email: cynthia.bednara@swic.edu
Dean: Mark Bosworth, mark.bosworth@swic.edu

The Computer Aided Design program develops the skills that will prepare students for employment as CAD operators. The houses we live in, the buildings we work in, the cars we drive, or the roads we drive on, all started as concepts. The role of the computer aided design drafter is to communicate by way of pictorial drawings the concepts of engineers and architects.

The CAD program is Curriculum Certified through the American Design Drafting Association International. This certification provides recognition in the areas of design drafting and signifies to employers that the SWIC CAD program meets the standards established and approved by an international organization for designers, drafters, architects, illustrators, and technical artists.

Students who wish to complete the architectural/structural detail specialization or mechanical specialization are required to complete the Certified Drafter Architectural/Mechanical exam. Exam for the architectural specialization should be taken during the last semester of the two-year program. The mechanical specialization exam can be taken after completing the first four drafting courses in the program (CAD 120 Introductory CAD, CAD 101 Basic Drafting, CAD 102 Intermediate Drafting and CAD 200 Manufacturing Processes & CAD Drawings). Students interested in the Structural Detail Specialization will be required to take the ADDA Mechanical exam.

Professional certification through the ADDA allows CAD operators to show their knowledge of drafting concepts and nationally recognized standards and practices. Becoming a Certified Drafter enhances credibility as a professional and gives a competitive edge in the workforce. ADDA membership is not required in order to take the exam or to become a Certified Drafter. For more information about ADDA, visit www.adda.org.

The CAD program offers a specialization in General, Architecture, Structural Detail **OR** Machine drafting. After completing the first year of requirements, the student may select to specialize in one of the four areas. Under each specialization area is listed the courses required to complete the degree.

See the program coordinator or an academic advisor for more information.

Articulation Agreements

- SIUC – B.S. Industrial Management and Applied Engineering Quality Management

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (0035)

First Year

Fall Semester			Semester Credits
CAD	120	Introductory CAD	4
CAD	101	Basic Drafting	4
ENG	101	Rhetoric & Composition I	3
GT	105	Intro to Technical Math **OR**	3
MATH	112	College Algebra (4)	
Total Semester Credits			**14**

Spring Semester			Semester Credits
CAD	102	Intermediate Drafting	4
CAD	220	Advanced CAD I	3
CAD	221	Advanced CAD II	4
Humanities **OR** Social Science Elective			3
COMM	151	Fundamentals of Public Speaking **OR**	3
COMM	155	Interpersonal Communication	
Total Semester Credits			**17**

Summer Semester			Semester Credits
CAD	292	Supervised Internship III*	3
Human Well-Being Course			2
Total Semester Credits			**5**

Second Year

Fall Semester		Semester Credits
CAD	Architecture/Structural Detail **OR** Machine **OR** General CAD Specialization Courses	16
Total Semester Credits		**16**

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Spring Semester			Semester Credits
CAD		Architecture/Structural Detail **OR** Machine **OR** General CAD Specialization Courses	12
CAD	222	Machine CAD POST Assessment **OR**	
CAD	231	Architectural CAD POST Assessment	1
Human Relations Course			3
Total Semester Credits			**16**

Total Program Credits	**68**

Students must take either CAD 222 Machine CAD Post Assessment or CAD 231 Arch CAD Post Assessment depending on their specialization. Students taking the General specialization must take CAD 222 Machine CAD Post Assessment.

*Students who wish to enroll in a Supervised Internship class in the fall should enroll in CAD 290; students who wish to enroll in a Supervised Internship class in the spring should enroll in CAD 291 Supervised Internship II, and students who wish to enroll in a supervised Internship class in the summer should enroll in CAD 292 Supervised Internship III.

Computer Aided Design Specializations

General CAD

CAD	100	Print Reading for Technical Trades	3
CAD	200	Manufacturing Processes & CAD Drawings **OR**	4
CAD	201	Introduction to Architectural Drafting	2
CAD	202	Structures Drafting	3
CAD	203	Civ Eng Drafting	3
CAD	204	Manufacturing Drafting	3
CAD	206	E & I Drafting	3
CAD	207	Intro to Metallurgy	3
CAD	210	HVAC/EL/Plumb Drafting	3
CAD	225	MicroStation CAD	3
CAD	226	Intro to Geo Dim & Tolerance (GD&T)	3
CAD	230	3D Architectural CAD	2
CAD	231	Architectural CAD Post Assessment	1
CAD	232	Structural Detail Material, Codes, Standards	2
CAD	233	Structural Detail CAD	2
CAD	234	Basic Structural Detail Drafting	3
CAD	290	Supervised Internship I	1-6
CAD	291	Supervised Internship II	1-6
CAD	292	Supervised Internship III	1-6
WLDT	101	Introduction to Welding	6
WLDT	106	Weld Fabrication Blueprint Reading	3
MATH	114	Trigonometry	3
ENGR	251	Surveying	3

Architecture/Structural Detail

CAD	100	Print Reading for Technical Trades	3
CAD	201	Introduction to Architectural Drafting (Required)	2
CAD	202	Structures Drafting	3
CAD	203	Civ Eng Drafting	3
CAD	210	HVAC/EL/Plumb Drafting	3
CAD	225	MicroStation CAD	3
CAD	230	3D Architectural CAD	2
CAD	231	Arch CAD Post Assessment (Structural Detail focus)	1
CAD	232	Structural Detail Mtl Cd Std (Structural Detail focus)	2
CAD	233	Structural Detail CAD (Structural Detail focus)	2
CAD	234	Basic Structural Detail Drafting (Structural Detail focus)	3
WLDT	101	Introduction to Welding (Structural Detail focus)	6
MATH	114	Trigonometry	3
CAD	290	Supervised Internship I	1-6
CAD	291	Supervised Internship II	1-6
CAD	292	Supervised Internship III	1-6
ENGR	251	Surveying	3

Twenty-eight semester credits of CAD specialization courses must be completed for the Architecture CAD degree. Only two CAD Supervised Internship courses may be taken to fulfill specialization requirements.

Machine

CAD	100	Print Reading for Technical Trades	3
CAD	200	Manufacturing Processes & CAD Drawings (Required)	4
CAD	204	Manufacturing Drafting	3
CAD	206	E & I Drafting	3
CAD	207	Intro to Metallurgy	2
CAD	225	MicroStation CAD	3
CAD	226	Intro to Geo Dim & Tolerance (GD&T)	3
CAD	232	Structural Detail Mtl Cd Std	2
CAD	233	Structural Detail CAD	2
CAD	234	Basic Structural Detail Drafting	3
CAD	290	Supervised Internship I	1-6
CAD	291	Supervised Internship II	1-6
CAD	292	Supervised Internship III	1-6
MATH	114	Trigonometry	3
WLDT	101	Introduction to Welding	6
WLDT	106	Weld Fabrication Blueprint Reading	3

Twenty-eight semester credits of CAD specialization courses must be completed for the Machine CAD degree. Only two CAD Supervised Internship courses may be taken to fulfill specialization requirements.

Certificate (035D)

CAD	120	Introductory CAD	4
CAD	101	Basic Drafting	4
CAD	102	Intermediate Drafting	4
CAD	200	Manufacturing Prcs & CAD **OR**	4
CAD	201	Introduction to Architectural Drafting	2
CAD	220	Advanced CAD I	3
CAD	221	Advanced CAD II	4
CAD	222	Machine CAD Post Assessment **OR**	
CAD	231	Architectural CAD Post Assessment	1
CAD	225	MicroStation CAD	3
CAD	226	Intro to Geo Dim & Tolerance (GD&T)	3
MATH	112	College Algebra (4) **OR**	
GT	105	Intro to Technical Mathematics	3

Architecture/Structural Detail **OR** Machine **OR** General CAD
Specialization Courses 4-6
Total Credits **35-39**

Career Opportunities

More than 90 percent of the SWIC Computer Aided Design graduates find drafting technology jobs with career opportunities such as:
- Mechanical design drafter
- Junior drafter (entry-level position)
- Drafting technician (education and experience)
- Design drafter (advanced education and experiences)
- CAD operator

SWIC graduates pursue a range of drafting and design fields from manufacturing, to civil, to electrical and instrumentation, to pipe, to structural drafting.

SWIC graduates are employed by companies such as Anheuser-Busch InBev, Monsanto, Sverdrup Corp., IDOT and Ameren.

Computer Information Systems

swic.edu/cis

For more computer classes, see:
Cybersecurity and Networking
Graphic Communications
Office Administration & Technology

Coordinator/Faculty: Nikki Hensley, ext. 5382
Dean: Kristen Ruppert-Leach, Ed.D., ext. 5013

The Computer Information Systems program offers an Associate in Applied Science degree for software development and for web development. The program provides the technical skills and knowledge required for effective programming development needs in the business environment.

Articulation Agreements
• SIU-Carbondale – BS Information Technology

Important Information
The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degrees

Computer Information Systems (0010)

First Year

Fall Semester			Semester Credits
CIS	174	Web Fundamentals I	3
CIS	180	Introduction to Programming	3
CIS	185	Introduction to Information Technology	3
CIS	195	Introduction to Databases	3
ENG	101	Rhetoric & Composition I	3
Human Well-Being Elective			2
Total Semester Credits			**17**

Spring Semester			Semester Credits
CIS	177	Web Development I	3
CIS	275	SQL	3
COMM	155	Fundamentals of Public Speaking	3
Computer Information Systems Sub Plan			6-7
Total Semester Credits			**15-16**

Second Year

Fall Semester			Semester Credits
CIS	212	Web Development II	3
Humanities or Social Science Elective			3
Computer Information Systems Sub Plan			9
Total Semester Credits			**15**

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Spring Semester			Semester Credits
CIS	297	CIS Internship	3
Human Relations Elective			3
Computer Information Systems Sub Plan			9
Total Semester Credits			**15**
Total Program Credits			**62-63**

Computer Information Systems Sub Plans
Select one of the following plans:

Software Development

MATH	112	College Algebra	4
CIS	165	Python Programming	3
CIS	178	Administrative Scripting	3
CIS	246	Systems Development and Design	3
CIS	252	C# Programming I	3
CIS	262	C# Programming II	3
CIS	263	Data Access	3
CIS	264	ASP	3

Web Development

CIS	187	Web Programming I	3
CIS	256	Web Server Programming I	3
CIS	259	Current Web/Graphic Technology	3
CIS	274	Mobile Application Development	3
CIS	277	Web Technologies	3
CIS	287	Web Programming II	3
CIS	288	Web Server Programming II	3
NETW	101	Introduction to Networking	3

Accelerated Degree Option
Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn an Associate in Applied Science degree in Computer Information Systems (0010) by completing at least 27 semester credits of program-related coursework. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the dean and the chief academic officer. Only those courses completed at SWIC, and not included as part of the requirements for a previously earned degree or certificate, can be considered for this option. Students must meet all institutional requirements for the Associate in Applied Science degree.

Career Opportunities
A graduate of the Computer Information Systems program is prepared to work as a(n):
• Programmer
• Web developer
• Web specialist
• Software specialist
• Information specialist
• Software developer

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog

Certificate Programs

Software Development (010D)

Students completing the Software Development Certificate will learn the skills and knowledge to handle object-oriented programming requirements in support of the business community. Emphasis will be placed on developing platform-independent applications and data-driven software applications.

CIS	174	Web Fundamentals I	3
CIS	177	Web Development I	3
CIS	180	Introduction to Programming	3
CIS	195	Introduction to Databases	3
CIS	212	Web Development II	3
CIS	246	Systems Development & Design	3
CIS	252	C# Programming I	3
CIS	262	C# Programming II	3
CIS	264	ASP	3
CIS	275	SQL	3
Total Credits			**30**

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Career Opportunities

A graduate of the Software Development certificate is prepared to work as a:
- Software developer
- Computer programmer
- Computer specialist
- Programmer analyst

Web Development (011D)

Students completing the Web Development certificate will learn software and coding principles required to construct websites. Emphasis will be placed on good HTML coding techniques. Students will learn to code for specific browsers and will learn how to include animation and sound on websites.

CIS	174	Web Fundamentals I	3
CIS	177	Web Development I	3
CIS	180	Introduction to Programming	3
CIS	187	Web Programming I	3
CIS	195	Introduction to Databases	3
CIS	212	Web Development II	3
CIS	256	Web Server Programming I	3
CIS	274	Mobile Application Development **OR**	
CIS	277	Web Technologies	3
CIS	287	Web Programming II **OR**	
CIS	288	Web Server Programming II	3
Total Credits			**27**

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog

Career Opportunities

A graduate of the Web Development certificate is prepared to work as a:
- Web developer
- Computer programmer
- Web administrator

Construction Apprenticeship Training Programs

Apprenticeship Coordinator: Jim Moore, ext. 7458
email: jim.moore@swic.edu

Dean: Mark Bosworth, mark.bosworth@swic.edu

Students seeking admission to an apprenticeship program must meet the admission requirements of the trade union of choice, Office of Apprenticeship, U.S. Department of Labor, and SWIC. For further information concerning apprentice training, contact Jim Moore, director of Apprenticeship Training, SWIC.

Construction has revolutionized the way tasks are performed. Skilled craftsmen are needed at all levels, from construction development through maintenance. Furthermore, the nature of today's equipment and processes requires more than a casual acquaintance with these fields.

Employers value the balanced treatment of topics included in SWIC construction programs. They know that a graduate can function well in the real-world setting, develop required additional skills, and handle the lifelong learning required of today's construction trades.

Seven areas of concentration are built around the construction technology core courses. In each area, the student can earn a Certificate(s) of Proficiency or Associate in Applied Science degree. After graduation, a student will be qualified for employment in one or more of the following areas: the development, manufacture, installation, repair, maintenance, and management within the construction trades.

In addition, a student can earn a bachelor's degree by transferring to a college, which accepts the Associate in Applied Science degree and offers the Bachelor of Science in Technology.

All students entering any of the **degree** *programs* **must** *complete the SWIC Placement Test* **before** *enrolling in any construction technology course.* **Students shall meet all institutional requirements to earn an Associate in Applied Science degree.**

Candidates for graduation must fulfill the degree requirements of the AAS degree listed at the beginning of the blue pages. NOTE: For those students who have not been admitted to the electrical apprenticeship program and who would like to pursue training in the electrical and electronics field, please see the *Industrial Electricity* section of this catalog.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Construction Bricklayer
Associate in Applied Science Degree (039C) and Bricklayer Apprentice Certificate (040C)

First Year

Fall Semester			Semester Credits
BLA	118	Construction Bricklayer Apprentice I*	4
BLA	128	Construction Bricklayer Apprentice II*	4
CMT	102	Construction Blueprints & Specifications	3
CMT	103	Construction Materials & Methods I	3
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**17**

Spring Semester			Semester Credits
BLA	138	Construction Bricklayer Apprentice III*	4
BLA	148	Construction Bricklayer Apprentice IV*	4
CMT	244	Occupational Safety & Health I	3
CMT	152	Construction Materials & Methods II	3
CMT	153	Construction Estimating – Cost Accounting	3
Total Semester Credits			**17**

Second Year

Fall Semester			Semester Credits
BLA	258	Construction Bricklayer Apprentice V*	4
BLA	268	Construction Bricklayer Apprentice VI*	4
Any MGMT, BUS, or CIS Course			3
Communications Course			3
Humanities **OR** Social Science Course			3
Total Semester Credits			**17**

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Spring Semester			Semester Credits
CIS	120	Introduction to PC	1
CIS	125	Operating System Basics	1
HES	152	First Aid-Medical Self Help **OR**	2
HES	151	Personal Health and Wellness	
CMT	257	Construction Planning & Scheduling	3
Technical Elective**			3
Human Relations Course			3
Total Semester Credits			**13**

Total Program Credits	**64**

*A Bricklayer Apprentice Certificate will be given after the completion of the six courses marked with asterisks.

**Any course with a CAD, CMT, EET, HVAR, IDP, IML, PMT, or WLDT prefix.

Construction Carpentry
Associate in Applied Science Degree (039G) and Carpentry Apprenticeship Certificate (040G)

First Year

Fall Semester			Semester Credits
CCA	116	Health & Safety I*	2
CCA	117	Shop Orientation*	2
CCA	118	Concrete Formwork I*	2
CCA	119	Concrete Formwork II*	2
Any MGMT, BUS, or CIS Course			3
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**14**

Spring Semester			Semester Credits
CCA	126	Residential Framing I*	2
CCA	127	Residential Framing II*	2
CCA	128	Interior Systems Framing I*	2
CCA	129	Interior Systems Framing II*	2
CCA	165	Construction Carpentry Internship I	4
CMT	244	Occupational Safety & Health I	3
Total Semester Credits			**15**

Second Year

Fall Semester			Semester Credits
CCA	236	Millwright Basics I*	2
CCA	237	Millwright Basics II*	2
CCA	238	Carpentry Welding Basics I*	2
CCA	239	Carpentry Welding Basics II*	2
CCA	270	Construction Carpentry Internship II	4
Communications Course			3
Humanities **OR** Social Science Course			3
Total Semester Credits			**18**

Apply for Graduation Now

Spring Semester			Semester Credits
CCA	246	Safety Orientation I*	2
CCA	247	Safety Orientation II*	2
CCA	248	Interior/Exterior Trim*	2
CCA	249	Intermediate Prints*	2
CCA	290	Construction Carpentry Internship III	4
HES	152	First Aid-Medical Self Help **OR**	2
HES	151	Personal Health and Wellness	
Human Relations Course			3
Total Semester Credits			**17**
Total Program Credits			**64**

*A Carpentry Apprentice Certificate will be given after the completion of the 16 courses marked with asterisks.

Construction Cement Mason
Associate in Applied Science Degree (039A) and Construction Cement Mason Certificate (040A)

First Year

Fall Semester			Semester Credits
CMA	113	Construction Cement Mason Apprentice I*	4
CMT	244	Occupational Safety & Health I	3
CMT	102	Construction Blueprints & Specifica	3
CMT	103	Construction Materials & Methods I	3
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**16**

Spring Semester			Semester Credits
CMA	123	Construction Cement Mason Apprentice II*	4
Any MGMT, BUS, or CIS Course			3
CMT	152	Construction Materials & Methods II	3
CMT	153	Construction Estimating - Cost Accounting	3
Communications Course			3
Total Semester Credits			**16**

Second Year

Fall Semester			Semester Credits
CMA	133	Construction Cement Mason Apprentice III*	4
CMA	245	Construction Cement Mason Apprentice IV*	4
Any MGMT, BUS, or CIS Course			3
ENGR	251	Surveying	3
Humanities **OR** Social Science Course			3
Total Semester Credits			**17**

Apply for Graduation Now

Spring Semester			Semester Credits
CMA	255	Construction Cement Mason Apprentice V*	4
CMA	265	Construction Cement Mason Apprentice VI*	4
BUS	101	Introduction to Business	3
HES	152	First Aid-Medical Self Help **OR**	2
HES	151	Personal Health and Wellness	
Human Relations Course			3
Total Semester Credits			**16**
Total Program Credits			**65**

*A Construction Cement Mason Apprentice Certificate will be given after the completion of the six courses marked with asterisks.

Construction Electrical Specialist***
Associate in Applied Science Degree (039E)

First Year

Fall Semester		Semester Credits
IEW Certificate Courses**		8
CMT	258 Contracts & Claims	3
ENG	101 Rhetoric & Composition I	3
Total Semester Credits		**14**

Spring Semester		Semester Credits
IEW Certificate Courses**		8
Any MGMT, BUS, or CIS Course		3
Communications Course		3
CIS Elective (requires coordinator approval)		3
Total Semester Credits		**17**

Second Year

Fall Semester		Semester Credits
IEW Certificate Courses**		8
HES	152 First Aid-Medical Self Help **OR**	2
HES	151 Personal Health and Wellness	
Human Relations Course		3
CMT	257 Construction Planning & Scheduling	3
Total Semester Credits		**16**

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Construction Apprenticeship Training Programs (continued)

Spring Semester			Semester Credits
IEW Certificate Courses**			8
CMT	103	Construction Materials & Methods I	3
CMT	153	Construction Estimating-Cost Accounting I	3
Humanities **OR** Social Science Course			3
Total Semester Credits			**17**

Total Program Credits	**64**

***For those students not admitted to the apprenticeship program and who would like to pursue training in the electrical/electronics field, please see the *Industrial Electricity* section of this catalog.

Construction Electrical Wireman Certificate (040E)

IEW	111	IBEW Electrician Inside Wireman I*	4
IEW	112	IBEW Electrician Inside Wireman II*	4
IEW	113	IBEW Electrician Inside Wireman III	4
IEW	114	IBEW Electrician Inside Wireman IV	4
IEW	211	IBEW Electrician Inside Wireman V	4
IEW	212	IBEW Electrician Inside Wireman VI	4
IEW	213	IBEW Electrician Inside Wireman VII	4
IEW	214	IBEW Electrician Inside Wireman VIII	4
IEW	215	IBEW Electrician Inside Wireman IX	4
IEW	216	IBEW Electrician Inside Wireman X	4
IEW	118	IBEW Elec Wireman Internship I	4
IEW	218	IBEW Elec Wireman Internship II	4
Total Credits			**48**

Construction Electrical Residential (040H)

IEW	131	IBEW Electrician Residential I	4
IEW	132	IBEW Electrician Residential II	4
IEW	233	IBEW Electrician Residential III	4
IEW	234	IBEW Electrician Residential IV	4
IEW	235	IBEW Electrician Residential V	4
IEW	236	IBEW Electrician Residential VI	4
IEW	138	IBEW Elec Residential Internship I	4
IEW	238	IBEW Elec Residential Internship II	4
Total Semester Credits			**32**

Construction Electrical Telecom (040I)

IEW	151	IBEW Electrician Installer/Tech I	4
IEW	152	IBEW Electrician Installer/Tech II	4
IEW	153	IBEW Electrician Installer/Tech III	4
IEW	154	IBEW Electrician Installer/Tech IV	4
IEW	251	IBEW Electrician Installer/Tech V	4
IEW	252	IBEW Electrician Installer/Tech VI	4
IEW	157	IBEW Elec Install/Tech Internship I	4
IEW	257	IBEW Elec Install/Tech Internship II	4
Total Semester Credits			**32**

Construction Electrical Lineman (040J)

IEW	141	IBEW Electrician Lineman I	4
IEW	142	IBEW Electrician Lineman II	4
IEW	241	IBEW Electrician Lineman III	4
IEW	242	IBEW Electrician Lineman IV	4
IEW	243	IBEW Electrician Lineman V	4
IEW	244	IBEW Electrician Lineman VI	4
IEW	145	IBEW Elec Lineman Internship I	4
IEW	245	IBEW Elec Lineman Internship II	4
Total Semester Credits			**32**

* All IEW courses are approved for the AAS degree **except** IEW 111 and IEW 112

** Students may only enroll in courses listed in their chosen certificate

Construction Ironworker Associate in Applied Science Degree (039D) and Ironworker Apprentice Certificate (040D)

First Year

Fall Semester			Semester Credits
IWA	119	Construction Ironworker Apprentice I*	4
Any MGMT, BUS, or CIS Course			3
ACCT	105	Basic Accounting Procedures	3
Technical Elective			2
CIS	120	Introduction to the PC **AND**	1
CIS	160	Internet Basics **OR**	1
Higher Level CIS courses with approval of coordinators			
Total Semester Credits			**14**

Spring Semester			Semester Credits
IWA	129	Construction Ironworker Apprentice II*	4
IWA	139	Construction Ironworker Apprentice III*	4
CMT	244	Occupational Safety & Health	3
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**14**

Summer Semester			Semester Credits
ENGR	251	Surveying	3
IWA	249	Construction Ironworker Apprentice IV*	4
Total Semester Credits			**7**

Second Year

Fall Semester			Semester Credits
IWA	259	Construction Ironworker Apprentice V*	4
IWA	269	Construction Ironworker Apprentice VI*	4
HES	152	First Aid-Medical Self Help **OR**	2
HES	151	Personal Health and Wellness	
Communications Course			3
Humanities **OR** Social Science Course			3
Total Semester Credits			**16**

Apply for Graduation Now

Spring Semester			Semester Credits
IWA	279	Construction Ironworker Apprentice VII*	4
IWA	289	Construction Ironworker Apprentice VIII*	4
BUS	101	Introduction to Business	3
Human Relations Course			3
Total Semester Credits			**14**

Total Program Credits	**65**

*An Ironworker Apprentice Certificate will be given after the completion of the eight courses marked with asterisks.

Students shall meet all institutional requirements for the Associate in Applied Science degree.

Construction Painting and Decorating Associate in Applied Science Degree (039F) and Painting and Decorating Apprentice Certificate (040F)

First Year

Fall Semester			Semester Credits
PDA	117	Painting & Decorating Apprentice I*	4
PDA	127	Painting & Decorating Apprentice II	4
Human Relations Course			3
CMT	102	Construction Blueprints & Specifications	3
CMT	103	Construction Materials & Methods I	3
Total Semester Credits			**17**

Spring Semester			Semester Credits
PDA	137	Painting & Decorating Apprentice III*	4
PDA	257	Painting & Decorating Apprentice V*	4
ACCT	105	Basic Accounting Procedures OR	3
GT	105	Introduction to Technical Mathematics	
Any MGMT, BUS, or CIS Course			3
CMT	153	Construction Estimating - Cost Accounting	3
Total Semester Credits			**17**

Second Year

Fall Semester			Semester Credits
PDA	267	Painting & Decorating Apprentice VI*	4
Any MGMT, BUS, or CIS Course			3
ENG	101	Rhetoric & Composition I	3
Humanities **OR** Social Science Course			3
Total Semester Credits			**13**

Apply for Graduation Now

Spring Semester			Semester Credits
PDA	278	Painting & Decorating Apprentice VII*	4
PDA	288	Painting & Decorating Apprentice VIII*	4
HES	152	First Aid-Medical Self Help **OR**	2
HES	151	Personal Health and Wellness	
Communications Course			3
Total Semester Credits			**13**

Total Program Credits			**60**

*A Painting & Decorating Apprentice Certificate will be given after the completion of the six courses marked with asterisks.

Construction Sheetmetal Associate in Applied Science Degree (039B) and Sheetmetal Apprentice Certificate (040B)

First Year

Fall Semester			Semester Credits
SMA	114	Construction Sheetmetal Apprentice I*	4
SMA	124	Construction Sheetmetal Apprentice II*	4
CMT	102	Construction Blueprints & Specifications	3
CMT	103	Construction Materials & Methods I	3
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**17**

Spring Semester			Semester Credits
SMA	134	Construction Sheetmetal Apprentice III*	4
SMA	144	Construction Sheetmetal Apprentice IV*	4
CMT	244	Occupational Safety & Health I	3
CMT	152	Construction Materials & Methods II	3
CMT	153	Construction Estimating - Cost Accounting	3
Total Semester Credits			**17**

Second Year

Fall Semester			Semester Credits
SMA	254	Construction Sheetmetal Apprentice V*	4
SMA	264	Construction Sheetmetal Apprentice VI*	4
Any MGMT, BUS, or CIS Course			3
Communications Course			3
Humanities **OR** Social Science Course			3
Total Semester Credits			**17**

Apply for Graduation Now

Spring Semester			Semester Credits
SMA	274	Construction Sheetmetal Apprentice VII*	4
SMA	284	Construction Sheetmetal Apprentice VIII*	4
HES	152	First Aid-Medical Self Help **OR**	2
HES	151	Personal Health and Wellness	
Human Relations Course			3
Total Semester Credits			**13**

Total Program Credits			**64**

*A Sheetmetal Apprentice Certificate will be given after the completion of the eight courses marked with asterisks.

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Career Opportunities

Completing an apprenticeship in building trades is not a dead-end goal. Building trades offer many opportunities for the Associate in Applied Science degree graduate.

The construction industry offers many varied employment opportunities. An apprenticeship completer can work at the trade while pursuing a bachelor's degree. A bachelor's degree would, in turn, open doors that could enable the construction worker to choose from an unlimited number of careers in the industry. Possibilities include:

- Contractor
- Insurance adjuster
- Bonding agent
- Engineer
- Architect's representative at a job site
- Construction manager
- Estimator
- Building inspector
- Job-site superintendent
- Foreman

Construction Management Technology

swic.edu/cmt

Coordinator/Faculty: Charles "Jim" Laing, ext. 5209
email: charles.laing@swic.edu

Dean: Mark Bosworth, mark.bosworth@swic.edu

The Construction Management Technology program at Southwestern Illinois College prepares students for careers in the construction industry. Upon graduation, students are qualified for several entry-level positions in the construction management career field.

Employers value a balanced technical curriculum and graduates with solid presentation and communication skills. They know graduates can function well in real-world settings, develop required skills and handle lifelong learning required of today's construction managers.

SWIC's CMT program is built on four core areas – safety, quality control, estimating and scheduling. Courses supporting these areas integrate software commonly used in the construction industry including Autodesk Revit, Navisworks, Recap, Remake, Bluebeam, MS Excel and MS Project. Software skills applied to construction management areas of project control give students an upper hand in a competitive marketplace.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Articulation Agreements
SIU-Carbondale – BS Industrial Management and Applied Engineering: Quality Management

Associate in Applied Science Degree (0039)

First Year

Fall Semester			Semester Credits
CMT	100	Introduction to Construction*	2
CMT	102	Construction Documents	3
ACCT	105	Basic Accounting Procedures	3
GT	105	Introduction to Technical Math **OR**	3
MATH	112	College Algebra (4)	
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**14**

Spring Semester			Semester Credits
CMT	103	Materials & Methods I	3
CMT	153	Construction Estimating (Spring Only)	3
CMT	206	Building Systems (MEP) (Spring Only)	3
CMT	244	Occupational Safety and Health I **OR**	3
CMT	242	OSHA Certification (1) **AND**	1

			Semester Credits
CMT	243	Construction Safety (2)	2
COMM	151	Fundamentals of Public Speaking **OR**	3
		Communications Course	3
Total Semester Credits			**15**
Summer Semester			**Semester Credits**
CMT	152	Materials and Methods II (Summer Only)	3
Total Semester Credits			**3**

Second Year

Fall Semester			Semester Credits
CMT	105	Computer Apps for Construction (Fall Only)	3
CMT	257	Planning and Scheduling (Fall Only)	3
CMT	258	Contracts and Claims	3
HES	152	First Aid-Medical Self Help	2
		Human Relations Course	3
Total Semester Credits			**14**

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Spring Semester			Semester Credits
CMT	150	Internship**	3
CMT	268	Project Administration (Spring Only)	2
CMT	265	Advanced Computer Applications (Spring Only)	3
ENGR	251	Surveying	3
BIOL	106	Environmental Science	3
Total Semester Credits			**14**

Total Program Credits		**60**

*CMT 145 Building Trades Craft Survey I substitutes for CMT 100
**CMT 146 Building Trades Craft Survey II substitutes for CMT Internship
ANY college-level course approved by the program coordinator

There are requisites for some courses. Refer to the *Course Description Guide* in the yellow section of this catalog.

Career Opportunities
A graduate of the Construction Management Technology program is prepared to work in entry-level management team positions including:
- Office engineer
- Field engineer
- Foreman
- BIM technician
- Assistant superintendent

Certificate Programs

CMT Certificate (0040) - 34 semester credits/ 4 semesters

A certificate program in Construction Management Technology is primarily for in-service training of persons employed in the construction field. Students acquire further formal training in their occupation.

			Semester Credits
CMT	100	Introduction to Construction	2
CMT	102	Construction Documents	3
CMT	103	Construction Materials & Methods I	3
CMT	105	Computer Applications for Construction	3
CMT	152	Construction Materials and Methods II	3
CMT	153	Construction Estimating	3
CMT	206	Building Systems (MEP)	3
CMT	244	Occupational Safety & Health I **OR**	3
CMT	242	OSHA Certification (1) **AND**	1
CMT	243	Construction Safety (2)	2
CMT	257	Construction Planning & Scheduling	3
CMT	258	Contracts and Claims	3
CMT	268	Project Administration	2
ENGR	251	Surveying	3
Total Credits			**34**

Building Performance Certificate (036A)

This certificate program focuses on energy efficiency of residential structures and provides the student opportunity for nationally recognized Building Performance Institute certifications. Building analysis and weatherization techniques including blower door, indoor air quality and combustion analysis are included. Specific focus on building science, buildings and their systems, standards and specifications is included.

			Semester Credits
CMT	147	Energy Auditor	4
CMT	148	Weatherization Specialist	4
CMT	149	Weatherization II	1.5
Total Credits			**9.5**

Building Information Modeling Certificate (036B) - 6 semester credits/ 2 semesters

The SWIC Building Information Modeling Certificate provides opportunities for students to explore pre-construction and construction phases of building projects using information modeling software. The computer is very much alive in the construction industry and as demand increases as a result of more stringent building codes, sustainable construction methods and alternate project delivery methods, use of BIM will continue to grow. Students are required to learn modeling software including identification and assembly of parts and products. Unlike traditional two-dimensional drawings, BIM models store information related to both quantity and quality of the proposed structure. Students learn how to use the software to the benefit of the construction process including, structural, HVAC, plumbing and electrical systems integration for the purpose of constructability modeling, clash detection, scheduling and estimating, as well as other pre-construction phase tasks. Construction applications include process improvement techniques while focusing on updating the model as change occurs during construction. Students will be introduced to advanced delivery methods including paperless job sites, the virtual job trailer as well as tough tablet use on job sites. The Building Information Modeling Certificate will provide current needed training and experience for construction managers, scheduling and estimating staff, designers, draftsmen, project superintendents, job foreman and building tradespeople.

			Semester Credits
CMT	105	Computer Applications for Construction	3
CMT	265	Advanced Computer Applications	3
Total Credits			**6**

Building Trades Safety (036C) - 11 semester credits/DC & 2 semesters

This certificate provides students with opportunities to experience several trade specialization areas. Students explore hands-on techniques, including the use and proper handling of tools and materials, with an emphasis on the safety aspects related to each trade. In addition to SWIC's Building Trades Safety Certificate, successful completion of CMT 244 will result in OSHA 30 certification.

