

# 2015-2016

## ACADEMIC CATALOG



**Illinois Community College District No.518**  
**[www.sandburg.edu](http://www.sandburg.edu)**

**Main Campus**

2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
309.344.2518

**Branch Campus**

305 Sandburg Dr.  
Carthage, IL 62321  
217.357.3129

**The Extension Center**

80 East Main  
Bushnell, IL 61422  
309.772.2177

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# About Sandburg

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## Illinois Community College District No. 518

www.sandburg.edu

### Main Campus

2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
Phone 309.344.2518  
877.236.1862  
Fax 309.344.3526

### Branch Campus

305 Sandburg Dr. Carthage, IL 62321  
Phone 217.357.3129  
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### The Extension Center

80 East Main St.  
Bushnell, IL 61422  
Phone 309.772.2177  
Fax 309.772.2958

Published by Carl Sandburg College  
Galesburg, IL 61401

### Approved by ...

Illinois Board of Higher Education; Illinois Community College Board; Illinois Department of Adult, Vocational, and Technical Education; Illinois Department of Financial and Professional Regulation; Illinois State Scholarship Commission; United States Department of Education.

### Accredited by ...

North Central Association of Colleges and Schools  
Commission on Institutions of Higher Education  
Phone 312.263.0456  
<http://www.ncahlc.org>

### Membership and Recognition

Carl Sandburg College is a member of: Alliance Library System; American Association of Collegiate Registrars and Admissions Officers; American Association of Community and Junior Colleges; American Board of Funeral Service Education; American Library Association; American Technical Education Association; Arrowhead Athletic Conference; Association of College and Research Libraries; Association of Community College Trustees; Central Illinois Association for Developmental Education; Consortium of Academic and Research Libraries in Illinois; Council for Opportunity in Education; Council of North Central Junior Colleges; Heart of Illinois Library Consortium; Illinois Association of Beauty Culture Schools; Illinois Association of College Admissions Counselors; Illinois Association of Collegiate Registrars and Admissions Officers; Illinois Committee on Black Concerns in Higher Education; Illinois Community College Admissions and Records Officers Organization; Illinois Community College Faculty Association; College Placement Council; Illinois Community College Student Activities Association; Illinois Community College Trustees Association; Illinois

Consortium of International Studies and Programs; Illinois Library Association; Illinois Mathematics Association of Community Colleges; Illinois Online Community Colleges; Illinois Online Network; Illinois State Historical Society; Illinois Virtual Campus; National Association for Developmental Education; National Association of Foreign Student Advisors; National Association of Public Schools of Adult Education; National Junior College Athletic Association; National League for Nursing; National League for Nursing Accrediting Commission; Northern Illinois Learning Resources Cooperative; National Association of Student Financial Aid Administrators; Online Computer Library Center.

### Student Responsibility

All students are expected to familiarize themselves with the provisions of this Catalog. Enrollment at Carl Sandburg College implies an understanding and acceptance by the student of an obligation to abide by the academic, administrative and social regulations of the College. Failure to read and comply with college regulations does not exempt a student from such responsibility. Keep this catalog as a reference for graduation requirements in Associate Degree Programs and Certificates.

Any student who wishes to examine the policies of the College should see the Vice President of Student Services.

### Student Equal Opportunity Regulation

It is the regulation of Carl Sandburg College that a student's race, color, religion, sex, national origin, ancestry, age, disability, citizenship, marital status, veteran status, sexual orientation or status in any group protected by applicable federal, state or local law (unless a part of a College affirmative action initiative) shall not be a basis for determining:

1. Whether the student will be admitted to the College;
2. The educational performance required or expected of the student;
3. The attendance or assignment requirements applicable to the student;
4. To what courses, fields of study or programs, including honor and graduate program, the student will be admitted;
5. What placement of course proficiency requirements are applicable to the student;
6. The quality of instruction the student will receive;
7. What tuition or fee requirements are applicable to the student;
8. What scholarship opportunities are available to the student;
9. What extracurricular teams the student will be a member of or in what extracurricular competitions the student will participate;
10. Any grade the student will receive in any examination or in any course or program of instruction in which the student is enrolled;
11. The progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled; or
12. What degree, if any, the student will receive. Questions or concerns should be addressed to the Dean of Student Support Services during regular business hours.

The College reserves the right to change, without notice, any information in this catalog.

This catalog is for information purposes and does not constitute a contract.

# President's Message

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expand upon our alumni base, and it continues to provide scholarships for students in need.

A student's success here at Sandburg has a tangible effect, too. A recent economic impact study concluded that graduating from Carl Sandburg College provided an average increase in earnings of 28 percent over those who did not complete a college program. In short, a Sandburg degree or certificate pays off.

I've only scratched the surface of how we're committed to our mission here at Carl Sandburg College. No matter your interests, I'm certain there is a class or program at Sandburg that is a fit for you. I encourage you to take time to explore those possibilities within this catalog and hope to see you on campus during the 2015-2016 academic year.

Dr. Lori L. Sundberg, President  
Carl Sandburg College

As we enter another academic year, I have never been more proud of the College's accomplishments. At the same time, I've never been more excited for our future!

Last fall, we announced an exciting new agreement that allows us to teach National Academy of Railroad Sciences (NARS) accredited courses at Sandburg, making it the first ever satellite location to offer such classes. The influence of this agreement will stretch well beyond the boundaries of Sandburg and the region, creating an opportunity for the College to recruit nationally. The courses, certificates and degrees offered as a result of this partnership will give our students the skills and knowledge they need to succeed in the industry. We worked closely — and will continue to do so — with BNSF Railway to develop curricula that are in line with what it expects from potential employees.

We are a partner college in the only Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program that the state of Illinois received. That grant will provide more than \$1 million that will help us establish programs and partnerships toward building the state's bioeconomy.

Our new Men of Distinction (MOD) and Women of Character (WOC) groups have been a welcome addition to the College's student life organizations and a great resource for minority students while also giving back to the community. Our Foundation continues to grow as we

# Board of Trustees

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**Chairperson William C. Robinson**, Galesburg

**Vice Chairperson Jon A. Sibley, Sr.**, Galesburg

**Secretary Sandra L. Wood**, Galesburg

**Bruce A. Lauerman**, Galesburg

**Lee E. Johnson**, Galesburg

**Thomas H. Colclasure**, Galesburg

**Gayla J. Pacheco**, Galesburg

**Blas Nache**, student trustee

**Cindy Arthur**, staff representative

**Julie L. Van Fleet**, secretary to the Board of Trustees

**Lisa Blake**, board treasurer/chief financial officer

**Doug Mustain**, attorney

# History

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Carl Sandburg College is named for Pulitzer Prize-winning poet and Lincoln biographer Carl Sandburg, who was born and raised in Galesburg. The son of Swedish immigrant parents, Sandburg was born Jan. 6, 1878, in a small cottage near the rail yards where his father worked. The cottage, on Galesburg's south side, is preserved today as an Illinois historical site.

Sandburg published numerous volumes, including *Chicago Poems*; *Cornhuskers*; *Rootabaga Stories*; *The People, Yes*; *Abraham Lincoln: The Prairie Years and The War Years*; and *Always the Young Strangers*. He received two Pulitzer Prizes — in history, for his *Abraham Lincoln: The War Years* (1939), and in poetry, for his *Collected Poems* (1951). The central theme throughout Sandburg's works is his belief in the essential goodness and drive of the common man and woman. His writing is full of optimism for the future of the human race.

Carl Sandburg and his mentor, Professor Philip Green Wright of Lombard College, also located in Galesburg, envisioned the establishment of "a People's Industrial College, where people of all ages would be taught, in addition to literature, philosophy, sociology, science, music, and art, something about industry and farming, such as agriculture, horticulture, bee culture, cabinet-making, metalworking, pottery, architecture, printing and publishing, and bookbinding." (From Margaret Sandburg's unpublished manuscript *Biography of Carl Sandburg*.) The two men felt that this "People's College" should be located by a river or on a lake.

Though Sandburg died in 1967, the College's ties with its namesake remain strong. In 1979, the late Helga Sandburg, Carl's youngest daughter, was awarded the College's first honorary associate degree. She returned to the campus in 1987, 1994, and in 2006 as the commencement speaker at graduation exercises. Additionally, Helga was a guest of honor at the annual community celebration, the Sandburg Days Festival, from its inception in 1996 to 2005.

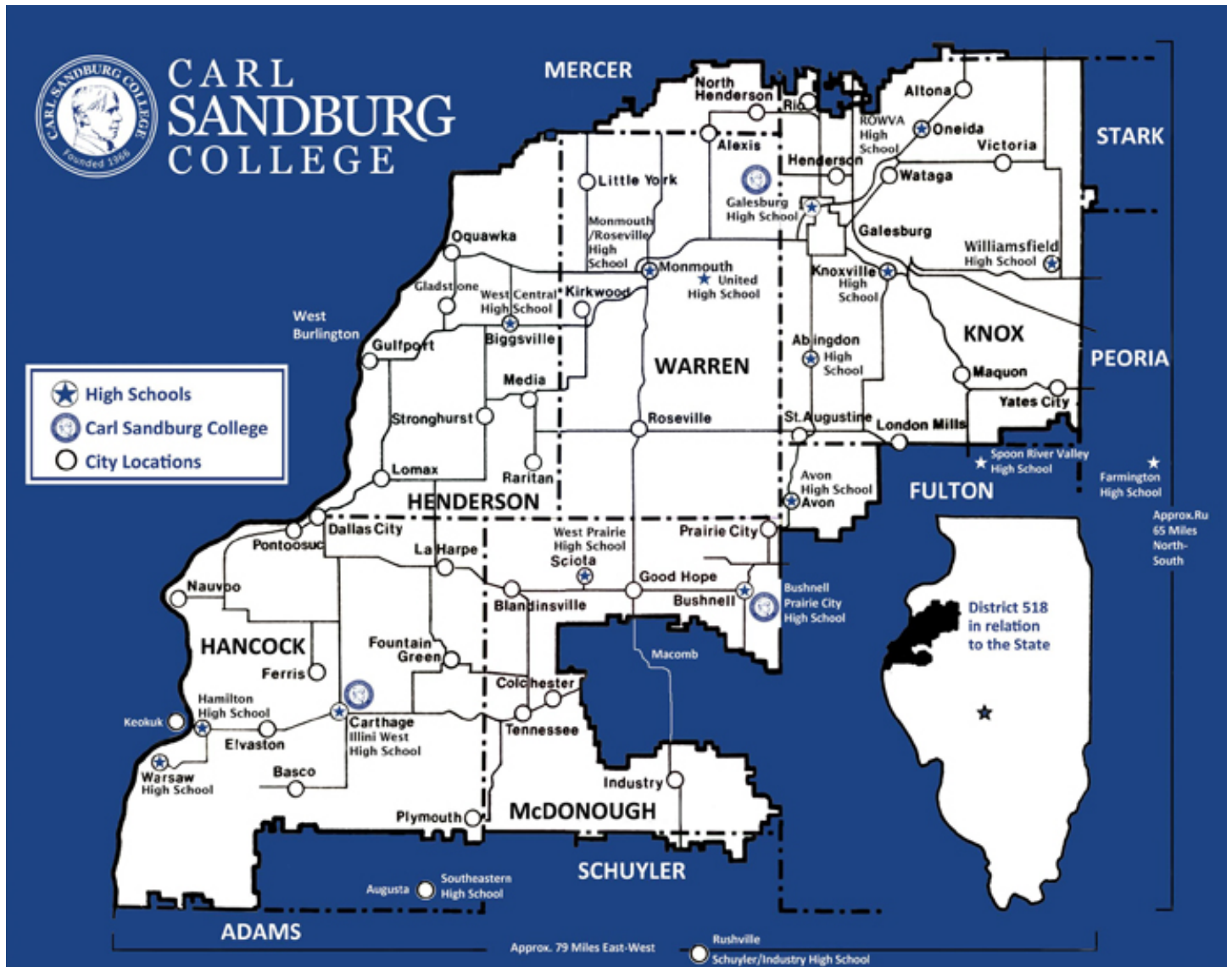
The referendum creating what is now Carl Sandburg College was passed by the voters of Knox and Warren counties in September 1966. The first classes were held Sept. 24, 1967, in a variety of facilities in downtown Galesburg. Since then the College has expanded considerably both in the scope of course offerings and in territory in an effort to meet the educational needs of the residents of west-central Illinois.