			Semester Credits
CMT	145	Building Trades Craft Survey 1* (Summer Only)	4
CMT	146	Building Trades Craft Survey II** (Summer Only)	4
CMT	244	Occupational Safety and Health I **OR**	3
CMT	242	OSHA Certification (1) **AND**	
CMT	243	Construction Safety (2)	
Total Credits			**11**

*CMT 145 OR any construction apprenticeship building course substitutes for CMT 100
**CMT 146 OR any construction apprenticeship building course substitutes for CMT Internship

Some courses have requisites. Refer to the *Course Description Guide* beginning on page 239.

Accelerated Degree Option Construction Management Technology (0039)

Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn an Associate in Applied Science degree in Construction Management Technology by completing at least 31 semester credits of program-related coursework plus required general education coursework. A plan of specific courses required for the degree must be obtained from the program coordinator. Only those courses completed at SWIC, and not included as part of the requirements for the previously earned degree or certificate can be considered for this option. Students must meet all institutional requirements for the Associate in Applied Science degree.

			Semester Credits
CMT	100	Introduction to Construction	2
CMT	102	Construction Documents	3
CMT	103	Materials and Methods I	3
CMT	152	Materials and Methods II	3
CMT	153	Construction Estimating	3
CMT	206	Building Systems	3
CMT	244	Occupational Safety and Health I **OR**	3
CMT	242	OSHA Certification (1) **AND**	
CMT	243	Construction Safety (2)	
CMT	257	Construction Planning and Scheduling	3
CMT	258	Contracts and Claims	3
CMT	268	Project Administration	2

Culinary Arts and Food Management

swic.edu/culinary

Coordinator/Faculty: Leisa Brockman, ext. 7389/5436
Dean: Mark Bosworth, mark.bosworth@swic.edu

The Culinary Arts and Food Management program prepares students for entry-level positions in the food service industry. The program offers five different educational options to meet students' specific needs.

The Associate in Applied Science in Culinary Arts and Food Management degree program provides students with the knowledge of restaurant management and culinary arts skills necessary to obtain entry-level chef or restaurant management positions. Some graduates prefer to transfer to a four-year institution to pursue a bachelor's degree. The program has an outstanding reputation among notable colleges and universities. SWIC can assist in the transfer process.

The Baking and Pastry degree program prepares students for careers in the culinary arts/baking industry. The Associate in Applied Science program blends specialized baking science, technology and applications, as well as foundational business competencies to operate a successful baking operation.

The five Culinary Arts and Food Management certification programs provide specific foundations to help prepare for a particular job in the industry or to enhance present job skills. One certificate offers a food service concentration while another offers a food service and management combination. The third certificate concentrates on food preparation. The fourth certificate focuses specifically on the art and science of baking and pastry. The Food Truck and Mobile Catering Management Certificate provides culinary entrepreneurs the foundational knowledge to design, operate and manage a successful food truck and/or mobile catering business.

SWIC Culinary Arts and Food Management program partners with the National Restaurant Association and the Council of Hotel, Restaurant and Institutional Education.

Students in the Culinary Arts and Food Management program must be able to perform physical requirements as identified by the department.

Articulation Agreements
A.A.S. Culinary Arts & Food Management:
•   SIUC – BS Hospitality, Tourism & Event Management
A.A.S. Baking & Pastry:
•   SIUE – BS Hospitality and Tourism Administration

Important Information
The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Culinary Arts and Food Management
Associate in Applied Science Degree (066A)

First Year

Fall Semester			Semester Credits
CUL	116	Food Service Sanitation	1
CUL	101	Introduction to Culinary Arts	1
ENG	101	Rhetoric & Composition I	3
HES	152	First Aid-Medical Self Help	2
CUL	115	Table Service	2
CUL	110	Professional Food Preparation I	5
CUL	127	Baking & Pastry	2
CUL		CUL Elective	2
Total Semester Credits			**18**

First Year

Spring Semester			Semester Credits
COMM	151	Fundamentals of Public Speaking	3
CUL	111	Professional Food Preparation II	5
CUL	105	Food, Beverage, Labor Cost Control	3
SOC	153	Introductory Sociology	3
CUL	123	Legal Aspects of Food Service Mgmt	3
Total Semester Credits			**17**

Second Year

Fall Semester			Semester Credits
BUS	101	Introduction to Business	3
CUL	209	Hospitality Management	3
CUL	114	Garde Manger	3
CUL	206	Menu Development & Pricing	3
CUL	230	Internship I	3
Human Relations Elective			3
Total Semester Credits			**18**

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Second Year

Spring Semester			Semester Credits
CUL	228	Culinary Nutrition for Food Service	3
CUL	212	Food Service Purchasing	3
CUL	231	Internship II	3
CUL		Culinary Elective	9
Total Semester Credits			**18**

Total Program Credits			**71**

Students must meet all institutional requirements for the Associate in Applied Science degree.

CUL	231	Internship II	3
CUL	232	Advanced Decorating Techniques	4
CUL	233	Contemporary Plating Techniques	2
CUL	234	Breads, Rolls, & Pastries	2
CUL	235	Food Truck/Mobile Catering II	2
CUL	299	Special Topics (with coordinator's approval)	1-3

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Culinary Arts and Food Management (continued)

Career Opportunities

A graduate of the Culinary Arts and Food Management program is prepared to work as a:

- Chef
- Assistant manager
- Assistant food and beverage manager
- Entry-level food service manager
- Kitchen manager
- Catering manager
- Production supervisor

Baking and Pastry
Associate of Applied Science Degree (066F)

First Year

Fall Semester			Semester Credits
CUL	116	Food Service Sanitation	1
CUL	101	Introduction to Culinary Arts	1
ENG	101	Rhetoric & Composition I	3
BUS	102	Business Mathematics	3
CUL	110	Professional Food Preparation I	5
CUL	127	Baking & Pastry	2
CUL	129	Cake Decorating I	2
Total Semester Credits			**17**

First Year

Spring Semester			Semester Credits
COMM 151		Fundamentals of Public Speaking	3
HES	152	First-Aid Medical Self-Help	2
CUL	132	Ice Cream & Frozen Desserts	2
CUL	105	Food, Beverage & Labor Cost Control	3
CUL	128	Advanced Professional Baking	2
CUL	130	Cake Decorating II	2
Total Semester Credits			**14**

Second Year

Fall Semester			Semester Credits
SOC	153	Introductory Sociology	3
CUL	123	Legal Aspects of Food Service Management	3
CUL	228	Culinary Nutrition for Food Service	3
CUL	232	Advanced Decorating Techniques	4
CUL	133	Sustainable Kitchen	2
CUL	131	Experimental Baking Techniques	2
Total Semester Credits			**17**

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Second Year

Spring Semester			Semester Credits
CUL	206	Menu Development & Pricing	3
CUL	212	Food Service Purchasing	3
CUL	230	Internship I	3
Human Relations Elective			3
CUL	209	Hospitality Management	3
CUL	234	Breads, Rolls & Pastries	2
Total Semester Credits			**17**
Total Program Credits			**65**

Certificate Programs

Food Service (066B)Semester Credits

			Semester Credits
CUL	116	Food Service Sanitation	1
CUL	101	Introduction to Culinary Arts	1
CUL	105	Food Beverage and Labor Cost	3
CUL	110	Professional Food Preparation I	5
CUL	111	Professional Food Preparation II	5
CUL	127	Baking & Pastry	2
CUL	135	Food Truck/Mobile Catering I	2
CUL	230	Internship I	3
CUL	231	Internship II	3
Total Credits			**25**

Food Service and Management (066C)

			Semester Credits
Completion of Food Service Certificate (066B)			25
CUL	115	Table Service	2
CUL	123	Legal Aspects of Food Service Management	3
CUL	206	Menu Development and Pricing	3
CUL	209	Hospitality Management	3
CUL	212	Food Service Purchasing	3
CUL	228	Culinary Nutrition for Food Service	3
Total Credits			**42**

Culinary Arts (066D)

			Semester Credits
CUL	116	Food Service Sanitation	1
CUL	101	Introduction to Culinary Arts	1
CUL	110	Professional Food Preparation I	5
CUL	111	Professional Food Preparation II	5
CUL	115	Table Service	2
CUL	127	Baking & Pastry	2
CUL	133	Sustainable Kitchen	2
CUL	209	Hospitality Management	3
CUL	228	Culinary Nutrition for Food Service	3
CUL	230	Internship I	3
CUL		Culinary Elective	3
Total Credits			**30**

Culinary Arts and Food Management (continued)

Baking & Pastry (066E)

			Semester Credits
CUL	116	Food Service & Sanitation	1
CUL	101	Introduction to Culinary Arts	1
CUL	105	Food, Beverage & Labor Cost Control	3
CUL	110	Professional Food Preparation I	5
CUL	115	Table Service	2
CUL	127	Baking & Pastry	2
CUL	128	Advanced Professional Baking	2
CUL	129	Cake Decorating I	2
CUL	130	Cake Decorating II	2
CUL	131	Experimental Baking Techniques	2
CUL	132	Ice Cream and Frozen Desserts	2
CUL	133	Sustainable Kitchen	2
CUL	209	Hospitality Management	3
CUL	228	Culinary Nutrition for Food Service	3
CUL	232	Advanced Decorating Techniques	4
CUL	234	Breads, Rolls & Pastries	2
CUL	230	Internship I	3
Total Credits			**41**

Food Truck and Mobile Catering (066I)

			Semester Credits
CUL	116	Food Service Sanitation	1
CUL	101	Introduction to Culinary Arts	1
CUL	110	Professional Food Preparation I	5
CUL	111	Professional Food Preparation II	5
CUL	127	Baking & Pastry	2
CUL	135	Food Truck/Mobile Catering I	2
CUL	235	Food Truck/Mobile Catering II	2
CUL	133	Sustainable Kitchen	2
CUL	206	Menu Development & Pricing	3
CUL	209	Hospitality Management	3
CUL	123	Legal Aspects of Food Service Mgmt.	3
CUL	105	Food, Beverage & Labor Cost Control	3
CUL	114	Garde Manger	3
CUL	228	Culinary Nutrition for Food Service	3
CUL	212	Food Service Purchasing	3
CUL	230	Internship I	3
CUL	231	Internship II	3
Total Hours			**47**

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

CUL Electives

			Semester Credits
CUL	112	Advanced Professional Cooking	3
CUL	113	Soups, Stocks and Sauces	3
CUL	128	Advanced Professional Baking	2
CUL	129	Cake Decorating I	2
CUL	130	Cake Decorating II	2
CUL	131	Experimental Baking Techniques	2
CUL	132	Ice Cream and Frozen Desserts	2
CUL	133	Sustainable Kitchen	2
CUL	135	Food Truck/Mobile Catering I	2
CUL	200	Culinary Competition Techniques	2

Career Opportunities
- Bakery manager/owner
- Pastry chef

Cybersecurity and Networking

swic.edu/cybersecurity

For more computer classes, see:
Computer Information Systems
Graphic Communications
Office Administration and Technology

Coordinator/Faculty: Carolin Brewer, ext. 7374
email: carolin.brewer@swic.edu
Dean: Dr. Kimberly Cherry-Vogt, ext. 5050

Our Associate in Applied Science degree in Cybersecurity and Networking program is designed to prepare you with the necessary skills to obtain an entry-level position in the hot job market of cybersecurity and networking. You may become a Cisco Certified Network Associate (CCNA), and you also may obtain the CompTIA Security+, Comp TIA's A+ and/or Network+ certifications.

Approach Carolin, the program coordinator, or an academic advisor for more information. Students in the Cybersecurity and Networking program must be able to perform technical functions as identified by the department.

Articulation Articulation
- SIUC – BS Information Technology

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

This degree can be started in the Fall or Spring
Fall Start Courses Order: A B C D
Spring Start Courses Order: A C D B

Associate in Applied Science Degree (0007)

First Year

Semester A			Semester Credits
CISC	106	Introduction to Cybersecurity	1
CISC	116	Cisco Cybersecurity Essentials	2
NETW	101	Introduction to Networking	3
NETW	182	Linux Operating System	3
CISC	130	Python Essentials	2
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**14**

Semester B		Semester Credits
NETW	188	Windows Server I	3
NETW	271	Network Security	3
MATH	107 or Higher		4
Humanities or Social Science Elective		3
Communications Elective		3
Total Semester Credits		**16**

Second Year

Semester C			Semester Credits
CISC	161	Cisco Networking Essentials	4
CISC	162	Cisco Network Communication	4
CISC	126	CyberOps Associate	4
NETW	211	Digital Forensics	3
Total Semester Credits			**15**

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Semester D			Semester Credits
CISC	163	Cisco Switching and Routing	4
CISC	164	Cisco Enterprise Networking	4
NETW	231	Ethical Hacking	3
Human Well-Being Elective			2
Human Relations Requirement			3
Total Semester Credits			**16**

Total Program Credits	**61**

Accelerated Degree Option

If you hold an Associate's or Bachelor's degree from an accredited college, you may be eligible for obtaining our Associate of Applied Science degree in Cybersecurity and Networking with significantly fewer than 61 credits. We will craft an individualized plan based on your past education to earn our degree. Please contact the coordinator for details and for creating your individualized plan.

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Career Opportunities

A graduate of the Cybersecurity and Networking program is prepared to work as a(n):
- Network administrator
- Network technician
- Systems administrator
- Systems engineer

Certificate Programs

Network Associate Certificate (007A)

Our Network Associate Certificate starts with networking technology basics, setting up simple networks, IP addressing, and covers network design, routing, switching and wireless technologies. You will gain hands-on
experience through simulations as well as with local and remote hardware.

After completing the four-course series, you may obtain the prestigious Cisco Certified Network Associate (CCNA) certification.

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Fall Semester			Semester Credits
CISC	161	Cisco Networking Essentials	4
CISC	162	Cisco Network Communication	4
Total Semester Credits			**8**

Spring Semester			Semester Credits
CISC	163	Cisco Switching and Routing	4
CISC	164	Cisco Enterprise Networking	4
Total Semester Credits			**8**
Total Credits			**16**

Career Opportunities
A student who completes the Network Associate Certificate at SWIC and obtains the CCNA professional certification is prepared to work as a:
• Network administrator
• Network specialist
• Network support technician

Cybersecurity Specialist (007D)

This certificate prepares you for securing information and communication systems to protect them from damage, exploitation, and unauthorized use or modification. You will learn about concepts, principles, methods, techniques, practices, and procedures needed to become a cybersecurity specialist who plans, implements, upgrades,
or monitors security measures in an organization.

After completing the course work to obtain a Cybersecurity Specialist certificate, you may obtain the Cisco Certified Network Associate (CCNA) certification and the CompTIA Security+ certification.

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Fall Semester			Semester Credits
CISC	106	Introduction to Cybersecurity	1
CISC	161	Cisco Networking Essentials	4
CISC	162	Cisco Network Communication	4
NETW	188	Windows Server I	3
NETW	211	Digital Forensics	3
AOJ	258	Computer Forensics & Cyber Crime	3
Total Semester Credits			**18**

Spring Semester			Semester Credits
CISC	116	Cisco Cybersecurity Essentials	2
CISC	163	Cisco Switching and Routing	4
CISC	164	Cisco Enterprise Networking	4
CISC	201	Cisco Security	4
NETW	271	Network Security	3
Total Semester Credits			**17**

Total Credits			**35**

Career Opportunities
A student who completes the Cybersecurity Specialist certificate is prepared to work as a(n):
• Network support specialist
• Network technician
• Systems administrator
• Systems engineer
• Systems manager

Help Desk (011G)

This certificate will provide the skills and knwledge required for an entry level IT Help Desk position. Help Desk Technicians assist non-IT users who are having computer problems. Computer support specialists work in many different industries, including information technology, education, fiance health care, telecommunication, retail, and entertainment.

			Semester Credits
CIS	185	Intro to Information Technology	3
CIS	179	Computer User Support for Help Desk	3
CISC	106	Introduction to Cybersecurity (1st 5 weeks)	1
CISC	116	Cisco Cybersecurity Essentials (2nd 11 weeks)	2
CISC	161	Cisco Networking Essentials (1st 8 weeks)	4
EET	256	Preparation for A+ Certification (2nd 8 weeks)	3
Total Semester Credits			**16**

*Help Desk Certificate offered at East St. Louis campus only.

Diagnostic Medical Sonography

Administrative Assistant: Candice Rodgers, ext. 5355
Coordinator: Jacqueline Owens, ext. 5626

The SWIC Sonography program prepares students with the skills necessary to become a registered sonographer, prepared to work in a variety of clinical settings including hospital or privately owned facilities. Sonographers are trained professionals in diagnostic imaging equipment to assist healthcare professionals to make accurate diagnoses and treatment options. Registered sonographers are skilled in operating imaging equipment, reviewing normal and abnormal images and preparing patients for various medical procedures following review of the patient's medical records. For further information regarding the field of sonography, please go to the Occupational Outlook Handbook: https://www.bls.gov/ooh/healthcare/diagnostic-medical-sonographers.htm

- Three-semester certificate
- Offered: Fall, Spring, and Summer semesters
- Selective admission for fall semester start.
- Applications are accepted Sept. 1 to Dec. 1
- To enroll, students must have completed a two-year allied health program receiving an Associate or Bachelor's in Applied Science that is patient-care related and required clinical education.

The program is designed to include classroom education, laboratory/simulation, and clinical experience in a sonography setting.

Important Information
The following semester sequence is designed as a guide for students enrolled full time. **This is a required schedule.** Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Certification Requirements
Upon successful completion of the Sonography curriculum, graduates are awarded a certificate as a sonographer. Graduates of the sonography curriculum are eligible to take the registry examination by the American Registry of Diagnostic Medical Sonography (ARDMS). To work in Illinois, graduates of the program must provide proof of graduation from a sonography training program. Illinois sonography employers prefer professional certification by the ARDMS for students to gain employment as a sonographer.

Enrollment Requirements
To enroll in sonography classes, students must show proof of college transcript meeting application requirements of an Associate in Applied Science or Bachelor's in Applied Science received from an allied health program that is patient care related with a clinical education component. To obtain information about a readiness visit, contact an academic advisor.
Students should be aware they must pass a criminal background check and drug testing to participate in required clinical experience courses. Additionally, students must present current vaccination records meeting the program's contracted clinical site requirements.

Sonography Capacity
The Sonography program has capacity for approximately 20 students admitted each fall at the Belleville Campus. Seats available are dependent on meeting application requirements and on clinical availability.

Program Location
The Sonography program consists of DMS-prefix courses and assigned clinical practicums. Specific locations depend on the course.
1. The DMS courses are offered at the Belleville Campus.
2. Clinical experiences may be scheduled during the day, at hospital, clinic, or privately owned facilities throughout southern Illinois and in the St. Louis region. Students may be required to travel outside of the college district for clinical practicum courses. Specific clinical placement cannot be guaranteed, and specific clinical schedules may be changes during courses. Students are responsible for their own transportation and attendance to any of the classes and clinical practicums assigned by the program.

Orientation & Performance
Students must attend the required orientation session prior to program start, meet program-specific medical requirements, be able to perform the essential functions of the job as listed in the Student Handbook or at swic.edu with reasonable accommodations if needed, and submit results of a background check, drug screen, physical examination, and the required immunizations by the required date as presented in the orientation session. Any applicants or enrolled students are encouraged to contact the Disability & Access Center at 618-235-2700, ext. 5368, to discuss potential issues associated with meeting these requirements. Students not able to perform the essential elements of a sonography position may be unable to pass the required courses. Other program-specific restrictions may apply.

Health Insurance
Health insurance is required during clinical Sonography courses. Students are personally responsible for any costs incurred for injuries occurring during clinical experiences in their role as a student sonographer.

Medical/Health Requirements
Admitted students will be required to show proof of immunizations, tuberculosis test, and physical examination before beginning any clinical experience. These requirements do not have to be fulfilled until after the program orientation but must be fulfilled by the required deadline.

Background Checks and Drug Testing

Criminal background check, random drug test and name search on government registries which prohibit employment in health care professions are required in our health science programs. Program start is contingent upon meeting deadlines for completion of the screening and results which allow the student to participate in the clinical portion of the program. Details and directions for accessing and purchasing online screening for background checks are shared with accepted students. Background checks are conducted for every state in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of the program and will result in program dismissal: assault, sexual offenses, murder, burglary, arson, and robbery. Refer to the Health Care Worker Background Check Act for a complete list of offenses at: www.idph.state.il.us/nar/.

To participate in the clinical portion of the program, students with "disqualifying" offense(s) will be asked to produce a waiver from the Illinois Department of Public Health for identified offenses. To request a waiver application from IDPH, students may call 217-785-5133. Not all clinical sites accept the IDPH waiver (ie. Missouri sites), therefore required clinical sites are also surveyed to determine if clinical placement can be accomplished. If a waiver cannot be produced prior to clinicals/program start or survey results indicate clinical sites prohibit the conviction, the student will be removed from the program.

In addition, positive results from the drug test or student listing on prohibitory government registry will also result in dismissal from the program. Note: Positive drug testing results from the use of illegal drugs or prescription medication for which the student does not have a prescription, medical marijuana, which is not FDA approved, is also considered a positive drug testing result. Dismissal for positive criminal background check, drug test, or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator or the administrative assistant prior to seeking admission.

Graduation Requirements

Students enrolled to the program must follow course requirements for graduation at the time they are admitted and must meet all course, program, certification, and sequencing requirements specified. Posted changes in course requirements are applicable to all newly admitted students. Students are responsible for program policies as listed in the Sonography Student Handbook. Students must complete the curriculum within 150 percent of initial enrollment. A grade of C is the minimum grade acceptable for ALL courses in the Sonography curriculum.

Sonography Certificate (028B)

Fall Semester			Semester Credits
DMS	101	Intro to Diagnostic Sonography	2
DMS	102	DMS Physics & Instrumentation I	2
DMS	103	Abdominal Sonography I	3
DMS	104	OB & GYN Sonography I	3
DMS	105	Sonography Lab I	1
DMS	110	DMS Clinical Experience I	5
Total Semester Credits			**16**

Spring Semester			Semester Credits
DMS	106	DMS Physics & Instrumentation II	3
DMS	107	Abdominal Sonography II	3
DMS	108	OB & GYN Sonography II	3
DMS	109	Sonography Lab II	1
DMS	201	DMS Clinical Experience II	8
Total Semester Credits			**18**

Summer Semester			Semester Credits
DMS	200	Vascular & Specialties DMS	2
DMS	202	DMS Clinical Experience III	6
Total Semester Credits			**8**

| **Total Credits** | | | **42** |

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Career Opportunities

According to the US Bureau of Labor Statistics' Occupational Outlook Handbook, the median wage for sonographers was $70,380 with a 12 percent growth outlook from 2019-2029. Hourly and salary ranges can vary dependent on hiring facility and demographics.

Early Childhood Education

swic.edu/early-childhood-aas
Coordinator/Faculty: Carolyn Beal, ext. 5593
Dean: Kristen Ruppert-Leach, Ed.D., ext. 5013

This program is designed to prepare students to work with young children in various early childhood settings. Students will receive instruction in theories of child development, developmentally appropriate practice, adapting for children with special needs, and establishing relationships with parents. (Also see the Early Childhood Education transfer option in Associate in Arts program area.) See the program coordinator or an academic advisor for more information. Note: Please see the following ISBE website for the steps to apply for an approval letter to be a paraprofessional: https://www.isbe.net/educatorlicensure

Southwestern Illinois College is an entitled institution through Gateways to Opportunity: Illinois Professional Development Program. The Early Childhood Education AAS degree offers ECE Credential Levels 2 – 4 and Infant Toddler Credential Level 2.

Articulation Agreements
- SIU-Edwardsville – B.S. Early Childhood Education
- Greenville University – B.A./B.S. Early Childhood Education
- National Louis University – B.A. Early Childhood Education

Important Information
The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (0073)
First Year

Fall Semester — **Semester Credits**

ECE	110	Intro to Early Childhood Education	3
ECE	112	Growth & Development of Children	3
ENG	101	Rhetoric & Composition I	3
SOC	153	Introductory Sociology	3
MGMT	102	Business Mathematics **OR**	3-4
MATH	097	Intermediate Algebra or higher	
Total Semester Credits			**15-16**

Spring Semester — **Semester Credits**

ECE	114	Child Health Maintenance	3
ENG	102	Rhetoric and Composition II	3
HES	151	Personal Health and Wellness	2
PSYC	151	General Psychology	3
ECE	250	Child, Family and Community	3
Lab Science Course			4
Total Semester Credits			**18**

Second Year

Fall Semester — **Semester Credits**

Technology Elective			3
ECE	116	Children with Special Needs	3
ECE	118	Early Childhood Practicum I	3
ECE	121	Early Childhood Curriculum	3
LIT/ED	293	Children's Literature	**3**
Humanities Course			3
Total Semester Credits			**18**

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Spring Semester — **Semester Credits**

ECE	125	Early Childhood Administration	3
ECE Elective			3
CUL	116	Food Service Sanitation	1
HES	152	First Aid-Medical Self Help*	2
Humanities Course			3
Any 100-level or higher course			3
Total Semester Credits			**15**
Total Program Credits			**66-68**

*Students who hold current First-Aid and CPR certificates in the semester they plan to graduate can obtain a waiver out of HES 152 from the program coordinator. See coordinator for approved programs.

Early Childhood Level 2 Certificate of Completion Requirements:

ECE	110	Intro to Early Childhood Education	3
ECE	112	Growth and Development of Children	3
ECE	114	Child Health Maintenance	3
ECE	250	Child, Family and Community	3
ENG	101	Rhetoric and Composition I	3
Total Semester Credits			**15**

Early Childhood Level 3 Certificate of Completion Requirements:

Fall Semester

ECE	110	Into to Early Childhood Education	3
ECE	112	Growth and Development of Children	3
ECE	114	Child Health Maintenance	3
ENG	101	Rhetoric and Composition I	3

Spring Semester

ECE	116	Children with Special Needs	3
ECE	121	Early Childhood Curriculum	3
ECE	250	Child, Family and Community	**3**
MGMT	102	Business Mathematics or	
100 level math class or ECE 220 Math for Young Children			3-4
PSYC	151	General Psychology	3
Total Semester Credits			**27**

Infant Toddler Level 2 Certificate of Completion Requirements:

ECE	110	Into to Early Childhood Education	3
ECE	112	Growth and Development of Children	3
ECE	114	Child Health Maintenance	3
ECE	122	Infant and Toddler Care	3
ENG	101	Rhetoric and Composition I	3
Total Semester Credits			**15**

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Early Childhood Education Electives

ECE	122	Infant and Toddler Care
ECE	200	ECE Leadership & Supervision
ECE	210	Understanding & Guiding Behavior of Young Children
ECE	220	Math for Young Children
Any ECE 299 Special Topics course		

Technology Electives

ED	260	Educational Technology
OAT	156	Microsoft Office Suite I
OAT	180	Word Processing

Career Opportunities
A graduate of the Early Childhood Education program can find employment as a (an):
- Head Start teacher
- Child care worker (certificate with one-year experience or Associate in Applied Science degree).
- Child care director (Associate in Applied Science degree)
- Public school individual/classroom aide (paraprofessional)
- Early childhood special education aide (paraprofessional)

Emergency Medical Technician

swic.edu/emt

Coordinator: Curt Schmittling, ext. 5343
Administrative Assistant: Candice Rodgers, ext. 5355

SWIC Emergency Medical Services programs prepare students for varying levels of pre-hospital care in emergency medicine. Currently, SWIC offers two levels of training: Emergency Medical Technician and Paramedic. The most basic level of care is provided by the emergency medical technician.

Under the supervision of a physician via radio communications, an EMT is prepared to care for patients at the scene and during transport to the hospital. The EMT is able to assess a patient's condition and manage various medical and traumatic emergencies.

To become an Illinois licensed EMT, students must be at least 18 years of age and have a high school diploma or GED® (High School Equivalency). They must successfully complete the eight-semester-credit EMS 110 Emergency Medical Technician course and pass either the state or national EMT examination prior to licensure and practice (differences are explained during the course).

For further information regarding the field of Emergency Medicine, refer to the Occupational Outlook Handbook at www.bls.gov/ooh/healthcare/emts-and-paramedics.htm. **Contact the program coordinator, coordinators' assistant, or an academic advisor for more information.**

About the Program
To complete this program students enroll in EMS 110, an eight-semester-credit course that can be completed in one semester. During this course, students attend classroom lectures as well as supervised clinical practice in area hospitals and other health care facilities. Clinical practice includes 24 observation hours in the emergency room.

Enrollment Into the Course
A. Students must meet program-specific medical requirements and must be able to perform the essential functions of the job with or without reasonable accommodations. The essential functions can be found at http://www.swic.edu/wp-content/uploads/2017/05/Paramedic-Program-Technical-Standards.pdf. Students are encouraged to meet with the Disability & Access Center to discuss potential issues associated with meeting these requirements at 618-235-2700, ext. 5368.
B. The EMS 110 course is offered at the Belleville, Red Bud and Sam Wolf Granite City campuses as well as off-campus locations.
C. All students must contact Academic Advising (advising@swic.edu) to determine placement testing needs in reading, writing, and math. Student's scores must indicate the student is eligible for ENG 101 and MATH 94 (or greater) to enroll in EMS 110.
D. Students should check the location and schedule of classes to ensure their availability. Students are responsible for their own transportation and attendance at the clinical facilities assigned by the program. Students should be aware that health insurance is required during clinical practice. Students are personally responsible for any costs incurred for injuries occurring during their clinical practice.
E. Criminal background check, random drug test and name search on government registries which prohibit employment in health care professions are also required prior to clinical practice. Payment for these checks and test are included in lab fees. However, an additional fee will be charged for states other than Missouri/Illinois in which the student has worked or resided since the age of 18 years may be required. Students with positive results from either criminal background check, drug test or listings on prohibitory sites will be dismissed with no refund of tuition or lab fees. See the program coordinator or coordinators' assistant for more information.
F. Students participating in the SWIC EMT program are subject to all provisions of the existing college catalog, EMT student handbook and course syllabus with respect to attendance during the period of their enrollment.

Certificate Emergency Medical Technician (068C)
EMS 110	Emergency Medical Technician	8

Career Opportunities
Once successfully licensed, the EMT may seek employment on an ambulance, in a hospital, or in a setting where EMTs are needed (i.e., security, casinos, industrial plants). In addition, many licensed EMTs further their education by becoming paramedics, nurses, physician assistants, physicians or other health care providers. In fact, some students pursuing advanced degrees are directed to take the EMT course to get some practical patient experience.

According to the U.S. Department of Labor, employment is projected to grow much faster than average as paid emergency medical technician positions replace unpaid volunteers, and competition will be greater for jobs in local fire, police, and rescue squad departments than in private ambulance services. Opportunities are best for those who have advanced certifications.

Average Starting Salary:
Earnings of EMTs and paramedics depend on the employment setting and geographic location as well as the individual's training and experience. Based on survey results of SWIC EMT graduates, the average annual earnings of EMTs and paramedics are between $40,000 and $70,000.

Film and Video Production

swic.edu/film
Program Coordinator: Dan Cross, ext. 5591
email: dan.cross@swic.edu
Dean: Kristen Ruppert-Leach, Ed.D., ext. 5013

SWIC offers three vocational programs in Film and Video Production.

The Film and Video Production Associate in Applied Science degree is a two-year (62 credit-hour) program which trains students in all stages of film and video production including writing, directing, acting, operating cameras, lights, and audio equipment, as well as editing and sound design. This program also includes courses in film study and several transferable general education courses.

The 30-hour Video Production Certificate is a hands-on program which emphasizes the technical skills required for careers in the field of video production and digital media including planning, operating cameras, location sound, and video editing. This program will introduce students to all stages of video production including screenwriting, acting, directing, managing casts and crews, cinematography, and post production (editing and sound design).

The 18-hour Video Editing Certificate is focused entirely on editing and post production. Students will gain experience in the tree leading video editing software programs (Final Cut Pro X, Adobe Premiere, and DaVinci Resolve) as well as motion graphics programs including Adobe After Effects and Apple Motion, Students will learn the fundamentals of media management, principles of effective editing, working with text and graphics, and sound design.

Students do not need any prior experience, do not need to own their own cameras or other film equipment, and do not need departmental permission to enroll in any of these programs. Interested students can simply sign up for the courses below (though the advanced courses do have prerequisites).

Film and Video
Associate in Applied Science Degree (0059)

First Semester			Semester Credits
ENG	101	Rhetoric and Composition	3
ART	116	Photography I	3
FILM	115	Film Appreciation	3
FILM	140	Video Editing I	3
Total Semester Credits			**15**

Second Semester			Semester Credits
FILM	105	Screenwriting I	3
FILM	150	Moviemaking I	3
CIS	172	Photo Manipulation	3
MCOM	201	Introduction to Mass Communication	3
		One Elective Course	3
		One Human Well-Being Course	2
Total Semester Credits			**17**

Third Semester			Semester Credits
FILM	215	Film History	3
FILM	260	Documentary Moviemaking	3
FILM	280	Cinematography	3
		One Additional Film Studies Course (FILM 225, 299, POLS 289, 290, 292)	
CIS	230	Video Graphics	3
Total Semester Credits			**15**

Fourth Semester			Semester Credits
CIS	273	Advanced Graphics and Animation	3
FILM	230	Sound Design	3
FILM	250	Moviemaking II	3
		One Advanced Film Production Course(FILM 205, 240, 298)	3
		One Elective Course	3
Total Semester Credits			**15**
Total Program Credits			**62**

Video Production Certificate (059A)

First Semester			Semester Credits
FILM	105	Screenwriting I	3
FILM	115	Film Appreciation	3
FILM	140	Video Editing I	3
FILM	150	Moviemaking I	3
Total Semester Credits			**12**

Second Semester			Semester Credits
FILM	240	Video Editing II	3
FILM	250	Moviemaking II	3
FILM	230	Sound Design	3
CIS	230	Video Graphics	3
Total Semester Credits			**12**

Third Semester			Semester Credits
Any two of the following courses:			
FILM	260	Documentary Moviemaking	3
FILM	280	Cinematography	3
FILM	205	Screenwriting II	3
CIS	273	Advanced Graphics and Animation	3
Total Semester Credits			**6**
Total Program Credits			**30**

Video Editing Certificate (059B)

Fall Semester			Semester Credits
FILM	140	Video Editing I	3
CIS	172	Photo Manipulation	3
CIS	230	Video Graphics	3
Total Semester Credits			**9**

Spring Semester			Semester Credits
FILM	240	Video Editing II	3
FILM	230	Sound Design	3
CIS	273	Advanced Graphics and Animation	3
Total Semester Credits			**9**
Total Program Credits			**18**

Career Opportunities

The Film and Video Production degree and certificates prepare students to work in a variety of different careers which require skills in video production. Film and Video Production is a competitive field, but some students do find full-time jobs in the film and television industries. Many more find work in marketing, real estate, the wedding industry, and social media. Others become self-employed, working in various freelance situations.

Fire Science

swic.edu/fire-science

Coordinator/Faculty: Kelsey Burrow, 618-234-5138

Program Location: Clay Baitman Fire Science Training Center, 1512 Freeburg Ave., Belleville, IL

The Fire Science program includes a two-year curriculum leading to an Associate in Applied Science degree involving 66 semester credits with two options. Students that are not currently active members of a fire department must select the Fire Protection Administration option. Students that are active members of either a full-time, part-time, or volunteer fire department may select the Fire-Rescue Specialist or the Fire Protection Administration option.

The Fire Science program also offers 11 certificate programs which are designed to meet various national fire service training standards. Enrollment in the certificate programs is restricted to active fire department members, rescue team members, or emergency medical service providers.

Many certificate and Fire-Rescue Specialist courses require demonstration of skills that involve strenuous physical activity that may be considered dangerous. These courses may also require the student to provide sophisticated personal protective equipment in order to participate in class activities. The approval of the program coordinator and official sponsorship by the student's fire department or employer may be required for enrollment. **Contact the program coordinator or an academic advisor for more information.**

Articulation Agreements
* SIU-Carbondale – B.S. Public Safety Management

> ## Important Information
> The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (0057)*

First Year

Fall Semester			Semester Credits
ENG	101	Rhetoric & Composition I	3
SOC	153	Introductory Sociology	3
FS	101	Principles of Emergency Services	3
FS	102	Fire Behavior and Combustion	3
FS	110	Fire Prevention	3
Human Well-Being Elective(s)			3
Total Semester Credits			**18**

Spring Semester			Semester Credits
COMM	151	Fundamentals of Public Speaking	3
FS	116	Building Construction for Fire Protection	3
FS	131	Fire Protection Systems	3
FS	170	Strategy & Tactics	3
Social Science Elective**			3
Total Semester Credits			**15**

Second Year – Fire Protection Administration Option

Fall Semester			Semester Credits
SOC	230	Race and Ethnicity in the United States	3
MGMT	213	Human Relations in the Workplace	3
MGMT	217	Human Resource Management	3
General Humanities Elective**			3
Physical Science Elective**			4
Total Semester Credits			**16**

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Spring Semester			Semester Credits
MATH	112	College Algebra	4
CMT	244	Occupation Safety & Health	3
BUS	215	Business Law I	3
Humanities-Fine Arts Elective**			3
Life Sciences Elective***			4
Total Semester Credits			**17**

OR

Second Year – Fire-Rescue Specialist Option

Fall Semester			Semester Credits
FS	100	Fire Fighter A	4
FS	115	Fire Fighter B	3
FS	120	Fire Service Vehicle Operator	1
FS	130	Fire Fighter C	2
FS	181	Haz Mat First Responder*	2.5
FS	205	Fire Apparatus Engineer	3
Total Semester Credits			**15.5**

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Spring Semester		Semester Credits
Fire Science Approved Electives***		17.5
Total Semester Credits		**17.5**
Total Program Credits		**66**

*Contact Fire Science Coordinator Curt Lougeay for course specifics if planning to transfer with an articulation agreement.

Fire Science approved electives: EMS 105, EMS 110, FS 159, FS 160, FS 200, FS 201, FS 210, FS 211, FS 260, FS 262, FS 264, FS 268, FS 280, FS 299, HS 100, AOJ 285

All students must complete graduation degree requirements listed in the front of the blue section for an Associate in Applied Science degree including the requirement for Human Relations coursework.

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Career Opportunities

An A.A.S. graduate of the Fire Science program is prepared to work as a:

- Fire fighter
- Fire inspector
- Public safety officer
- Industrial fire brigade member

Certificate Programs

The following Fire Science certificate options are only open to active fire department members, rescue team members or emergency medical service providers. The approval of the program coordinator and official sponsorship by the student's fire department or employer may be required for enrollment.

Fire Fighter I & II (057A)*

FS	100	Fire Fighter A	4
FS	115	Fire Fighter B	3
FS	130	Fire Fighter C	2
FS	181	Hazardous Materials First Responder*	2.5
Total Credits			**11.5**

Fire Apparatus Engineer (057C)

FS	120	Fire Service Vehicle Operator	1
FS	205	Fire Apparatus Engineer	3
Total Credits			**4**

Fire Service Instructor I (057D)

FS	200	Fire Service Instructor I	3
Total Credits			**3**

Fire Service Officer I (057E)*

FS	200	Fire Service Instructor I*	3
FS	201	Fire Officer I*	3
Total Credits			**6**

Fire Service Instructor II (057F)

FS	210	Fire Service Instructor II	3
Total Credits			**3**

Fire Service Officer II (057G)

FS	210	Fire Service Instructor II	3
FS	211	Fire Officer II*	3
Total Credits			**6**

Haz Mat First Responder (057H)*

FS	181	Hazardous Materials First Responder*	2.5
Total Credits			**2.5**

Vehicle Rescue Operations (057J)

FS	260	Vehicle Rescue Operations	3
Total Credits			**3**

Rope Rescue I & II (057L)

FS	262	Rope Rescue I & II	3
Total Credits			**3**

Confined Space Rescue I & II (057N)

FS	262	Rope Rescue I & II	3
FS	264	Confined Space Rescue I & II	3
Total Credits			**6**

Water Rescue I & II (057Q)

FS	262	Rope Rescue I & II	3
FS	268	Water Rescue I & II	3
Total Credits			**6**

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Geospatial and Aeronautical Information Systems

Coordinator/Faculty: Keith Mueller, ext 5683
Dean: Mark Bosworth, mark.bosworth@swic.edu

This program is designed to train individuals to become grounded in GIS and AIS technology to make informed use of existing GIS and AIS applications, and to gain skills necessary to construct new applications utilizing data capture, analysis, modeling and cartographic representation. GIS and AIS data are becoming an integral component in business, healthcare, state and local government, insurance, law enforcement, and many other industries.

See the Program Coordinator or an Academic Advisor for more information.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (084C)

First Year

Fall Semester			Semester Credits
GIS	100	Intro to Mapping and GIS	3
GIS	101	GIS and Cartography	3
GIS	102	Remote Sensing	3
GIS	103	GIS Data Analysis and Data Management	3
AVG	101	Evolution of the AIS	3
Total Semester Credits			**15**

First Year

Spring Semester			Semester Credits
GIS	110	Intro to GIS Programming	3
GIS	120	Spatial Analysis	3
AVG	102	Intro & App of Aero Nav Syst	3
GIS	230	Planning and Implementing GIS	2
MATH	107	General Education Statistics	4
Total Semester Credits			**15**

First Year

Summer Semester			Semester Credits
AVIA	101	Private Pilot Flight Theory	4
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**7**

Second Year

Fall Semester			Semester Credits
GIS	210	GPS and Imagery	3
AVIA	201	Instrument Flight Theory	3
SOC	153	Introductory Sociology	3
AVG	105	Intro to Aviation Sfty Mgmt Sys	3
GIS	240	GIS Design with Raster Analysis	4
Total Semester Credits			**16**

Second Year

Spring Semester			Semester Credits
GIS	220	Technical Writing	3
AVIA	126	UAS Pilot Certificate	1
AVG	210	Aero Chart Legend Interp	3
AVG	280	AIS Internship	3
HES	152	First-Aid-Medical Self Help	2
Total Semester Credits			**12**

| **Total Program Credits** | | | **65** |

Certificate Programs

Geospatial Information Systems (048B)

The GIS curriculum is designed to train individuals to become grounded in GIS technology to make informed use of existing GIS applications, and to gain skills necessary to construct new applications utilizing data capture, analysis, modeling and cartographic representation. GIS data is becoming an integral component in business, healthcare, state and local government, insurance, law enforcement, and many other industries. Successful graduates can utilize the certificate to advance a career, to enhance skills, or to use in a current job setting.

GIS	100	Introduction to Mapping and GIS	3
GIS	101	GIS and Cartography	3
GIS	102	Remote Sensing	3
GIS	103	GIS Data Analysis and Data Management	3
AVIA	101	Private Pilot Flight Theory	4
AVIA	126	UAS Pilot Certificate	1
Total Credits:			**17**

Aeronautical Information Specialist (012G)

The Aeronautical Information Specialist Option provides the student with the ability to enter the exciting world of Aerospace careers. He/she will become highly specialized in the area of aeronautical navigation with worldwide aeronautical charts that include enroute, Terminal Instrument Procedures, Instrument Approach Procedures, Departure Procedures and Standard Terminal Arrivals. Tasks include chart development, verifying accuracy, adding updates along with a multitude of related tasks. Technicians utilize a variety of high-tech data resources including satellite imaging. Aeronautical Infomation Specialists are highly skilled and well compensated. They are employed by a wide variety of Government and Aerospace organizations such as Boeing, Garmin, Federal Aviation Administration, Jeppesen, National Geospatial Agency and many more and related contractors located throughout the U.S. The St. Louis area will be home to one of the largest new facilities in the U.S. that utilizes the specialized skills contained within this career track.

AVG	101	Evolution of the AIS	3
AVG	102	Intro & App of Aero Nav Syst	3
AVG	105	Intro to Aviation Sfty Mgmt Sys	3
AVG	210	Aero Chart Legend Interp	3
AVIA	101	Private Pilot Flight Theory	4
AVIA	126	UAS Pilot Certificate	1
Total Credits:			**17**

Graphic Communications

swic.edu/graphic-communications

For more computer classes, see:
Computer Information Systems
Cybersecurity and Networking
Office Administration and Technology

Coordinator/Faculty: Nikki Hensley, ext. 5382
Dean: Kristen Ruppert-Leach, Ed.D., ext. 5013

The Graphic Communications Associate in Applied Science degree consists of a combination of technical software and art/design/theory courses to teach the student not only the theory of graphic communications, but the application of this exciting and cutting-edge profession. Encompassing both web and print advertising fields, students will gain the knowledge most sought after by advertising agencies, large corporations and businesses wishing to improve their business communications.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (0140)

First Year

Fall Semester			Semester Credits
CIS	147	Fonts & Types	3
CIS	168	Graphic Design **OR**	3
ART	111	Basic Design	
CIS	185	Introduction to Information Technology	3
Graphic Communications Sub Plan Option			3
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**15**

First Year

Spring Semester			Semester Credits
CIS	171	Computer Graphics	3
CIS	172	Photo Manipulation	3
Graphic Communications Sub Plan Option			6
English **OR** Journalism Elective **OR**			
COMM 151 Fundamentals of Public Speaking			3
Total Semester Credits			**15**

Second Year

Fall Semester			Semester Credits
MKT	126	Introduction to Marketing	3
Graphic Communications Sub Plan Option			9
Human Relations Elective			3
Human Well-Being Elective			2
Total Semester Credits			**17**

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Second Year

Spring Semester			Semester Credits
CIS	257	Electronic Publishing	3
CIS	259	Current Web Graphic Technology	3
CIS	297	CIS Internship	3
Graphic Communications Sub Plan Option			3
Humanities **OR** Social Science Elective			3
Human Well-Being Elective			1-3
Total Semester Credits			**16-18**

| **Total Program Credits** | | | **63-65** |

Graphic Communications Sub Plans

Select one of the following plans:

Web Designer

CIS	173	Adobe Animate	3
CIS	174	Web Fundamentals I	3
CIS	176	Web Fundamentals II	3
CIS	177	Web Development I	3
CIS	180	Introduction to Programming	3
CIS	195	Introduction to Databases	3
CIS	212	Web Development II	3

Marketing

CIS	230	Video Graphics	3
CIS	272	Photo Manipulation II	3
CIS	273	Advanced Graphics & Animation	3
MKT	226	eMarketing	3
MKT	227	SEO & Web Analytics for Marketing	3
MKT	228	Social Media Tools	3
MKT	242	Marketing Communications	3

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Graphics Design (074A)

Students will learn the essentials of graphics design and publishing. Students will learn how to design all types of graphics and prepare them for print or web applications. Key graphics publishing software will be used to design and create a variety of publications.

CIS	147	Fonts & Type	3
CIS	168	Graphic Design **OR**	3
ART	111	Basic Design	
CIS	171	Computer Graphics	3
CIS	172	Photo Manipulation	3
CIS	185	Introduction to Information Technology	3
CIS	257	Electronic Publishing	3
MKT	126	Introduction to Marketing	3
Total Credits			**21**

Web Design (011E)

Students completing the Web Design certificate will learn software and design principles required to construct websites. Emphasis will be given to graphics, colors, tiles, image maps, rollovers, navigation bars, alignment, composition, web typography and the use of HTML editors. Students will learn to design for specific browsers and will learn how to include animation and sound on websites.

CIS	171	Computer Graphics	3
CIS	172	Photo Manipulation	3
CIS	174	Web Fundamentals I	3
CIS	176	Web Fundamentals II	3
CIS	177	Web Development I	3
CIS	180	Introduction to Programming	3
CIS	212	Web Development II	3
CIS	257	Electronic Publishing	3
Total Credits			**24**

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Accelerated Degree Option

Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn a Graphic Communications Associate in Applied Science degree by completing at least 27 semester credits of program-related coursework.

A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the dean and the chief academic officer. Only those courses completed at SWIC, and not included as part of the requirements for a previously earned degree or certificate, can be considered for this option. Students must meet all institutional requirements for the Associate in Applied Science degree

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Career Opportunities

Graphic Communications graduates may find positions as:
- Graphic designer/artist
- Advertising designer/artist
- Art design worker
- Multi-media artist
- Media designer/artist
- Illustrator
- Animator
- Art director
- Creative director
- Production designer/artist
- Web designer
- Social media coordinator
- Search engine optimization specialist

Health Information Technology

swic.edu/hit

Coordinator/Faculty: Bettye Brock, ext. 5385

Administrative Assistant: Candice Rodgers, ext. 5355

Articulation Agreements
- Illinois State University – BS Health Information Administration
- McKendree - BA Healthcare Management

Career Overview
The SWIC Health Information Technology program prepares graduates to work as medical record/health information technicians. Health information technicians have limited direct patient contact. They ensure the quality of medical records/health information by verifying the completeness, accuracy and proper entry of patient information into computer systems. They use a universal coding system to assign diagnostic and procedural codes to patient information. They also use software applications to assemble and analyze patient data for the purpose of improving patient care or controlling costs. They ensure the patient's interests in matters of privacy and security, information release and guidelines regarding record access. For further information regarding the field of Health Information Technology, refer to the American Health Information Management Association website at www.hicareers.com and/or www.ahima.org.

About the Program
- Two-year degree, Associate in Applied Science degree
- Complete program online

Certification Requirements
Upon successful completion of the HIT curriculum, graduates are awarded an Associate in Applied Science degree in Health Information Technology and are eligible to take the American Health Information Management Association certification examination to become a Registered Health Information Technician. These examinations are offered throughout the year at various sites in the state and country.

Program Accreditation
The SWIC Health Information Technology program is accredited by the Commission on the Accreditation for Health Informatics and Information Management. The program's curriculum is guided by the standards developed by the association. The accreditation status means SWIC has met the standards required and helps to assure the public that the curriculum will graduate competent clinicians. It also allows the college's HIT graduates to take the certification examination.

Program Location
The Health Information Technology program consists of general education course, HIT-prefix courses and assigned clinical experience courses. Specific locations depend on the course type.

1. The general education courses can be taken at the Belleville, Red Bud or Sam Wolf Granite City campuses or online. They can be completed prior to program admission.
2. The HIT courses are only offered online.
3. The Professional Practice Experience coursework is completed at hospital/clinical facilities, health information-related vendors/companies or other applicable sites within the health care delivery system throughout southern Illinois or the St. Louis region. Students may be required to travel outside the college district for clinical experience courses. Specific Professional Practice Experience placement cannot be guaranteed.
   Whether students are attending full time or part time, all students must be available to complete the externship/practicum portion of the program which is a total of 80 hours of externship/practicum.

Student should check location and schedule of classes to ensure availability and access. Students are responsible for their own transportation and attendance at any of the classes and PPE(s) assigned by the program.

Orientation & Performance
Enrolled students must attend all required orientation sessions and be able to perform the essential functions of the job with or without reasonable accommodations. The essential functions can be found at swic.edu//hit-performance-essentials. Enrolled students are encouraged to contact the Disability & Access Center at 618-235-2700, ext. 5368, to discuss potential issues associated with meeting these requirements.

Health Insurance
Health Insurance is required during PPE clinical courses. Students are personally responsible for any costs incurred for injuries occurring during their clinical experience courses.

Medical/Health Requirements
HIT students will be required to show proof of immunizations, tuberculosis test, flu shot, physical examination, covid vaccination and health insurance coverage before beginning any PPE/clinical experience course. These requirements do not have to be fulfilled until further explained at the program orientation meeting.

Background Checks and Drug Testing
Criminal background check, random drug test and name search on government registries which prohibit employment in health care professions are required in our health science programs. Program start is contingent upon meeting deadlines for completion of the screening and results which allow the student to participate in the clinical portion of the program. Details and directions for accessing and purchasing online screening for background checks are shared with accepted students. Background checks are conducted for every state in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of the program and will result in program dismissal: assault, sexual offenses, murder, burglary, arson, and robbery.
Refer to the Health Care Worker Background Check Act for a

complete list of offenses at www.idph.state.il.us/nar/. To participate in the clinical portion of the program, students with "disqualifying" offense(s) will be asked to produce a waiver from the Illinois Department of Public Health for identified offenses. To request a waiver application from IDPH, students may call 217-785-5133. Not all clinical sites accept the IDPH waiver (i.e., Missouri sites), therefore required clinical sites are also surveyed to determine if clinical placement can be accomplished. If a waiver cannot be produced prior to clinicals/program start or survey results indicate clinical sites prohibit the conviction, the student will be removed from the program.

In addition, positive results from the drug test or student listing on prohibitory government registry will also result in dismissal from the program. Note: Positive drug testing results from the use of illegal drugs or prescription medication which the student does not have a prescription. Marijuana, recreational/medical are also considered a positive drug testing result. Dismissal for positive criminal background check, drug test, or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator or the coordinator's assistant prior to seeking admission.

Graduation Requirements

Students must follow the requirements for graduation and must meet all course, degree and sequencing requirements specified. Students are responsible for program policies as listed in each year's HIT Student Handbook. Students who fail to meet program-specific requirements will be dropped from the program and may be required to re-apply and compete for admission in the succeeding year.

A grade of C or better is required for all courses in the degree.

Associate in Applied Science Degree (0023)

First Year

Fall Semester			Semester Credits
BIOL	105	Human Biology I	4
ENG	101	Rhetoric & Composition I	3
HIT	101	Health Information Intro	2
HIT	110	Health Information Nomenclature I	2
HIT	130	Intro to Computers for HIT	3
Total Semester Credits			**14**

Spring Semester			Semester Credits
MATH	107	General Education Statistics	4
HIT	151	Pathophysiology	3
HIT	160	Health Data Management	3
HIT	170	Health Information Nomenclature II	2
HIT	161	Microcomputer Applications in HIT	3
SOC	153	Introductory Sociology	3
Total Semester Credits			**18**

Summer Semester			Semester Credits
HIT	245	Pharmacology for HIT	2
Total Semester Credits			**2**

Second Year

Fall Semester			Semester Credits
PSYC	151	General Psychology	3
COMM	151	Fundamental of Public Speaking	3
HIT	200	Health Care Delivery	4
HIT	210	Health Statistics	3
HIT	220	Classification Systems I	4
Total Semester Credits			**17**

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Spring Semester			Semester Credits
HIT	250	Legal Aspects of HIT	2
HIT	260	PPE: Professional Practice	2
HIT	270	Health Information Management	4
HIT	240	Classification Systems II	3
HIT	280	Advanced Coding **OR**	
HIT	285	Advanced Data Analytics	3
HIT	290	HIT Capstone	1
Total Semester Credits			**15**

| **Total Program Credits** | | | **66** |

Career Opportunities

Although most HITs work in hospitals, there are also opportunities in office-based physician practices, nursing homes, home health agencies, mental health facilities, public health agencies, health information-related vendors/companies, correctional facilities, zoos and health information exchanges. Any organization that uses patient data or health information such as pharmaceutical companies, law and insurance firms, and health product vendors may employ health information professionals. Job opportunities in this field are good.

Average Starting Salary

The most recent AHIMA survey indicates the average annual salary across the nation is $60,930. Locally, a HIT average starting salary is $40,110 annually, depending on the size and location of the health care facility.

Heating, Ventilation, Air Conditioning and Refrigeration

swic.edu/hvar

Coordinator/Faculty: Keith Otten, ext. 5175
email: keith.otten@swic.edu
Dean: Mark Bosworth, mark.bosworth@swic.edu

The SWIC Heating, Ventilation, Air Conditioning and Refrigeration program prepares students for careers in the HVAR industry. The industry is changing and trained personnel are in great demand.

Students may earn an Associate in Applied Science degree in HVAR or an HVAR Certificate. In addition to the AAS degree that can be earned at SWIC, students may continue their education at Ferris State University and earn an engineering degree in HVAR. The Capstone Program is another option available through Southern Illinois University Carbondale.

All students entering the AAS degree program are required to take the Placement Test prior to entering the program.

Contact the program coordinator or academic advisor for more information.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (0037)

First Year

Fall Semester			Semester Credits
ENG	101	Rhetoric & Composition I	3
HVAR	100	Fitting, Fusion and Fabrication	4
HVAR	101	Refrigeration & Air Conditioning Principles I	4
HVAR	103	Basic Electrical Controls & Systems	4
Human Relations Course			3
Total Semester Credits			**18**

Spring Semester			Semester Credits
GT	105	Introduction to Technical Math **OR**	3
MATH	112	College Algebra (4) **OR** higher level Math	
HVAR	152	Advanced Refrigeration & A.C. Principles	4
HVAR	153	Heating Fundamentals	4
HVAR	201	Psychrometrics & Load Calculations	4
Total Semester Credits			**15**

Summer Semester			Semester Credits
HVAR	256	Advanced Elect. Controls & Systems*	4
HVAR	263	Heat Pumps* **OR**	2
HVAR	280	Commercial Cooking Equipment I*	
Total Semester Credits			**6**

Second Year

Fall Semester			Semester Credits
HVAR	202	Commercial Refrigeration I	4
HVAR	208	Intro to HVAR Computer Applications	1.5
HVAR	211	Distribution Panels & Elect. Building Wiring	3
ENG	103	Technical Communication **OR**	3
		Communications Course	
HES	151	Personal Health and Wellness **OR**	2
HES	152	First Aid-Medical Self-Help	
Humanities **AND/OR** Social Science course			3
Total Semester Credits			**16.5**

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Spring Semester			Semester Credits
HVAR	251	Commercial Refrigeration II	4
HVAR	252	Air Conditioning and Htg. Sys. Design	4
CMT	244	Occupational Safety & Health I	3
HVAR	258	Natl Electrical Code Interpretation	3
HVAR	260	Refrigerant Transition/Recovery Cert	.5
HVAR	262	Air Delivery Systems Materials & Methods	1
Total Semester Credits			**15.5**

| **Total Program Credits** | | | **71** |

*Only offered as a summer course.

HVAR Certificate (0038)

HVAR	100	Fitting, Fusion and Fabrication	4
HVAR	101	Refrig & A.C. Principles I	4
HVAR	103	Basic Elect. Controls and Systems	4
HVAR	152	Advanced Refrig. & A.C. Principles	4
HVAR	153	Heating Fundamentals	4
HVAR	201	Psychrometrics & Load Calculations	4
HVAR	202	Commercial Refrigeration I	4
HVAR	263	Heat Pumps* **OR**	2
HVAR	280	Commercial Cooking Equipment*	
HVAR	251	Commercial Refrigeration II	4
HVAR	252	Air Conditioning & Heating Sys. Design	4
HVAR	256	Advanced Electrical Controls*	4
HVAR	258	Natl Electrical Code Interpretation	3
HVAR	260	Refrigerant Transition/Recovery Cert	.5
Total Credits			**45.5**

Students wishing to transfer to Ferris State University must take PHYS 151 and MATH 112.

All students must complete graduation degree requirements listed in the front of the blue pages of this catalog for an Associate in Applied Science degree. Students in the degree program must satisfy the Illinois-mandated constitution requirement for the A.A.S. degree.

Heating, Ventilation, Air Conditioning and Refrigeration (continued)

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

*Only offered as a summer course.

Career Opportunities

A graduate of the Heating, Ventilation, Air Conditioning and Refrigeration program is prepared to work as a(n):
- Heating equipment technician
- Air conditioning and refrigeration technician
- HVAR equipment salesperson
- HVAC designer
- Commercial cook equipment repair person

All of the above careers could specialize in:
- Commercial applications
- Residential applications
- Design applications

Horticulture

swic.edu/horticulture

Horticulture Coordinator/Faculty: Kurt Range, ext 5135
Cannabis Coordinator/Faculty: Shawn Rakers, ext. 5770
Dean: Dr. Kimberly Cherry-Vogt, ext. 5050

A career in horticulture provides opportunities for employment as a landscape designer; a golf course superintendent; grounds superintendent for a school, college, park, industrial complex or municipality; turf manager for a construction contractor, country club or highway department; retail or wholesale greenhouse operator; floral designer; garden center manager and fruit/vegetable manager.

Students not able to perform the essential functions of the job of a horticulturist may not be able to pass the required courses.

The Cannabis Industry Operations program prepares students for a variety of jobs in the expanding cannabis industry. Students in this program are equipped with the foundational knowledge of cannabis dispensary operations, cultivation center operations, and basic compliance, safety and security standards to pursue immediate employment in the cannabis industry. Due to State of Illinois age restrictions to work in the industry, it is highly recommended students are at least 21 years of age to enroll so they may enter into the workforce post-graduation.

See the program coordinator or an academic advisor for more information.

Articulation Agreements
- SIU-Carbondale – BS Horticulture Landscape Specialization
- SIU-Carbondale – BS Horticulture Production Specialization

Important Information
The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (0005)
Courses common to all options

First Year
Fall Semester — Semester Credits

Course		Title	Credits
ENG	101	Rhetoric & Composition I	3
HORT	102	Intro to Horticulture	3
HORT	112	Media and Fertility	4
HORT	132	Garden Center & Nursery Management	4
HES	151	Personal Health and Wellness OR	
HES	152	First Aid Medical Self Help	2
Total Semester Credits			**16**

Spring Semester — Semester Credits

Title	Credits
Business or Math Selection	3-4
Science Selection	4-5
HORT 152 Greenhouse Management	4
Horticulture Elective	3
Total Semester Credits	**14-16**

Summer Semester — Semester Credits

Title	Credits
HORT 288 Supervised Intern Employment	4
Total Semester Credits	**4**

Second Year
Fall Semester — Semester Credits

Title	Credits
HORT 215 Horticulture Diagnostics	3
Human Relations Elective	3
General Education Elective	3
Horticulture Elective	3
Horticulture Elective	2-4
Total Semester Credits	**14-16**

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Spring Semester — Semester Credits

Title	Credits
HORT 228 Computer-aided Landscaping	3
HORT 298 Horticultural Project	2
Horticulture Elective	3
Horticulture Elective	2-4
Horticulture, Agriculture, OR General Education elective	3
Total Semester Credits	**13-15**
Total Program Credits	**61-67**

Horticulture Electives:

Course		Title	Credits
HORT	120	Container Gardening	2
HORT	135	Turf Management	4
HORT	136	Identification & Use of Ornamentals	3
HORT	165	Floral Design	3
HORT	175	Home Gardening	3
HORT	195	Indoor Plant Culture and Gardening	3
HORT	226	Landscaping	3
HORT	235	Advanced Turf Management	3
HORT	237	Arboriculture	3
HORT	242	Fruit Production	3
HORT	252	Advanced Greenhouse Management	3
HORT	262	Small Fruit Production	3
HORT	265	Advanced Floral Design	3
HORT	275	Grounds Maintenance	4
HORT	280	Vegetable Gardening	3
HORT	287	Supervised Intern Employment	2
HORT	288	Supervised Intern Employment-variable	4
HORT	289	Supervised Intern Employment-variable	2-6
HORT	299	Special Topics in Horticulture-variable	4-6
CAN	101	Cannabis Industry & Law	3
CAN	102	Medical Cannabis Use & Research	3
CAN	130	Cannabis Operations	3

Business or Math Selections:

ACCT	105	Basic Accounting Procedures	3
ACCT	106	Introduction to QuickBooks	3
BUS	101	Introduction to Business	3
BUS	102	Business Mathematics	3
BUS	205	Economic and Business Statistics (or MATH 191)	4
MGMT	201	Entrepreneur Basics	3
MGMT	213	Human Relations in the Workplace	3
MGMT	214	Principles of Management	3
MGMT	219	Small Business Management	3
MATH 107, 111, 112, 113, 114, 203, 204, 213			4-5

Science Selections:

BIOL	100	General Biology: Ecology, Evolution, and Genetics	4
BIOL	101	Principles of Biology I	4
BIOL	151	Plants and Society	4
CHEM	100	Chemistry in Everyday Life	4
CHEM	101	Introductory Chemistry	5
CHEM	105	General Chemistry I	5

Horticulture Certificates:

General Horticulture (0006)

HORT	102	Intro to Horticulture	3
HORT	112	Media & Fertility	4
HORT Electives			9
Total Certificate Credits			**16**

Cannabis Industry Operations (006B)

BUS	101	Introduction to Business	3
CAN	101	Cannabis Industry & Law	3
CAN	102	Medical Cannabis Use & Research	3
CAN	130	Cannabis Operations	3
Total Certificate Credits			**12**

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Career Opportunities

A graduate of the Horticulture program is prepared to work as a:
- Landscape designer
- Golf course superintendent
- Grounds superintendent for a school, college, park, industrial complex or municipality
- Turf manager for a construction contractor, country club, highway department, sod farm or landscape contractor
- Retail or wholesale greenhouse operator
- Floral designer
- Garden center manager
- Fruit and vegetable retail or wholesale manager

A graduate of the Cannabis Industry Operations program is prepared to work as a:
- Dispensary Agent
- Packaging Associate
- Security Agent
- Facilities Associate
- Retail business operator
- Other aspects of cannabis industry business operations

Human Services Technology

swic.edu/human-services

Coordinator/Faculty: Susan Holbrook, ext. 5198
Dean: Kristen Ruppert-Leach, Ed.D., ext. 5013

This online program is designed for students as preparation for advanced study or employment in the human services profession. The Associate in Applied Science online degree program prepares students for paraprofessional employment in the human services field. Students have the option of taking courses in a variety of areas or specializing in youth care, elder care or criminal justice social services.

Many of the courses in this program will also apply toward the first two years of a baccalaureate degree in social work or in a related human services field. Due to differences in four-year institutional program requirements, students are encouraged to consult the program coordinator or an academic advisor for transfer information.

For those already employed in the human services field, courses apply toward continuing education requirements.

Articulation Agreements
- Greenville University – BS Social Work
- Lindenwood University - BSW Social Work
- McKendree University - BA Psychology
- McKendree University - BA Sociology
- McKendree University - BA Sociology: Children and Families
- McKendree University BA Sociology:Criminal Justice
- University of Missouri-St.Louis - BSW Social Work

Important Information
The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (0078)

First Year

Fall Semester			Semester Credits
BIOL	105	Human Biology **OR**	4
HRO	100	Medical Terminology **AND**	1
HRO	120	Pharmacology	3
ENG	101	Rhetoric & Composition I	3
HMS	100	Introduction to Human Services	3
PSYC	151	General Psychology	3
SOC	153	Introductory Sociology	3
Total Semester Credits			**16**

Spring Semester			Semester Credits
ENG	102	Rhetoric and Composition II	3
HMS	200	Human Services Applications	3
PHIL	152	Ethics	3
SOC	203	Social Problems	3
COMM	155	Interpersonal Communication	3
HES	152	First Aid—Medical Self Help	2
Total Semester Credits			**17**

Second Year

Fall Semester			Semester Credits
HMS	250	Human Services Seminar	3
MGMT	102	Business Math	3
SOC	230	Race and Ethnicity **OR**	3
ECON	201	Principals of Economics I (Macro) **OR**	
LIT	215	Multicultural American Literature **OR**	
PSYC	295	Social Psychology **OR**	
SOC	255	The Family	
Electives (Any 100-level or higher courses except PE activity classes)			6
Total Semester Credits			**15**

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Spring Semester			Semester Credits
HMS	280	Human Services Practicum	4
POLS	150	Intro to American Government	3
SOC	265	Aging and Society	3
Electives (Any 100-level or higher courses except PE activity classes)			3
Total Semester Credits			**13**
Total Program Credits			**61**

Optional areas of specialization:

Youth Care
AOJ	153	Juvenile Delinquency
ECE	112	Growth and Development of Children
ECE	116	Children with Special Needs
PSYC	250	Child Development
PSYC	251	Adolescent Development
SOC	255	The Family

Elder Care
HRO	150	Fundamentals of Nutrition
PSYC	210	Life Span Development
PSYC	253	Adult Development and Aging
PSYC	254	Death and Dying

Criminal Justice Social Services
AOJ	100	Intro to Administration of Justice
AOJ	160	Criminology
AOJ	203	Criminal Law and Administration of Justice
AOJ	251	Rules of Criminal Evidence
SOC	210	Deviance, Crime and Society

Career Opportunities
The Associate in Applied Science program prepares students for employment as entry-level, paraprofessional human services workers. Human services workers are employed by public and private social service agencies and organizations in many specialized areas such as:
- Youth care
- Elder care
- Criminal justice

Industrial Electricity Programs

Associate in Applied Science Degrees and/or Certificate Programs in

- Industrial Electricity
- Microcomputer Hardware Maintenance

Career Degrees and Certificates
swic.edu/electrical

Coordinator: Nicholas Weatherly, ext. 7458
email: david.bohnenstiehl@swic.edu

Dean: Mark Bosworth, ext. 7457
email: mark.bosworth@swic.edu

Developing, building, installing and maintaining ever-expanding and increasingly complex electrically-driven technologies will require well-trained electrical technicians who have a solid foundation and skills in electrical and electronic theories, devices, equipment and systems. These skilled technicians are needed and will continue to be needed in the future   at all levels from product development through maintenance. The Industrial Electricity program at SWIC is designed to provide students with the necessary   skills and knowledge to become employed as an in-demand electrical technician.