In 1969, the College occupied the site on South Lake Storey Road in Galesburg on which the permanent Main Campus would be constructed. The permanent facilities were opened in 1976. In the meantime, the College annexed 16 additional high school districts in 1974, which eventually resulted in the establishment of additional facilities to ensure the delivery of services for all residents of what is officially Illinois Community College District 518.

What is now the Branch Campus in Carthage offered its first classes in the winter of 1974. The Extension Center in Bushnell offered its first classes in 1995. The Main Campus has also undergone major recent renovations to keep Carl Sandburg College on the cutting edge of the technological revolution.

The College continues to serve its 3,000-square-mile district and fulfill its mission and vision and remain true to its core values for excellence, collaboration, integrity and respect.

# District Map



# Academic Calendar

Academic calendar dates may change.

Please check online at [www.sandburg.edu](http://www.sandburg.edu).

## Fall Semester 2015-2016

Event	Date
Registration Begins	Monday, April 6
Fall Tuition Due	Tuesday, August 4
Registration Ends	Sunday, August 16 (midnight online)
CLASSES BEGIN	Monday, August 17
LABOR DAY — NO CLASSES — OFFICES CLOSED	Monday, September 7
Midterm for Fall	Thursday, October 8
FALL BREAK — NO CLASSES	Friday, October 9
THANKSGIVING VACATION — NO CLASSES — OFFICES CLOSED	Thursday-Friday, November 26-27
Last Day to Withdraw	Tuesday, November 17
EMERGENCY DAY/NO CLASSES UNLESS NECESSARY	Friday, December 4
FINAL EXAMS	Monday-Thursday, December 7,8,9,10
Offices Closed	Thursday, December 24-Friday, January 1

## Spring Semester 2016

Event	Date
Registration Begins	Monday, November 2
Spring Tuition Due	Tuesday, December 8
Registration Ends	Sunday, January 10 (midnight online)
CLASSES BEGIN	Monday, January 11
MARTIN LUTHER KING JR.'S BIRTHDAY — NO CLASSES — OFFICES CLOSED	Monday, January 18
Midterm for Spring	Thursday, March 3
SPRING BREAK — NO CLASSES	Friday-Friday, March 4-13
NO CLASSES — OFFICES CLOSED	Friday, March 25
Registration for Fall Begins	Monday, April 4
Last Day to Withdraw	Tuesday, April 19
EMERGENCY DAY/NO CLASSES UNLESS NECESSARY	Thursday, May 5
FINAL EXAMS	Friday, Monday, Tuesday, Wednesday, May 6, 9,10,11
GRADUATION	Thursday, May 12

## 3 Week Summer Session 2016

Event	Date
Registration Begins	Monday, November 2
Pre-Summer Tuition Due	Monday, May 3
Registration Ends	Sunday, May 15 (midnight online)

CLASSES BEGIN	Monday, May 16
MEMORIAL DAY — NO CLASSES — OFFICES CLOSED	Monday, May 30
Midterm for Summer 3 Week Session	Wednesday, May 25
Last Day to Withdraw	Wednesday, June 1
Pre-Summer Session Ends	Friday, June 3

## 8 Week Summer Session 2016

Event	Date
Registration Begins	Monday, November 2
Summer Tuition Due	Monday, May 3
Registration Ends	Sunday, June 5 (midnight online)
CLASSES BEGIN	Monday, June 6
Midterm for 8 Week Summer Session	Friday, July 1
JULY 4 BREAK — NO CLASSES — OFFICES CLOSED	Monday, July 4
Last Day to Withdraw	Wednesday, July 20
Summer Session Ends	Friday, July 29

## 11 Week Summer Session

Event	Date
Registration Begins	Monday, November 2, 2015
Registration Ends	Sunday, May 15 (midnight online)
Classes Begin	Monday, May 16
Midterm for 11 Week Summer Session	Wednesday, June 22
July 4-No Classes/Offices Closed	Monday, July 4
Last Day to Withdraw from 11 Week Session	Wednesday, July 20
Summer 11 Week Session Ends	Friday, July 29
Grades Due to Admissions by 3 p.m.	Monday, August 1



# Mission and Statements

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## Mission Statement

The mission of Carl Sandburg College is to provide all students with opportunities for success.

## Vision Statement

Where dreams come to life, and lives come to change.

## Core Values

- Excellence
- Collaboration
- Integrity
- Respect

## Diversity Statement

Carl Sandburg College is a community of lifelong learners that welcomes, values, and respects diversity. The College fosters a climate of mutual respect that celebrates diversity by embracing our similarities as well as our differences. We demonstrate this commitment by serving students, faculty, staff and community members with fairness and equality.

# Priorities & Purposes

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## Priorities & Goals

1. Student Access and Success
  - a. Create, market, and implement educational programs to meet the needs of our district.
  - b. Create opportunities for students of all backgrounds to have access to higher education.
  - c. Prepare students for their educational goals.
  - d. Create and provide curricula and student services to ensure graduation.
  - e. Create opportunities for lifelong learning.
2. Teaching and Learning
  - a. Monitor, assess, and make changes to promote student learning.
  - b. Monitor, assess, and make changes to maximize student retention and learning.
  - c. Monitor and evaluate student outcomes.
  - d. Reaffirm a commitment to an environment that recognizes the need for diversity.
  - e. Create opportunities for all within the College community to interact with understanding, appreciation, and respect for others.
3. Community Alliances
  - a. Expand partnerships with four-year colleges and universities.
  - b. Continue to work with K-12 school districts.
  - c. Develop programs in cooperation with neighboring institutions.
  - d. Maintain and expand alliances within and beyond the College district.
  - e. Support economic development activities.
4. Operational Sustainability and Excellence
  - a. Develop Enrollment Management plan to stabilize and guide the institution's enrollment.
  - b. Establish and maintain effective technology in academic programs and support functions.
  - c. Upgrade employee skills in use of technology.
  - d. Continue to lead the way in technology.
  - e. Establish/maintain an operating fund balance equal to 20 percent of the previous year's adopted budget.
  - f. Maintain a competitive compensation program to enable the College to attract and retain a quality workforce.
  - g. Monitor, evaluate, and respond to needs of the physical environment.
  - h. Commit to all feasible sustainability efforts.
3. Provide courses and programs designed to assist academically underprepared students to be successful in their next level of education;
4. Provide activities designed to meet the lifelong educational needs and interests of individuals throughout the district;
5. Provide services designed to meet the needs of the student population including recruitment, admissions, registration, assessment, counseling, tutoring, career planning, academic advisement, financial aid, job placement, co-curricular activities, and inter-collegiate athletics;
6. Provide programs and services designed to meet the customized continuing education and technical assistance needs of individuals, businesses, industries, and community organizations;
7. Serve as a center for cultural and intellectual development.

upgrading of skills to meet current and emerging employment needs and trends;

## Educational Purposes

In its efforts to be a premiere learning and teaching institution, Carl Sandburg College is dedicated to fulfilling the following major functions:

1. Provide associate degree-level education consisting of liberal arts, sciences, and pre-professional fields designed to prepare students for transfer to baccalaureate-granting institutions;
2. Provide business, technical, and professional education that offers associate degrees, certificates, courses, workshops, and seminars designed for career, entry-level employment, retraining, and/or

# General Education Outcomes

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1. Communication: Demonstrate proficiency in speaking, writing, reading and listening.
2. Critical Thinking: Demonstrate critical thinking skills and problem solving skills.
3. Cultural Diversity: Demonstrate an awareness of human values and diverse cultures.
4. Information Technology: Demonstrate understanding and skills to function in a technological society.
5. Quantitative Skills: Demonstrate use of quantitative analytical skills and processes to interpret, evaluate and solve problems.

# Admission & Registration

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## Admissions Policy

Admission is open to all in-district residents of Community College District 518 who are high school graduates or the equivalent (GED), or non-graduates who are at least 18 years of age. Admission to the College does not ensure admission to a particular course or program of study.

Admission is also open to people in the following categories:

1. Out-of-district, out-of-state, and foreign country residents.
2. Students whose connection with a secondary school is severed. Any student who is 16 or 17 years of age and has severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence, is eligible to attend Carl Sandburg College.
3. Students currently enrolled in a secondary school program. Students currently enrolled in a secondary school program may be accepted into college course(s). If such courses are offered during the regular school day established by the secondary school or are offered for secondary school credit, prior approval of the chief executive officer of the secondary school must be received.
4. Admission of students in programs for special groups.

Should it be necessary to limit enrollment, priority will be given to residents of Carl Sandburg College District 518 or to residents of a community college district involved in a cooperative agreement with Carl Sandburg College. The College reserves the right to establish selective admission requirements for any or all programs. All programs and their respective admission requirements will be identified in the College catalog.

Carl Sandburg College will not discriminate in the admission of students on the basis of race, color, creed, sex, sexual preference, disability, or national origin.

## International Admissions

International students are welcome at Carl Sandburg College. The College is authorized under federal law to enroll nonimmigrant students. Prospective foreign students should contact the director of admissions and records (309.341.5234) to discuss their eligibility for admission.

Each student is encouraged to consult with a professional counselor at Carl Sandburg College in the selection of a program consistent with the student's interests and abilities.

## Online/Blended Courses

Online courses offer the same high quality instruction as their equivalent on-campus counterparts. These instructor-led courses are delivered through the Internet. By using the Internet students are able to link to faculty and other students in the class.

With Sandburg Online, learning can be accessible and flexible. If students have a busy schedule, they are able to "attend" class at times that best fit their schedule.

While the courses begin and end on specific dates and the course work has assigned deadlines, you can work at your own pace within the

deadlines. For more information, please call 309.341.5487 (Admissions) or check our Web site at [www.sandburg.edu/academics/online-learning](http://www.sandburg.edu/academics/online-learning)

Blended learning combines both traditional (face-to-face) classrooms with online coursework. This type of class can be structured a variety of ways, but typically it meets in the classroom once a week, and then the student completes the rest of the week's activities online. This provides a more flexible schedule, but keeps the personal touch of face-to-face meeting time. Because of the added online coursework, students can finish the same hours and the same course rigors with half the time or less being spent in the classroom.