Employers value the balanced treatment of topics included in the college's

Industrial Electricity curriculum. Students cover the spectrum from basic electrical concepts, to operation and application of common electrical/electronic devices, to current trends in industrial and electronic equipment, systems and design, to estimating of electrical systems. Employers know a graduate of the Industrial Electricity program can function in a real-world setting, has the foundation of electrical knowledge and skills required to easily adapt to and learn employers' particular equipment and systems, and can handle the lifelong learning required of today's technician.

Additionally, because of the universal nature and application of electricity and

electronics, graduates who have a strong foundation in the electrical/electronics field can easily expand their skills and knowledge into other career areas to become multi-skilled craftsman.

Students can earn a Certificate of Proficiency or Associate in Applied Science degree. After graduation, a student will be qualified for entry-level employment in any aspect of the electrical/electronics career field that involves the development, design, estimation, manufacture, test, installation, repair and maintenance of electrical and electronic equipment and systems.

Industrial Electricity Programs (continued)

Math and English Course Placement:
All degree-seeking students are required to be assessed and placed in the appropriate math and/or English classes. For more information, please refer to the Math and English Course Placement section in this catalog.

In addition, a student can earn a bachelor's degree by transferring to a college which accepts the Associate in Applied Science degree and offers the Bachelor of Science in technology or comparable degree.

Articulation Agreements
AAS Industrial Electricity:
- SIUC – BS Electrical Engineering Technology
- SIUC – BS Industrial Management & Applied Engineering

Important Information
The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Industrial Electricity
Associate in Applied Science Degree (0053)

First Year

Fall Semester			Semester Credits
EET	101	Intro to Electricity & Electronics	5
GT	104	Math for Electricity and Electronics **OR**	3
MATH	112	College Algebra (4)	
ENG	101	Rhetoric & Composition I	3
Humanities **OR** Social Science Course			3
Human Well-Being Elective			2
Total Semester Credits			**16**

Spring Semester			Semester Credits
EET	200	Digital Electronic Circuits	3
EET	131	Electrical Wiring Principles	3
EET	121	Electronic Devices and Circuits	3
IML	119	Mechanical Systems	3
ENG	103	Technical Communication **OR**	3
ENG	102	Rhetoric and Composition II **OR**	
COMM	151	Fundamentals of Public Speaking	
Total Semester Credits			**14**

Summer Semester			Semester Credits
EET	242	Electrical Control Systems I	4
Human Relations Elective			3
Total Semester Credits			**7**

Second Year

Fall Semester			Semester Credits
EET	243	NEC for Industrial Commercial	3
EET	240	Motors and Drives	3
EET	244	Electrical Control Systems II	3
EET	235	Programmable Logic Controllers	3
Industrial Electricity Electives			4
Total Semester Credits			**16**

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Spring Semester			Semester Credits
EET	246	Power Generation/Distribution	3
EET	239	Advanced PLCs	3
Industrial Electricity Electives			9-10
Total Semester Credits			**15-16**

Total Program Credits			**68-69**

Industrial Electricity Electives			Semester Credits
EET	102	Electrical/Electronics Computer Applications	2
EET	201	Wind & Solar Power Installation and Maintenance	2
EET	205	Digital Electronic Circuits II	4
EET	210	Introduction to Microprocessors	4
EET	225	Microprocessor Interfacing	4
EET	231	Introduction to Robotics	4
EET	232	Instrumentation Fundamentals	4
EET	234	Instrumentation Systems	4
EET	238	Special Purpose Devices and Wiring	3
EET	247	DC Crane Controls	4
EET	250	Microcomputer Maintenance – Beginning	3
EET	252	Microcomputer Maintenance – Intermediate	3
EET	255	Microcomputer Maintenance – Advanced	3
EET	260	Communication Electronics I	3
EET	269	Electrical and Electronics Capstone	2
EET	290	Supervised Internship I	2-4
EET	298	Electrical Print Reading	2
EET	299	Special Topics Electricity/Electronics	.5-4
NETW	101	Introduction to Networking	3
IDP	276	Industrial Hydraulics I	3
IML	119	Mechanical Systems	4
PHYS	151	College Physics I	5
PHYS	152	College Physics II	5
MATH	112	College Algebra	4
MATH	114	Trigonometry	3
CIS Any Computer Information Systems course			

Certificate Programs

Industrial Electricity Certificate (0054)

EET	101	Intro to Electricity & Electronics	5
EET	121	Electronic Devices and Circuits	3
EET	131	Electrical Wiring Principles	3
EET	200	Digital Electronics Circuits I	3
EET	240	Motors and Drives	3
EET	242	Electrical Control Systems I	4
EET	244	Electrical Control Systems II	3
EET	246	Power Generation/Distribution	3
EET	235	Programmable Logic Controllers	3
GT	104	Math for Electricity and Electronics **OR**	3
MATH	112	College Algebra (4)	
Total Credits			**33**

Career Opportunities

A graduate of the Industrial Electrician program is prepared to work in any of the following areas:

Industrial Electrician Program
- Industrial maintenance electrician
- Electrical repair technician
- Electrical and electronics installer and repairer, commercial and industrial equipment
- Industrial electrician
- Industrial electrical equipment repairman
- Electrical equipment and systems repairman

Microcomputer Hardware Maintenance Certificate (017C)**

EET	250	Microcomputer Maintenance – Beginning	3
EET	252	Microcomputer Maintenance – Intermediate	3
EET	255	Microcomputer Maintenance – Advanced	3
NETW	101	Introduction to Networking	3
Total Credits			**12**

**Entry in the Microcomputer Hardware Maintenance Certificate program requires basic electronics courses or program coordinator approval.

Career Opportunities

A graduate of the Microcomputer Hardware Maintenance Certificate program is prepared to work in any of the following areas:

Microcomputer Hardware Maintenance Program
- Computer repair technician
- Computer service technician
- Computer, automated teller, and office machine repairer
- Customer service technician

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Industrial Maintenance Mechanics

swic.edu/maint-mech-industrial

Dean: Mark Bosworth, mark.bosworth@swic.edu

The Industrial Maintenance Mechanics program prepares students with the skills and experience necessary to enter the workforce as an entry-level mechanic in an industrial facility. Students will learn multiple disciplines which include machining, pipefitting, mechanical, welding and electricity. Industrial maintenance mechanics maintain and repair a variety of equipment used in many different plants such as steel mills, oil refineries, power plants, and food and beverages industries. Because factories and other facilities cannot afford to have machinery out of service for long periods, industrial maintenance mechanics are there to keep the equipment maintained and running.

Articulation Agreements
- SIUC – BS Industrial Management & Applied Engineering

Important Information
The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (053D)

Program Requisite			Semester Credits
PMT	100	Precision Machining Introduction	.5

First Year

Fall Semester			Semester Credits
PMT	101	Intro to the Machine Trades	3
PMT	102	Intermediate Machining	3
IML	119	Mechanical Systems	3
IDP	276	Industrial Hydraulics I	3
IML	120	Mechanical Blueprint Reading I	2
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**17.5**

Spring Semester			Semester Credits
IDP	116	Industrial Pipefitter A	3
EET	101	Intro to Electricity/Electronics	5
EET	241	Electrical Power, Motors and Controls	3
EET	243	NEC for Industrial/Commercial	3
GT	104	Math for Electronics **OR**	3
GT	105	Intro to Technical Mathematics	
Total Semester Credits			**17**

Summer Semester			Semester Credits
IML	125	Industrial Maintenance Welding	3
HES	152	First Aid-Medical Self Help	2
Total Semester Credits			**5**

Second Year

Fall Semester			Semester Credits
EET	131	Electrical Wiring Principles	3
EET	200	Digital Electronic Circuits	3
IML	133	Rigging (Industrial)	2
Communications Course (COMM 151)			3
Social Science Course (HIST 181)			3
Total Semester Credits			**14**

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Spring Semester			Semester Credits
EET	235	Programmable Logic Controllers	3
EET	239	Advanced PLCs	3
EET	232	Instrumentation Fundamentals	4
Human Relations Course (SOC 153)			3
Total Semester Credits			**13**

| **Total Program Credits** | | | **66.5** |

Certificate Programs

Industrial Maintenance Mechanical Certificate (054D)

			Semester Credits
PMT	100	Precision Machining Introduction	.5
PMT	101	Intro to the Machine Trades	3
PMT	102	Intermediate Machining	3
GT	105	Intro to Technical Mathematics	3
IML	119	Mechanical Systems	3
IDP	276	Industrial Hydraulics I	3
IML	120	Mechanical Blueprint Reading I	2
IDP	116	Industrial Pipefitting A	3
IML	125	Industrial Maintenance Welding	3
IML	133	Industrial Rigging	2
Total Credits			**25.5**

Industrial Maintenance Mechanics Electrical Certificate (055D)

			Semester Credits
GT	104	Math for Electronics	3
EET	101	Intro to Electricity/Electronics	5
EET	241	Electrical Power, Motors and Controls	3
EET	243	NEC for Industrial/Commercial	3
EET	131	Electrical Wiring Principles	3
EET	200	Digital Electronic Circuits	3
EET	235	Programmable Logic Controllers	3
EET	239	Advanced PLCs	3
EET	232	Instrumentation Fundamentals	4
Total Credits			**30**

Management

swic.edu/management

Faculty: Sila Tuju, ext. 5106
Dean: Kristen Ruppert-Leach, Ed.D., ext. 5013

The Management Associate in Applied Science degree program focuses on skills needed to develop and manage a small business. While any business values employees with a wide variety of skills, small businesses, in particular, need people who understand the broad scope of the business.

The Management AAS curriculum includes accounting, marketing and management coursework. Ethics and communications skills are emphasized as well.

The courses required for the degree program are listed below. This is a sample schedule. Course availability will vary from semester to semester. Contact an academic advisor or the program coordinator for more information including the master course schedule.

Articulation Agreements
- SIUC – BS Management

Important Information
The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (049B)

First Year

Fall Semester			Semester Credits
ACCT	110	Financial Accounting	4
BUS	101	Introduction to Business	3
BUS	102	Business Mathematics	3
ENG	101	Rhetoric & Composition I	3
MGMT	214	Principles of Management	3
Total Semester Credits			**16**

Spring Semester			Semester Credits
ACCT	106	Introduction to QuickBooks	3
ACCT	111	Managerial Accounting	4
General Management **OR**			
Logistics & Supply Chain Management Specialization Course			3
MKT	126	Introduction to Marketing	3
COMM	151	Fundamentals of Public Speaking	3
Total Semester Credits			**16**

Summer Semester			Semester Credits
General Management **OR**			
Logistics & Supply Chain Management Specialization Course			3

Second Year

Fall Semester			Semester Credits
General Management **OR**			
Logistics & Supply Chain Management Specialization Course			3
BUS	261	Business Communications	3
PSYC	151	General Psychology	3
Human Relations Elective			3
Human Well Being Elective			2
Total Semester Credits			**14**

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Spring Semester			Semester Credits
BUS	209	Business Computer Systems	3
BUS	215	Business Law	3
BUS	240	Ethics in the Workplace	3
2 courses from General Management **OR**			
2 courses from Logistics & Supply Chain Management Specialization Courses			6
MKT	226	eMarketing	3
Total Semester Credits			**18**

| **Total Program Credits** | | | **67** |

Management Specializations Courses
General Management Courses

BUS	241	Fundamentals of Finance	3
MGMT	219	Small Business Management	3
MGMT	213	Human Relations in the Workplace	3
MGMT	217	Human Resource Management	3
MGMT	270	Business Planning	3

Logistics & Supply Chain Management Courses

MGMT	280	Introduction to Logistics	3
MGMT	281	Logistics Models & Systems Analysis	3
MGMT	282	Supply Chain Management	3
MGMT	283	Global Supply Chain Management	3
MGMT	284	Import/Export Logistics Management	3

Accelerated Degree Option
Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn an Associate in Applied Science degree in Management by completing at least 27 semester credits of program-related coursework. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the dean and the chief academic officer. Only those courses completed at SWIC, and not included as part of the requirements for a previously earned degree or certificate, can be considered for this option. Students must meet all institutional requirements for the Associate in Applied Science degree.

Management (049C)

The Management certificate allows students outside of the business area to gain recognition for completing a core course of study in management. The certificate will benefit students in two-year, nonbusiness programs as well as four-year students who wish to obtain a background in management.

BUS	102	Business Mathematics	3
BUS	209	Business Computer Systems	3
MGMT	213	Human Relations in the Workplace	3
MGMT	214	Principles of Management	3
MGMT	217	Human Resource Management	3
MGMT	219	Small Business Management	3
BUS	240	Ethics in the Workplace	1
MKT	126	Introduction to Marketing	3
Total Credits			**22**

Course availability varies from semester to semester. Ask an academic advisor or the Business Division for a master course schedule.

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Career Opportunities

A successful graduate of the Management AAS program is prepared to work in administrative and entry-level supervisory positions in a small business. Graduates with an interest in starting a business have the knowledge to prepare a detailed business plan. For more job market information, go to the Bureau of Labor Statistics website at www.bls.gov/.

Logistics and Supply Chain Management (049G)

The Logistics and Supply Chain Management certificate is designed to provide the student with a holistic education covering Logistics, Supply Chain Management and Warehousing. Logisticians analyze and coordinate an organization's supply chain system that moves a product from supplier to consumer. They manage the entire life cycle to include how a product is acquired, distributed, allocated, and delivered.

BUS	240	Ethics in the Workplace	1
MGMT	280	Introduction to Logistics	3
MGMT	281	Logistics Models & Systems Analysis	3
MGMT	282	Supply Chain Management	3
MGMT	283	Global Supply Chain Management	3
MGMT	284	Import/Export Logistics Management	3
Total Credits			**16**

Course availability varies from semester to semester. Contact the Program Coordinator for more information.

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Career Opportunities

A successful graduate with the Logistics and Supply Chain Management certificate will have the skills to oversee activities that include purchasing, transportation, inventory, and warehousing. They will use software systems for planning and tracking the movement of goods. Software programs are designed for procurement, inventory management, and other supply chain planning.

Massage Therapy

swic.edu/massage-therapy

Coordinator: Tamara Bivin, BCTMB, LMT
email: tamara.bivin@swic.edu

Program Location:
The Body Therapy Center & School of Massage
4 Executive Woods Court
Swansea, IL 62226
618-239-6400
Owner & Director: Holly I. Pinto, BS, LMT, RCST

Career Overview

The Massage Therapy program is designed to provide students with a strong, comprehensive foundation for practice as a massage therapist. MTs are involved in hands-on care intended to promote healing, relieve stress, manage pain and improve circulation. They work by appointment and when self-employed supply the tables, chairs, sheets, pillows, body lotions/oils, etc. needed for treatment. The massage therapist interviews and assesses each client to determine a treatment plan, which may include specialized massage techniques and complimentary techniques, such as spa treatments. Massage therapists establish clear boundaries with their clients to create a safe and effective healing environment. To develop and maintain a successful massage therapy practice, they also must have good communication skills, effective business practices, and an appreciation of the body, mind and spirit connection. For further information regarding the field of Massage Therapy, refer to the American Massage Therapy Association website at www.amtamassage.org, or the U.S. Department of Labor Outlook handbook at www.bls.gov/ooh/.

Contact the program coordinator or an academic advisor for more information about enrolling into this program.

About the Program
- Two-semester certificate program or two-year Associate in Applied Science degree
- Fall and spring semester starts
- Reading and writing assessment test required, students must be eligible for ENG 97
- MT courses are offered at The Body Therapy Center and School of Massage in Swansea

Certification/Licensure Requirements

Upon successful completion of the Massage Therapy curriculum, graduates are awarded a Massage Therapy Certificate and are eligible to take the Massage & Bodywork Licensing Exam (MBLEX) through the Federation of States Massage Therapy Boards, in order to apply for licensure. The states of Illinois and Missouri require successful completion of the MBLEX state test in order to apply for licensure. In addition, students are required to submit to a criminal background check and provide verification of fingerprint processing by an approved agency. The laws regarding massage therapy practice vary from state to state; refer to the AMTA website for more information, www.amtamassage.org/about/lawstate.html.

Program Overview

The Massage Therapy Certificate program is a 27-semester-credit program, which can be completed in two semesters. Courses include MT technical courses and clinical experiences/practicums. The curriculum includes: anatomy, physiology and pathology, massage techniques, including Western and non-Western philosophies, kinesiology basics, client assessment, specific therapeutic massage applications and hydrotherapy. The curriculum also includes the professional standards, ethics, business and legal practices related to massage therapy. The MT certificate program begins each fall and spring semester at The Body Therapy Center and School of Massage in Swansea, Illinois. Clinical practicum courses provide students provide massage to real clients and are completed at The Body Therapy Center and School of Massage and off-site locations for special events. Students may periodically be required to travel outside of the college district for clinical practicum. Practicum hours may be completed during the day, evening and/ or weekend.

Degree Option

The college also offers an Associate in Applied Science degree in Massage Therapy. The AAS in MT degree is a 60-semester- credit program. It includes general education courses to enhance skills in communication, social and behavioral sciences, information systems, and specialized areas of massage therapy practice.

Enrollment Procedures

The Massage Therapy program is open to any student who is a high school graduate or earned a high school equivalency certificate. To enroll, students must complete each of the following:
A. **Attend the new student orientation**. Orientation sessions are held at The Body Therapy Center, 4 Executive Woods, Swansea. At orientation, students will complete a SWIC registration form to enroll in classes. **Students may not register without the MT program coordinator's permission**.
B. Confirm placement in ENG 97. Placement results must qualify the student for enrollment in ENG 97 or greater.

General Information:
A. Coordinator permission is required before enrolling in the first semester of the MT program. Contact Tamara Bivin at 618-239-6400 or tamara.bivin@swic.edu.
B. Students qualifying for enrollment must attend all required orientation sessions, meet program-specific medical requirements and must be able to perform the essential functions of the job with or without reasonable accommodations. The essential functions of the job are listed in the MT Student Handbook and at swic.edu/massage-therapy in the Job Description link. Any interested students are encouraged to meet with the Disability & Access Center to discuss potential issues associated with meeting these requirements at 618-235-2700, ext. 5368.
C. Students should check the location and schedule of classes to ensure their own availability and access to classes. Students are responsible for their own transportation and attendance at any of the classes and practicums assigned by the program.

D. The MT courses are offered at The Body Therapy Center and School of Massage, 4 Executive Woods Court, Swansea, IL 62226. Periodically some MT courses may be moved to the Belleville Campus as needed. General education courses can be taken at the Belleville, Red Bud or Sam Wolf Granite City campuses.

E. Students that enroll in this the program must follow requirements for graduation at the time they are admitted and must meet all course, program, degree and sequencing requirements as specified. Students are responsible for program policies as listed in each year's MT Student Handbook. Students who fail to meet program specific requirements will be dropped from the program and may be required to enroll again the following semester/year. **All courses for the massage therapy certificate must be completed within a two-year period**.

F. Students will be required to complete a physical examination before beginning any clinical practicum.

G. The MT program begins each summer and spring semester. Classes are held in the evening for summer semester starts and in the morning for spring semester program starts. Twenty seats are available each summer and spring. All courses must be completed during the semesters indicated, unless permission is given by the program coordinator. A grade of C or better is required for all courses in the certificate.

H. All massage tables, chairs, pillows and supplies are provided by the school. Students are required to purchase their own sheets and pillow case(s). Attire for clinical practicum is black pants and solid color tops.

Associate in Applied Science Degree (027B)* and Certificate (027A)

Massage Therapy Certificate (027A) can be completed in two semesters (Spring & Summer OR Fall & Spring). See Program Coordinator, or advising for schedule with spring start.

First Year

Spring Semester			Semester Credits
MT	101	Therapeutic Massage I	5
MT	102	Body Structure and Function I	4
MT	190	Clinical Practicum	3
MT	200	Business Practices in MT	1
MT	203	Complimentary Techniques	3
MT	220	Pathology for Massage Therapist	2
Total Semester Credits			**18**

Summer Semester			Semester Credits
MT	201	Therapeutic Massage II	5
MT	202	Body Structure and Function II	4
Total Semester Credits			**9**

Certificate Total hours	**27**

The following courses are required to complete the AAS in Massage Therapy (027B) degree

Spring Semester			Semester Credits
ENG	101	Rhetoric & Composition I	3
PSYC	151	General Psychology	3
HRO	100	Medical Terminology OR	1
OAT	128	Microsoft Outlook	
HES	152	First Aid-Medical Self-Help	2
MKT	226	eMarketing	3
Total Semester Credits			**12**

Second Year

Fall Semester			Semester Credits
COMM	155	Interpersonal Communications	3
ART	101	Art Appreciation **OR**	3
MUS	101	Music Appreciation	
MGMT	117	Personal Finance	3
PSYC	210	Life-Span Development	3
Total Semester Credits			**12**

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Spring Semester			Semester Credits
PSYC	254	Death & Dying	3
MGMT	219	Small Business Management	3
SOC	153	Introductory Sociology	3
Total Semester Credits			**9**

Total Program Credits	**60**

The college also offers an accelerated Massage Therapy Certificate opportunity for graduates of accredited physical therapist/physical therapist assistant programs. Interested students should contact the program coordinator for further information.

Career Opportunities

A large percentage of massage therapists are self-employed, although other employment settings include chiropractic offices, health clubs/fitness centers, spas/salons, resorts, massage therapy clinics, sports medicine centers, hospitals, corporations and stress reduction centers. Approximately 60 percent of massage therapists work part time due to the physical demands of the occupation.

Average Starting Salary

Based on local markets, a new graduate working as an independent contractor can earn $30-$75 per hour. Working for an hourly wage, such as at a clinic or spa, the earnings are generally $18-$35 per hour. A self-employed massage therapist with increased skill and a larger client base will have the highest earnings.

Medical Assistant

swic.edu/medical-assistant

Coordinator/Faculty: Chelsea Bergmann, ext. 5332

Administrative Assistant: Candice Rodgers, ext. 5355

Articulation Articulation Agreement
- Maryville University – BS Healthcare Practice Management

Career Overview
The SWIC Medical Assistant program prepares graduates to provide both administrative and clinical services in a medical office. Medical assistants have a moderate level of patient contact. The specific duties of a medical assistant will vary depending on the legal requirements of the state and on the training, skill level and capabilities of the medical assistant. Administrative duties may include: managing the flow of patients in and out of the office, updating and filing medical records, filling out insurance information, arranging for hospital admission or laboratory services, and billing. Under the direct supervision of a licensed professional such as a physician, they also provide direct, hands-on patient care procedures. These procedures may include: monitoring vital signs, explaining treatment procedures, preparing patients for examinations, sterilizing instruments and/or performing routine laboratory procedures and electrocardiograms. For further information regarding the field of a medical assistant, refer to the American Association of Medical Assistants website at www.aama-ntl.org.

About the Program
- Options: one-year certificate or two-year Associate in Applied Science degree
- Admission in fall and spring semester

Certification Requirements
Upon successful completion of the one-year MA curriculum, graduates are awarded a Medical Assistant Certificate and are eligible to take the National Certification exam to become a certified medical assistant.

Program Accreditation
The SWIC Medical Assistant Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs, website: www.caahep.org upon recommendation of the Medical Assisting Education Review Board. The program's curriculum is guided by the standards developed by the commission. Our accreditation status means SWIC has met the standards required of the profession and helps to assure the public that our curriculum will graduate competent clinicians. It also qualifies the college's MA graduates to sit for the MA certification examination.

Degree Option
The college also offers an Associate in Applied Science degree for medical assistants to enhance their skills in finance, management, communication and interpersonal relations. Completion of the degree often assists the MA in attaining a supervisory role in the medical office.

Program Location
The Medical Assistant Certificate program consists of courses beginning with the prefix MA only, while the degree program consists of general education courses and MA-prefix courses. Both programs include clinical/practicum experience. Specific locations depend on the course type.
1. The general education courses can be taken at the Belleville, Red Bud or Sam Wolf Granite City campuses.
2. The MA courses are only offered at the Belleville Campus, East St. Louis Campus and Sam Wolf Granite City campus during the day after acceptance into the program.
3. Clinical/Practicum experience is completed at clinical facilities throughout the district and in the St. Louis region. Students may be required to travel outside the college district for clinical experience courses. Specific clinical placement cannot be guaranteed.

Students should check location and schedule of classes to ensure availability and access. Students are responsible for their own transportation and attendance at any of the classes and clinicals assigned by the program.

Time Commitment
Students who enroll full-time will attend school four to five days per week through the one-year program. If planning to attend part time, students must meet with the program coordinator to develop a schedule for program completion. Although students may take up to three years to complete the program, it is STRONGLY discouraged as many students have difficulty retaining knowledge/skills of materials taught in earlier semesters.

Whether students attend full time or part time, all students must be available 30-40 hours per week during normal office hours to complete the clinical/ practicum portion of the program which is a total of 200 hours of practical experience. Clinical practice/ practicum begins after completion of all coursework. MAERB and CAAHEP have strict non-remuneration policy for practicum sites and students. Practicum sites cannot pay students for their time nor can students be provided with a travel allowance or a meal allowance or any other perk that involves the exchange of funds. All clinical experience must be completed to sit for the national certificate examination.

Orientation & Performance
Enrolled students must attend all required orientation sessions and be able to perform the essential functions of the job with or without reasonable accommodations. The essential functions can be found at swic.edu/medical-assistant-performance-essentials. Enrolled students are encouraged to contact the Disability & Access Center to discuss potential issues associated with meeting these requirements at 618-235-2700, ext. 5386.

Health Insurance
Health insurance is recommended during clinical education courses. Students are personally responsible for any costs incurred for injuries occurring during their clinical experience.

Medical/Health Requirements
MA students will be required to possess current CPR certification at the Health Care Provider level and show proof of immunizations, tuberculosis test and physical examination before beginning any clinical practicum. These requirements do not have to be fulfilled until further explained at the program orientation meeting.

Background Checks and Drug Testing

Criminal background check, random drug test and name search on government registries which prohibit employment in health care professions are required in SWIC Health Sciences programs. Program start is contingent upon meeting deadlines for completion of the screening and results which allow the student to participate in the clinical portion of the program. Details and directions for accessing and purchasing online screening for background checks are shared with accepted students. Background checks are conducted for every state in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of the program and will result in program dismissal: assault, sexual offenses, murder, burglary, arson, and robbery. Refer to the Health Care Worker Background Check Act for a complete list of offenses at www.idph.state.il.us/nar/.

To participate in the clinical portion of the program, students with "disqualifying" offense(s) will be asked to produce a waiver from the Illinois Department of Public Health for identified offenses. To request a waiver application from IDPH, students may call 217-785-5133. Not all clinical sites accept the IDPH waiver (ie. Missouri sites), therefore required clinical sites are also surveyed to determine if clinical placement can be accomplished. If a waiver cannot be produced prior to clinicals/program start or survey results indicate clinical sites prohibit the conviction, the student will be removed from the program.

In addition, positive results from the drug test or student listing on prohibitory government registry will also result in dismissal from the program. Note: Positive drug testing results from the use of illegal drugs or prescription medication which the student does not have a prescription. Medical marijuana, which is not FDA approved, is also considered a positive drug testing result.

Dismissal for positive criminal background check, drug test, or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator or the coordinator's assistant prior to seeking admission.

Graduation Requirements

Students must follow the requirements for graduation and meet all course, degree and sequencing requirements specified. Students are responsible for program policies as listed in each year's MA Student Handbook. Students who fail to meet program specific requirements will be dropped from the program and may be required to re-apply and compete for admission in the succeeding semester.

A grade of C or better is required for all courses in the degree.

All students completing an AAS degree must complete graduation degree requirements in the front section of the blue pages of this catalog as well as the requirements specified for Human Relations coursework. Health requirements are satisfied by students successfully completing BIOL 105, PSYC 151 and this health science curriculum.

Important Information

The following semester sequence is designed as a guide for students enrolled full time. Students planning to attend part time must meet with the program coordinator to develop a schedule. Course requisites will affect course sequencing. Please refer to the *Course Description Guide* (yellow section) of this catalog for course requisites.

Associate in Applied Science Degree (0021) and Certificate (021A)

First Year
Medical Assistant Certificate (021A) is the fall/spring/summer course listing of the first year.

Fall Semester			Semester Credits
MA	130	Medical Office Clinical Procedures I	2
MA	135	Health Care & Patient Communications	2
MA	140	Medical Office Procedures	3
MA	145	Medical Law & Ethics	2
MA	150	Medical Pathology I	3
MA	170	Medical Lab Orientation I	2
MA	181	Cardiopulmonary Procedures	2
Total Semester Credits			**16**

Spring Semester			Semester Credits
MA	141	Medical Insurance & Coding	2
MA	143	MA Automation	2.5
MA	151	Medical Pathology II	4
MA	171	Medical Lab Orientation II	2
MA	180	Medical Office Clinical Procedures II	2
MA	182	Pharmacology and Administration Techniques	4
Total Semester Credits			**16.5**

Summer Semester			Semester Credits
MA	195	Office Practicum	5
MA	199	Capstone Review	1
Total Semester Credits			**6**

Second Year
Required for AAS (0021) degree completion:

Fall Semester			Semester Credits
ACCT	105	Basic Accounting Procedures **OR**	
ACCT	110	Financial Accounting	3
MGMT	214	Principles of Management	3
ENG	101	Rhetoric & Composition I	3
PSYC	151	General Psychology	3
BIOL	105	Human Biology	4
Total Semester Credits			**16**

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Spring Semester			Semester Credits
MGMT	213	Human Relations in the Workplace	3
MA	255	Medical Assistant Management Internship	2
COMM	151	Fundamentals of Public Speaking **OR**	3
COMM	155	Interpersonal Communication	
MA	110	Phlebotomy Skills	1
Human Relations Elective*			3
Approved Electives***			2
Total Semester Credits			**14**
Total Program Credits			**68.5**

* See front of AAS blue pages for possible Human Relations courses

***Approved Electives

ECON	201	Principles of Economics I (Macro)
BUS	215	Business Law I
MLT	242	Phlebotomy Clinical
MGMT	219	Small Business Management
OAT	128	Microsoft Outlook
OAT	130	Word Processing Basics
OAT	132	Electronic Spreadsheet Basics
HRO	101	Health Science Careers
HRO	120	Pharmacology
HRO	150	Fundamentals of Nutrition
PSYC	200	Applied Psychology
SLS	100	Non-Verbal Communication
SLS	125	Fingerspelling & Numbers
SPAN	101	Elementary Spanish I

Career Opportunities

Medical assistants work in a wide range of medical facilities. Traditionally, they work in ambulatory care centers, urgent care facilities and physician's offices, medical assistants are now also finding employment in hospitals and inpatient/outpatient facilities. The cross-training of the medical assistant in administrative and clinical duties frequently makes the MA more marketable than individuals specializing in office management only. The Bureau of Labor Statistics projects medical assisting to be one of the fastest growing occupations for the 2014-2024 period.

Average Starting Salary

Based on graduate feedback, starting salaries are about $34,000 annually. Salaries vary depending on the facility, and the training and skills of the MA. **Certified medical assistants make approximately 5-10 percent more than noncertified MAs**.

Medical Laboratory Technology

swic.edu/medical-lab

Coordinator/Faculty: Dianne Iberg, ext. 5386
Email: Dianne.Iberg@swic.edu

Administrative Assistant: Candice Rodgers, ext. 5355

Career Overview

The SWIC Medical Laboratory Technology program prepares students with the skills required for an entry-level position in a clinical laboratory. Medical laboratory technicians perform hands on science on patient samples to provide valuable diagnostic information to the physician. Patient contact is limited except for specimen collection. Tasks include manual cell counts and microscopic examination, growing and identifying microorganisms and operating advanced analytical instrumentation. MLT students are qualified to work in clinical hospital laboratories, industrial laboratories and forensic laboratories. Advancement is available within the clinical laboratory field with advanced degrees, or as service and sales for nationwide organizations. The MLT offers a good foundation for further education in nursing, physician's assistant or a number of other medical fields. Enjoy a flexible hours and tuition reimbursement for further education from a large number of employers.