## Community College Alliance with Franklin University

The Community College Alliance (CCA) is a unique educational agreement between Carl Sandburg College and Franklin University of Columbus, Ohio. This agreement allows Carl Sandburg College graduates to complete a bachelor's degree without leaving the Sandburg campus. After earning an associate degree or completing at least 60 transferable semester hours credit, students can earn a bachelor's degree through a combination of on-campus and online classes at Sandburg and online classes through Franklin University. There are 13+ majors in an online format that fit the students' career and lifestyle needs without the barriers of time and location. Beyond the bachelor's degree, students may also pursue the Vantage MBA in a completely online format in as few as 17 months. For detailed information, please contact the Admissions Office.

## BOT/BA Degree Program with Western Illinois University

Carl Sandburg College signed a partnership agreement with Western Illinois University (WIU) to facilitate the transfer of students who have earned or are pursuing an associate degree at Sandburg and who wish to enroll in the WIU Board of Trustees BA degree program. This flexible program enables the mature place-bound student to earn a bachelor's degree with as few as 40 semester hours taken through WIU in an online format or on campus. Once a student is accepted into the BOT/BA program, the tuition and fees rate is frozen for four years (if the student maintains continuous enrollment). Although a major may not be earned, a minor may be achieved by completing the exact academic requirements listed in the WIU Undergraduate Catalog. For detailed information, please contact the Admissions Office.

## Dual Credit Opportunities for High School Students

Carl Sandburg College works cooperatively with the various high schools within the Sandburg district that wish to provide college-level courses for their students during the junior and senior years. Dual credit allows eligible students to receive both high school and college credit for successfully completing college-level courses. These college courses may be offered at the high school location or the student may attend at one of the Carl Sandburg College campuses. Students must have the permission of the high school and obtain sufficient scores on a placement test to enroll in college courses. For detailed information, please contact the Admissions Office.

## Illinois Articulation Initiative (IAI)

Carl Sandburg College is a participant in the Illinois Articulation Initiative. The General Education Core Curriculum was incorporated into the Associate in Arts and Associate in Science degrees effective Summer

1998. Since completion of the Associate in Fine Arts (A.F.A.) degrees does not complete the Illinois Transferable General Education Core Curriculum (IAI GECC), students will need to complete the general education requirements of the school to which they transfer. For further information about IAI, go to the Web site at [www.itransfer.org](http://www.itransfer.org) (<http://www.itransfer.org>).

## Dual Enrollment with Knox College

Carl Sandburg College and Knox College have partnered on a dual enrollment program for students who intend to pursue a bachelor's degree at Knox upon completing an associate degree at Sandburg. Students can apply for the dual admission program as early as their senior year in high school through the beginning of their sophomore year of college (30 semester hours). Students accepted to the program must maintain a minimum 3.0 cumulative grade point average.

## Dual Admissions with Saint Ambrose University

Carl Sandburg College has entered into a dual admissions agreement, which permits students who intend to transfer to Saint Ambrose upon completion of their Associate Degree access to facilities, student events and other resources while attending Sandburg. Students must apply at both institutions upon entry into college and must work with an advisor from both institutions at the beginning of each semester.

## Monmouth College Pipeline Program

Carl Sandburg College has partnered with Monmouth College to create a program for students who desire to obtain a Bachelor's degree at Monmouth but earn their Associate's degree at Carl Sandburg prior to transferring. The program allows for students to meet with advisors from both institutions each semester and allows students access to various events and facilities on the Monmouth College campus. Inquiries can be directed to the Welcome Center, at 309.345-3500 or [welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu).

## Transfer Agreement with University of Illinois at Urbana-Champaign (ACES)

Carl Sandburg College and the College of Agricultural, Consumer and Environmental Sciences (ACES) if the University of Illinois at Urbana-Champaign (UIUC) have a cooperative agreement to help facilitate transfer students who wish to pursue a degree in one of the Agricultural Science programs at UIUC. Sandburg students who pursue the Associate in Science degree, with an emphasis in Agriculture, will be required to complete 12 semester hours of online work from UIUC and travel to their campus a couple of times per semester as part of their class requirements.

## Health Career Program Admissions

Admission to many of Carl Sandburg College's Health Career programs (Associate Degree Nursing, Practical Nursing, Radiologic Technology, Computed Tomography, Magnetic Resonance Imaging, Diagnostic Cardiac Sonography, Diagnostic Medical Sonography, Dental Hygiene, Nuclear Medicine Technology, Mortuary Science, Medical Assisting, Cosmetology, and EMS) is limited and, therefore, competitive. Selection is based on candidates' overall academic performance. Admission to the Cosmetology program is also limited and competitive. The most qualified applicants who are residents of the Carl Sandburg College District or of community college districts involved in a cooperative agreement with

Carl Sandburg College will be given preference for admission to these programs.

## Admission to AA/AS/AFA Programs (Baccalaureate Transfer)

Students enrolling in the Associate in Arts, Associate in Science, or Associate in Fine Arts degree programs (baccalaureate transfer) must have completed the following college preparatory courses as outlined in the Illinois Public Act 86-0954:

Subject	Years of Coursework	Explanatory Notes
English	4	Written & oral communications, literature
Mathematics	3	Minimum of one year of Algebra I, one year of geometry, & one year of Algebra II
Science	2	Laboratory science
Social Studies	2	History and/or government
Electives	2	Foreign language, music, art, or vocational education
Flexible Academic Units 2		Two additional courses from any one or two of the science, social studies, or electives categories in addition to approved courses in math & English such as advanced math, computer science, journalism, speech, & creative writing

Total Academic Units 15

Students who have not fulfilled these requirements when they initially enroll at Carl Sandburg College will be admitted on a provisional basis to the Associate in Arts, Associate in Science, or Associate in Fine Arts degree programs. Carl Sandburg College will incorporate in those students' curriculum courses to compensate for course deficiencies.

College preparatory course requirements for admission to the AA/AS/AFA degree programs as outlined above will be waived for students who have completed 32 semester hours of college coursework (100 level or above) with grades of "C" or better.

## Steps to Enroll

### Step 1: Discover your options at Sandburg

- Learn more about what Sandburg has to offer. Visit the Welcome Center in building B at the Galesburg campus; or speak with an advisor at the Bushnell or Carthage campuses. Take a tour of campus and explore the various educational programs.

## Step 2: Submit an application

- Complete and submit an application at [recruiter.sandburg.edu](http://recruiter.sandburg.edu)
- You will receive a welcome letter about 1 week after with your student ID, email and *mySandburg* login.

## Step 3: Apply for financial aid

- Go to [fafsa.ed.gov](http://fafsa.ed.gov) to complete the Free Application for Federal Student Aid (FAFSA) to apply for both federal and state financial aid.
- If possible, apply before March 1<sup>st</sup> to ensure the aid that you qualify for is available.
- Carl Sandburg College's code is 007265.

## Step 4: Request official transcripts

- High school, GED and all educational institutions.
- Send to: Carl Sandburg College Attn: Admissions 2400 Tom L Wilson Blvd. Galesburg, IL 61401.

## Step 5: Take the COMPASS placement test

- This untimed assessment test covers reading, writing and math, and will determine the level of classes you may begin.
- Prepare for this test before you take it. Go to [sandburg.edu/compass](http://sandburg.edu/compass) for practice tests, sample questions.
- If you would like reading assistance to complete the test, please contact Disability Support Services at 309.341.5262.
- Register at [sandburg.edu/compass](http://sandburg.edu/compass); [welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu) or 309.345.3500.
- Students with documentation of ACT scores of 20 in reading and English and 25 in math may opt out if scores are less than 2 years old.

## Step 6: Register for classes

- Schedule an appointment with an advisor to register for courses. Call 309.341.5237 at the Galesburg campus, 309.772.2177 at Bushnell and 217.357.3129 at Carthage.

For additional assistance contact the Welcome Center  
[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu) 309.345.3500

## Readmission

Students who have previously attended Carl Sandburg College and want to return after an absence of one semester or more must notify the Admissions and Records Office of any changes in name, address, phone number, academic program, etc. Some academic programs have special readmission policies and procedures.

## Community College Partnership with Bellevue University

Carl Sandburg College and Bellevue University (Neb.) have entered into an Articulation and Community College Partnership. Any Carl Sandburg College student who attends Bellevue University and has earned their Associate Degree will have all of their credits accepted at Bellevue and will have all of their General Education requirements fulfilled but must satisfy the Kirkpatrick Signature Series requirement (specific to Bellevue University).

## Study Abroad

Carl Sandburg College works in conjunction with the Illinois Consortium for International Studies and Programs (ICISP) and other Illinois community colleges in order to provide semester study abroad programs for its students to Canterbury, England; Carlow, Ireland; Salzburg, Austria; Seville, Spain; and Xi'an, China, and to offer summer study abroad to Salzburg, Austria; San Jose, Costa Rica; and Sydney, Australia. These programs are intended to provide students with a better understanding of the world via living and studying in different cultural environments around the world. Students reside with host families for all programs except Australia, China, and Ireland, where students stay in apartment or residence hall accommodations. For all programs requiring language courses, no prior experience is required. However, students with previous language experience will be tested and placed in the appropriate classes. During their study abroad, students are registered as Carl Sandburg College students and receive course credit directly through the College. Students are required to have a 2.75 or higher GPA, a "C" or better in English 101, and 12-15 hours of college credit in order to participate in Sandburg study abroad opportunities.

# Tuition & Financial Assistance

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Tuition and fees are subject to change without notice.

## Tuition

### Tuition for District Residents

Tuition for residents of Community College District 518 is charged at an in-district rate per semester hour for tuition in the 2014-2015 academic year. Check with the Carl Sandburg College Business Office for current tuition rate.

### Tuition for Out-of-District Residents

Students who are residents of Illinois but who live outside of Community College District 518 pay a higher tuition rate. Check with the Sandburg Business Office for current tuition rate.

### Tuition for Out-of-State Residents

All students who do not maintain a legal residence in the State of Illinois pay a higher tuition rate. Check with the Sandburg Business Office for current tuition rate.

### International Student Tuition

International students who attend Carl Sandburg College on a temporary visa will pay the out-of-state tuition rate. Students under this category are not eligible to qualify for in-district rates.

### Proof of Residence

Students who move from outside the state or district and who obtain residence in the state or district for reasons other than attending the community college shall be exempt from the 30-day requirement if they demonstrate through documentation a verifiable interest in establishing permanent residency. Students must be able to provide one or more of the following:

1. Voter registration in District 518
2. Evidence of tax, utility, or rent receipt, or a signed lease contract in District 518
3. Driver's license and/or vehicle registration showing an address in District 518
4. Other documentation which can help certify residency in District 518

A student who resides with his or her parents or guardian in Community College District 518 is a resident student. An emancipated student who is completely self-supporting and who has resided in Community College District 518 for at least 30 days prior to the beginning of the semester at Carl Sandburg College shall be considered a resident of the District. Students who are enrolled in an approved cooperative program between Carl Sandburg College and another college may be eligible to receive in-district rates. Students who qualify under other ICCB regulations are eligible to receive in-district tuition rates. Students cannot qualify for in-district tuition rates while on a temporary visa.