For more information on the field visit
https://ascls.org or https://www.ascp.org

About the Program
- Two-year Associate in Applied Science degree
- Completion of biology and algebra in high school or college is required prior to application
- Applications accepted September 1 to August 1 for selective admission in the fall and spring at the Belleville campus.
- Online application available in eSTORM Student Center
- Both traditional face-to-face and flexible hybrid lecture teaching formats are available in many classes. (Lab components and clinical experiences are not available online or as hybrid)
- To discuss the application requirements, email the Program Coordinator Dianne Iberg at dianne.iberg@swic.edu

Certification Requirements

Upon successful completion of the program, graduates are awarded an Associate of Applied Science (AAS) degree in medical laboratory technology. Students should prepare to sit for the American Society for Clinical Pathology (ASCP) board of certification exam within one year of completing the program. The AAS in MLT is not dependent on passing the BOC. However, employers nationwide generally require that employees complete the certification prior to or within a short time of hire. Pass rates for the certification are consistently above the 90 percent mark with many years seeing a 100 percent pass rate.

Program Accreditation

The SWIC Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, NAACLS. Accreditation status indicates that the program's curriculum is guided by the standards developed by NAACLS to ensure competence of clinical scientists. It qualifies SWIC graduates to sit for the certification examination offered by the American Society of Clinical Pathologists and recognized nationwide.

For further information contact NAACLS:
5600 N. River Road Suite 720, Rosemont, IL 60018
Phone: 773-714-8800
Website: www.NAACLS.org
Email: info@NAACLS.org

Admission Procedures/ Application Requirements

The admission procedures for the MLT program are in accordance with Illinois law. The law requires that programs not having sufficient space and resources to accommodate all applicants will accept those applicants best qualified, using rank, ability and achievement test scores as guides, with preference given to students residing in the district. Out-of-district students will be considered as in-district status for this application process if their community college has an Interdistrict Cooperative/Career agreement with SWIC. To qualify for the application process, students must submit paperwork from their local community college to SWIC Enrollment Services by the application deadline. Contact the secretary of the Board of Trustees at your community college to get the required paperwork. Students must apply and be formally accepted into the Medical Laboratory Technology program before enrolling in MLT-prefixed courses. There are no waiting lists for admission to any Health Sciences program. If not admitted, interested applicants must re-apply the following year. **Refer to the MLT Application Planning Guide for specific application requirements and to enhance your potential for admission to this program. Application Planning Guides are located on the Medical Laboratory Technology webpage. All applicants are strongly encouraged to make an appointment with MLT coordinator at 618-235-2700, ext. 5386.**

Selection of Applicants for Admission

Selection of qualified applicants for the Medical Laboratory Technology program will be based upon a numerical ranking procedure, using ACT/SAT scores, high school and/or college grades and the percentage of those general education courses required for graduation completed prior to admission with a grade of B or better. To obtain more information on the entrance requirements for the Medical Laboratory Technology program, call or visit an academic advisor, Belleville Campus, 2500 Carlyle Ave., 618-235-2700, ext. 5206; Red Bud Campus, 500 W. South Fourth St., 618-282-6682, ext. 8114; or the Sam Wolf Granite City Campus, 4950 Maryville Road, 618-931-0600, ext. 7333.

Applicants will be notified of their status regarding admission as quickly as is possible given the number of applications received. **In the event that there are fewer qualified candidates than there are spaces available, applications will continue to be accepted until the program's maximum capacity has been reached or until the first week of MLT classes during the spring semester**. Contact Enrollment Services at 618-235-2700, ext. 5455, to obtain information of a possible application deadline extension. The college reserves the right to fill the

program in those years when there are fewer applicants than spaces available by whatever means it deems necessary to assure both academic integrity and fairness in the selection process.

In the event that there are more qualified applicants than spaces available in this program, those applicants residing outside District No. 522 or in a district that does not have a joint agreement with SWIC for this program, will not be eligible for consideration or admission if there are more applicants than positions to be filled. Resident status is determined by address on file with Enrollment Services by May 1.

Program Capacity
The Medical Laboratory Technology program class size is based in part on the number of available clinical locations. The MLT program accepts a minimum of 14 students for each graduating class.

Program Location
The Medical Laboratory Technology program consists of general education courses, MLT-prefix courses and assigned clinical practice courses. Specific locations depend on the course type.
1. The general education courses can be taken at the Belleville, Red Bud or Sam Wolf Granite City campuses and can be completed prior to admission, but **this is generally not indicated.** Discuss with an academic advisor or the MLT program coordinator.
2. The MLT courses are only offered at the Belleville Campus during the day of the semesters indicated on the degree outline, after acceptance into the program. All 200 level courses feature hyflex lectures, students may choose to attend traditional face-to-face sessions, attend sessions virtually using Microsoft TEAMS or complete lecture material asynchronously as online learning. All laboratory and clinical hours are mandatory in person.
3. Clinical practice courses are completed at hospitals/clinical facilities throughout southern Illinois and in the St. Louis region. Students may be required to travel outside the college district for clinical experience courses.

    Applicants should check location and schedule of classes to ensure availability and access. Students are responsible for their own transportation and attendance at any of the classes and clinicals assigned by the program.

Orientation & Performance
Applicants accepted into this program must attend all required orientation sessions and be able to perform the essential functions of the job with or without reasonable accommodations. The essential functions can be found at swic.edu/mlt-performance-essentials. Applicants or enrolled students are encouraged to contact the Disability & Access Center at 618-235-2700, ext. 5368, to discuss potential issues associated with meeting these requirements.

Medical/Health Requirements
All MLT students will be required to provide proof of medical exam (AAS only), applicable testing, immunizations and vaccinations. Students must provide proof of health insurance coverage or sign a waiver indicating ability to pay for medical expenses incurred during classroom or clinical experiences. These requirements do not have to be fulfilled prior to admission and are further explained upon acceptance to the program.

Background Checks and Drug Testing
Criminal background check, random drug test and name search on government registries which prohibit employment in health care professions are required in SWIC Health Sciences programs. Program start is contingent upon meeting deadlines for completion of the screening and results which allow the student to participate in the clinical portion of the program. Details and directions for accessing and purchasing online screening for background checks are shared with accepted students. Background checks are conducted for every state in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of the program and will result in program dismissal: assault, sexual offenses, murder, burglary, arson, and robbery. Refer to the Health Care Worker Background Check Act for a complete list of offenses at www.idph.state.il.us/nar/.

To participate in the clinical portion of the program, required clinical sites will be surveyed to determine if clinical placement can be accomplished for students with "disqualifying" offense(s). If the survey results indicate clinical sites prohibit the conviction, the student will be removed from the program.

In addition, positive results from the drug test or student listing on prohibitory government registry will also result in dismissal from the program. Note: Positive drug testing results from the use of illegal drugs or prescription medication which the student does not have a prescription. Medical marijuana, which is not FDA approved, is also considered a positive drug testing result.

Dismissal for positive criminal background check, drug test, or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program prior to seeking admission.

Graduation Requirements
Applicants admitted to the program must follow the requirements for graduation at the time they are admitted and must meet all course, program, degree and sequencing requirements specified. Students are responsible for program policies as listed in each year's MLT Student Handbook. Students who fail to meet program specific requirements will be dropped from the program and may be required to re-apply and compete for admission in the succeeding year.

A grade of C or better is required for all courses in the degree. All students completing an AAS degree must complete graduation degree requirements in the front section of the blue pages of this catalog as well as the requirements specified for

Human Relations coursework. Completion of the Board of Certification exam does not impact program completion. Health requirements are satisfied by students successfully completing BIOL 157 and 158, PSYC 151 and this Health Sciences curriculum.

For specific information concerning MLT program pass rate, degree completion, attrition rates, or job attainment/continuance of education, refer to swic.edu/mlt-performance-essentials.

Course Sequence

The program can be completed in four semesters and two summers. For information on course requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

The Program can be completed in four semesters and a summer. Due to the academic rigor of the MLT program, students are encouraged to complete the required biology and chemistry courses prior to enrolling in MLT 200 level classes. For information on course requisites, please refer to the *Course Descripton Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (0022)

First Year

Summer Semester — **Semester Credits**

MATH	112	College Algebra **OR**	4
MATH	107	General Education Statistics	
Total Semester Credits			**4**

Fall Semester — **Semester Credits**

CHEM	105	General Chemistry I **OR**	5
CHEM	101	Introductory Chemistry	
ENG	101	Rhetoric & Composition I	3
HRO	100	Medical Terminology	1
MLT	130	Specimen Collection and Handling***	2
MLT	150	Introduction to Clinical Laboratory	2
Total Semester Credits			**13**

Spring Semester — **Semester Credits**

BIOL	157	Human Anatomy and Physiology I	4
CHEM	106	General Chemistry II* **OR**	5
CHEM	103	Introductory Organic and Biological Chemistry	
COMM	151	Fundamentals of Public Speaking **OR**	3
COMM	155	Interpersonal Communication	
MLT	220	Serology *(eight weeks)*	2
MLT	260	Clinical Microscopy *(eight weeks)*	2
Total Semester Credits			**16**

Summer Semester — **Semester Credits**

MLT	250	Coagulation	2
BIOL	158	Human Anatomy and physiology II	4
Human Relations Class**			3
Total Semester Credits			**9**

Second Year

Fall Semester — **Semester Credits**

PSYC	151	General Psychology	3
MLT	200	Hematology *(eight weeks)*	4
MLT	210	Applied Clinical Microbiology *(eight weeks)*	4
MLT	270	Clinical Chemistry *(eight weeks)*	4
Total Semester Credits			**15**

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Spring Semester — **Semester Credits**

MLT	230	Microbiology Clinical Practice	2
MLT	240	Immunohematology	4
MLT	245	Clinical Practice I	5
MLT	275	Clinical Practice II	3
Total Semester Credits			**14**

Total Program Credits	**71**

*Recommend enrolling in CHEM 105 and CHEM 106 if pursuing a bachelor's degree after completion of this AAS degree. CHEM 101 and 103 transfer as elective credit only.
**See front pages of AAS degree requirements for the listing of Human Relations Elective options.
***MLT 100 may be substituted for MLT 130. Contact program coordinator.

Career Opportunities

Nationally, about 50 percent of MLTs are employed in hospital laboratories; the remainder work in independent labs, physicians' offices, public health agencies, the federal government, pharmaceutical and industrial firms, research and educational institutions. Ninety-five percent of SWIC's Medical Laboratory Technology graduates are working in hospital medical laboratories. Job opportunities continue to grow as the elderly population continues to increase.

Average Starting Salary

Based on graduate feedback and industry surveys, starting salaries average about $40,000-$50,000 annually. Salaries vary depending on the size and location of the health care facility. Salaries are higher when working on the second or third shifts.

Phlebotomy Certificate Program (021B)

This program provides training to beginning phlebotomy students. Students must complete MLT 100 Intro to Phlebotomy Procedures, followed by MLT 242, Phlebotomy Clinical. The Phlebotomy Clinical requires 80 hours of supervised experience with placement dependent upon availability of clinical facilities. A criminal background check and random drug test are also required prior to clinical experience. Students with positive results from either criminal background check or drug test will be dismissed with no refund of tuition or lab fees.

Those who successfully complete the following courses will be awarded a certificate of program proficiency. All courses require a grade of C or better.

First Semester			Semester Credits
MLT	100	Introduction to Phlebotomy Procedures	2
MLT	242	Clinical Phlebotomy *(80 hour clinical)*	2
Total Credits			**4**

Career Opportunities

Completion of the Phlebotomy Certificate will prepare the graduate to work as a phlebotomist in a physician's office, hospital, clinic or independent laboratory.

Medical Laboratory Assistant (022A)

In one semester, the Medical Laboratory Assistant program prepares graduates to perform basic preanalytic skills as a clinical laboratory professional. Medical Laboratory Assistants have limited patient contact, except when drawing blood. Assistants will learn how to order, collect, and process specimens in addition to the basics of laboratory testing with emphasis on quality control and good analytical practices. Courses from the certificate will bridge the Medical Laboratory Technology AAS degree. **See the program coordinator or an academic advisor for more information.**

Fall/Spring Semester			Semester Credits
MLT	130	Specimen Collection and Handling **OR**	2
MLT	110	Phlebotomy Skills	1
HRO	100	Medical Terminology	1
MLT	150	Introduction to Clinical Lab **OR**	2
MA	171	Medical Lab Orientation II	
MLT	243	Lab Processing Clinical	3
Total Credits			**7-8**

Career Opportunities

Completion of the Medical Laboratory Assistant certificate will prepare the graduate to work in a hospital, clinic or independent laboratory.

Medical Surgical Technology

Coordinator/Faculty: Tamara Santarelli, ext. 7326

Administrative Assistant: Candice Rodgers, ext. 5355

Career Overview
The SWIC Medical Surgical Technology program prepares students to gain theoretical knowledge and develop skills necessary to become a certified medical surgical technologist. Surgical technologists prepare surgical supplies and equipment, maintain aseptic and sterile conditions and assist the surgical team in peri-operative settings. Surgical technologists can gain employment in hospital, outpatient, and/or privately-owned surgical departments along with organ procurement centers and central supply processing units. For further informaiton regarding the medical surgical technology field, please go to the Occupational Outlook Handbook at:
https://www.bls.gov/ooh/healthcare/surgical-technologists.htm

- Five-semester Associates of Applied Science degree (AAS)
- Selective admission for program acceptance
- Offered Spring, Summer and Fall semesters
- Enrolled in April for Fall classes, October for Spring classes, and March for Summer classes
- To enroll, recommended completion of the following high school coursework to prepare for a health science occupation: Four years in English, algebra and geometry, biology, and social science courses.

The program is designed to include classroom eduation, laboratory/simulation, and clinical experience in a healthcare setting.

Degree Requirements
Upon successful completion of the Medical Surgical Technology curriculum, graduates are awarded an Associate of Applied Science (AAS) degree. Graduates of the Medical Surgical Technology curriculum are eligible to tak ethe national board exam offered by the National Board of Surgical Technology and surgical Assisting (NBSTSA). To work in Illinois, graduates of the program must provide proof of graduation from a Medical Surgical Technology training program.

Enrollment Requirements
To enroll in medical surgical technology courses, students must meet the application requirements. Application paperwork must be submitted to SWIC Enrollment Services by the application deadline. The admissions procedures for the MST program are in accordance with Illinios law. To obtain information about a readiness visit, contact an academic advisor.

Student should be aware they must pass a criminal background check and drug testing to participate in required clincial experience courses. Additionally, students must present current vaccination records meeting the program's contracted clinical site requirements.

Program Capacity
The Medical Surgical Technology program has capacity for approximately 20 students admitted each academic year at the Sam Wolf Granite City Campus. Seats available are dependent on meeting application requirements and on clinical availability.

Program Location
The Medical Surgical Technology program consists of MST-prefix courses, general education coursework, and assigned clinical internships. Specific locations depend on the course.
1. The MST courses are offered at the Sam Wolf Granite City Campus.
2. Clinical experiences may be scheduled during the day, evening night and/or weekends at hospitals/clinics or privately-owned facilities throughout Southern Illinois and in the St. Louis region. Students may be required to travel outside the college district for clinical internship courses. Specific clinical placement cannot be guaranteed, and specific clinical schedules may be changed during courses.
Students are responsible for their own transportation and attendance at any of the classes and clinicals assigned by the program.

Orientation & Performance
Students must attend the required orientation session prior to program start, meet program-specific medical requirements, be able to perform the essential functions of the job as listed in the Student Handbook or at swic.edu with reasonable accommodations if needed, and submit results of a background check, drug screen, physical examination, and the reuired immunizations by the required date as presented in the orientation session. Any applicants or enrolled students are encouraged to contact the Disability & Access Center at 618-235-2700, ext. 5368, to discuss potential issues associated with meeting these requirements. Students not able to perform the essential element of the job of a medical surgical technologist position may be unable to pass the required courses. Other program-specific restrictions may apply.

Health Insurance
Health insurance is required during clinical Medical Surgical Technology courses. Students are personally responsible for any costs incurred for injuries occurring during clinical experience in their role as a medical surgical technology .

Medical/Health Requirements
Admitted students will be required to show proof of immunizations, tuberculosis test, and physical examination before beginning any clinical experience. These requirements do not have to be fulfilled until after the program orientation meetings, but must be fulfilled by the required deadline.

Background Checks and Drug Testing
Criminal background check, random drug test and name search on government registries which prohibit employment in health care professions are required in our health science programs. Program start is contingent upon meeting deadlines for completion of the screening and results which allow the student to participate in the clinical portion of the program. Details and directions for accessing and purchasing online screening for background checks are shared with accepted students. Background checks are conducted for every state in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of the program and will result in program dismissal: assault,

sexual offenses, murder, burglary, arson, and robbery. Refer to the Health Care Worker Background Check Act for a complete list of offenses at www.idph.state.il.us/nar/.

To participate in the clinical portion of the program, students with "disqualifying" offense(s) will be asked to produce a waiver from the Illinois Department of Public Health for identified offenses. To request a waiver application from IDPH, students may call 217-785-5133. Not all clinical sites accept the IDPH waiver (i.e. Missouri sties), therefore required clinical sites are also surveyed to determine if clinical placement can be accomplished. If a waiver cannot be produced prior to clinicals/program start or survey results indicate clinical sites prohibit the conviction, the student will be removed from the program.

In addition, positive results from the drug test or student listing on prohibitory government registry will also result in dismissal from the program. Note: Positive drug testing results from the use of illegal drugs or prescription medication for which the student does not have a prescription, medical marijuana, which is not FDA apprvoed, is also considered a positive drug testing result.

Dismissal for positive criminal background check, drug test, or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator or the administrative assistant prior to seeking admission.

Graduation Requirements

Applicants admitted to the program must follow course requirements for graduation at the time they are admitted and must meet all course, program, degree and sequencing requirements specified. Posted changes in course requisites are applicable to all newly admitted students. Students are responsible for program policies as listed in each year's Medical Surgical Technology Student Handbook. Students must complete the curriculum within 150% of inital enrollment. A grade of "C" is the minimum grade acceptable for ALL courses in the Medical Surgical Technology curriculum.

Associate in Applied Science Degree (028C)

First Year

Spring Semester			Semester Credits
HRO	100	Medical Terminology	1
BIOL	105	Human Biology	4
ENG	101	Rhetoric & Composition I	3
MST	100	Ethical & Moral Concepts	1
MST	102	Healthcare Facility Management	3
MST	104	Sterile Processing Fundamentals	2
Total Semester Credits			**14**

Summer Semester			Semester Credits
HES	152	First Aid - Medical Self Help	2
COMM	151	Fundamentals of Public Speaking	3
SOC	153	Introductory Sociology	3
Total Semester Credits			**8**

Fall Semester			Semester Credits
BIOL	250	Microbiology	4
MST	106	Surgical Technology	4
MST	108	Pre-operative Case Management	5
Total Semester Credits			**13**

Second Year

Spring Semester			Semester Credits
MST	200	Perioperative Pharmacology	3
MST	202	Intra-operative Case Management	5
MST	204	Clinical Internship I	4
Total Semester Credits			**12**

Fall Semester			Semester Credits
MST	206	Post-operative Case Management	5
MST	208	Specialty Surgical Procedures	2
MST	210	Clinical Internship II	6
Total Semester Credits			**13**

| **Total Program Credits** | | | **60** |

Career Opportunities

According to the US Bureau of Labor Statistics Occupational Outlook Handbook, the median wage for Medical Surgical Technologists was $55,530 with a 9% growth outlook from 2020-2030. Hourly and salary ranges can vary dependent on hiring facility and demographics.

Sterile Processing Technician Certificate (028D)

Sterile Processing Technician Certificate. The Sterile Processing Technician program provides the graduate with the ability to take the Certified Registered Central Service Technician (CRCST) exam. Sterile Processing Technicians work in healthcare organizations ensuring surgical instrumentation is clean, disinfected, and sterile following standard and/or universal precautions. The program provides specialized education and experiential learning opportunities in a Central Service Department. To enroll in the Sterile Processing Technician certificate, students must demonstrate a high school diploma or GED and be eligible for ENG 97 and MATH 97.

The Sterile Processing Technician program is offered in a one-semester certificate format. The program is offered as a stand-alone certificate or as a **stackable certificate into the Medical Surgical Technology Associates Degree.

HRO	100	Medical Terminology	1
MST	100	Ethical & Moral Concepts	1
MST	102	Healthcare Facility Management	3
MST	104	Sterile Processing Fundamentals	2
SPT	103	Sterile Processing Concepts	5
SPT	110	SPT Experimental Learning	4
Total Credits:			**16**

Nurse Assistant

swic.edu/nurse-assistant

Coordinators: Stephanie Reid, ext. 5906

Administrative Assistant: Candice Rodgers, ext. 5355

This one-semester certificate course, HRO 105 Nurse Assistant, prepares students to perform simple and basic functions under the supervision of a nurse and to apply for the certified nurse assistant competency test. The program's purpose is to provide the health care community with knowledgeable, skilled nurse assistants who recognize that the patient/resident/client is a unique individual with needs and rights deserving of holistic care.

Enrollment Requirements:
Meet with an academic advisor to determine placement. Students must be eligible to enroll in ENG 94. Academic Advising assistance is available via email at advising@swic.edu or call; Belleville Campus 618-235-2700, ext. 5455; Red Bud Campus 618-282-6682, ext. 8114; or Sam Wolf Granite City campus 618-931-0600, ext. 7333.

Students enrolling in the seven-semester-credit HRO 105 Nurse Assistant course should be aware that criminal background check (fingerprints) and random drug testing are required. The criminal background check application form is completed during the mandatory orientation at the Belleville Campus prior to class start. See your course schedule for date and time. Fingerprints must be scheduled and completed prior to the first day of class. Due to clinical requirement, conviction of offenses in the following areas results in course dismissal: assault, sexual offenses, murder, burglary, arson, and robbery. Refer to the Health Care Worker Background Check Act for a complete list of disqualifying offenses at http://dph.illinois.gov/topics-services/health-care-regulation/health-care-worker-registry

To complete the course, students with "disqualifying" offense(s) will be asked to produce a waiver from the Illinois Department of Public Health. Waiver application forms along with instructions are located at http://dph.illinois.gov/topics-services/health-care-regulation/health-care-worker-registry. If a waiver cannot be produced prior to class start, the student will be withdrawn from the course. In addition, positive drug testing results will also result in course dismissal. NOTE: Positive drug testing results include use of illegal drugs or prescription medications which the student does not have a prescription. Marijuana, recreational or medical is a positive drug testing result.

Dismissal for positive criminal background check or drug test does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator prior to enrolling in the class.

The annual Flu vaccine and testing for tuberculosis are also required. Essential functions of the student nurse assistant are listed in the NA Handbook and at swic.edu/student-nurse-functions. Students must be able to perform the essential functions with or without reasonable accommodations. Students are encouraged to contact the Disability & Access Center to discuss potential issues associated with meeting these requirements at 618-235-2700, ext. 5386. Students enrolling in all Health Sciences programs should be aware that some clinical facilities may require auto and/or health insurance. Malpractice insurance, when required, is provided by the college through assessment of lab fees. Some clinical sites may require drug testing. This information will be provided in the first class. Students must meet any requirements of the clinical sites or may be dropped from the program.

Nurse Assistant (025A) – Attendance Policy
Students enrolled in the HRO 105 Nurse Assistant course are subject to all of the provisions of the existing college catalog and IDPH program requirements with respect to attendance during the period of their enrollment. Attendance to orientation and all class and clinical sessions is required. Students exceeding IDPH allowance on absences will be dropped and do not qualify for refund of tuition/fees. Any missed time is cumulative.

			Semester Credits
HRO	105	Nurse Assistant	7

Career Opportunities
Following course completion and successful passage of the competency exam, graduates may be employed in acute, long-term care and home health to provide personal care under the direction of a registered nurse or licensed practical nurse.

Nursing Education

swic.edu/nursing

Coordinator : Elizabeth Alvarez, ext. 5009
Administrative Assistant: Candice Rodgers, ext. 5355

Articulation Agreements
- Chamberlain College of Nursing – BS Nursing
- Central Methodist University - BS Nursing
- McKendree University – BS Nursing
- SIU-Edwardsville – BS Nursing
- SIU-Carbondale – BS Nursing

Career Overview

The SWIC Nursing Education program prepares students with the basic skills necessary to become a registered nurse. RNs provide for the physical, mental and emotional needs of their patients. Nurses must have good knowledge of the principles and practices of nursing, interpersonal skills, oral and written communication skills, ability to relate to different cultural and economic backgrounds and organizational skills. They must also be able to set priorities and manage a caseload.

Nursing encompasses a variety of specialties: case manager, emergency/trauma, home health/hospice, infection control/employee health, labor and delivery, medical/surgical, neonatal, pediatric, psychiatric, telemetry, transplant, etc. The job duties vary based on the working environment and the role of the nurse in that setting. For further information regarding the field of nursing, contact the National League for Nursing at www.nln.org/careers/resources.htm.

In accordance with the Illinois Nursing and Advanced Practice Nursing Act, 2017, the purpose of the Nursing Education curriculum at SWIC is to prepare students to:
1. Apply for the NCLEX-RN exam after successful completion of the program and to apply for licensure as registered professional nurses after successfully completing the NCLEX-RN.
2. Practice entry-level professional nursing only under the direct supervision of the registered professional nurse until item No. 1 has been accomplished.
3. Practice professional nursing at a beginning staff level after successfully completing the NCLEX-RN and receiving licensure as a registered professional nurse.

Contact an academic advisor to assist with career exploration.

About the Program
- Two-year Associate in Applied Science degree
- Selective admission to enroll in NE courses
- Applications are accepted Sept. 1 to Dec. 1 and April 1 to June 30
- Completion of biology, chemistry and algebra in high school or college is required to apply
- Supporting documentation deadline is Feb. 1
- Advanced placement for Licensed Practical Nurses is available
- Online application located in your eSTORM Student Center

Licensure Requirements

Upon successful completion of the 68.5-semester-credit Nursing Education program with a C or better in all courses, graduates are awarded an Associate in Applied Science degree in Nursing Education and are eligible to take the computer adaptive NCLEX-RN exam. To practice as a registered nurse, graduates must pass the NCLEX-RN examination.

Program Accreditation

The SWIC Nursing Education program is a member of the National League for Nursing Council of Associate Degree Nursing Programs, and approved by the Illinois Department of Financial and Professional Regulation, located at 100 W. Randolph, Suite 9-300, Chicago, IL 60601, 312-814-4500; and accredited by the Accreditation Commission for Education in Nursing located at 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326.

Admission Procedures/ Application Requirements

The admission procedures for the NE program are in accordance with Illinois law. The law requires programs not having sufficient space and resources to accommodate all applicants will accept those applicants best qualified, using rank, ability and achievement test scores as guides, with preference given to students residing in the district. Out-of-district students will be considered as in-district status for this application process if their community college has an Interdistrict Cooperative/Career agreement with SWIC (listed on page 56 of this catalog). To qualify for the application process, students must submit paperwork from their local community college to SWIC Enrollment Services by the application deadline. Contact the secretary of the Board of Trustees at your community college to get the required paperwork. Students must apply and be formally accepted into the Nursing Education program before enrolling in NE-prefix courses. There are no waiting lists for admission to any Health Sciences program. If not admitted, interested applicants must re-apply the following year. **Refer to the Nursing Education or Advanced Standing Nursing Application Planning Guides for specific application requirements to enhance your potential for admission into this highly competitive application process. Application Planning Guides are located on the Nurse Education webpage or contact the coordinators' assistant, ext. 5355.**

Selection of Applicants for Admission

Selection of qualified applicants will be based upon a numerical ranking procedure, using admission test scores, high school and/or college grades, and TEAS exam scores. **Applicants should be aware that general education courses completed in the spring preceding potential summer entry will <u>not</u> be calculated in the numerical ranking unless there are fewer applicants than seats available.** To obtain more information on the program, call or an academic advisor, Belleville Campus, 2500 Carlyle Ave., 618-235-2700, ext. 5206; the Red Bud Campus, 500 W. South Fourth St., 618-282-6682, ext. 8114; or the Sam Wolf Granite City Campus, 4950 Maryville Road, 618-931-0600, ext. 7333.

Applicants will be notified of their status regarding admission as quickly as is possible given the number of applications received. In the event that there are fewer qualified candidates than there are spaces available, applications will continue to be accepted until the program's maximum capacity has been reached or until the first week of classes. Contact Enrollment Services at 618-235-2700, ext. 5455, to obtain information of a possible applications deadline extension. The college reserves the right to fill the program when there are fewer applicants than spaces available by whatever means it deems necessary to assure both academic integrity and fairness in the selection process.

In the event that there are more qualified applicants than spaces available in this program, those applicants residing outside District No. 522 or in a district that does not have a joint agreement with SWIC for this program, **will not be eligible for consideration or admission**. Resident status is determined by address on file with Enrollment Services.

LPN Articulation: Advanced Standing Application Process

An articulation process exists for Illinois LPNs. The articulation program will escrow up to 15 credits. Admission criteria will remain as listed for the traditional RN program. LPNs must complete the requisite courses and first-year general education courses prior to beginning the articulation program, unless waivers have been secured from the NE coordinator HRO 120 must be successfully completed before entry into fall courses. Escrowed credits will be awarded pending successful completion of NE summer courses. If not successfully completed on the first attempt, no articulation provisions will apply and the traditional nursing program must be completed. Any LPN may opt not to enter the articulation program – but enter the traditional RN program. LPNs submit the application – "Advanced Standing Nursing Education for current LPNs."

Nurse Assistant Articulation Application/Bridge

An articulation process exists for certified Illinois nurse assistants. The articulation process will escrow 2.5 NE credits for Illinois certified nurse assistants. Admission criteria, requisite courses and general education courses will remain as listed for the traditional RN program. HRO 120 and HRO 100 must be completed successfully before entry into fall classes. The 2.5 credits will be awarded for NE 102, pending successful completion of NE 103 on the first attempt. If NE 103 is not completed successfully, no articulation provisions will apply. Any certified nurse assistant may opt not to enter the articulation program – but to enter the traditional RN program.

Transfer Students

Transfer credit may be obtained by transfer from accredited/approved nursing programs provided program content and sequence are the same. Nursing courses over three years old will not be accepted for transfer. Transfer students must provide a letter from the previous nursing program administrator who must confirm that the student is considered to be "in good standing." "In good standing" means that the NE student could re-enroll in the NE program, if desired, without additional measures. Should transfer students not be confirmed in good standing by the documentation, the student (if accepted) will be considered to have had one course failure and only one course failure will be allowed. Program failures will be considered one course failure in the SWIC program. Transfer students should see the Nursing Education coordinator for more information.

Program Capacity

The Nursing Education program generally accepts: 90 students each fall semester at the Belleville Campus, 20 students each fall semester at the Sam Wolf Granite City Campus, 20 students each summer and 20 each spring, depending on clinical availability.

Program Location

The Nursing Education program consists of general education courses, NE-prefix courses and assigned clinical experience. Specific locations depend on the course.
1. The <u>general education courses</u> can be completed prior to admission at the Belleville, Red Bud or Sam Wolf Granite City campuses or online.
2. The <u>NE courses</u> are offered at the Belleville Campus during the day and at the Sam Wolf Granite Granite City campus during the evening. Once a student has benn accepted into the NE program and has attended one class, the student is unable to switch between Day/Evening programs.
3. <u>Clinical experiences</u> may be scheduled during the day, evening and/or weekends at hospitals/clinics located throughout southern Illinois and in the St. Louis region. Students may be required to travel outside the college district for clinical experience courses. Specific clinical placement cannot be guaranteed, and specific clinical schedules may be changed during courses.

Applicants should check location and schedule of classes to ensure availability and access. Students are responsible for their own transportation and attendance to any of the classes and clinicals assigned by the program.

Orientation & Performance

Applicants accepted into this program must attend the required orientation session, meet program-specific requirements, be able to perform the <u>essential functions</u> of the job as listed in the Student Handbook or at swic.edu/student-nurse-functions with reasonable accommodation if needed, and submit results of background check, drug screen, physical examination and the hospital/clinical-required immunizations by the required date as presented

in the orientation sessions. Any applicants or enrolled students are encouraged to contact the Disability & Access Center at 618-235-2700, ext. 5368, to discuss potential issues associated with meeting these requirements. Students not able to perform the essential element of the job of a nurse may be unable to pass the required courses. Other program-specific restrictions may apply.

Health Insurance

Health insurance is required during clinical Nursing Education courses. Students are personally responsible for any costs incurred for injuries occurring during clinical experience in their role as student nurses.

Medical/Health Requirements

Per hospital/clinical-requirements, NE students are required to possess and maintain current American Heart Association CPR certification at the Basic Life Support level and show proof of immunizations, tuberculosis test and physical examination before beginning any clinical experience. These requirements do not have to be fulfilled until after the program orientation meetings, but must be fulfilled by the required deadline.

Background Checks and Drug Testing

Criminal background check, random drug test and name search on government registries which prohibit employment in health care professions are required in our health science programs. Program start is contingent upon meeting deadlines for completion of the screening and results which allow the student to participate in the clinical portion of the program. Details and directions for accessing and purchasing online screening for background checks are shared with accepted students. Background checks are conducted for every state in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of the program and will result in program dismissal: assault, sexual offenses, murder, burglary, arson, and robbery. Refer to the Health Care Worker Background Check Act for a complete list of offenses at www.idph.state.il.us/nar/.

To participate in the clinical portion of the program, required clinical sites will be surveyed to determine if clinical placement can be accomplished for students with "disqualifying" offense(s). If the survey results indicate clinical sites prohibit the conviction, the student will be removed from the program.

In addition, positive results from the drug test or student listing on prohibitory government registry will also result in dismissal from the program. Note: Positive drug testing results from the use of illegal drugs or prescription medication which the student does not have a prescription. Marijuana, recreational or medical, is a positive drug testing result.

Dismissal for positive criminal background check, drug test, or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator prior to seeking admission.