### Tuition Waivers for Senior Citizens

District 518 residents 65 years of age or older are permitted to participate in credit-bearing courses at no charge for tuition (No Credit Awarded),

provided there are spaces in the classes and that tuition-paying students constitute the minimum number required for enrollment in those classes. Verification of age is required by presenting an Illinois driver's license or other appropriate documentation at the time of enrollment. Payment is required for all fees, books and supplies.

### Tuition Charge-Backs for Carl Sandburg College District Residents Attending Other Community Colleges

Residents of Community College District 518 may enroll in a vocational program, as opposed to an occasional course, at another Illinois community college and pay only resident tuition at that institution providing that program is not offered at Carl Sandburg College.

A charge-back application must be obtained from Carl Sandburg College, completed and returned 30 days prior to the beginning of the school term for which the application is being made. See the Student Services Office for additional information.

### Payment of Tuition and Fees

Students may pay tuition and fees in cash, by check, or debit/credit card. The College accepts VISA, MasterCard, Discover, or American Express for tuition and fees payment. Credit card payment may also be used for Phone and Online Registration. For a small fee, students enrolling in semester classes can defer a portion of their tuition and fee charges (see Deferment Policy below). Check with the Sandburg Business Office for current rates.

### Deferment Policy

An interest-free monthly payment plan through nelnet business solutions (formerly FACTS Management Co.) is available. This monthly payment plan enables you to spread tuition payments equally over several months without interest or finance charges. By paying monthly, you limit borrowing and keep the overall costs of education down. The monthly payment plan is available to all families regardless of financial need. There is a minimal enrollment fee to cover administrative costs. The registration for the Monthly Payment Plan will be via the Internet and students must possess either a credit card or maintain a checking or savings account from which to withdraw the payments. Nelnet accepts MasterCard, Visa, Discover and American Express.

### Community College Educational Agreement

The Board of Trustees of Carl Sandburg College and the Illinois Community Colleges listed below have entered into an agreement for the purpose of providing additional educational programs to the citizens of each district involved in this agreement. Students will pay the resident tuition and fees of the institution they attend. Details for eligibility to participate in this cooperative agreement are available by contacting the Admissions Office, 309.341.5487.

### Participating Colleges

- Black Hawk College
- Carl Sandburg College
- Danville Community College
- Elgin Community College
- Heartland Community College
- Highland Community College
- Illinois Central College

- Illinois Valley Community College
- John Wood Community College
- Joliet Junior College
- Kankakee Community College
- Kaskaskia College
- Kishwaukee Community College
- Lake Land College
- Lewis & Clark Community College
- Lincoln Land Community College
- McHenry County College
- Moraine Valley Community College
- Morton College
- Prairie State College
- Rend Lake College
- Richland Community College
- Rock Valley College
- Sauk Valley Community College
- South Suburban College
- Southwestern Illinois College
- Spoon River College
- Waubensee Community College

## Refund Schedule

Tuition refunds will be issued to eligible students based upon effective date of withdrawals. The date that a written request for withdrawal is received by the Admissions and Records Office determines the effective date of withdrawal.

Full refund of tuition and fees will be made if the College cancels a course.

Refunds will be determined on the basis of the following schedule:

Length of Class	Refund Period*	% Refund
9-16 Weeks	1st 9 calendar days of term	100%
	Thereafter	0%
5-8 Weeks	1st 5 calendar days of term	100%
	Thereafter	0%
4 Weeks	1st 3 calendar days of term	100%
	Thereafter	0%
2-3 Weeks	1st 2 calendar days of term	100%
	Thereafter	0%
Less than 2 Weeks	Prior to Day 1	100%
	Thereafter	0%

\* Refund period refers to the number of calendar days beginning with the first day of the term.

## Important Note for Financial Aid Recipients — Return of Title IV Policy

Federal financial aid (Title IV student aid) funds are awarded to a student under the assumption that the student will attend school for the entire

period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. When a student receiving Title IV student financial aid withdraws from all courses, the aid must be adjusted in accordance with rules established by the U.S. Department of Education. These calculations may result in the student owing an institutional balance. Students who do not complete at least 60% of a period of enrollment may be required to return federal student aid received. These rules apply to both students who formally withdraw from classes as well as students who receive a zero grade point average (GPA) (grades of "W" and "F") for a semester and/or any period of enrollment less than a semester if enrolled in four- or eight-week courses.

The last date of attendance is determined to be the withdrawal date or the last recorded date of activity as documented by the institution. If the student ceases attendance without providing official notification of withdrawal to the institution, the mid-point of the payment period or period of enrollment, or the last recorded day of activity will be the withdrawal date for the purpose of returning Title IV funds. A copy of this policy is available in the Financial Aid Office. If you have any questions about how this law may affect you, please contact the Financial Aid Office prior to withdrawing from the College.

## Obligations to the College

Students must meet all financial obligations to the College and return all materials owned by the College before they will be allowed to re-register and to receive grade reports, diplomas, certificates, and transcripts. If you should have any uncollected balances, we may use any and all means necessary to collect this debt in accordance with state and federal laws.

## Financial Assistance

Carl Sandburg College participates in federal, state and institutional financial aid programs to assist students in meeting the costs of higher education. Financial aid is available in the form of grants, loans, scholarships and work study.

## How to Apply for Financial Aid

1. Apply for admission.
2. Complete the Free Application for Federal Student Aid (FAFSA). Sandburg's Federal School code is 007265. You may complete the FAFSA online via the Internet at [www.fafsa.gov](http://www.fafsa.gov) (<http://www.fafsa.gov>). The FAFSA is used to award federal, state and some institutional aid.
3. You will receive a Student Aid Report (SAR) approximately two weeks after filing the FAFSA. If you provide an e-mail address, you will receive the results via e-mail. Otherwise the SAR will be mailed to your home address. Review these forms and notify the Financial Aid Office of any errors.
4. Respond quickly to any request(s) for additional information from our Financial Aid Office.
5. You will receive a Financial Aid Award Notification from Carl Sandburg College indicating the amount and types of aid you are eligible to receive. If you are eligible for a loan, you must complete additional steps. Follow the instructions included with the award notification.

## Standards of Academic Progress

Students receiving financial aid are required to meet Satisfactory Academic Progress (SAP) standards according to federal and state



regulations. Academic records are reviewed for all students receiving financial aid and those being considered for financial aid from the following sources: Federal Pell Grant, Federal Work Study Program, Federal Supplemental Educational Opportunity Grant, Illinois Monetary Award Program (MAP), Federal Direct Parent PLUS Loan, and Federal Direct Stafford Loan (Subsidized and Unsubsidized). The student's status is evaluated at the end of each semester.

Students will be considered to have an eligible SAP status if they:

- Maintain a cumulative grade point average (GPA) of 2.0 or better
- Satisfactorily complete 67% or more of credit hours attempted
- Graduate within 150% of the credit hours required to complete the student's program

A student who has not met the minimum GPA requirement of 2.0 or higher, or has not completed the minimum credit hours will be assigned a classification of Warning for one semester, after which the student will be assigned a classification of Dismissal if SAP requirements are not met.

If a student does not meet SAP requirements at the conclusion of the Warning semester, the student will be placed on Dismissal. A student with a Dismissal status is no longer eligible for the financial aid programs listed above.

## Reinstatement of Financial Aid / Right to Appeal / Academic Plan

A student who is eligible for financial aid can regain eligibility for financial aid by fulfilling one of the following conditions:

1. Eliminate all academic deficiencies by completing the number of credit hours necessary, at the student's own expense, to meet the 67% requirement and attain the minimum 2.0 cumulative GPA.
2. Appeal and be granted Probationary Reinstatement of Aid. Appeals may only be granted where it is statistically possible for the student to meet the 67% requirement and attain the minimum 2.0 cumulative GPA by the end of the next semester of enrollment.
3. Appeal and be granted an Academic Improvement Plan where they can continue to receive financial aid to complete their program as long as they meet the terms of the plan.

## Academic Improvement Plan

Students who appeal and who need more than one semester to complete their academic goals, may be reinstated under an Academic Improvement Plan. This plan requires that students meet the following stipulations each semester until they attain good standing:

- Successfully complete 75% or more of credit hours attempted each semester
- Obtain a semester GPA of 2.2 or higher each semester

Students who fail to meet any of the above requirements while under the Academic Improvement Plan will have their financial aid terminated.

The complete SAP policy, including examples, is available on the College website or by visiting the Financial Aid Office.

## Developmental Hours

A student is limited to 30 developmental credit hours while receiving financial aid. Federal financial aid will not cover any developmental

courses taken after the student has reached the maximum 30 hours. These courses include, but are not limited to:

MAT.090	Arithmetic Fundamentals	1-3
MAT.093	Fundamentals of Algebra	1-3
MAT.098	Gen Ed Preparatory Math	4
MAT.099	Intermediate Algebra	4
BIO.090	Foundation for Biology	2
BIO.095	Foundation for Anatomy & Physiology	2
ENG.094	English Fundamentals 1	3
ENG.098	English Fundamentals 2	3
RDG.092	Academic Reading III	3
RDG.096	College Survival Skills	3

## Repeated Courses

Students may receive financial aid for repeating courses. However, if retaking a previously passed course, financial aid can only be used for one repeat of the course. Any courses that are repeated will be used in the calculation of a student's Satisfactory Academic Progress status. Each repetition will count toward the enrolled hours; however, only the course(s) being counted in the GPA calculation will be counted in completed hours for SAP.

Note: All information is subject to change based on changes to federal law, regulation, or College policy and procedure. If changes are made, students must abide by the new policy.

## Student Financial Assistance Programs

(Unless otherwise specified, follow the steps under "How to Apply for Financial Aid" for the programs listed.)

### Grants

#### Federal PELL Grant

Federal grants that offer from \$595 - \$5730 per year based on financial need. Eligibility is based on financial need and enrollment.

#### Federal Supplemental Educational Opportunity Grant (FSEOG)

These federal grant funds are awarded by Carl Sandburg College based on need, income, and application date. Award amounts vary. Students must be Pell eligible to receive FSEOG funds.

#### Monetary Award Program (MAP)

An Illinois program that will pay a portion of tuition, the award is based on financial need. Illinois residency is required and students must be enrolled in at least three credit hours. Maximum award is \$2400 per year.

### Student Loans

#### Federal Direct Loan

The Federal Direct Loan Program is administered by the federal government and offers freshman students up to \$3500 and sophomores up to \$4500 per year. THIS MONEY MUST BE REPAYED. You may qualify for a Subsidized Direct Loan and/or an Unsubsidized Direct Loan up to the maximum amounts listed above. First-time Carl Sandburg College loan recipients must complete loan counseling prior to the first loan disbursement.

Carl Sandburg College evaluates all loans on a case-by-case basis. Federal regulations allow an institution to refuse to certify a student loan

or certify a loan amount that is less than the student's determination of need. Students will be notified in writing of the institution's decision. Carl Sandburg College will not discriminate against any borrower or applicant in obtaining a loan on the basis of race, national origin, religion, sex, marital status, age, or disability status. Loan checks are distributed 30 days after each semester begins. Students who are placed on Financial Aid Probation or Dismissal may be denied student loans.

### Subsidized Direct Loan

These loans are based on financial need; therefore, all students may not qualify. With a Subsidized Direct Loan, no interest accumulates and no repayment is required as long as the student is enrolled in college at least half-time. Students have six months after they drop below half-time before repayment is required and interest begins to accrue. The interest rate for loans disbursed after July 1, 2011, is currently fixed at 3.4%.

### Unsubsidized Direct Loan

Students who do not qualify for maximum Subsidized Direct Loans may borrow up to the maximum amounts above less Subsidized Loans through the Unsubsidized Direct Loan program. The interest rate for loans changes annually on July 1, and is capped at 6.8%. The current rate is available at [www.studentaid.ed.gov](http://www.studentaid.ed.gov). (<http://www.studentaid.ed.gov>)

### Federal Direct PLUS Loans

A loan in which parents of dependent students may borrow to pay for educational expenses. Family income is not taken into consideration; therefore, the program is open to almost any family who qualifies based on credit. The family can borrow up to the cost of education, less other aid received. Interest rate is fixed at 7.9%. Repayment begins immediately. To determine eligibility, you must apply for federal student aid as outlined in this Financial Aid section of the catalog.

### Other Programs

#### Federal Work-Study Program (FWS)

These federal funds are awarded to students interested in working to help meet their financial need. An FWS award allows the student to work on campus to earn money. An award does not guarantee a job will be available or that the student will earn the entire award.

#### Illinois National Guard

Tuition and fees are paid by the National Guard for students who have completed one year of service and who are currently enrolled in the National Guard. The student must be an Illinois resident, have a grade point average 2.0 or higher and submit a Notification of Eligibility annually to the Coordinator of Veterans and Military Personnel Student Services. Eligibility is limited to eight semesters of full-time attendance. Apply online at [www.isac.org](http://www.isac.org).

#### Illinois Veterans Grants (IVG)

This program will pay all tuition and fees for students who qualify. The student must:

1. be a veteran,
2. have resided in Illinois six months before entering the armed services,
3. have at least a year of active duty and receive an honorable discharge,
4. return to Illinois within six months after discharge from the service,
5. maintain a grade point average of 2.0 or higher.

IVG applications are available at [www.isac.org](http://www.isac.org).

### Western Illinois Works

Persons who are interested in training/retraining may consider applying for WIA. For more information contact your local WIA Office:

Hancock County  
71 S. Adams St., Suite F  
Carthage, IL 62321  
217.357.6749

Knox County  
311 East Main Street, Suite 612  
Galesburg, IL 61401  
309.343.9832

McDonough County  
440 North Lafayette  
P.O. Box 298  
Macomb, IL 61455  
309.837.1280

Warren County  
88A Public Square  
Monmouth, IL 61462  
309.734.4745

### Department of Rehabilitation Services (DORS)

Financial Assistance is available, as a grant, for students with a disability which is considered a substantial vocational handicap to employment. For additional information contact your local DORS office. The Galesburg office is located at 477 E. Main St., Suite A, Galesburg, IL 61401, or phone 309.343.2193.

### College-Sponsored Programs

#### Carl Sandburg College Foundation Scholarships

Carl Sandburg College Foundation establishes and cultivates transformative relationships for support of Sandburg students, programs and capital needs. A volunteer board of directors governs the Foundation, providing policy direction for the non-profit, 501(c)(3) tax-exempt organization established to secure additional funds for the College. Contributions to the Foundation provide scholarships and financial support that enable Carl Sandburg College to offer more programs and enhance what is already an outstanding institution of higher education. Contributions are accepted from our generous giving community comprised of individuals, businesses, organizations and foundations. These combined resources enhance the College's educational mission of providing all students with opportunities for success.

The Foundation provides academic, program-specific, veterans, financial need, and geographic-based scholarships. These scholarships support Sandburg students of all ages in occupational and transfer curricula. Scholarship awards are based on individual scholarship guidelines. Distribution of payment is determined solely by the Foundation's Scholarship Review Committee and is not subject to change by outside departments.

For further information regarding scholarships, please contact the Foundation Office or the Financial Aid Office on The Main Campus. At The Branch Campus or The Extension Center, contact the Student Services Generalist.

Visit the Foundation web site at [www.cscfoundation.org](http://www.cscfoundation.org) (<http://www.cscfoundation.org>) or go to [stars.sandburg.edu](http://stars.sandburg.edu) to apply.

## Other Forms of Assistance

### Presidential Scholarships

Presidential Scholarships are available for students who excel academically in high school and achieve on the ACT exam. Half-scholarships (8 credit hours per semester) and full-scholarships (16 credit hours per semester) are available for four semesters for eligible students. Funding is renewable as long as the recipient maintains eligibility requirements at Sandburg.

### Talent Scholarships

Talent Scholarships are available for students with exceptional talent in the areas of creative writing, journalism, music, theatre, art, or athletics. Students may receive a scholarship waiving in-district tuition for up to 18 credit hours per semester. Recipients are selected by a committee from the Student Services Division. Interested students should contact the Student Services Office for details.

### Crisis Grants/Loans

Carl Sandburg College Foundation offers emergency financial assistance for Sandburg students in crisis experiencing a non-academic, non-recurring expense that jeopardizes the applicant's ability to remain enrolled at Carl Sandburg College. A one-time crisis grant or loan could be approved if the student meets all the eligibility requirements, subject to available funding. (Student must document their financial crisis and submit a letter explaining specific circumstances.) For information, students should request a Crisis Grant/Loan application from the Foundation Office. If eligible, students will receive a response within 72 hours.

### Veterans' Assistance

State and Federal assistance is available at Carl Sandburg College for qualified veterans and the children and spouses of veterans who died or are permanently and totally disabled as the result of a service-connected disability. For information on eligibility and the application process for the benefits available under these and other programs, contact the Coordinator of Veterans and Military Personnel Student Services in the Financial Aid Office. Academic programs listed in the catalog as "Pending ICCB Approval" are not eligible for VA Certification until the approval is received from ICCB and approved by the Department of Veterans Affairs.

### Tuition for Eligible Veterans and families

Effective July 1, 2015, In-district tuition will be charged to eligible Post 9/11 Veterans, spouses, and/or child and Montgomery GI Bill Recipients regardless of residency. Check with the Coordinator of Veterans and Military Personnel Student Services with any questions.

### State Assistance

The State of Illinois provides assistance to veterans through the Illinois Veteran Grant and through the Illinois National Guard Scholarship. Eligible veterans will receive credit for full tuition and for registration fees for approved courses at any Illinois state-controlled college, university or community college. To maintain eligibility for either of the grants listed above, students must maintain a 2.0 grade point average and meet any other eligibility requirements.

### Federal Assistance

The Veteran's Administration offers a variety of federal entitlement programs through the GI Bill and other VA programs. Eligible veterans

may receive a monthly check to cover school-related and other expenses while attending college in an approved program of study.

### The Montgomery GI Bill, Active Duty, Chapter 30

Eligible veterans may receive up to 36 months of educational benefits through this program. The monthly benefits a veteran may receive are based on the veteran's military training, category, length of service, and any applicable "kickers" provided by the Department of Defense. Most eligible veterans are permitted 10 years from the point of discharge to use his/her benefits; however, exceptions may exist that could shorten or extend that period of entitlement. For additional information, visit [www.benefits.va.gov](http://www.benefits.va.gov) (<http://www.gibill.va.gov>).

### The Montgomery GI Bill, Selected Reserve, Chapter 1606

Most of the selected reserves may be eligible for receiving educational assistance through this program. The selected reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve, Coast Guard Reserve, the Army National Guard, and the Air National Guard. Eligible reservists may receive up to 36 months of educational benefits through this program. In certain cases involving mobilization, the period of eligibility may be extended. For additional information, visit [www.benefits.va.gov](http://www.benefits.va.gov). (<http://www.gibill.va.gov>)

### The Post-9/11 Veterans Education Assistance Act of 2008

The Post-9/11 GI Bill is a recently introduced benefit providing educational assistance to individuals who have served on active duty on or after September 11, 2001. For specific information regarding eligibility requirements, the length for which assistance is available, and the amount of the entitlement allotment, please visit [www.benefits.va.gov](http://www.benefits.va.gov). (<http://www.gibill.va.gov>)

### Reserve Educational Assistance Program (REAP)/Chapter 1607

REAP is the new Department of Defense education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress.

The Secretaries of each military service, the Department of Defense, and the Department of Homeland Security (Coast Guard) determine the criteria for eligibility. The law requires DoD provide written notification of eligibility for REAP. A member of a reserve component who serves on active duty on or after September 11, 2001, under title 10 U.S. Code for contingency operation and who serves at least 90 consecutive days or more is eligible for chapter 1607. National Guard members also are eligible if their active duty is under section 502(f), title 32 U.S.C. and they served for 90 consecutive days when authorized by the President or the Secretary of Defense for a national emergency that is supported by federal funds. Individuals are eligible as soon as they reach the 90-day point regardless of whether they are currently on active duty. The DoD will fully identify those contingency operations that qualify for benefits under chapter 1607.

Disabled members who are injured or who have an illness or disease incurred or aggravated in the line of duty and are released from active duty before completing 90 consecutive days are also eligible.

If you are unsure about whether you are eligible for any VA education benefits, please submit an application to VA.

### **Chapter 31**

If you are classified as a Service-Disabled Veteran, the Veteran's Administration will pay the cost of tuition, fees, books, equipment and supplies at an approved college or university.

### **Chapter 32 (VEAP)**

The Veteran's Administration provides financial assistance for Post-Vietnam era veterans through the Veterans' Educational Assistance Program (VEAP). To be eligible, veterans must have entered active duty on or after January 1, 1977 and before July 1, 1985 and have contributed to the educational fund before April 1, 1987.

### **Chapter 35**

Children and spouses of veterans who died or are permanently and totally disabled as the result of a service-connected disability may be eligible for a financial educational assistance allowance.

### **The Restored Entitlement Program for Survivors (REPS)**

The REPS benefit is payable to certain surviving spouses and school children who are survivors of members or former members of the Armed Forces who died while on active duty before August 13, 1981, or died from disabilities incurred in or aggravated by duty before August 13, 1981.

## **Carl Sandburg College Standards for Veterans' Satisfactory Progress**

Carl Sandburg College students who are receiving federal educational benefits through the Veteran's Administration (VA) must make Satisfactory Progress in order to continue receiving benefits. This applies to Illinois Veteran's Grant (IVG), National Guard (NG), Chapter 30, 31, 33, 35, 1606, and 1607 benefits.