Graduation Requirements

Applicants admitted to the program must follow course requirements for graduation at the time they are admitted and must meet all course, program, degree and sequencing requirements specified. Posted changes in course requisites are applicable to all newly admitted students. Second-year students will continue to work from requisites listed when admitted. Students are responsible for program policies as listed in each year's Nursing Student Handbook. Students who fail to meet program specific requirements will be dropped from the program and may be required to re-apply and compete for admission in the succeeding year.

The Nursing Education courses must be completed within five years for traditional nursing students and five semesters for LPN articulation students. Students must follow the sequencing requirements. Students must repeat a failed course as soon as it is offered. An average grade of C (76 percent without rounding) is required to pass a test. The final exam must be completed with a C or higher; and a satisfactory in lab/clinical evaluation are the minimum requirements for passing nursing courses. Any standardized testing and course assignments must be completed by the course ending date. A grade of C is the minimum grade acceptable for ALL courses in the nursing curriculum. Please refer to the current Nursing Student Handbook for most recent program policies.

All students completing an AAS degree must complete graduation degree requirements in the front section of the blue pages of this catalog as well as the requirements specified for Human Relations coursework. Health requirements are satisfied by students successfully completing BIOL 157, 158, 250, PSYC 151, and this Health Sciences curriculum.

Course Sequence

The program can be completed in four semesters and one summer; however, it is recommended that students who wish to maximize points on the application complete General Education Courses (HRO 100/160, HRO 150, BIOL 157, 158 & 250, SOC 153, ENG 101 & 102, PSYC 151, and HRO 120, refer to swic.edu/academics/career-degrees/health-sciences/nursing-education/general-education/) prior to entrance into the program and in progression following the appropriate course requisites. For information on course requisites, please refer to the *Course Description Guide* (yellow section) in this catalog. All NE-prefix courses must be completed during the listed semesters.

Associate in Applied Science Degree (0025)

First Year

Summer Semester			Semester Credits
HRO	100	Medical Terminology**/***	1
HRO	120	Pharmacology***	3
Total Semester Credits			**4**

First Year

Fall Semester			Semester Credits
BIOL	157	Human Anatomy and Physiology I	4
HRO	150	Fundamentals of Nutrition**	2
NE	102	Intro to Nursing Procedures**/****	2.5
NE	103	Fundamentals of Nursing Care**	4
NE	104	Fundamentals of Nursing Lab**	1
NE	105	Human Growth and Development	2
Total Semester Credits			**15.5**

Spring Semester			Semester Credits
BIOL	158	Human Anatomy and Physiology II	4
ENG	101	Rhetoric & Composition I	3
NE	101	Dosage Calculations **	0.5
NE	106	Maternal Health and Newborn	3.5
NE	107	Maternal Health and Newborn Lab	0.5
NE	108	Intro to Medical Surgical Care**	3.5
NE	109	Intro to Medical Surgical Lab **	0.5
Total Semester Credits			**15.5**

Second Year

Fall Semester			Semester Credits
BIOL	250	Microbiology	4
ENG	102	Rhetoric and Composition II	3
NE	206	Behavioral Health Nursing Lab	0.5
NE	207	Behavioral Health Nursing	3.5
NE	208	Medical Surgical Synthesis	0.5
NE	209	Medical-Surgical Nursing I	5
Total Semester Credits			**16.5**

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Spring Semester			Semester Credits
PSYC	151	General Psychology	3
NE	210	Medical-Surgical Nursing II	3.5
NE	211	Medical-Surgical Nursing III	3.5
NE	212	Advanced Nursing Clinical	2.5
NE	213	Advanced Nursing Synthesis Lab	1.5
SOC	153	Introductory Sociology	3
Total Semester Credits			**17**

Total Program Credits			**68.5**

All students must complete graduation requirements in the front of the blue pages in this catalog for an Associate in Applied Science degree.

**May be escrowed for LPNs after transcript review.
***Must be completed to enroll in fall/spring Nursing Education courses
****May be escrowed for CNAs

Career Opportunities

A graduate of the Nursing Education program is prepared to work as a registered nurse following successful NCLEX-RN exam in general entry-level positions under the direction of a more experienced RN. Entry-level positions may be found in hospitals, public/community health settings, ambulatory care settings and nursing homes/extended care facilities.

Graduates who successfully pass the NCLEX-RN may also opt to continue their education at institutions which offer RN-Bachelor of Science in Nursing and RN-Master of Science in Nursing programs. Information on RN-BSN articulation/dual enrollment is available in the Nursing Education office.

Dual Admission

Dual admission with McKendree or SIUE allows students to transfer seamlessly from the Nursing Education program to the RN-BSN program.

Average Starting Salary

The average full-time starting salary is $35.24 per hour or $73,000 per year.

LPN Bridge (Course Sequence)

Summer Semester			Semester Credits
HRO	120	Pharmacology***	3
NE	105	Human Growth and Development	2
NE	106	Maternal Health and Newborn	3.5
NE	107	Maternal Health and Newborn Lab	0.5
Total Semester Credits			**9**

Nursing Education (continued)

Fall Semester			Semester Credits
ENG	102	Rhetoric and Composition II	3
NE	206	Behavioral Health Nursing Lab	0.5
NE	207	Behavioral Health Nursing	3.5
NE	208	Medical Surgical Synthesis	0.5
NE	209	Medical-Surgical Nursing I	5

Total Semester Credits **12.5**

Spring Semester			Semester Credits
PSYC	151	General Psychology	3
NE	210	Medical-Surgical Nursing II	3.5
NE	211	Medical-Surgical Nursing III	3.5
NE	212	Advanced Nursing Clinical	2.5
NE	213	Advanced Nursing Synthesis Lab	1.5
SOC	153	Introductory Sociology	3

Total Semester Credits **17**

Total Program Credits **38.5**

Practical Nursing

swic.edu/practical-nursing

Coordinator: Faith Fields, ext. 7130

Administrative Assistant: Candice Rodgers, ext. 5355

Career Overview

The SWIC Practical Nursing program prepares students with the basic skills necessary to become a Licensed Practical Nurse (LPN). LPNs are on the front line of nursing, interacting with patients on a daily basis in settings including hospitals, long-term care settings, doctors' offices, outpatient clinics or even home health. They work under the supervision of a registered nurse or physician and sometimes oversee certified nurse assistants. PNs provide basic bedside care for the sick, injured and convalescent, and do tasks such as give injections, take vital signs, collect samples, perform diagnostic tests, dress wounds, administer medication and report status of the patient. Key components include collaborating and collecting data on the health assessment of a patient, participating in the evaluation of patient responses to intervention, communicating with other healthcare professionals and serving as an advocate for the patient as delegated. The overall function of a licensed practical nurse is to ensure patient comfort and safety. For further information regarding the field of practical nursing, contact the American Nurses Association (ANA) at https://www.nursingworld.org/practice-policy/workforce/what-is-nursing/ and https://www.nursingworld.org/content-hub/resources/becoming-a-nurse/how-to-become-a-licensed-practical-nurse/.
Contact an academic advisor to assist with career exploration.

About the Program
- One-year certificate in practical nursing
- Starts: Summer semester (Red Bud Campus), Spring semester (Sam Wolf Granite City Campus) and Fall semester (Wyvetter Younge Higher Education Campus)
- Applications accepted April 1 through June 1 (for fall), June 1 through Aug 1 (for spring) and Jan. 31 through March 31 (for summer)
- To enroll, proof of skill in basic algebra, reading and writing required; advising will assist with methods to assess

The program is designed to include classroom education, auto-tutorial lab, simulation experiences and clinical application in long-term care, hospital, and healthcare office settings.

In accordance with the Illinois Nursing and Advanced Practice Nursing Act, 2017, the purpose of the Practical Nursing Education curriculum at SWIC is to prepare students to:
1. Apply for the NCLEX-PN exam after successful completion of the program and to apply for licensure as registered practical nurse after successfully completing the NCLEX-PN.
2. Practice entry-level practical nursing only under the direct supervision of the registered practical nurse until item No. 1 has been accomplished.
3. Practice practical nursing at a beginning staff level after successfully completing the NCLEX-PN and receiving licensure as a registered practical nurse.

Licensure Requirements
Upon successful completion of the Practical Nursing curriculum, graduates are awarded a certificate in practical nursing and are eligible to take the computer adaptive NCLEX-PN exam. To practice as a practical nurse, graduates must pass the NCLEX-PN examination. Graduates who pass the exam may apply to become Licensed Practical Nurses. All states require licensure to practice as a practical nurse.

Graduates who successfully pass the NCLEX-PN may also opt to continue their education at institutions which offer Associate Degree Nursing (ADN) programs or RN-Bachelor of Science in Nursing. Information on ADN or RN-BSN articulation/dual enrollment is available in the Nursing Education office.

Enrollment Requirements
Students must demonstrate knowledge of basic reading, writing, and math skills to enroll in first semester PN courses. This requires proof of students to be eligible for ENG 97 and MATH 97. To obtain information about placement testing or alternate methods of assessing reading, writing, and math skills visit academic advising.

Students enrolling should be aware a criminal background check and drug testing are required.

Program Capacity
The Practical Nursing program accepts approximately 35 students each spring semester at the Sam Wolf Granite City Campus, approximately 24 students at the Wyvetter Younge Higher Education Campus, and 20 students at the Red Bud Campus, depending on clinical availability.

Program Location
The Practical Nursing Education program consists of PN-prefix courses and assigned clinical experience. Specific locations depend on the course.
1. The PN courses are offered at the Sam Wolf Granite Campus, the Wyvetter Younge Higher Education Campus, and the Red Bud Campus during the day of the semesters indicated.
2. Clinical experiences may be scheduled during the day, evening and/or weekends at hospitals/clinics located throughout Southern Illinois and in the St. Louis region. Students may be required to travel outside the college district for clinical experience courses. Specific clinical placement cannot be guaranteed, and specific clinical schedules may be changed during courses.
Students should check location and schedule of classes to ensure availability and access. Students are responsible for their own transportation and attendance at any of the classes and clinicals assigned by the program.

CNA Bridge to PN (Articulation)
A bridge process exists for Certified Illinios Nurse Assistants. The process will escrow two PN credits for Illinois certified nurse assistants. The two credits will be awarded for PN 100, pending successful completion of PN 101 on the first attempt. If PN 101 is not completed successfully, no credit will be applied. Any certified nurse assistant may opt not to enter the bridge program - but to enter the generic PN program.

Orientation & Performance

Students must attend the required orientation session meet program-specific medical requirements, be able to perform the essential functions of the job as listed in the Student Handbook or at **swic.edu/student-practical nurse-functions** with reasonable accommodation if need, and submit results of background check, drug screen, physical examination and the required immunizations by the required date as presented in orientation sessions. Any applicants or enrolled students are encouraged to contact the Disability & Access Center at 618-235-2700, ext. 5368, to discuss potential issues associated with meeting these requirements. Students not able to perform the essential element of the job of a practical nurse may be unable to pass the required courses. Other program-specific restrictions may apply.

Health Insurance

Health insurance is required during clinical Practical Nursing Education courses. Students are personally responsible for any costs incurred for injuries occurring during clinical experience in their role as student nurses.

Medical/Health Requirements

PN students will be required to possess and maintain current CPR certification at the Basic Life Support level and show proof of immunizations, tuberculosis test and physical examination before beginning any clinical experience. These requirements do not have to be fulfilled until after the program orientation meetings but must be fulfilled by the required deadline.

Background Checks and Drug Testing

Criminal background check, random drug test and name search on government registries which prohibit employment in health care professions are required in our health science programs. Program start is contingent upon meeting deadlines for completion of the screening and results which allow the student to participate in the clinical portion of the program. Details and directions for accessing and purchasing online screening for background checks are shared with accepted students. Background checks are conducted for every state in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of the program and will result in program dismissal: assault, sexual offenses, murder, burglary, arson, and robbery. Refer to the Health Care Worker Background Check Act for a complete list of offenses at www.idph.state.il.us/nar/.

To participate in the clinical portion of the program, required clinical sites will be surveyed to determine if clinical placement can be accomplished for students with "disqualifying" offense(s). If the survey results indicate clinical sites prohibit the conviction, the student will be removed from the program. In addition, positive results from the drug test or student listing on prohibitory government registry will also result in dismissal from the program. Note: Positive drug testing results from the use of illegal drugs or prescription medication for which the student does not have a prescription. Medical marijuana, which is not FDA approved, is also considered a positive drug testing

result. Dismissal for positive criminal background check, drug test, or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator or the coordinator's assistant prior to seeking admission.

Graduation Requirements

Students enrolled to the program must follow course requirements for graduation at the time they are admitted and must meet all course, program, certification and sequencing requirements specified. Posted changes in course requisites are applicable to all newly admitted students. Students are responsible for program policies as listed in the Practical Nursing Student Handbook. Students who fail to meet program specific requirements will be dropped from the program and may be required to re-enroll in the succeeding year. The Practical Nursing Education program must be completed within two years of the beginning of the practical nursing courses for the first time. Students must follow the sequencing requirements. Students must repeat a failed course as soon as it is offered. An average grade of C (76 percent without rounding) is required to pass a test. The final exam must be completed with a C or higher; and a satisfactory in lab/clinical evaluation are the minimum requirements for passing practical nursing courses. Any standardized testing and course assignments must be completed by the course ending date. A grade of C is the minimum grade acceptable for ALL courses in the practical nursing curriculum. Please refer to the current Practical Nursing Student Handbook for most recent program policies.

Practical Nursing Certificate (025C)*

First Year

Spring Semester			Semester Credits
PN	100	Fundamentals of Nursing I	2
PN	101	Fundamentals of Nursing II	3.5
PN	102	Fundamentals Clinical I	2
PN	140	Human Body Structure and Function	4
PN	142	Pharmacology	3.5
Total Semester Credits			15

Summer Semester			Semester Credits
PN	120	Nutrition in Nursing	2
PN	152	Mental Health Nursing	3
Total Semester Credits			**5**

Fall Semester			Semester Credits
PN	154	Obstetric and Newborn Nursing	3.5
PN	155	Pediatrics in Practical Nursing	2.5
PN	160	Medical Surgical Nursing I	3.5
PN	161	Med Surg Clinical I	2
PN	162	Medical Surgical Nursing II	3.5
PN	163	Med Surg Clinical II	2

Total Semester Credits	**17**
Total Program Credits	**37**

Office Administration and Technology

For more computer classes, see:
Computer Information Systems
Cybersecurity and Networking
Graphic Communications

Dean: Kristen Ruppert-Leach, Ed.D., ext. 5013

Certificate Program

Office Support Technology (069A)

The Office Support Technology Certificate program provides the skills and knowledge necessary for entry-level office support positions in the automated office. Basic computer concepts and operation, basic word processing concepts and operation, and general office procedures are taught.

First Semester			Semester Credits
OAT	121	Introduction to Office Support **OR**	3
CIS	185	Introduction to Information Technology	
BUS	102	Business Mathematics	3
OAT	180	Word Processing	3
OAT	171	Document Processing/Input Technology	3
ENG	101	Rhetoric & Composition I	3
OAT	175	Electronic Spreadsheets	3
Total Semester Credits			**18**

Second Semester			Semester Credits
OAT	276	Current Technology for Office Support **OR**	3
CIS	259	Current Web/Graphic Technology	
BUS	261	Business Communications	3
OAT	172	Advanced Information Processing	3
OAT	165	Presentation Graphics	2
OAT	185	Database Applications	3
One of the following:			
OAT	225	Advanced Word Processing	3
OAT	230	Advanced Electronic Spreadsheets	3
CIS	174	Web Fundamentals I	3
Total Semester Credits			**17**

| **Total Credits** | | | **35** |

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Career Opportunities

A graduate of the Office Support Technology Certificate program (069A) is prepared to work as an:
• Office assistant

Legal Administrative Assistant, see Paralegal Programs.

Paralegal Studies

swic.edu/paralegal

Coordinator/Faculty: Melody Schroer, J.D., ext. 5494
Dean: Kristen Ruppert-Leach, Ed.D., ext. 5013

Paralegals (or Legal Assistants) provide support to lawyers by assisting with research and preparing court documents. They often meet with clients and serve as the point of contact between the lawyer and client. They can investigate facts, conduct legal research, and help attorneys prepare cases for trial. They can also draft documents such as contracts and wills, under the supervision of the attorney.

The mission of the Paralegal Program is to prepare students for gainful employment in law firms or law related fields by utilizing a technology-based curriculum that emphasizes writing and research skills, as well as critical thinking skills. We also emphasize practical applications which the students can expect to encounter in the workplace, recognizing the need to remain current in technology utilized in the legal field. By assessing student performance, the program ensures that paralegal graduates will possess the skills required by the legal community to meet its employment needs. In addition, the program fosters a commitment to lifelong learning as a critical component to career success.

Courses in the Paralegal Studies program are taught by licensed attorneys and practicing paralegals. Students can take courses in person or online. For those who wish to continue their education beyond the Associate Degree, we offer articulation agreements with the following schools.

Articulation Agreements
- Southern Illinois University Carbondale – BS Paralegal Studies
- Webster University – BA Legal Studies

See the program coordinator or an academic advisor for more information.

Important Information
The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (0088)

First Year

Fall Semester			Semester Credits
OAT	180	Word Processing	3
ENG	101	Rhetoric & Composition I	3
PARL	120	Introduction to Law	3
BUS	215	Business Law	3
COMM	151	Fundamentals of Public Speaking **OR**	3
COMM	155	Interpersonal Communications	
Total Semester Credits			**15**

Spring Semester			Semester Credits
BUS	102	Business Mathematics **OR**	
		Math over 100 level	3
PARL	230	Civil Procedure	3
PARL	274	Law Office Computer Applications	3
PARL	220	Legal Research and Writing I	3
OAT	156	Microsoft Office Suite I	3
Paralegal Elective			3
Total Semester Credits			**18**

Second Year

Fall Semester			Semester Credits
POLS	150	Introduction to American Government	3
BUS	261	Business Communications **OR**	3
ENG	102	Rhetoric and Composition II	
Human Well-Being Elective			2
PARL	225	Legal Research and Writing II	3
PARL	240	Torts	3
Paralegal Elective			3
Total Semester Credits			**17**

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Spring Semester			Semester Credits
ECON	115	Introduction to Economics **OR**	3
ECON	201	Principles of Economics I (Macro) **OR**	
ECON	202	Principles of Economics II (Micro)	
PARL	255	Law Office Management	3
PARL	250	Litigation Support for Paralegals	3
PARL	290	Paralegal Field Project	3
PARL	235	E-discovery/E-Investigation	2
Total Semester Credits			**14**

Total Program Credits			**64**

Paralegal Electives

PARL	200	Dispute Resolution Skills	3
PARL	260	Family Law	3
PARL	265	Wills, Probate & Estate Planning	3
PARL	270	Criminal Law	3
PARL	275	Bankruptcy/Creditors' Rights	3
PARL	280	Copyright/Trademark/Patent Law	3
PARL	285	Employment Law	3

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Accelerated Degree Option
Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn an Associate in Applied Science degree in Paralegal Studies by completing at least 30 semester credits of program-related coursework. A plan of specific courses required for the degree will be dependent on the previous degree obtained by the accelerated degree candidate. It will be necessary to meet with the program coordinator to determine the exact courses required for degree completion. This plan must be approved by the dean and the chief academic officer.

Career Opportunities

Paralegals work in all areas of law, including civil litigation, corporate law, real estate, family law, environmental litigation, and criminal matters. Many work in law firms, but there are also positions in government, coporate legal departments, insurance agencies, non-profit organizations, and human resources.

Students who plan to apply to law school must complete a Bachelor's Degree and are encourage to consider a discipline that requires critical thinking, verbal and written communication skills, and knowledge of technology. Admission to law school requires that an applicant take the Law School Admission Test (LSAT).

Certificate Program

Legal Administrative Assistant (088A)

The Legal Administrative Assistant program is designed to prepare students for entry-level positions in the legal support field. The program blends traditional office administration skills with computer technology and applications specific to the law office. Additionally, the program is designed to enable those who wish to transtion into the paralegal program to do so seamlessly upon completion of their certificate.

Fall Semester			**Semester Credits**
OAT	180	Word Processing	3
ENG	101	Rhetoric & Composition I	3
PARL	120	Introduction to Law	3
BUS	102	Business Mathematics	3
OAT	171	Document Processing/Input Technology	3
Total Semester Credits			**15**

Spring Semester			**Semester Credits**
BUS	261	Business Communications	3
OAT	156	Microsoft Office Suite I	3
OAT	280	Virtual Office Technology	3
PARL	274	Law Office Computer Applications	3
PARL	255	Law Office Management	3
Total Semester Credits			**15**

Total Credits	**30**
Total Program Credits	**30**

Career Opportunities

A graduate of the Legal Administrative Assistant program is prepared to work as a:
- Legal Secretary
- Administrative Assistant
- Office Assistant

Paramedic/Paramedicine

swic.edu/paramedic

Coordinator: Curt Schmittling, ext. 5343

Administrative Assistant: Candice Rodgers, ext. 5355

Articulation Agreements
- SIUC – BS Public Safety Management

Career Overview
The SWIC Paramedic program prepares students for varying levels of pre-hospital care in emergency medicine. The most basic level of care is provided by the emergency medical technician. (See Emergency Medical Technician page in the blue section of this catalog). The highest level of support in pre-hospital patient care is provided by the Paramedic, who works under the direct supervision of an emergency room physician via radio/mobile communications. Paramedics receive extensive training in patient assessment and treatment that may include, but is not limited to, administration of medications and advanced life support measures, including conducting and interpreting electrocardiograms, electrical interventions to support cardiac functions, performing advanced airway management techniques and administering appropriate intravenous fluids. Paramedics typically work on an ambulance, but some work in hospital emergency departments with limited responsibilities.

Paramedics must have excellent judgement and be able to prioritize decisions and act quickly in the best interest of the patient while following the physician's directives. They need strong communication skills – spoken and written – and the ability to function independently in a non-structured environment that is constantly changing. They must possess good physical stamina, endurance and body condition that would not be adversely affected by frequently having to walk, stand, crawl, lift, carry and balance at times in excess of 125 pounds. For further information regarding the field of EMTs and Paramedics, refer to the U.S. Department of Labor: Occupational Outlook Handbook at www.bls.gov.

Contact the program coordinator for more information about this program.

About the Program
- Options: 15-month certificate or two-year Associate in Applied Science degree
- Selective admission for fall
- Applications accepted March 1 to June 1 for fall admission
- Online application available in your eSTORM Student Center
- Completion of BIOL 105 and Illinois EMT license required to apply
- Illinois EMT license and BLS certification must be on file by application deadline

Licensure Requirements
Upon successful completion of the 15-month Paramedic program, graduates are awarded the Paramedic Certificate (068B) and are qualified to challenge the National Registry of Emergency Medical Technicians paramedic-level cognitive and psychomotor exams or state EMT-Paramedic examination for licensure. Refer to Illinois Department of Public Health website at www.idph.state.il.us for more information on the various EMT-level national examinations offered in Illinois.

Program Approval
The SWIC EMT/Paramedic program is recognized and approved by the Illinois Department of Public Health, located at 535 W. Jefferson St., Springfield, IL 62761, phone 217-782-4977. The paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CAAHEP:
> Commission on Accreditation of Allied Health Education Programs
> 25400 U.S. Highway 19, Suite 158
> Clearwater, FL 33763
> www.caahep.org

To contact CoAEMSP:
> 8301 Lakeview Parkway, Suite 111-312
> Rowlett, TX 75088
> 214-703-8445
> Fax 214-703-8992
> www.coaemsp.org

Degree Option
The Paramedic Certificate is a 38-semester-credit, 15-month program, which can be completed in four semesters. The curriculum includes EMS technical courses covering airway and breathing, cardiology, medical, trauma, OB-GYN, pediatrics and operations. The Paramedic Certificate begins each fall semester. Students frequently complete the certificate and then begin to complete the degree although that is not a requirement.

The Paramedicine AAS degree is a 69-semester-credit, two-year program, which can be completed in four semesters and one summer. The curriculum includes general education courses, EMS technical courses and assigned ambulance runs.

Students are required to demonstrate competency in technical skills during ambulance runs while enrolled in EMS courses. Observations in the intensive care unit, emergency room, operating room, and labor and delivery are also included in clinical time. Students are required to have background checks and drug testing prior to clinical experience work. Ambulance runs begin in the first semester of the Paramedic program.

Admission Procedures/Application Requirements for the Paramedic Certificate

The admission procedures for the Paramedic program are in accordance with Illinois law. The law requires that programs not having sufficient space and resources to accommodate all applicants, will accept those applicants best qualified, using rank, ability and achievement test scores as guides, with preference given to students residing in the district. Out-of-district students will be considered as in-district status for this application process if their community college has an Interdistrict Cooperative/Career agreement with SWIC (listed on page 56 of this catalog). To qualify for the application process, students must submit paperwork from their local community college to SWIC Enrollment Services by the application deadline. Contact the secretary of the Board of Trustees at your community college to get the required paperwork. There are no waiting lists. If not admitted, interested applicants must re-apply the following semester. The SWIC paramedic program does not offer advanced placement for prospective candidates. Refer to the Paramedic Application Planning Guide for specific application requirements. Applicant Planning Guides are located at swic.edu/paramedic-program-standards.

Selection of Applicants for Admission

Applicants must have State of Illinois EMT license prior to application deadline. Applicants must complete BIOL 105 with a grade of C or better prior to beginning of EMS 205. Selection of qualified applicants for the Paramedic program will be based upon a numerical ranking procedure, using pre-admission EMT and math exam scores, grades in BIOL 105 and EMS 110 coursework, experience as an EMT, and the percentage of those general education courses required for completion of the Paramedicine degree completed prior to admission with a grade of B or better. To obtain more information on the entrance requirements for the Paramedic program call or visit an academic advisor, at Belleville Campus, 2500 Carlyle Ave., 618-235-2700, ext. 5206; the Red Bud Campus, 500 W. South Fourth St., 618-282-6682; or the Sam Wolf Granite City Campus, 4950 Maryville Road, 618-931-0600, ext. 7333.

Applicants will be notified of their status regarding admission as quickly as possible given the number of applicants received. In the event there are fewer qualified candidates than there are spaces available, applications will continue to be accepted until the program's maximum capacity has been reached at each of the campuses or until the first week of classes during the fall semester. Contact Enrollment Services at 618-235-2700, ext. 5455, to obtain information of the possible application deadline extensions. The college reserves the right to fill the program in those years when there are fewer applicants than spaces available by whatever means it deems necessary to assure both academic integrity and fairness in the selection process.

In the event there are more qualified applicants than spaces available in this program, those applicants residing outside District No. 522 or in a district that does not have a joint agreement with SWIC for this program will not be eligible for consideration or admission if there are more applicants than position to be filled. Resident status is determined by address on file with Enrollment Services.

Program Capacity

The Paramedic Certificate program generally accepts 20 students in the fall semester.

Program Location

The Paramedic Certificate program consists of the core paramedic EMS-prefixed courses, two Fire Science courses (FS 280 and 160) and a general education course – BIOL 105. The Paramedicine AAS degree consists of all the Paramedic Certificate courses, additional general education courses and approved electives. Field experience and clinical practice are also part of the educational process for both programs. Specific course locations depend on the course type.

1. The general education courses and approved electives are generally available at the Belleville, Red Bud or Sam Wolf Granite City campuses.
2. The core paramedic EMS-prefixed courses are offered at Belleville Campus.
3. Field experience and clinical practice are primarily completed within the college district, but there are some experiences in the St. Louis region and outside of the college district. Field experience is offered through various ambulance services within the EMS system.

   Students should check location and schedule of classes to ensure availability and access. Students are responsible for their own transportation and attendance to any of the locations assigned by the program.

Time Commitment

Paramedic certificate – 15-month sequence

Lecture and Lab - classes generally meet Tuesdays and Thursdays, and periodically classes will meet Fridays, Saturdays and/or Sundays.

Clinical experience is scheduled during the program, typically between 48-72 hours per month for each experience. Ambulance runs begin in the first semester of the Paramedic Certificate program.

Orientation & Performance

Applicants accepted to this program must attend all required orientation sessions and be able to perform the professional technical standards of the job with or without reasonable accommodations. The technical standards can be found at swic.edu/paramedic-program-standards. Applicants or enrolled students are encouraged to contact the Disability & Access Center at 618-235-2700, ext. 5368 to discuss potential issues associated with meeting these requirements.

Students are required to demonstrate competency in technical skills during ambulance runs while enrolled in EMS courses. Observations in the intensive care unit, emergency room, operating room, and labor and delivery are also included in clinical time.

Paramedic/Paramedicine (continued)

Insurance
Health insurance is required during clinical practice and field experience courses. Students are personally responsible for any costs incurred for injuries occurring during their clinical practice or field experience.

Medical/Health Requirements
These requirements do not have to be fulfilled until further explained by program personnel after admission. Students will be required to possess current CPR certification at the Health Care Provider level and show proof of immunizations, tuberculosis test, physical examination, and health insurance coverage before beginning any clinical practice/field experience.

Additional Courses
In addition to the EMS courses, students are required to enroll and successfully complete FS 280 Hazardous Materials Awareness and FS 160 Technical Awareness to complete the Paramedic Certificate. Enrollment in these FS courses will be coordinated by the instructor. Students may be required to provide prescribed personal protective equipment for fire science courses. See the program website for additional costs for this program.

Background Checks and Drug Testing
Criminal background check, random drug test and name search on government registries which prohibit employment in health care professions are required in our health science programs. Program start is contingent upon meeting deadlines for completion of the screening and results which allow the student to participate in the clinical portion of the program. Details and directions for accessing and purchasing online screening for background checks are shared with accepted students. The cost of the criminal background check and drug test is the responsibility of the student. Background checks are conducted for every state in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of the program and will result in program dismissal: assault, sexual offenses, murder, burglary, arson, and robbery. Refer to the Health Care Worker Background Check Act for a complete list of offenses at www.idph.state.il.us/nar/.

To determine student's ability to participate in clinicals with specific offenses, clinical sites are surveyed to determine if clinical placement can be accomplished. If survey results indicate clinical sites prohibit the conviction, the student will be removed from the program.

In addition, positive results from the drug test or student listing on prohibitory government registry will also result in dismissal from the program. Note: Positive drug testing results from the use of illegal drugs or prescription medication which the student does not have a prescription. Marijuana, recreational or medical is a positive drug testing result.

Dismissal for positive criminal background check, drug test, or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator prior to seeking admission.

Graduation Requirements
Applicants admitted to the program must follow the requirements for graduation at the time they are admitted and must meet all course, program, degree and sequencing requirements specified. Students are responsible for program policies as listed in the program handbook. Students who fail to meet program-specific requirements will be dropped from the program and may be required to re-apply and compete for admission in the succeeding semester.

Course Sequence
The Paramedic Certificate program can be completed in 15 months/four semesters. Students frequently complete the certificate prior to the general education courses in the degree; however, that is not a requirement. Current Illinois EMT licensure is a requisite to the program. This can be accomplished by completing the EMS 110 course and passing the licensure exam. See *Course Description Guide* (yellow pages of catalog) for other course requirements.

Paramedic Certificate (068B)

BIOL	105	Human Biology	4
EMS	205	Intro to Paramedicine	8.5
EMS	206	Paramedic Medical Emergencies	4.5
EMS	207	Paramedic Trauma	4
EMS	208	Paramedic Special Pts & Ops	5
EMS	210	Paramedic Clinical Practice I	1
EMS	211	Paramedic Clinical Practice II	1
EMS	212	Paramedic Clinical Practice III	1
EMS	213	Paramedic Clinical Practice IV	1
EMS	220	Paramedic Field Internship	2
EMS	221	Paramedic Field Internship I	1
EMS	222	Paramedic Field Internship II	1
EMS	223	Paramedic Field Internship III	1
EMS	224	Paramedic Field Internship IV	2
FS	280	Hazardous Materials – Awareness	.5
FS	160	Tech Rescue Awareness	.5
Total Credits			**38**

All Paramedic Core Courses must be completed before or during semesters indicated below, unless permission is given by the program coordinator.

Important Information
The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Paramedicine
Associate in Applied Science Degree (0068)

First Year

Summer Semester			Semester Credits
BIOL	105	Human Biology	4
HRO	100	Medical Terminology	1
Total Semester Credits			**5**

Fall Semester			Semester Credits
EMS	205	Intro to Paramedicine	8.5
EMS	210	Paramedic Clinical Practice I	1
EMS	220	Paramedic Field Experience	2
FS	160	Technical Rescue Awareness	.5
FS	280	Hazardous Materials Awareness	.5
HRO	120	Pharmacology	3
Total Semester Credits			**15.5**

Spring Semester			Semester Credits
EMS	206	Paramedic Medical Emergencies	4.5
EMS	211	Paramedic Clinical Practice II	1
EMS	221	Paramedic Field Internship I	1
EMS	207	Paramedic Trauma	4
EMS	212	Paramedic Clinical Practice III	1.5
EMS	222	Paramedic Field Internship II	1
Approved Electives			3
Total Semester Credits			**15.5**

Second Year

Summer Semester			Semester Credits
EMS	208	Paramedic Spec Pts & Ops	5
EMS	213	Paramedic Clinical Practice IV	1
EMS	223	Paramedic Field Internship III	1
Total Semester Credits			**7**

Fall Semester			Semester Credits
EMS	224	Paramedic Field Internship IV	2
ENG	101	Rhetoric & Composition I	3
PSYC	151	General Psychology	3
COMM	151	Fundamentals of Public Speaking **OR**	
COMM	155	Interpersonal Communication	3
Human Relations Elective			3
Total Semester Credits			**14**

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Second Year

Spring Semester			Semester Credits
PSYC	210	Life-Span Development **OR**	
PSYC	270	Health Psychology	3
Approved Electives*			9
Total Semester Credits			**12**
Total Program Credits			**69**

* Electives must be selected from the following list of approved courses or be approved by the program coordinator.

Approved Electives			Semester Credits
BIOL	157	Human Anatomy and Physiology I	4
BIOL	158	Human Anatomy and Physiology II	4
PSYC	200	Applied Psychology	3
PSYC	253	Adult Development & Aging	3
PSYC	254	Death and Dying	3
PSYC	259	Abnormal Psychology	3
SOC	210	Deviance, Crime & Society	3
SOC	265	Aging & Society	3
POLS	150	Intro to American Government	3
MGMT	213	Personnel Management	3
MGMT	214	Principles of Management	3
MGMT	217	Human Resource Management	3
MGMT	240	Ethics in the Workplace	3
EMS	105	Emergency Medical Responder	4
EMS	110	Emergency Medical Technician	8
EMS	299	Special Topics in EMS	.5-5
HRO	160	Medical Terminology	3
FS	260	Vehicle Rescue Operations	3
FS	281	Hazardous Materials First Responder	3
HS	100	Intro to Homeland Security	3
HRO	101	Health Science Careers	2

Career Opportunities

EMTs and paramedics employed by fire departments work an average of 60 hours per week. Those employed by hospitals frequently work between 40 and 50 hours per week, and those in private ambulance services, between 40 and 72 hours. Some of these workers, especially those in police and fire departments, are on call for extended periods. Because emergency services function 24 hours a day, EMTs and paramedics have irregular working hours. Some paramedics work as part of the flight crew on helicopters that transport critically ill or injured patients to hospital trauma centers.

According to the U.S. Department of Labor: Employment is projected to grow much faster than average as paid emergency medical technician positions replace unpaid volunteers, and competition will be greater for jobs in local fire, police and rescue squad departments than in private ambulance services. Opportunities are best for those who have advanced certification.

Average Starting Salary

Earnings of EMTs and paramedics depend on the employment setting and geographic location as well as the individual's training and experience. Based on a survey of our graduates, the average annual earnings of EMTs and paramedics are between $40,000 and $70,000 annually.

Critical Care Transport Certificate (068D)

This certificate program provides training to licensed paramedics and registered nurses who desire to become members of a critical care transport team. The program is designed to prepare students for the Critical Care Paramedic (CCP-C), Certified Flight Paramedic (FP-C), and Certified Flight Registered Nurse (CFRN) exams as a means to become members of a critical care transport team. Students must be currently licensed paramedics

or nurses, have at least two years of experience as a paramedic or registered nurse in an emergency setting, have current ACLS, PALS, ITLS/PHTLS provider certifications. Students must be approved by a program coordinator prior to enrolling in any course within this certificate program. The Critical Care Transport Certificate Program generally accepts 16 students each fall semester. Students are required to complete a criminal background check and random drug test prior to starting any clinical portion of this program. Student are also required to show proof of immunizations, tuberculosis screening and health insurance prior to beginning any clinical portion of this program.

Those who complete the following courses will be awarded a certificate of program proficiency. All courses require a grade of C or better.

First Semester			Semester Credits
EMS	270	Critical Care Transport I	3
EMS	271	Critical Care Transport II	3

Second Semester			Semester Credits
EMS	275	Critical Care Transport Experience (clinical)	1

Total Semester Credits   7

Career Opportunities

Completion of the Critical Care Transport Certificate will prepare students for the Critical Care Paramedic (CCP-C), Certified Flight Paramedic (FP-C), and Certified Flight Registered Nurse (CFRN) exams in order to work for ground or air critical care transport organizations.

Pharmacy Technician

swic.edu/pharmacy-tech

Coordinator: Melissa Epps, MPH, RPh, ext. 5315

Administrative Assistant: Candice Rodgers, ext. 5355

Career Overview
The SWIC Pharmacy Technician program prepares students with the basic skills necessary to become a "nationally credentialed" pharmacy technician, prepared to work in hospital or a retail-based pharmacy. Pharmacy technicians assist the pharmacist in the preparation and distribution of medications, maintaining the drug inventory, patient, and pharmacy records in a manner consistent with all federal, state, and local laws and regulations. For further information regarding the field of pharmacy technicians go to the Occupational Outlook Handbook: bls.gov/ooh/healthcare/pharmacy-technicians.htm#tab-2

About the Program
- One-semester certificate
- Offered: spring and fall semesters
- To enroll, must have high school diploma or GED, or GED in process with the Math and English portions of the GED exam completed and be eligible for Math 97 or higher or completion of Math 95 with a C or better. Eligible for Eng 100+Eng 101 or completion of Eng 97 with a C or better
- Certification in Illinois requires students to be at least 16 years old

The program is designed to include classroom education, laboratory/simulation and clinical experience in a pharmacy setting.

Certification Requirements
Upon successful completion of the Pharmacy Technician curriculum, graduates are awarded a certificate as a pharmacy technician. To work in Illinois, graduates of the program must provide proof of graduation from a pharmacy technician training program and attain successful passage of an examination certified by the Institute for the Certification of Pharmacy Technicians and the Pharmacy Technician Certification Board. Illinois requires national certification through PTCB, NHA and registration with the Illinois Department of Financial and Professional Regulation. A Pharmacy Technician must successfully pass a certification exam before the yearly renewal date of their Illinois Pharmacy Technicial License, which is typically renewed once a year.

Enrollment Requirements
To enroll in Pharmacy Technician classes, students must demonstrate readiness for college-level English and math. To obtain information about readiness, visit an academic advisor.

Students should be aware they must pass a criminal background check and drug testing to participate in required clinicals.

Students will need to obtain an Illinois Pharmacy Technician Liscense through Illinois Department of Professional Regulations or the Missouri Division of Professional Regulation Board of Pharmacy before they go to the first clinical rotation.

Program Capacity
The Pharmacy Technician program has capacity for approximately 25 students each spring and fall semesters at the Belleville and Sam Wolf Granite City Campuses. Seats available are dependent on clinical availability.

Program Location
The Pharmacy Technician program consists of PHAR-prefix courses and assigned clinical practicum. Specific locations depend on the course.
1. The PHAR courses are offered at the Belleville and Sam Wolf Granite City Campuses.
2. Clinical experiences may be scheduled during the day, evening and/or weekends at pharmacies located throughout Southern Illinois and in the St. Louis region. Students may be required to travel outside the college district for clinical practicum courses. Specific clinical placement cannot be guaranteed, and specific clinical schedules may be changed during courses.

Orientation & Performance
Students must attend the required orientation session prior to the start of the program, meet program-specific medical requirements, be able to perform the essential functions of the job as listed in the Student Handbook or at swic.edu/pharmacy-tech with reasonable accommodation if needed, and submit results of background check, drug screening, physical examination and the required immunizations by the required date as presented in orientation sessions. Any applicants or enrolled students are encouraged to contact the Disability & Access Center at 618-235-2700, ext. 5368, to discuss potential issues associated with meeting these requirements. Students not able to perform the essential elements of a pharmacy technician position may be unable to pass the required courses. Other program-specific restrictions may apply.

Health Insurance
Health insurance is required during clinical Pharmacy Technician courses. Students are personally responsible for any costs incurred for injuries occurring during clinical experience in their role as student pharmacy technicians.

Medical/Health Requirements
Admitted students will be required to show proof of a physical examination before beginning any clinical experience. These requirements do not have to be fulfilled until after the program orientation meetings but must be fulfilled by the required deadline.

Background Checks and Drug Testing

Criminal background checks, random drug tests and name searches on government registries which prohibit employment in health care professions are required in our health science programs. Being able to start the program is contingent upon meeting deadlines for completion of the screening and results which allow the student to participate in the clinical portion of the program. Details and directions for accessing and purchasing online screening for background checks are shared with accepted students. Background checks are conducted for every state in which the student has worked or resided since the age of 18 years old. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of the program and will result in program dismissal: assault, sexual offenses, murder, burglary, arson, and robbery. Refer to the Health Care Worker Background Check Act for a complete list of offenses at www.idph.state.il.us/nar/.

To participate in the clinical portion of the program, required clinical sites will be surveyed to determine if clinical placement can be accomplished for students with "disqualifying" offense(s). If the survey results indicate clinical sites prohibit the conviction, the student will be removed from the program.

In addition, positive results from the drug test or student listing on prohibitory government registry will also result in dismissal from the program. Note: Positive drug testing results from the use of illegal drugs or prescription medication for which the student does not have a prescription. Medical marijuana, which is not FDA approved, is also considered a positive drug testing result. Dismissal for positive criminal background check, drug test or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator or the coordinator's assistant prior to seeking admission.

Graduation Requirements

Students enrolled in the program must follow course requirements for graduation at the time they are admitted and must meet all course, program, certification and sequencing requirements specified. Posted changes in course requisites are applicable to all newly admitted students. Students are responsible for program policies as listed in the Pharmacy Technician Student Handbook. Students must complete the curriculum within one year of initial enrollment. A grade of C is the minimum grade acceptable for ALL courses in the Pharmacy Technician curriculum.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Pharmacy Technician Certificate (0034)

Spring/Fall Semester			Semester Credits
PHAR	101	Affective Knowledge & Skills	4.5
PHAR	110	Pharmacy Regs & Standards	4
PHAR	120	Clinical Practicum I	2
PHAR	130	Medication Order Processing	3.5
PHAR	140	Clinical Practicum II	2
Total Semester Credits			**16**

Career Opportunities

Pharmacy technicians work in pharmacies located in a variety of settings including drug, general merchandise, grocery stores and hospitals.

Average Starting Salary

According to the U.S. Bureau of Labor Statistics' Occupational Outlook Handbook, the median wage for pharmacy technicians is $33,950. Hourly and salary ranges can vary, dependent on the hiring facility and demographics.

Physical Therapist Assistant

swic.edu/pta

Coordinator/Faculty: Jeannette Saak, ext. 5320

Administrative Assistant: Candice Rodgers, ext. 5355

Articulation Agreements
- McKendree University- BA Healthcare Management

Career Overview
The SWIC Physical Therapist Assistant program prepares students to work as skilled health care providers, who under the supervision and direction of a physical therapist, treat patients of all ages with medical problems, or other health-related conditions that limit their ability to move and perform functional activities in their daily lives. Physical therapist assistants have a high level of patient contact. Duties include: monitoring and reporting patient status, providing selected interventions, modifying care within a therapist's plan, documenting, working with other health care professionals, and supervising physical therapy aides or technicians, where applicable. PTAs are frequently involved in educating the patient, caregiver, family and community in the management of health care problems and preventative measures. For further information regarding the field of physical therapy, refer to the American Physical Therapy Association website at www.apta.org.

About the Program
- Two-year Associate in Applied Science degree
- Selective admission for fall semester start
- Recommend the following coursework in high school to prepare for health science occupation: Four years of English, algebra and geometry, biology, and social science courses. Keyboarding and computer application courses, chemistry, and anatomy & physiology
- Applications are accepted September 1 to May 1
- Online application available in your eSTORM Student Center

Licensure Requirements
CAPTE accreditation of a physical therapist or physical therapist assistant program satisfies state educational requirements in all states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. Thus, students graduating from CAPTE-accredited physical therapist or physical therapist assistant education programs are eligible to take the National Physical Therapy Examination for the PTA and apply for licensure in all states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. For information regarding state qualifications and licensure requirements, refer to the Federation of State Boards of Physical Therapy website at www.fsbpt.org.

Program Accreditation
The Physical Therapist Assistant program at SWIC is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave. Suite 100, Alexandria, VA 22305-3805: phone 800-999-2782, email: accreditation@apta.org, and website: capteonline.org. The program's curriculum is guided by the standards developed by the commission. Our accreditation status means SWIC has met the standards required and helps to assure the public that our curriculum will graduate competent clinicians.

Admission Procedures/ Application Requirements
The admission procedures for the PTA program are in accordance with Illinois law. The law requires that programs not having sufficient space and resources to accommodate all applicants will accept those applicants best qualified, using rank, ability and achievement test scores as guides, with preference given to students residing in the district. Out-of-district students will be considered as in-district status for this application process if their community college has an Interdistrict Cooperative/ Career agreement with SWIC (listed on page 56 of this catalog). To qualify for the application process, students must submit paperwork from their local community college to SWIC Enrollment Services by the application deadline. Contact the secretary of the Board of Trustees at your community college to get the required paperwork. There are no waiting lists for admission to any SWIC Health Sciences program. If not admitted, interested applicants must re-apply the following year. **Refer to the PTA Application Planning Guide for specific application requirements and to enhance your potential for admission. Application Planning Guides are located on the Physical Therapist Assistant webpage.**

Selection of Applicants for Admission
Selection of qualified applicants for the Physical Therapist Assistant program will be based upon a numerical ranking procedure, using ACT scores or GPA and percentage of those general education courses required for graduation completed prior to admission with a grade of B or better. To obtain more information on the entrance requirements for the Physical Therapist Assistant program, call or visit an academic advisor, Belleville Campus, 2500 Carlyle Ave., 618-235-2700, ext. 5206; the Red Bud Campus, 500 W. South Fourth St., 618-282-6682, ext. 8114; or the Sam Wolf Granite City Campus, 4950 Maryville Road, 618-931-0600, ext. 7333.

Applicants will be notified of their status regarding admission as quickly as possible given the number of applications received, typically May. In the event that there are fewer qualified candidates than there are spaces available, applications will continue to be accepted until the program's maximum capacity has been reached or until the first week of classes during the fall semester. Contact Enrollment Services at 618-235-2700, ext. 5455, to obtain information of a possible application deadline extension. The college reserves the right to fill the program in those years when there are fewer applicants than spaces available by whatever means it deems necessary to assure both academic integrity and fairness in the selection process.

Physical Therapist Assistant (continued)

In the event that there are more qualified applicants than spaces available in this program, those **applicants who reside outside District No. 522** or in a district without a joint agreement for this program **will not be eligible for consideration or admission.** Resident status is determined by the address on file with Enrollment Services by Feb. 1.

Program Capacity
The Physical Therapist Assistant program accepts 20 students each fall semester.

Program Location
The Physical Therapist Assistant program consists of general education courses, PTA-prefixed courses and assigned clinical experience courses. Specific locations depend on the course type.
1. The general education courses can be taken at the Belleville, Red Bud or Sam Wolf Granite City campuses and can be completed prior to admission.
2. The PTA courses are only offered at the Belleville Campus during the day of the semesters indicated on the degree outline after acceptance into program.
3. Clinical experience is located throughout southern Illinois and in the St. Louis region. Specific clinical placement cannot be guaranteed. You may have to travel for clinical experiences.

Applicants should check location and schedule of classes to ensure availability and access. Students are responsible for their own transportation and attendance at any of the classes and clinicals assigned by the program. See PTA handbook on the program website for class schedules.

Orientation & Performance
Applicants accepted to this program must attend all required orientation sessions and be able to perform the essential functions of the job with or without reasonable accommodations. The essential functions can be found on the program website in the PTA Handbook. Applicants and enrolled students are encouraged to contact the Disability & Access Center at 618-235-2700, ext. 5368, to discuss potential issues associated with meeting these requirements.

Health Insurance
Health insurance is required during clinical education courses. Students are personally responsible for any costs incurred for injuries occurring during their clinical experience.

Medical/Health Requirements
PTA students will be required to show proof of medical examination and all applicable tests, immunizations, and vaccinations prior to start of program. Health insurance coverage is verified before beginning any clinical experience course. These requirements do not have to be fulfilled prior to admission and are further explained upon acceptance into the program.

Background Checks and Drug Testing
Criminal background check, random drug test and name search on government registries which prohibit employment in health care professions are required in our health science programs. Program start is contingent upon meeting deadlines for completion of the screening and results which allow the student to participate in the clinical portion of the program. Details and directions for accessing and purchasing online screening for background checks are shared with accepted students. Background checks are conducted for every state in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of the program and will result in program dismissal: assault, sexual offenses, murder, burglary, arson, and robbery. Refer to the Health Care Worker Background Check Act for a complete list of offenses at www.idph.state.il.us/nar/.

To participate in the clinical portion of the program, required clinical sites will be surveyed to determine if clinical placement can be accomplished for students with "disqualifying" offense(s). If the survey results indicate clinical sites prohibit the conviction, the student will be removed from the program.

In addition, positive results from the drug test or student listing on prohibitory government registry will also result in dismissal from the program. Note: Positive drug testing will result from the use of illegal drugs or prescription medication which the student does not have a prescription. Medical marijuana, which is not FDA approved, is also considered a positive drug testing result.

Dismissal for positive criminal background check, drug test, or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator or the Health Sciences coordinator's assistant prior to seeking admission.

Graduation Requirements
Applicants admitted to the program must follow the requirements for graduation at the time they are admitted and must meet all course, program, degree and sequencing requirements specified. Students are responsible for program policies as listed in each year's PTA Handbook. Students who fail to meet program-specific requirements will be dropped from the program and may be required to re-apply and compete for admission in the succeeding year. A grade of C or better is required for all courses in the degree.

All students completing an AAS degree must complete graduation degree requirements in the front section of the blue pages of this catalog as well as the requirements specified for Human Relations coursework (met by completing SOC 153). Health requirements are satisfied by students successfully completing BIOL 105, PSYC 151 and this health science curriculum.

Physical Therapist Assistant (continued)

Associate in Applied Science Degree (0027)

First Year

Fall Semester			Semester Credits
BIOL	105	Human Biology*	4
ENG	101	Rhetoric & Composition I	3
PSYC	151	General Psychology	3
PTA	100	Introduction to Physical Therapy	1
PTA	101	Physical Therapy Science and Skills	5
PTA	102	Patient Care Skills & Assessment	2
Total Semester Credits			**18**

Spring Semester			Semester Credits
HRO	100	Medical Terminology	1
COMM	151	Fundamentals of Public Speaking	3
PTA	150	Theory of Physical Agents I	3
PTA	151	Application of Physical Agents I	1.5
PTA	160	Kinesiology & Clinical Orthopedics	5
PTA	161	Orthopedic Interventions	2
PTA	165	Pathology I	2
Total Semester Credits			**17.5**

Summer Semester			Semester Credits
PSYC	210	Life-Span Development**	3
SOC	153	Introductory Sociology	3
PTA	170	Clinical Experience I	4
Total Semester Credits			**10**

Second Year

Fall Semester			Semester Credits
PTA	200	Theory of Physical Agents II	3
PTA	201	Application of Physical Agents II	1.5
PTA	210	Therapeutic Exercise & Rehabilitation	5
PTA	211	Rehabilitation Techniques	2
PTA	220	Pathology II	4
Total Semester Credits			**15.5**

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Spring Semester			Semester Credits
PTA	270	Clinical Experience II	8
PTA	280	Clinical Seminar	2
Total Semester Credits			**10**

Total Program Credits			**71**

*BIOL 157 & 158 can replace BIOL 105.
**PSYC 210 cannot be replaced with other 200 level PSYC courses

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Course Sequence

The program can be completed in five semesters; however, it is recommended that students who wish to maximize points on the application complete General Education Courses (BIOL 105, ENG 101, PSYC 151, HRO 100, COMM 151, SOC 153, PSYC 210) prior to entrance into the program and in progression following the appropriate course requisites. For information on course requisites, please refer to the Course Description Guide (yellow section) in this catalog. All PTA-prefix courses must be completed during the listed semesters, unless permission is given by the program coordinator. PTA-prefixed courses are limited to those students accepted in the program.

Career Opportunities

PTAs work in a variety of settings including hospitals, outpatient clinics, home health agencies, nursing homes, schools, sports facilities, fitness centers and industrial/occupational workplace environments. Job opportunities continue to grow as the medical field continues to promote outpatient medical services and the elderly population increases.

Average Starting Salary

Based on graduate feedback, the median income for PTAs with one to three years experience is between $47,000 and $52,000 annually, depending on the type and location of the health care facility.

Precision Machining Technology

swic.edu/pmt

Dean: Mark Bosworth, mark.bosworth@swic.edu

The SWIC Precision Machining Technology program prepares the students with the skills and experience necessary to enter a variety of machining fields at an apprentice level. Students will learn to safely set-up and operate machine shop equipment such as lathes, mills, drill presses, grinders and computer numerical control machines. In addition, they will learn computer software programs to design parts and create programs used on the CNC machines.

See the program coordinator, dean or an academic advisor for more information.

Articulation Agreements
SIU-Carbondale:
• BS Industrial Management and Applied Engineering: Quality Management
• BS Industrial Management and Applied Engineering

Important Information
The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (053H)

Program Requisite			Semester Credits
PMT	100	Precision Machining Introduction	0.5

First Year

Fall Semester			Semester Credits
PMT	101	Intro to the Machine Trades	3
PMT	102	Intermediate Machining	3
PMT	201	Advanced Machining	3
PMT	240	NIMS Certification	3
PMT	124	Metrology	2
IML	120	Mechanical Blueprint Reading I	2
ENG	101	Rhetoric and Composition I	3
Total Semester Credits			**19.5**

Spring Semester			Semester Credits
PMT	110	Introduction to CNC Operations	2
PMT	112	CNC Turning	2
PMT	111	CNC Milling	3
PMT	250	Multi-Axis CNC Programming	3
PMT	226	Geom Dim & Tolerancing (GD&T)	2
GT	105	Intro to Technical Mathematics OR	3
MATH	112	College Algebra (4) OR higher level Math course	
PMT	202	Advanced Metrology	2
HES	152	First Aid-Medical Self Help	2
Total Semester Credits			**19**

Summer Semester			Semester Credits
IML	125	Industrial Maintenance Welding	3
PMT	114	Metallurgy I (Industrial)	2
Total Semester Credits			**5**

Second Year

Fall Semester			Semester Credits
PMT	221	Intro to Mastercam	3
PMT	222	Advanced Mastercam	3
PMT	262	Advanced Mastercam/Multi-Axis	3
Social Science Course (HIST 181)			3
Total Semester Credits			**12**

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Spring Semester			Semester Credits
PMT	231	Intro to SolidWorks	3
IML	119	Mechanical Systems	3
Communications Course (COMM 151)			3
Human Relations Course (SOC 153)			3
Total Semester Credits			**12**

| **Total Program Credits** | | | **67.5** |

Certificate Programs

Precision Machining Technology Certificate (054H)

Program Requisite			
PMT	100	Precision Machining Introduction	0.5

			Semester Credits
PMT	101	Intro to the Machine Trades	3
PMT	102	Intermediate Machining	3
PMT	201	Advanced Machining	3
PMT	240	NIMS Certification	3
IML	120	Mechanical Blueprint Reading I	2
GT	105	Intro to Technical Math OR	3
MATH 112		College Algebra (4) OR higher level math course	
PMT	110	Introduction to CNC Operations	2
PMT	112	CNC Turning	2
PMT	111	CNC Milling	3
PMT	226	Geom Dim & Tolerancing (GD&T)	2
PMT	221	Introduction to Mastercam	3
PMT	222	Advanced Mastercam	3

| **Total Credits** | | | **32.5** |

Career Opportunities

Demand for graduating students is steady and jobs for graduates can be found in a variety of businesses, especially those producing machinery parts for the automotive and aircraft manufacturing industries. A graduate of the Precision Machining Technology program is prepared to work as a(n):

- Toolmaker
- CNC operator
- CNC programmer
- General machinist
- Maintenance machinist
- Inspector
- CAD/CAM programmer

CNC Machining Certificate (054P)

Computer Numerical Control introduces students to programming, setting up and operating CNC machine tools, which include three-axis vertical mills and two-axis lathes. It also provides experience in setting work offsets and tool lengths and operating HAAS CNC equipment. These courses introduce the programming format needed to program finished machined parts on the equipment. The students will be required to complete finish parts using all the necessary codes that a CNC machine tool offers. The certificate will provide training for CNC operators, machinists and workers wanting to enhance their machining abilities.

Program Requisite

PMT	100	Precision Machining Introduction	0.5

			Semester Credits
PMT	110	Introduction to CNC Operations	2
PMT	111	CNC Milling	3
PMT	112	CNC Turning	2
Total Credits			**7.5**

Mastercam Certificate (054L)

Computer Aided Drafting and Computer Aided Manufacturing are becoming necessary tools in many machine shops and manufacturing companies. Using Mastercam software, the students will learn to design and draw machine parts with the use of a computer. From the created drawing the students then will apply tool paths to create a CNC program to be run on a HAAS CNC machine tool. The students will be required to create completed machined parts using this process. The certificate will provide training for CNC operators, machinists and workers wanting to enhance their machining abilities.

Program Requisite

PMT	100	Precision Machining Introduction	0.5

			Semester Credits
PMT	221	Intro to Mastercam	3
PMT	222	Advanced Mastercam	3
Total Credits			**6.5**

SolidWorks Certificate (054M)

Computer Aided Drafting is an important part in the manufacturing process. SolidWorks is a leading software package used by many manufactures. Students will use SolidWorks to create solid models of parts that will then be used to manufacture a finished part. The models will be used to create prints for the machining of the parts or to transfer to a CAD/CAM software for creating a CNC program. The certificate will provide training for many different skilled workers, machinists, draftsmen and designers.

			Semester Credits
PMT	231	Intro to SolidWorks	3
PMT	232	Advanced SolidWorks	3
Total Credits			**6**

Advanced CNC Programming Certificate (054R)

The Advanced CNC Programming Certificate gives the students the skills to operate and program multi-axis CNC machine tools, which includes multi-vise set-ups, four- and five-axis CNC milling centers and CNC turning centers with live tooling, Y-axis and bar feeding capabilities. Students will gain experience in setting up and programming these state of the art Advanced CNC machines. Mastercam CAD/CAM software will also be used for more advanced programming of these CNC machines. Courses are designed for the students to be given a print or solid model to create a part to be produced using all the advanced CNC machines. The certificate will provide training for CNC operators, CNC programmers, machinists and workers wanting to enhance their machining skills.

			Semester Credits
PMT	250	Multi-Axis CNC Programming	3
PMT	262	Advanced Mastercam/Multi-Axis	3
Total Credits			**6**

Advanced Automation/Multi-Axis CNC Certificate (055H)

This curriculum focuses on the integration of robots with multi-axis CNC machining that allows technicians and employers to become more productive using automated manufacturing practices. The courses that comprise the certificate are primarily hands-on and allows students to use equipment and software of the type and variety that many modern manufacturing facilities have adopted. Students will learn how to operate and manipulate robots while producing finished parts as they would in a manufacturing facility. Students will also practice virtual setups, fixturing and simultaneous multi-axis machining of complex parts. Current or former students and working technicians who desire to upgrade their skills to include robotic or automated manufacturing may enroll in the courses that lead to a certificate in Advanced Automation/Multi-Axis CNC Certificate.

			Semester Credits
PMT	268	Intro to Machining Automation	4
PMT	262	Advanced Machining Automation	4
PMT	285	Advanced Mulit-Axis I	4
PMT	262	Advanced Multi-Axis II	4
Total Credits			**16**

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Tool & Die/Mold Certificate (056H)

The Tool and Die/Mold Making certificate program at Southwester Illinois College prepares students with technical knowledge and training in, manufacturing processes, and tooling requirements. The certificate is in addition to the Associates degree in Prescision Machining. In the Tool and Die classes at SWIC, students will take courses in Die Making principles, metallurgy, selection of tool steels and various manufacturin processes, with emphasis on stamping, forming, and drawing of sheet metal. Students will produce a basic single hit stamping die and a progressive die to produce a finished part to tolerances specified. The Mold Making part of the program prepares students with knowledge and hands on training in, molding processes, mold design and requirements and how they affect the final product. Students will take courses in Mold Making principles, the study of design and fabricaton of plastic, die cast, and rubber molds for production of finished products. Included are units of instruction in the flow characteristics of thermoset thermosplastics and die cast materials and their properties. Students will produce a basic injection mold to produce a finished part to tolerances specified.

			Semester Credits
PMT	270	Introduction to Mold Making	4
PMT	274	Advanced Mold Making	4
PMT	268	Intro to Tool & Die Making	4
PMT	262	Advanced Tool & Die Making	4
Total Credits			**16**

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Additive Manufacturing Certificate (058H)

The Additive Manufacturing Certificate will augment students' learning by couplng theory-based instruction wtih hands-on applications using State of the Art software. The software includes, but is not limited to, SOLIDWORKS, and Mastercam. The student will practice 3D printing techniques with hands-on a large polymer, resin, and Metal AM systems. Students will obtain the skills by taking classes in innovation design, formal engineering design process, advanced critical thinking, project management GD & T option, reverse engineering, 3D modeling, printing and scanning, and converting point cloud data to solids and inspections. Gradueates will be qualified to seek positions in the following fields: Additive Manufacturing Technician, 3D Printing Operator, 3D Designer, 3D Solid Modeler, Manufacturing Technician, Prototyping Technician, Production Technician, Reverse Engineering Technician, SOLIDWORKS Designer, CAD Technician, Part Inspection Technician CAD/3D Design Drafter, Detailer, Engineering Design Drafter, Engineering Drawing Checker, and Instructor. Along with the Precision Machining degree this advanced certificate will put students in a good position for high paying, in demand careers.

			Semester Credits
PMT	124	Metrology	2
PMT	202	Advanced Metrology	2
PMT	221	Intro to Mastercam	3
PMT	222	Advanced Mastercam	3
PMT	231	Intro to SolidWorks	3
PMT	232	Advanced SolidWorks	3
PMT	234	3D Printing and Design	4
Total Credits			**20**

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Career Opportunities

Demand for graduating students is steady and jobs for graduates can be found in a variety of businesses, especially those producing machinery parts for the automotive and aircraft manufacturing industries. A graduate of the Precision Machining Technology program is prepared to work as a(n):

- Toolmaker
- CNC operator
- CNC programmer
- General machinist
- Maintenance machinist
- Inspector
- CAD/CAM programmer

In addition, all manufacturing businesses such as steel, chemical, oil, food and beverage need the services of skilled machinists. Many small machine shopes that supply services to larger companies hire Precision Machining Technology graduates.

Radiologic Technology

swic.edu/rad-tech

Coordinator: Casie Dugan, ext. 5303
Administrative Assistant: Candice Rodgers, ext. 5355

Articulation Agreements
SIU-Carbondale:
- BS Radiologic Sciences – Diagnostic Medical Sonography
- BS Radiologic Sciences – Education & Management
- BS Radiologic Sciences – MRI/CT
- BS Radiologic Sciences – Radiation Therapy
- BS Radiologic Sciences – Interventional

Career Overview:
The SWIC Radiologic Technology program prepares students to safely and effectively use radiographic equipment to produce x-rays for the purpose of diagnosing and treating illnesses and injuries. Radiologic technologists have a high level of patient contact. Radiologic technologists provide vital information concerning structure and function of the human body, enabling physicians to make accurate diagnoses to pursue care and treatment. Radiologic technology encompasses a variety of specialties and plays an invaluable role in the practice of medicine. Radiologic technologists play a key role in the total spectrum of medical imaging of health care services. For further information regarding the field of radiology, refer to the American Society of Radiologic Technologists website at www.asrt.org or the Illinois State Society of Radiologic Technologists website at www.issrt.org/.

About the Program
- Two-year Associate in Applied Science degree
- Selective admission for summer semester start
- Applications are accepted Sept. 1 to Dec. 1
- Completion of biology, chemistry/physics and algebra in high school or college are required to apply
- Deadline for application documentation is Feb. 1
- Online application available in the eSTORM Student Center.

Licensure Requirements
Upon successful completion of the RT curriculum, graduates are awarded an Associate in Applied Science degree and are eligible to take the national examination for the American Registry of Radiologic Technologists.

Individuals applying to take the American Registry of Radiologic Technology certification exam may need to complete a Pre-Application Review to determine ethics eligibility. State agencies governing the practice of radiographers may deny an individual licensure, even if the individual has completed all coursework and graduated from the program, if the individual has a criminal history, has been convicted, or pleads guilty or nolo contendere to a felony or other serious crime.

Program Accreditation
The SWIC Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology, located at 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182; phone 312-704-5300, email: mail@jrcert.org. The program's curriculum is guided by the standards developed by the ASRT. The accreditation status means SWIC has met the standards required and helps to assure the public that the curriculum will graduate competent clinicians.

Admission Procedures/ Application Requirements
The admission procedures for the RT program are in accordance with Illinois law. The law requires that programs not having sufficient space and resources to accommodate all applicants will accept those applicants best qualified, using rank, ability and achievement test scores as guides, with preference given to students residing in the district. Out-of-district students will be considered as in-district status for this application process if their community college has an Interdistrict Cooperative/ Career agreement with SWIC (listed in the front of this catalog). To qualify for the application process, students must submit paperwork from their local community college to SWIC Enrollment Services by the application deadline. Contact the secretary of the Board of Trustees at your community college to get the required paperwork. Students must apply and be formally accepted into the Radiologic Technology program before enrolling in RT-prefixed courses. There are no waiting lists for admission to any Health Sciences program. If not admitted, interested applicants must re-apply the following year. **Refer to the RT Application Planning Guide for specific application requirements and to enhance your potential for admission to this highly competitive application process. Application Planning Guides are located on the Radiologic Technology webpage.**

Selection of Applicants for Admission
Selection of qualified applicants for the Radiologic Technology program will be based upon a numerical ranking procedure, using ACT scores or SWIC GPA, high school and/or college grades and the percentage of those general education courses required for graduation completed prior to admission with a grade of B or better. **Applicants should be aware that general education courses completed in the Spring Semester preceding potential summer entry may not be calculated in the numerical ranking.** To obtain more information on the entrance requirements for the Radiologic Technology program, call or visit an academic advisor, Belleville Campus, 2500 Carlyle Ave., 618-235-2700, ext. 5206; the Red Bud Campus, 500 W. South Fourth St., 618-282-6682, ext. 8114; or the Sam Wolf Granite City Campus, 4950 Maryville Road, 618-931-0600, ext. 7333.

Applicants will be notified of their status regarding admission as quickly as is possible given the number of applications received (typically by March). In the event that there are fewer qualified candidates than there are spaces available, applications will continue to be accepted until the program's maximum capacity has been reached or until the first week of classes during the summer semester. Check swic.edu or contact Enrollment Services at 618-235-2700, ext. 5455, to obtain information of a possible applications deadline extension. The college reserves the right to fill the program in those years when there are fewer applicants than spaces available by whatever means it deems necessary to assure both academic integrity and fairness in the selection process.