VA Satisfactory Progress requires the student to maintain a cumulative GPA of 2.0 or greater after their first semester of attendance. Students who fall below a 2.0 GPA will be placed on Warning. Students on Warning will have one semester to raise their cumulative GPA so that it satisfies the requirement. Students who do not satisfy the cumulative GPA after the warning period will be placed on Carl Sandburg College VA Dismissal and will no longer qualify for VA educational benefits.

Students will be removed from Carl Sandburg College VA Dismissal when their cumulative GPA rises to a 2.0 or above. Students placed on Sandburg VA Dismissal may file a written appeal to reinstate their benefits for an additional semester. Appeals should be turned in to the Financial Aid Office and reviewed by the Veterans Satisfactory Progress Committee. The appeal will be reviewed within 30 calendar days. Students are encouraged to file their appeals early to avoid disruption in benefits.

#### **Certification Information:**

- Students will only be certified for educational benefits for those courses that apply to their declared academic major.
- Students receiving educational benefits are also expected to complete all of the semester hours for which the student is certified for a given semester. Students who do not complete their semester hours may be responsible to repay funds received for the semester.

# Academic Information

## Academic Credit

### Credit Earned at Carl Sandburg College

The unit of credit measure is the semester hour which approximates the effort expended in 50 minutes of class work and 100 minutes of study during each week of the semester.

### Credit for Courses Completed at Other Colleges and Universities

Credit will be granted for courses taken at other accredited institutions in which the student has earned a grade of "C" or better. Credit also will be awarded for courses in which a grade of "D" has been earned, providing the student's overall average from the institution is a "C" or better, unless otherwise stated by specific Carl Sandburg College program requirements. Transfer credit is evaluated and awarded by the Admissions and Records Office.

Credit will be granted toward specific Associate in Applied Science and vocational certificate programs through articulation agreements with Delabar Vocational Education System and Western Area Career System. Check with the Admissions and Records Office for specific applications.

The College will accept as transfer credit all appropriate hours earned at accredited institutions. Regardless of the number of hours accepted, a student must meet the College's residency requirement for graduation. See "Graduation Policies and Procedures" for additional information regarding residency.

### Credit for Military Service

Credit for 3 semester hours of physical education and 3 semester hours of health education credit will be awarded to members or former members of the U.S. Armed Forces who have completed six months or more of basic or recruit training and have been honorably discharged or have transferred to the reserve component (includes the Army and Air National Guard and the Coast Guard). To receive this credit, the student must submit a petition to the Admissions and Records Office along with separation papers (DD214).

Certain experiences in military service may be submitted to the Admissions and Records Office for evaluation. The recommendations contained in "A Guide to the Evaluation of Educational Experiences in the Armed Services" by the American Council on Education are used as a basis for such evaluations.

Credit may be given for coursework applicable to a Carl Sandburg College curriculum which was taken through the Defense Activity for Non-Traditional Education Support (DANTES) or under the United States Armed Forces Institute (USAFI), provided the course is recommended by the American Council on Education. The student must submit official transcripts of satisfactory completion of the work to the Admissions and Records Office.

### Credit for College Level Examination Program

The College recognizes undergraduate achievement as measured by both the general and subject examinations of the College Level Examination Program (CLEP). Scores may be submitted to the Admissions and Records Office for evaluation, and if the level of achievement is at or above the minimum standards and score levels established by the

College, credit may be granted. Carl Sandburg College follows the guidelines of the American Council on Education in accepting CLEP credit. Students may earn up to 24 hours of credit from the general examinations of the College Level Examination Program in the areas of humanities, mathematics, natural sciences and social sciences. In addition, many of the CLEP subject examinations may be accepted for credit based upon the score recommendations of the American Council on Education.

Students should discuss the CLEP options with a Student Services counselor prior to registering for any of the examinations.

Regardless of the number of hours earned through CLEP, the student must meet the College's residency requirement for graduation. See "Graduation Policies and Procedures" for additional information.

NOTE: If results of CLEP examinations are to be sent to another school for credit recognition, students are advised to check with the transfer school to determine its policy toward credit by examination.

## Departmental Proficiency Examinations

Students may receive credit for a course at Carl Sandburg College by passing institutional proficiency examinations with a grade of "C" or better. The decision as to whether or not any particular course may be eligible for proficiency is made by the instructional department offering the course. The fee for each proficiency exam is equivalent to the cost of CLEP exams. Regardless of the number of hours earned through proficiency exams, a student must meet the College's residency requirement for graduation. See "Graduation Policies and Procedures" for additional information. Additional information about proficiency examinations may be obtained from the Admissions and Records Office.

## Military Continuing Education Programs

Carl Sandburg College is a participant in the Illinois Community College Military Continuing Education Program designed to meet the needs of U.S. Army, Army National Guard, and Army Reserve soldiers pursuing an Associate's degree.

## Advanced Placement Program

This program and associated tests are offered only in high schools. Students who have participated in the AP program may be eligible to receive credit and advanced placement on the basis of tests in certain subjects determined by Carl Sandburg College.

Students wishing such credit or placement should request the College Entrance Examination Board to send their AP scored examinations to the Admissions and Records Office. Upon notification from the Registrar, students can then have any credit which was awarded placed upon their transcript.

## Grades

Grades are issued at the close of each academic term on a letter basis indicating quality of academic work. Grades issued by Carl Sandburg College are:

Code	Description
A	Superior work
B	Good work
C	Average work
D	Poor work
F	Failing work

I	Incomplete. Incomplete indicates that the student has, for acceptable reasons, been unable to complete the required work by the close of the semester. "I" is permissible only when the student has maintained a passing grade as revealed by the class record. An "I" must be changed by the instructor to an appropriate letter grade by mid-term of the following academic term or it will default to a grade of "F."
P	Satisfactory work. Credit granted. Not calculated in grade point average.
U	Unsatisfactory work. No credit granted. Not calculated in grade point average.
T	Audit. Course which was taken without credit.
W	Withdrawal. No credit. Not calculated in grade point average.

## Transcripts

The Admissions and Records Office will make a copy of a student's transcript (official academic or permanent record) when requested to do so. All requests for transcripts must be made in writing by the student. "Transcript Request" forms are available in the Admissions and Records Office and at [www.sandburg.edu](http://www.sandburg.edu). Other forms of written requests such as signed letters, postcards, FAX, or electronically signed e-mails will be accepted. No transcripts will be released without the written permission of the student. The College reserves the right to withhold transcripts of persons who have financial obligations with the College. <http://www.sandburg.edu/admissions/request-transcripts>

## Grade Point Average

Grade point averages are calculated by dividing the number of grade points earned by the number of semester hours attempted.

The number of grade points for a given course is found by multiplying the grade point value (A = 4; B = 3; C = 2; D = 1; F = 0) by the number of semester hours which may be earned in the course.

Example:

Class	Grade	Points	x	Credit Hours	=	Total Grade Points
Biology	B	3	x	4	=	12
Speech	C	2	x	3	=	6
History	A	4	x	4	=	16
Total				11		34

(34 divided by 11 equals 3.09)

Grade Point Average (GPA) is 3.09

## Records Policy

The College's policy regarding student records is intended to comply fully with the Family Educational Rights and Privacy Act of 1974. This Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for correction of inaccurate or misleading data through formal and informal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office, Department of Education, Washington, DC 20202, concerning the alleged failures of Carl Sandburg College to comply with the Act. Copies of the College policy are available in the Admissions and Records Office.

Carl Sandburg College designates the following categories of student information as public or "directory information": name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

The above information may be disclosed by the institution for any purpose at its discretion. However, currently enrolled students may withhold disclosure of these items by notifying the Admissions and Records Office in writing within the first fourteen days of classes each semester. Request for non-disclosure must be made each semester.

Questions concerning the Family Education Rights and Privacy Act may be referred to the Admissions and Records Office.

## Academic Record Appeal

In accordance with the provisions of the Family Education Rights and Privacy Act of 1974 (FERPA), students may appeal the accuracy of their permanent record (transcript). This right permits the student to appeal only the accuracy of the record which contains the grade; it does not permit the student to appeal the grade given by the instructor. (See "Framework for Addressing Student Concerns, Grievances, Sexual Harassment, and Discrimination" for information about appealing grades.)

Academic record appeals must be filed by the student with the Admissions and Records Office within 60 days of the closing of the academic term.

## Academic Honors

A Dean's Honor List and an Honor List are published six weeks after each semester. Full-time students (those who complete 12 or more semester hours) who have earned a grade point average of 3.5 or better during the term are recognized by the Dean's Honor List. Full-time students (those who complete 12 or more semester hours) who have earned a grade point average of 3.00-3.49 are recognized by the Honor List.

## Academic Standing

Students are expected to make satisfactory academic progress toward attaining an expressed educational objective. Satisfactory academic progress is measured in terms of grades earned. A 2.00 cumulative grade point average for all courses applicable to a specific degree or certificate is required for graduation from Carl Sandburg College. A 2.00 cumulative grade point average is also required for transfer to most senior institutions. Anytime either the semester or the cumulative grade point average falls below 2.00, the student should reassess his/her educational objectives and study habits. The student should seek assistance from instructors, academic advisors, and counselors in the reassessment process.

## Good Standing

To be in good standing, a student must maintain a cumulative grade point average of 2.00.

## Academic Warning: (Financial Aid Warning)

Students will be placed on *Academic Warning* if their cumulative GPA falls below a 2.0 or if their cumulative completion rate of courses attempted drops below 67%. Students who are placed on *Academic Warning* must demonstrate progress towards degree completion during their next semester of enrollment by earning a semester GPA of 2.0 and a semester

completion rate of 67%. Students who are placed on *Academic Warning* may continue to enroll in classes and receive financial aid.

### Academic Notice: (Financial Aid Dismissal)

Students previously placed on *Academic Warning* who fail to meet the *Standards of Academic Progress* will be placed on *Academic Notice*. Any student placed on *Academic Notice* must complete the next semester of enrollment with a 2.2 GPA and achieve a 75% semester completion rate to remain on *Academic Notice*. Students on *Academic Notice* and who meet the minimum GPA and completion requirements will be permitted to enroll in the upcoming semester even if the student's *cumulative* GPA and *cumulative* completion rates remain below the required levels.

Students placed on *Academic Notice* are **strongly** encouraged to schedule a meeting with their academic advisor to develop an academic plan that will allow the student to complete his/her program in a timely manner.

Students placed on *Academic Notice* may be eligible to receive financial aid if they are approved to participate in the *Academic Improvement Plan (AIP)* through the Office of Financial Aid. Students interested in learning more about the *AIP* are advised to contact the Office of Financial Aid for specific program details.

Students who have been placed on *Academic Notice* and who earn a semester GPA **below** a 2.2 and/or whose completion rate is below 75%, will be placed on *Academic Notice II*.

### Academic Notice II: (AIP Dismissal)

Students placed on *Academic Notice II* are allowed one additional semester to improve their academic standing. Students who fail to make significant improvements may be suspended from the college for the following semester and must appeal to be permitted to enroll for future classes.

Students placed on *Academic Notice II* are required to schedule a meeting with their academic advisor to re-evaluate and to revise the student's existing academic plan. Students placed on *Academic Notice II* will be restricted to enrolling in no more than 12 credit hours per semester. A registration restriction will be placed on the student's account so that additional courses may not be added. Students on *Academic Notice II* must complete the semester with a 2.2 GPA and achieve a 75% semester completion rate to remain on *Academic Notice II*. Students on *Academic Notice II* and who meet the minimum GPA and completion requirements will be permitted to enroll in the upcoming semester even if the student's *cumulative* GPA and *cumulative* completion rates remain below the required levels.

The performance of students placed on *Academic Notice II* will be reviewed by the committee at the conclusion of each semester. Students whose performance failed to improve will be placed on *Academic Separation*. In situations of extenuating circumstances, the review committee *may* offer an extension of *Academic Notice II*, which would allow the student to enroll in future classes. However, these options will be reserved for students who have demonstrated significant improvement in their academic performance and who provide appropriate supporting documentation.

### Academic Separation:

Students placed on *Academic Separation* will be suspended from the college for one semester. A registration restriction will be placed on the student's account to prevent any attempt to enroll while on *Academic Separation*. Students who are placed on *Academic Separation* at the end

of the spring semester, will be suspended for both the upcoming summer and fall semesters.

If there are extenuating circumstances, a student may appeal the *Academic Separation* decision. The student may complete the *Academic Separation Appeal Form* to be considered for re-instatement by the committee.

At the conclusion of the separation period, students may complete an appeal for re-enrollment privileges. Students who choose to appeal must meet with their academic advisor in order to review and revise his/her academic plan and to complete the *Academic Separation Appeal Form (ASAF)*. The student's completed *ASAF* must include a detailed explanation of the changes that the student plans to make in order to satisfy the *Standards of Academic Progress*. This appeal will be submitted to the Student Services faculty committee for consideration.

If the *ASAF* appeal is granted, the student will be placed on *Academic Notice II* and must satisfy the requirements of that policy for the privilege of continued enrollment.

However if the student's appeal is denied, he/she may re-appeal if additional supporting documentation is available, if extenuating circumstances were a factor or after an appropriate time frame has passed as determined by the Student Services faculty committee.

Students who have been placed on *Academic Separation* for a second or subsequent semester may re-enroll only after receiving permission from the Vice President of Academic Services or the Vice President of Student Services. Students who wish to pursue this option must schedule an appointment with either Vice President to determine if any enrollment options exist.

### Academic Load

For purposes of certifying that a student is full-time academically, such student must be enrolled for at least 12 semester hours each semester and for at least six semester hours during a summer term. The normal academic load for students expecting to complete their degrees within a two-year period is 12-15 semester hours per term.

### Classification of Students

Students are classified as follows:

Class	Hours
Freshman	0-29 semester hours
Sophomore	30 or more semester hours
Unclassified	Not pursuing a specific educational program

### Repeating Courses

A student who receives a "D" or "F" in a course may repeat the course once. Only the higher grade will be computed in the grade point average. Please be aware that financial aid may not pay for repeated courses. NOTE: Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades earned in computing a grade point average for admission purposes.

### Auditing Courses

Students may audit courses. In such cases, grades of "T" will be assigned. This grade does not grant credit nor is it calculated in the grade

point average. Students wishing to audit a class will be required to pay full tuition and fees for the class.

Students will be admitted to classes on an audit basis on a space-available status only. Students enrolling for credit will be given registration priority over students desiring to audit a course. Students may register to audit a course only during Late Registration (after the class has begun).

Students may change from "credit" to "audit" in a course from the first day of the class through the midterm date for that class. Students may, with permission from the instructor, change from "audit" to "credit" at any time prior to the midterm date for the class.

Auditing students are expected to attend class but are not required to submit assignments or take examinations.

## Class Attendance

Students are expected to attend all regularly scheduled classes and are responsible for fulfilling the requirements of each semester. Individual instructors may set class attendance requirements that they consider to be reasonable and that are consistent with the objectives of the course. Instructors may assign final grades based, in part, upon class attendance.

## Attendance/No-Show Policy

Effective Spring 2011: Students who do not attend class during the first four days of the semester will be dropped from the class.

Carl Sandburg College has a mandatory attendance policy for all classes. Non-attendance during the first four days of the semester/class will result in the class being dropped from your schedule. For online and self-paced courses, this means participating in the week one discussion and/or e-mailing your instructor. If you are unable to attend due to an emergency or conflict of a serious nature, you must contact your instructor. If an instructor is not designated, you should contact the Retention Specialist at 309.341.5483. If you are dropped from a course and wish to re-enroll, you will need instructor permission. Instructors have the right to deny you re-enrollment if the course is full or if it would be too late to make up missed work. If you decide to drop the class, it is your responsibility to verify that the course has been officially dropped from your class schedule and fees adjusted prior to the end of the 100% refund period.

## Withdrawal from Courses

1. Students may officially withdraw from classes until the Tuesday of the 14th week of a 16-week calendar. See the Academic Calendar (<http://sandburg.edu/upcoming-events/admissions>) for withdrawal dates for terms less than 16 weeks.

Students who withdraw from classes prior to the first day or during the refund period may do so without notation on their permanent records (transcripts). After the refund period, students who withdraw from classes will receive a grade of "W" for those classes. This grade will not affect the grade point average. Refund dates are noted under the Tuition section of the catalog and are listed in the term's Class Schedule.

To withdraw from a class, students must notify their Academic Advisor either in person, over the phone, through email or by completing a *Class Schedule Change* form of their intentions of withdrawing from any or all courses. The official date of withdrawal will be the date on which the form or letter is received by the Academic Advisor. Students who do not officially withdraw from a course will receive a grade of "F" for that course.

2. Instructor-Initiated Withdrawal: Instructors may withdraw students from classes at mid-term for non-attendance. Instructor-initiated withdrawals will result in grades of "W".

3. Administrative-Initiated Withdrawal: The administration may withdraw students from classes for emergency or disciplinary reasons after due process. These withdrawals will result in grades of "W".

\* Date is pro-rated based upon length of the term.

## Important Note for Financial Aid Recipients

Students who withdraw or who receive instructor-initiated withdrawals from all of their courses prior to the 11th week of the semester and who received Federal Financial Aid (Pell Grant, SEOG, Direct Loans) to pay tuition, fees, books, or as cash, will be responsible to repay part of the monies received. The College follows the federal requirements for Repayment of Title IV funds. A copy of this policy is available in the Financial Aid Office or the Business Office.

## Graduation Policies and Procedures

It is the responsibility of the student to know and to observe the requirements of his/her curriculum and the rules governing academic work. Although the advisor will attempt to help the student make wise decisions, the final responsibility for meeting the requirements for graduation rests with the student. If the student is currently enrolled at Carl Sandburg College, they can apply online to graduate under WebAdvisor.

Degree and certificate requirements stated in the Carl Sandburg College catalog will remain in effect for five academic years beginning with the student's initial enrollment in a given academic program. If changes occur in graduation requirements subsequent to initial enrollment, the student may elect to graduate under the most recent degree or certificate requirements. If more than five years have passed since the student's initial enrollment and the courses are still available, the student may continue their program requirements based on their entry year. If the courses in the student's original program have been discontinued, the student must choose a more recent degree plan (within five years). Students who are pursuing a program with selective admission must be readmitted to the program and meet the requirements as determined by the certification of their field of study.

In addition to fulfilling the course requirements for individual academic programs as stated by the College, students who intend to graduate from Carl Sandburg College must meet these requirements:

1. File a petition for graduation in the Admissions and Records Office prior to the beginning of registration for their last semester of classes. Petition forms are available in the Admissions and Records Office.
2. Satisfy the minimum credit hour residence requirement.
3. Fulfill all financial obligations to the College.
4. Earn a cumulative grade point average of 2.0 or better for all courses which are applicable toward the degree or certificate.
5. There may be occasions when a student meets the criteria to graduate but has not completed a petition to graduate. Carl Sandburg College reserves the right to grant certificates or degrees to these students as qualifications are verified.

## Residency Requirement for Graduation

Associate Degree candidates must earn fifteen (15) of the required semester hours in residence at the College. Certificate candidates must



earn one-third (1/3) of the required semester hours in residence at the College. Residency is defined as enrollment and completion of courses taught by Carl Sandburg College. Credit earned by other than coursework (i.e., examination, advanced placement, etc.) may not be counted as part of the residency requirement for either degrees or certificates.

## Graduation Honors

### Honors

Designation for graduates whose cumulative grade point average for the course of study at the College is within the 3.50-3.69 range.

### High Honors

Designation for graduates whose cumulative grade point average for the course of study at the College is within the 3.70-3.89 range.

### Highest Honors

Designation for graduates whose cumulative grade point average is within the 3.90-4.00 range.

## Certification

Candidates for certification in specific fields (i.e., nursing, cosmetology, real estate, etc.) are responsible for fulfilling any special accreditation or certification requirements of the State of Illinois.

## Policy on Program Guarantees

The educational programs offered through Carl Sandburg College are of the highest quality. The Board of Trustees directs the administration to develop guidelines that guarantee graduates the following:

1. Within proper circumstances, as articulated by the administration, transfer course work taken at Carl Sandburg College will be honored at educational institutions within the State of Illinois either as program requirements or as electives.
2. Within proper circumstances, graduates of occupational programs offered through Carl Sandburg College will have the appropriate mastery of entry level skills.

In the event that graduates fail to have course work transfer or fail to have entry level technical skills, an opportunity to repeat or take additional educational course work at Carl Sandburg College will be offered to the student with a full tuition and fee waiver. (Policy No. 3.21)

## Carl Sandburg College Honors Program

The Carl Sandburg College Honors Program is for exceptional students who want to excel in college. Honors courses are intellectually challenging and involve considerable interaction among students and instructors. The Honors Program requires that students participate in an Honors Learning Community and complete an Honors Option.

Opportunities through Honors: friendly learning environment, challenging courses, independent study, honors scholarships, awards, and recognition on college transcripts.

There are many ways to be eligible to apply for the Honors Program. You can apply if you have one of the following: score of 83 or above on the Reading Skills section of the COMPASS test; a cumulative high school GPA of 3.5 or higher; graduated in the top 10% of your high school class; had a composite score of 25 or above on the ACT; received a combined score of 1000 on the SAT; completed 12 college transfer credits with a minimum 3.25 GPA; completed 12 Carl Sandburg College transfer

credits with a minimum 3.25 GPA; or are recommended by an instructor or counselor.

If you meet one of more of these requirements, you should contact the Honors Program Coordinator and pick up an application. The application process is simple and you will be notified within two weeks if you are accepted into the Honors Program.

What is an Honors Learning Community? An Honors Learning Community combines two different courses in two different disciplines. The courses are team taught by two instructors. The faculty cooperate together to integrate content and coordinate syllabi, strategies, and assignments. Outstanding faculty teach the classes. Honors courses are designed to help students learn and apply diverse concepts while stressing collaborative activity and creative and critical thinking.

What is an Honors Option? An Honors Option is taken after completing the Learning Community Linked Classes with a minimum 3.0 GPA. For instance, you may give a presentation, do research on a specific topic, or volunteer your time. The experience will generate a paper or a portfolio. Early in the semester, you should work with your instructor to develop an Honors Option. Your instructor and the Honors Program Director will agree on what is to be completed for Honors Credit.