In the event that there are more qualified applicants than spaces available in this program, those applicants who reside outside District No. 522 or in a district without a joint agreement for this program **will not be eligible for consideration or admission**. Resident status is determined by the address on file with Enrollment Services by Feb. 1.

Program Capacity

The Radiologic Technology program generally accepts 48 students each summer semester.

Program Location

The Radiologic Technology program consists of general education courses, RT-prefix courses and assigned clinical experience courses. Specific locations depend on the course type.

1. The general education courses can be taken at the Belleville, Red Bud or Sam Wolf Granite City campuses and can be completed prior to admission.
2. The RT courses are only offered at the Belleville Campus during the day of the semesters indicated on the degree outline. Enrollment in RT courses requires admission into the program.
3. Clinical experience is completed during the day at hospitals/clinics located throughout southern Illinois and in the St. Louis region. Students may be required to travel outside the college district for clinical experience courses. Students will be required to complete some (approximately five) evening assignments during the second year. Specific clinical placement cannot be guaranteed.

Applicants should check location and schedule of classes to ensure availability and access. Students are responsible for their own transportation and attendance at any of the classes and clinicals assigned by the program.

Orientation & Performance

Applicants accepted into this program must attend all required orientation sessions and be able to perform the essential functions of the job with or without reasonable accommodations. The essential functions can be found at swic.edu/rt-performance-essentials.

Applicants or enrolled students are encouraged to contact the Disability & Access Center at 618-235-2700, ext. 5368, to discuss potential issues associated with meeting these requirements.

Health Insurance

Health insurance is required during clinical education courses. Students are personally responsible for any costs incurred for injuries occurring during their clinical experience courses.

Medical/Health Requirements

RT students will be required to possess current CPR certification at the Health Care Provider level, show proof of immunizations, tuberculosis test, physical examination and health insurance coverage before beginning any clinical experience course. These requirements do not have to be fulfilled prior to admission and are further explained at the program orientation meeting.

Background Checks and Drug Testing

Criminal background check, random drug test and name search on government registries which prohibit employment in health care professions are required in our health science programs. Program start is contingent upon meeting deadlines for completion of the screening and results which allow the student to participate in the clinical portion of the program. Details and directions for accessing and purchasing online screening for background checks are shared with accepted students. Background checks are conducted for every state in which the student has worked or resided since the age of 18

years. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of the program and will result in program dismissal: assault, sexual offenses, murder, burglary, arson, and robbery. Refer to the Health Care Worker Background Check Act for a complete list of offenses at www.idph.state.il.us/nar/.

To participate in the clinical portion of the program, required clinical sites will be surveyed to determine if clinical placement can be accomplished for students with "disqualifying" offense(s). If the survey results indicate clinical sites prohibit the conviction, the student will be removed from the program.

In addition, positive results from the drug test or student listing on prohibitory government registry will also result in dismissal from the program. Note: Positive drug testing results from the use of illegal drugs or prescription medication which the student does not have a prescription. Marijuana, recreational or medical is a positive drug testing result. Dismissal for positive criminal background check, drug test, or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator prior to seeking admission.

Graduation Requirements

Applicants admitted to the program must follow the requirements for graduation at the time they are admitted and must meet all course, program, degree and sequencing requirements specified. Students are responsible for program policies as listed in each year's RT Student Handbook. Students who fail to meet program specific requirements will be dropped from the program and may be required to reapply and compete for admission in the succeeding year. A grade of C or better is required for all courses in the degree.

All students completing an AAS degree must have completed graduation degree requirements in the front section of the blue pages of this catalog as well as the requirements specified for Human Relations coursework. Health requirements are satisfied by students successfully completing BIOL 105, PSYC 151 and this Health Sciences curriculum.

Course Sequence

The program can be completed in four semesters and two summer; however, it is recommended that students who wish to maximize points on the application complete General Education Courses (HRO 100, BIOL 105, ENG 101, PSYC 151, COMM 151/155 and human relations course) prior to entrance into the program and follow the appropriate course requisites. For information on course requisites, please refer to the Course Description Guide (yellow section) in this catalog. All RT-prefix courses must be completed during the listed semesters, unless permission is given by the program coordinator.

Radiologic Technology (continued)

Associate in Applied Science Degree (0028)

First Year

Summer Semester			Semester Credits
RT	100	Radiologic Technology I	2.5
RT	101	Radiographic Positioning I	3.5
RT	102	RT Math Computations	1
HRO	100	Medical Terminology	1
Total Semester Credits			**8**

Fall Semester			Semester Credits
BIOL	105	Human Biology**	4
RT	110	Radiologic Technology II	3
RT	111	Radiographic Positioning II	4
RT	112	Clinical Experience I	3
RT	131	X-ray Physics I	4
Total Semester Credits			**18**

Spring Semester			Semester Credits
ENG	101	Rhetoric & Composition I	3
RT	150	Radiologic Technology III	3
RT	151	Radiographic Positioning III	4
RT	152	Clinical Experience II	3
RT	180	X-ray Physics II	4
Total Semester Credits			**17**

Second Year

Summer Semester			Semester Credits
RT	160	Clinical Experience III	3
Total Semester Credits			**3**

Fall Semester			Semester Credits
PSYC	151	General Psychology	3
RT	230	Pathology for Radiographers***	1
RT	241	Clinical Experience IV	3
RT	242	Clinical Modalities I	1
RT	244	Radiobiology	4
Total Semester Credits			**12**

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Spring Semester			Semester Credits
COMM 151	Fundamentals of Public Speaking **OR**		3
COMM 155	Interpersonal Communication		
RT	297	Radiologic Technology Review	4
RT	296	IT for Radiographers***	1
RT	298	Clinical Modalities II	1
RT	299	Clinical Experience V	3
Human Relations Elective*			3
Total Semester Credits			**15**

Total Program Credits	**73**

*See beginning blue AAS degree pages for listing of all Human Relations course options.

**BIOL 105 can be replaced by BIOL 157/158.
***Distance education course

Career Opportunities
RTs work in a variety of settings including hospitals, health care facilities, oncology centers and physicians' offices. Job opportunities continue to grow as the medical field continues to promote outpatient medical services and the elderly population increases.

Average Starting Salary
Based on graduate feedback, the average salary is $45,000-$50,000, depending on the type and location of the health care facility. The Bureau of Labor Statistics report a median annual salary of $65,140 in May 2022.

Computed Tomography Certificate (028A)
This one semester program prepares post-graduate registered radiologic technologists, radiation therapists, or nuclear medicine technologies (ARRT or NMTCB registered) to produce cross-sectional anatomical images of the human body for diagnostic testing, radiation therapy treatment planning, and nuclear medicine PET scanning. The program consists of two hybrid (combination of online and face-to-face) didactic courses and clinical experience. The Computed Tomography certificate is designed to prepare graduates for the ARRT Advanced Registry in Computed Tomography. The program meets ARRT clinical competency and CT registry specifications. Registered radiologic technologists cross trained in computed tomography and with ability to attain the 125 CT exam requirements may be exempt for the clinical component of the program with the appropriate documentation and permission of the program coordinator.

To enroll in this certificate program, students must have completed at a minimum the AAS in Radiologic Technology. Licensed and/or registered radiologic technologists, radiation therapists, or nuclear medicine technologists (ARRT or NMTCB registered) would also meet prerequisites for this career ladder opportunity.

RT 261 CT Anatomy & Patient Care (first 8 weeks)	2.5
RT 262 CT Experience: Internship (120 hours)	1.5
RT 263 CT Physics & Procedures (second 8 weeks)	2.5

Magnetic Resonance Imaging Certificate 028B
This one semester program prepares post-graduate registered radiologic technologists, radiation therapists, or nuclear medicine technologists (ARRT or NMTCB registered) to produce cross-sectional anatomical images of the human body for diagnostic imaging. The program consists of two hybrid (combination of online and face-to-face) didactic courses and an optional clinical experience. The MRI certificate is designed to prepare graduates for the ARRT Advanced Registry in Magnetic Resonance Imaging. The program meets ARRT clinical competency and MRI registry specifications. Registered radiologic technologists cross trained in MRI and with the ability to attain the 125 MRI exam requirements may be exempt from the clinical component of the program with the appropriate documentation and permission of the program coordinator.

To enroll in this certificate program, students must have completed at a minimum the AAS in Radiologic Technology. Licensed and/or registered radiologic technologists, radiation therapists, or nuclear medicine technologists (ARRT or NMTCB registered) would also meet prerequisites for this career ladder opportunity.

RT 291 MRI Patient Care & Procedures (first 8 weeks)	2.5
RT 292 MRI Clinical Internship	3.0
RT 293 MRI Safety & Image Production (second 8 weeks)	2.5

Recording Technology Certificate

Coordinator/Faculty: Andrew Jensen, ext 5032

Recording Technology Certificate (0097)
Students who are interested in recording technology coursework may receive the Recording Technology Certificate after completion of the following courses. The MUS 104 or a sufficient score on the Theory Assessment is still a requisite for MUS 250, and all other requisites apply.

Semester Credits

MUS	145	Recording Studio Orientation	3
MUS	150	Recording Engineer Musicianship I	3
MUS	151	Recording Engineer Musicianship II	3
MUS	154	Survey of Music Computer Technology	3
MUS	155	Survey of Music Computer Technology II	3
MUS	250	Basic Digital Recording Techniques	3
MUS	251	Advanced Digital Recording	3
MUS	252	Critical Listening for the Engineer	3
Total Credits			**24**

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Career Opportunities
Completion of the Music Technology Certificate will prepare the graduate to work in the field of:

- Recording engineer
- Audio visual technician
- Music studio assistant
- Music business
- Music merchandising

Respiratory Care

swic.edu/respiratory-care

Coordinator: Elizabeth Repp ext. 5916

Administrative Assistant: Candice Rodgers, ext. 5355

Articulation Agreements
- McKendree University – BA Healthcare Management
- University of Kansas Medical Center – BS Respiratory Care

Career Overview
The SWIC Respiratory Care program prepares students for entry-level practitioner positions in the respiratory care profession. Respiratory therapists have a high level of patient contact. Respiratory therapists, under the supervision of a physician, see patients of all ages to assist in the prevention, treatment and rehabilitation of pulmonary problems. The practice of respiratory care entails: monitoring, evaluating and reporting patients' cardiopulmonary status; providing treatments to keep the airway open; conducting sleep studies, pulmonary function studies, and metabolic studies, patient and family education, student clinical education and home care; discharge planning and follow up; as well as outpatient pulmonary rehabilitation.

For further information regarding the field of respiratory care, refer to the American Association for Respiratory Care website at www.aarc.org. Contact the program coordinator, coordinators' assistant or an academic advisor for more information.

About the Program
- Two-year Associate in Applied Science degree
- Selective admission for summer semester start
- Applications accepted Sept. 1 to Feb. 1
- Completion of biology, chemistry, and algebra in high school or college is required to apply
- Deadline for application documentation is May 1
- Online application available in the eSTORM Student Center

Licensure Requirements
Upon successful completion of the RC curriculum, graduates are awarded an Associate in Applied Science degree in Respiratory Care and are qualified to attempt the National Board for Respiratory Care examinations. Scores on these examinations impact the graduates ability to attain a license to practice as a Respiratory Therapist and identify the level of care the RT can provide through credentialing. Potential credentials include: Certified Respiratory Therapist or Registered Respiratory Therapist. The first step in the examination/credentialing process is completion of the Therapist Multiple-Choice Exam. This exam assesses the essential knowledge, skills and abilities of the graduate. There are two established cut scores for the TMCE. If a candidate achieves the lower cut score, they will earn the CRT credential, identifying they have entry-level RT knowledge, skills and abilities. If the candidate achieves the higher cut score, they will earn the CRT credential and are eligible to complete the Clinical Simulation Examination (provided they meet all other eligibility requirements). Successful completion of the Clinical Simulation Examination earns the candidate the RRT credential.

Supervisory positions and intensive care specialties typically require the RRT, which is advanced RC knowledge, skills and abilities. Credentials are used as the basis for the licensure in all 49 states that regulate the practice of respiratory care. All states, excluding Alaska, require a respiratory therapist to be licensed.

Program Accreditation
The SWIC Respiratory Care program, CoARC Program Number 200489, is accredited by the Commission on Accreditation for Respiratory Care, website: www.coarc.com. The program's curriculum is guided by the standards developed by CoARC. The accreditation status means SWIC has met the standards required and helps to assure the public that the curriculum will graduate competent clinicians. It also ensures that the college's RC graduates are qualified to take the National Board for Respiratory Care's certification and registry examinations.

Admission Procedures/ Application Requirements
The admission procedures for the RC program are in accordance with Illinois law. The law requires that programs not having sufficient space and resources to accommodate all applicants will accept those applicants best qualified, using rank, ability and achievement test scores as guides, with preference given to students residing in the district. Out-of-district students will be considered as in-district status for this application process if their community college has an Interdistrict Cooperative/Career agreement with SWIC. To qualify for the application process, students must submit paperwork from their local community college to SWIC Enrollment Services by the application deadline. Contact the secretary of the Board of Trustees at your community college to get the required paperwork.

Students must apply and be formally accepted into the Respiratory Care program before enrolling in RC-prefix courses. There are no waiting lists for admission to any Health Sciences program. If not admitted, interested applicants must re-apply the following year. **Refer to the RC Application Planning Guide for specific application requirements and to enhance your potential for admission to this competitive application process. Application Planning Guides are located on the Respiratory Care webpage .**

Selection of Applicants for Admission:
Selection of qualified applicants for the Respiratory Care program will be based upon a numerical ranking procedure, using ACT scores or SWIC GPA, high school and/or college grades and the percentage of those general education courses required for graduation completed prior to admission with a grade of B or better. To obtain more information on the entrance requirements for the Respiratory Care program, call or visit an academic advisor, Belleville Campus, 2500 Carlyle Ave., 618-235-2700, ext. 5206; the Red Bud Campus, 500 W. South Fourth St., 618-282-6682, ext. 8114; or the Sam Wolf Granite City Campus, 4950 Maryville Road, 618-931-0600, ext. 7333.

Applicants will be notified of their status regarding admission as quickly as is possible given the number of applications received. In the event that there are fewer qualified candidates than there are spaces available, applications will continue to be accepted

until the program's maximum capacity has been reached or until the first week of classes during the fall semester. Contact Enrollment Services at 618-235-2700, ext. 5554, to obtain information of a possible application deadline extension. The college reserves the right to fill the program in those years when there are fewer applicants than spaces available by whatever means it deems necessary to assure both academic integrity and fairness in the selection process.

In the event that there are more qualified applicants than spaces available in this program, those applicants who reside outside District No. 522 or in a district without a joint agreement for this program, will not be eligible for consideration or admission. Resident status is determined by address on file with Enrollment Services by May 1.

Program Capacity
The Respiratory Care program generally accepts 30 students each fall semester.

Program Location
The Respiratory Care program consists of general education courses, RC-prefix courses and assigned clinical practice courses. Specific locations depend on the course type.
1. The General Education Courses can be taken at the Belleville, Red Bud or Sam Wolf Granite City campuses and can be completed prior to admission.
2. The RC courses are offered only at the Belleville Campus during the day of the semesters indicated on the degree outline after acceptance into program or with program coordinator permission. Most RC courses are web-enhanced, therefore computer access is required.
3. Clinical practice may be scheduled during the day, evening, night, or weekend shift at RC employment settings throughout southern Illinois and in the St. Louis region. Students may be required to travel outside the college district for clinical experience courses. Specific clinical placement cannot be guaranteed.

Applicants should check location and schedule of classes to ensure availability and access. Students are responsible for their own transportation and attendance at any of the classes and clinicals assigned by the program.

Time Commitment
First-year students (fall, spring and summer semesters)
•   Clinical practice on Tuesday, Wednesday and/or Friday (8-hour shift)
•   Class/Lab on Monday and Thursday (8-hour day)
•   Class/Lab on Wednesday (4-hour day fall semester only)

Second-year students (fall and spring semesters)
•   Clinical practice on Monday, Wednesday and/or Thursday (8-hour shift)
•   Class/Lab on Tuesday and Friday (8-hour day)

Orientation & Performance
Applicants accepted into this program must attend all required orientation sessions and be able to perform the essential functions of the job with or without reasonable accommodations. Applicants or enrolled students are encouraged to contact the Disability & Access Center at 618-235-2700, ext. 5368, to discuss potential issues associated with meeting these requirements.

Health Insurance
Health insurance is required during clinical practice courses. Students are personally responsible for any costs incurred for injuries occurring during their clinical practice.

Medical/Health Requirements
RC students will be required to possess current BLS certification and show proof of immunizations, tuberculosis test, physical examination and health insurance coverage before beginning any clinical practice course. These requirements may not have to be fulfilled prior to admission and are further explained at the program orientation meeting.

Background Checks and Drug Testing
Criminal background check, random drug test and name search on government registries which prohibit employment in health care professions are required in our health science programs. Program start is contingent upon meeting deadlines for completion of the screening and results which allow the student to participate in the clinical portion of the program. Details and directions for accessing and purchasing online screening for background checks are shared with accepted students. Background checks are conducted for every state in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of the program and will result in program dismissal: assault, sexual offenses, murder, burglary, arson, and robbery. Refer to the Health Care Worker Background Check Act for a complete list of offenses at the Illinois Department of Public Health website.

To participate in the clinical portion of the program, required clinical sites will be surveyed to determine if clinical placement can be accomplished for students with "disqualifying" offense(s). If the survey results indicate clinical sites prohibit the conviction, the student will be removed from the program.

In addition, positive results from the drug test or student listing on prohibitory government registry will also result in dismissal from the program. Note: Positive drug testing results from the use of illegal drugs or prescription medication which the student does not have a prescription. Marijuana, recreational or medical is a positive drug testing result.

Dismissal for positive criminal background check, drug test, or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator prior to seeking admission.

Graduation Requirements

Applicants admitted to the program must follow the requirements for graduation at the time they are admitted and must meet all course, program, degree and sequencing requirements specified. Students are responsible for program policies as listed in each year's RC Student Handbook. Students who fail to meet program specific requirements will be dropped from the program and may be required to re-apply and compete for admission in the succeeding semester. A grade of C or better is required for all courses in the degree.

All students completing an AAS degree must complete graduation degree requirements in the front section of the blue pages of this catalog as well as the requirements specified for Human Relations coursework. Health requirements are satisfied by students successfully completing BIOL 105, PSYC 151 and this Health Sciences curriculum.

Course Sequence

The program can be completed in four semesters and two summers; however, it is recommended that students who wish to maximize points on the application complete General Education Courses (HRO 100, BIOL 105, ENG 101, SOC 153, ENG 102/COMM 151, PSYC 151) prior to entrance into the program and in progression following the appropriate course requisites. For information on course requisites, please refer to the *Course Description Guide* (yellow section) in this catalog. All RC-prefix courses must be completed before or during the listed semesters, unless permission is given by the program coordinator.

Associate in Applied Science Degree (020A)

First Year

Summer Semester — **Semester Credits**

HRO	100	Medical Terminology*	1
BIOL	105	Human Biology*	4
Total Semester Credits			**5**

Fall Semester — **Semester Credits**

ENG	101	Rhetoric & Composition I*	3
RC	102	Cardiopulmonary Anatomy and Physiology**	3
RC	103	Applied Science**	3
RC	104	Respiratory Care Practices and Procedures I	5
RC	105	Patient Assessment	3
Total Semester Credits			**17**

Spring Semester — **Semester Credits**

SOC	153	Introductory Sociology*	3
RC	110	Cardiopulmonary Pathology**	3
RC	111	Respiratory Care Pharmacology**	3
RC	112	Adult Airway and Ventilators	5
RC	113	Clinical Practice I	4
Total Semester Credits			**18**

Summer Semester — **Semester Credits**

RC	114	Advanced Ventilation & Ped RC	2.5
RC	115	Clinical Practice II	2
Total Semester Credits			**4.5**

Second Year

Fall Semester — **Semester Credits**

ENG	102	Rhetoric and Composition II* **OR**	3
COMM	151	Fundamentals of Public Speaking*	
RC	203	Adult Critical Care and NEO	5
RC	204	Clinical Practice III	4
Total Semester Credits			**12**

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Spring Semester — **Semester Credits**

PSYC	151	General Psychology*	3
RC	205	Hemodynamics & RC Specialties	3
RC	206	Clinical Practice IV	4
RC	207	Respiratory Care in Review	4.5
Total Semester Credits			**14.5**

Total Program Credits			**71**

*Students are encouraged to complete as many of these courses as possible before beginning the Respiratory Care coursework. BIOL 105 and HRO 100 must be completed by the end of the Summer 2024 Semester to be eligible for RC 104 in the Fall 2024 Semester. BIOL 157 & 158 can replace BIOL 105.

**Depending on space availability, these courses may be taken prior to program admission by applicants who make the alternate list. Coordinator permission is required. This allows the student the flexibility to complete as much coursework before beginning actual clinical rotations in health care facilities. Completion of RC 102, RC 103, RC 110, and RC 111 does not guarantee RC program admission. Students must still apply to the program for admission the following year. See RC program planning guides for details.

Career Opportunities

Respiratory therapists work in a variety of settings, including hospitals, clinics, skilled care facilities, physicians' offices, home health care agencies and medical product companies. Job opportunities for respiratory therapists are excellent, especially for therapists with experience working with infants

Average Starting Salary

The Human Resources Study from the American Association for Respiratory Care indicated that mean annual salary for respiratory therapists was $62,000, beginning salaries were $42,078-$47,297. According to results from the 2020 American Association for Respiratory Care (AARC) human resource survey, the typical respondent to the survey earned an hourly base (before differentials for evening and night shifts, weekends, holidays, and on-call) wage of $33.56.

Sign Language Studies: Interpreter

swic.edu/sls

Coordinator/Faculty: Susen McBeth, ext. 5799
email: susen.mcbeth@swic.edu

The SWIC Sign Language Studies Program prepares students to work as interpreters for the Deaf or hard of hearing community. While the foundation of the curriculum is a commitment to American Sign Language, interpreters must be able to adjust to a broad range of consumer preferences to communicate effectively. They must understand the cultures in which they work and apply that knowledge to promote effective cross-cultural communications. Graduates will recognize and adapt to the variation in language usage that exists within the deaf and non-deaf community to clearly relay concepts and ideas between the two languages. Successful interpreters are flexible, outgoing and feel comfortable in front of a group. They also relate effectively to the public and have a command of the English language. For further information regarding the field of Sign Language Interpreting, refer to the Registry of Interpreters for the Deaf website at www.rid.org.

Upon successful completion of the SLS degree program, graduates are awarded an Associate in Applied Science degree in Sign Language Studies/Interpreter and are prepared for entry-level, paraprofessional interpreting positions. The National Association of the Deaf and the Registry of Interpreters for the Deaf jointly offer national examinations at various sites in the state and country for general sign language interpreters. In order to take the national examination, a bachelor's degree or 120 credit hours is required. For those preferring to take the state examination and/or Education Interpreter Performance Assessment, the AAS degree is sufficient. The SLS curriculum prepares graduates for this written and performance-based examination.

Additionally, the college offers another program track designed for individuals who want to be able to communicate informally with people who are deaf or hard of hearing. The SWIC Sign Language Studies/Basic Communication Certificate program is designed for those who want general information and skills in basic sign language communication. These skills may enhance their current employment, as well as provide accessibility to colleagues who are deaf or hard of hearing.

Contact the program coordinator or an academic advisor for more information about enrolling in the program.

About the Degree Program

This is a 67-semester-credit, two-year degree program, which can be completed in four semesters. The curriculum includes communication, social science, SLS interpreting technical courses and assigned field experiences/practicum. There are 15 semester credits of General Education Courses and 52 semester credits of Sign Language Studies/Interpreter courses. Courses are offered in the day or evening. Certain courses are only offered once a year,

therefore it is highly recommended that students meet with the program coordinator to develop a schedule for completing the degree requirements in the proper sequence.

Students will be required to travel outside of the college district for field experience/practicum courses. Additionally, in SLS 101, 102, 105 and 203 there are some required assignments off campus to allow students to observe and converse with deaf and hard of hearing individuals using American Sign Language. Students may be required to have a criminal background check and/or drug testing depending on the setting (educational/government institutions) when enrolled in SLS 206, SLS 230 and/or SLS 290.

Enrollment Procedures

The SWIC Sign Language Studies certificate and degree programs are open to any student who is a high school graduate, earned a high school equivalency certificate, or is transferring from an accredited college or university. To enroll, students must: Complete a SWIC New Student Information Form and registration form to enroll in classes.

General Information

A. Students who want to be interpreters must be able to perform the essential functions of the job with or without reasonable accommodations. The essential functions of the job are listed at swic.edu/sls. Students are encouraged to contact the Disability & Access Center at 618-235-2700, ext. 5368, to discuss potential issues associated with meeting these requirements.
B. To develop proficiency in signing and interpreting time, dedication, study, and immersion in the Deaf/hard of hearing community and constant practice are required. The level of skill students attain is directly related to their participation/practice.
C. The program is offered at the Belleville Campus for SLS courses with field experience and practicums at facilities in the Metro East and St. Louis region; required general education courses can be taken at the Belleville, Red Bud or Sam Wolf Granite City campuses.
D. Students should check the location and schedule of classes to ensure their own availability and access. Students are responsible for their own transportation and attendance at any of the classes and field experience/practicum assigned by the program.
E. Enrolled students must follow the requirements for graduation at the time they are admitted and must meet all course, program, degree and sequencing requirements as specified. Students who fail to meet program-specific requirements will be dropped from the program.
F. A grade of C or better is required for all SLS courses and ENG 101.
G. Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

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Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

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Associate in Applied Science Degree (0024)

First Year

Fall Semester			Semester Credits
SLS	100	Non-Verbal Communications	2
SLS	101	American Sign Language I (Fall Only)	5
SLS	110	Deaf Studies/Culture	3
SLS	125	ASL Fingerspelling & Numbers	1
ENG	101	Rhetoric & Composition I	3
COMM	151	Fundamentals of Public Speaking	3
Total Semester Credits			**17**

Spring Semester			Semester Credits
SLS	102	American Sign Language II (Spring Only)	5
SLS	105	Field Experiences (Spring Only)	2
SLS	120	ASL Linguistics I (Spring Only)	3
SOC	153	Introductory Sociology	3
General Education Elective**			4
Total Semester Credits			**17**

Second Year

Fall Semester			Semester Credits
SLS	203	American Sign Language III (Fall Only)	4
SLS	205	Interpreting I (Fall Only)	3
SLS	206	Interpreter Principles and Practices (Fall Only)	3
SLS	210	ASL Linguistics II (Fall Only)	3
SLS	255	Transliterating (Fall Only)	3
Total Semester Credits			**16**

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Spring Semester			Semester Credits
SLS	220	Interpreting II (Spring Only)	3
SLS	230	Interpreting Practicum (Spring Only)	3
SLS	225	Sign to Voice (Spring Only)	3
SLS	270	Educational & Specialized Interpreter Settings (Spring Only)	3
SLS	280	Platform Interpreting (Spring Only)	3
Human Well-Being Elective			2
Total Semester Credits			**17**

| **Total Program Credits** | | | **67** |

**See beginning AAS degree (blue) pages for listing of all Social Science and Human Well-Being options.

Sign Language/Basic Communication Certificate (024A)

This certificate provides a basic communication proficiency in sign language. This is **NOT** a professional certification that is eligible for a license to work as a certified interpreter.

First Year

Fall Semester			Semester Credits
ENG	101	Rhetoric & Composition I	3
SLS	100	Non-Verbal Communications	2
SLS	101	American Sign Language I (Fall Only)	5
SLS	110	Deaf Studies/Culture	3
SLS	125	ASL Fingerspelling & Numbers	1
Total Semester Credits			**14**

Spring Semester			Semester Credits
SLS	102	American Sign Language II (Spring Only)	5
SLS	105	Field Experiences (Spring Only)	2
Total Semester Credits			**7**

| **Total Program Credits** | | | **21** |

Career Opportunities

Sign language interpreting is a rapidly expanding field. Interpreters may work for an agency or be self-employed. Schools, government agencies, hospitals, court systems and private businesses employ interpreters. Interpreters work in a variety of settings including medical, legal, religious, mental health, rehabilitation, performing arts and business. The setting in which an interpreter may work is based on the skill level attained on the national certification exam and/or state regulations regarding practice as an interpreter. For individuals who desire additional practice/preparation for the interpreter certification examination, enrollment in SLS 290 Interpreter Certification Preparation is recommended.

Average Starting Salary:

Per graduate feedback, interpreters earn between $30 and $60 per hour. Wages vary on the type, location and the day/evening rates of the interpreting assignment. Special interpreting assignments requiring special skills such as conference or platform interpreting or performances may negotiate a higher contract rate.

Warehousing and Distribution

Dean: Mark Bosworth, mark.bosworth@swic.edu

Warehouse employees help load and unload freight and move it around warehouses and terminals. Often, these employees work together in groups of three or four. They may use conveyor belts, handtrucks, pallet jacks or fork lifts to move freight. They may place heavy or bulky items on wooden skids or pallets to be moved by industrial trucks.

An objective of the certified warehousing and distribution specialist curriculum is to create a pool of skilled employees from which companies can draw as they staff their warehousing and distribution centers. A second objective is to provide training for employees currently employed in warehousing and distribution to prepare them for greater responsibility and growth in their careers. Skills taught in the courses are drawn from typical job skills requirements as determined by needs analysis among leading-edge warehousing and distribution operations. The curriculum consists of five courses, a warehousing and distribution center simulation, and a final assessment of knowledge and skills.

Warehousing and Distribution Certificate (045W)***

			Semester Credits
WRH	120	Warehousing Environment	1.5
WRH	121	Warehousing Workforce Skills	1.5
WRH	122	Warehousing & Distribution Process	2.5
WRH	123	Warehousing Technology Skills	2
WRH	124	Representative Warehousing Skills	2.5
Total Semester Credits			**10**

***All courses are taken concurrently and offered during one semester.

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Career Opportunities
The number of wage and salary jobs in the truck transportation and warehousing industries is expected to experience steady growth which will result in many job openings because the industry is so large. There will also be openings due to replacement needs for the large number of workers who will transfer to other industries or retire. This certificate will provide skills as a warehouse employee.

Welding Technology

swic.edu/welding

Coordinator/Faculty: Kevin Corgan, ext. 7423
email: kevin.corgan@swic.edu

Dean: Mark Bosworth, mark.bosworth@swic.edu

The Welding Technology program prepares welders and related personnel to meet the needs of area and national industry. Emphasis is placed on the skills and knowledge needed to enter the workforce.

See the program coordinator or an academic advisor for more information.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (0062)

First Year

Fall Semester — Semester Credits

WLDT	100	Welding Technology Orientation	0.5
WLDT	101	Introduction to Welding	5
WLDT	102	Principles of Welding	4.5
WLDT	106	Weld Fabrication Blueprint Reading	3
WLDT	152	All Position Arc Welding	5
Total Semester Credits			**18**

Spring Semester — Semester Credits

WLDT	201	Advanced Arc Welding	6
WLDT	251	Structural Fabrication Welding **OR**	4
WLDT	252	Pipe Welding	
WLDT	253	GTAW/GMAW/FCAW/PAC	4
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**17**

Second Year

Fall Semester — Semester Credits

WLDT	254	Testing and Inspection of Welds **OR**	3
WLDT	256	Qual & Cert Procedures - Welding Insps	
WLDT	255	Layout & Fitup for Welders	3
WLDT	260	Welding Automation	5
GT	105	Introduction to Technical Mathematics*	3
HES	152	First Aid Medical Self Help	2
Total Semester Credits			**16**

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Spring Semester — Semester Credits

WLDT	107	Advanced Blueprint Reading	2
WLDT	270	Robotic Welding & CNC Cutting	5
		Human Relations Elective	3
		General Education Elective	4
Total Semester Credits			**14**

Total Program Credits — **65**

Certificate Programs

The Welding Technology Certificate program is designed to train the beginner for entry-level positions in the welding industry and to also offer more advanced technical information and skill for the employed welder. High school articulation is available.

Basic Welding (062A)

WLDT	100	Welding Technology Orientation	0.5
WLDT	101	Introduction to Welding	5
WLDT	102	Principles of Welding	4.5
WLDT	106	Weld Fabrication Blueprint Reading	3
WLDT	152	All Position Arc Welding	5
Total Semester Credits			**18**

Advanced Welding (062B)

WLDT	107	Advanced Blueprint Reading	2
WLDT	201	Advanced Arc Welding	6
WLDT	251	Structural Fabrication Welding **OR**	4
WLDT	252	Pipe Welding	
WLDT	253	GTAW/GMAW/FCAW/PAC	4
Total Credits			**16**

Advanced Welding Manufacturing (062D)

WLDT	254	Testing and Inspection of Welds **OR**	3
WLDT	256	Qual & Cert Procedures - Welding Insps	
WLDT	255	Layout & Fitup for Welders	3
WLDT	260	Welding Automation	5
WLDT	270	Robotic Welding & CNC Cutting	5
Total Credits			**16**

Some courses may have requisites. Refer to the *Course Description Guide* in the yellow section of this catalog.

Career Opportunities

For approved electives, refer to the General Education Course Classifications for the Associate in Applied Science Degree.

MATH 112 or higher-level math may be substituted for GT 105

*If a 4-hour MATH course is substituted for GT 105 the General Education Elective credit requirement for this program is reduced to 3 credits.

Career Opportunities

Welders, welding inspectors and technicians continue to be in high demand both locally and nation-wide. Graduates of the welding program find employment in many economic sectors, including: manufacturing, construction, mining, chemical, oil and gas, maintenance, sales, art and education.