Upon successful completion, the Honors Program offers an Honors Certification. The award will be noted on your transcript, and you will be recognized at Spring Commencement.

The requirements for the Honors Certificate are as follows: you must complete a minimum of 6 Honors Credits from Honors Learning Community Linked Classes and complete a non-credit Honors project; and you must maintain a GPA of 3.0 in your Honors classes.

For more information, comments or questions about the Carl Sandburg College Honors Program, please contact the Honors Program Coordinator at Carl Sandburg College, 309.341.5307.

## Illinois Community Colleges Online

Illinois Community Colleges Online (ILCCO) is a consortium of Illinois community colleges working together to provide leadership, facilitate collaboration and share resources in online and technology-enhanced education. This program allows students to enroll in online courses at other Illinois community colleges while maintaining their Sandburg enrollment status. Students will participate in another college's online course but will receive billing, financial aid and transcripts from Sandburg. Students can search for eligible ILCCO courses, by clicking on "Full Course Listings" on the Internet Course Exchange System (<http://ice.ilcco.net/>) or go to "Online Learning" under "Academics" on the main Sandburg website. To enroll in an ILCCO course, students need to contact their counselor as early as possible prior to the beginning of a semester as the enrollment process takes time and is not guaranteed.

## Career Cruising

### The Complete Guidance System

Career Cruising is an interactive career resource designed for students of all ages. Career Cruising was designed with one goal in mind: to help students plan their futures.

With Career Cruising's exceptional assessment tools, detailed occupational profiles, and comprehensive post-secondary education

information, students can move seamlessly through the career exploration and planning process.

The program features:

- Interest Assessment
- Skills Match
- Ability Profile
- Learning Styles Inventory
- Occupational Profiles
- College, University, and
- Financial Aid Information
- Career Portfolio Tool
- Career Advisor Management System
- Printable Lesson Plans, Assignments, and Worksheets

Carl Sandburg College students can link to Career Cruising from their "mySANDBURG" portal. Under the "My Bookmarks" tab, click on "Career Cruising". Students can also access the program by going directly to [www.careercruising.com](http://www.careercruising.com) (<http://www.careercruising.com>) (user name: CSC/password:careers). If you have any questions about the program, please see your counselor or advisor.

# Student Services

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## General Services

### Academic Advising

Academic advising is an interactive process involving the student and his/her academic advisor. During the first term, each student is assigned to an academic advisor that specializes in the program the student is pursuing. The academic advisor serves as a valuable resource to the student in the areas of program requirements, graduation requirements and transfer coursework as well as giving guidance when a student may be experiencing difficulty in a course. It is **required** that the student meets with their advisor prior to registration beginning to review their degree plan and make sure the student is on track with their academic goals.

### Career Counseling

Student Services counselors offer an assortment of individual or group services to assist with the process of making a career decision that is insightful and well informed. A variety of personal inventory and occupational assessments are available through the Student Services Office to assist students in making career decisions. Students can make an appointment with a counselor to take the assessments and then for the follow-up and interpretation of the results. Career Counseling services are available to all residents of the Carl Sandburg College district at no charge and fall into the categories of self-awareness resources and occupational resources.

### Personal Counseling

Short-term counseling services are provided for students facing personal or family problems. Counselors serve as a resource for all students by providing a caring, supportive environment in which students can examine, explore and make decisions about career, personal and academic matters. Students also are assisted in goal clarification, achieving academic success and resolving personal dilemmas.

### Career Development

The Career Development Office assists students and alumni on all Sandburg campuses with career preparation needs. The following resources are available free of charge:

- **Employability Skills Academy:** Provides learning experiences that may effectively improve the success rate in gaining and retaining employment; provide training and assessments to establish and promote an individual's impact in the workplace; and build employable resumes and cover letters.
- **Career Expo:** This annual, free event is held at the Main Campus in Galesburg each spring. This is an excellent way to meet potential employers, learn about their organizational needs, see who is hiring and explore a new career path.

Campus Connection Program:

Your Campus Connection Team can help you...

- Connect with new people
- Network with campus staff
- Guide you through your college experience
- Locate opportunities on campus

If you are in need of a friendly and reliable person on campus, sign up to be part of the Campus Connection Program and be matched with a mentor from the Sandburg team.

**Career Opportunities:** Full-time, part-time, summer and temporary vacancies are posted on the Career Development bulletin boards in the B Building hallway and upper C hallway, the Carl Sandburg College website at <http://sandburg.edu/life/careerjob-opportunities>, and the Career Development Facebook page at <http://www.facebook.com/sandburgcareerdevelopment>.

General Career Assistance:

- **Resume Writing-Learn** how to make a lasting and positive impression on a prospective employer in a short amount of time by receiving assistance from a certified resume writer. Whether you are in the beginning stages or in need of a final proof, visit the office of career development for a consultation.
- **Mock Interviews-Receive** help in learning how to answer difficult questions, develop interview strategies, improve your communication skills and reduce your stress before an actual job interview.

The Career Development Office is located in Room D207 on the Main Campus in Galesburg. For more information, contact the coordinator of career development at 309.341.5246.

### Veterans' Advising

The Veterans' advisor works with veterans and members of the Reserve receiving educational benefits. This counselor provides academic and personal counseling to student veterans, regardless of expected benefits.

### Library

The Library supplies a wide variety of traditional and innovative materials and services necessary to support instructional programs. The Library subscribes to research databases accessible via the web at all three campuses. The collection of books, multimedia kits, audiocassettes, and DVDs totals over 30,000 volumes. In addition, the Library has an extensive interlibrary loan program through which materials may be borrowed. Members of the community-at-large may check materials out of the Library upon presentation of appropriate identification.

The Library staff conducts orientation and information literacy sessions to instruct students in the use of the facilities. The Library is open from 7:45 a.m. to 8 p.m. Monday through Thursday and 8 a.m. to 4 p.m. Friday. Holiday and summer hours are posted.

### Welcome Center

The Welcome Center is the first stop for new students at the Main Campus in Galesburg. Learn more about what Sandburg has to offer and how to get started as a student. Take a tour of campus and explore the various educational programs. For more information, contact the Welcome Center at [welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu) or 309.345.3500.

### College Preparatory Courses

College preparatory courses are offered through the academic departments: General Education Preparatory Math, Arithmetic Fundamentals, Fundamentals of Algebra, Geometry and Trigonometry Review, Geometry, Reading Improvement, Reading Comprehension, College Survival Skills, English Fundamentals 1, English Fundamentals 2, Foundation for Biology, Foundation of Anatomy and Physiology, and Intro to Nutrition. (See course descriptions for specific details.)

## College Survival Skills

An important course offered is College Survival Skills. This course instructs students in the fundamental skills necessary to function as college students. Content covers critical reading and thinking, time management, taking notes, studying for tests, and other skills needed for success in college.

## Academic Computing Resources

Computer labs and classrooms are located throughout all campuses to help students do research and complete their assignments. The Student Tech Help Desk, located in the library, provides technical assistance and support to students. The Tech Help Desk is open 8 a.m. to 8 p.m., Monday through Thursday, and 8 a.m. to 4 p.m. on Friday, and can be reached at 309.341.5446 or [help@sandburg.edu](mailto:help@sandburg.edu)

For answers to frequently asked questions and a searchable knowledgebase, students may visit <http://help.sandburg.edu>

## Student Success Center

The Student Success Center, located in E136, houses the following service areas:

### TRIO Student Support Services

The TRIO SSS program offers academic support services to students who are planning to transfer to a four-year university and who are either first-generation college students or who are eligible according to the federal income guidelines. The goal of the program is to help participants to stay in school, graduate from Sandburg, and transfer to a four-year college or university. Participating students are offered academic advising, transfer advising, orientation to college, intensive support during their first year of college, financial aid and scholarship advising and planning for four-year college expenses, assistance with study skills, career research and planning, and support with other college-related or personal issues.

Other advantages include an on-site computer lab; and a lending program for laptops, calculators, digital recorders, and textbooks.

To apply for this program, stop by the office in the Student Success Center in E136 to complete an application, or call 309.341.5362 for more information. This program is available on the Galesburg campus only. The TRIO SSS program is funded 100% by the U.S. Department of Education.

### TRIO Upward Bound

TRIO Upward Bound is a federal program designed to help low-income, first-generation high school students excel in secondary and postsecondary education. Carl Sandburg College was awarded the TRIO Upward Bound grant in the Fall of 1999. Upward Bound serves students who attend Abingdon-Avon, Galesburg, Knoxville, and ROWVA high schools. The grant is 100% funded in the amount of \$262,500 annually through the U.S. Department of Education.

Upward Bound provides educational, cultural, and social services to program participants throughout the year. Students are provided information and advising in various academic skills, as well as in the areas of postsecondary education and career exploration. During the summer, students are provided instruction in math, lab science, foreign language, and composition and literature. Students have available resources such as laptops, calculators, and stipends, and have the opportunity to participate in various program trips and activities. For more information on the program, application, and/or selection process call 309.341.5268.

## Academic Support Services Office

Conveniently located in the Crist Student Center Center, Room B68, the Academic Support Office will assist a student's efforts in successful completion of educational goals by providing a variety of free services to all Carl Sandburg College students:

### Disability Support

In compliance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Disability Support at Carl Sandburg College seeks to make the classroom equally accessible to students with disabilities by providing students with tools and accommodations intended to remove barriers imposed by their unique disabilities. Documentation of the specific disability is required. If you are a student with a disability who would benefit from these services, contact the Coordinator of Academic Support, Main Campus in Galesburg, Room B68, 309.341.5262.

### Assistive Technology Lab

An on-campus computing option available to students with disabilities. The lab computers have various accessibility software programs installed for those who require screen magnification, speech recognition and screen readers. Main Campus in Galesburg, Room B64.

## Tutoring Services

Carl Sandburg College tutoring is a fantastic, free resource for all Carl Sandburg College students. Through tutoring, our goal is to provide friendly, accessible academic assistance in all subject areas. Students interested in any tutoring resources should visit the Tutoring Center in room B72 for more information or contact the Coordinator of Academic Support, Main Campus in Galesburg, Room B68, 309.341.5262..

### The Tutoring Center

The Tutoring Center, located in B72, is the place to go for help with all your core classes, from math and science to writing, Spanish, and general study skills. Tutoring is available primarily on a walk-in basis, though students can call ahead to schedule an appointment.

Tutoring sessions are casual interactions that are student-initiated, student-centered, and student-driven. Students often come for clarification, extra practice, brainstorming and planning, or guidance on their homework. Tutoring is not a homework correction service, nor is it a service only for students who are struggling in their classes; rather it should be seen as an educational opportunity: additional instruction that enables students to work on their own with more confidence.

### Satellite Tutoring Services

Tutoring is available at Carl Sandburg College's branch campus in Carthage and the Extension Center in Bushnell. Students looking for more information can drop by the main office or call (217) 357-3129 (Carthage) or (309) 772-2177 (Bushnell). Students should check posted hours as they are likely to change from semester to semester.

### Online Tutoring

Available 24/7 and free to students, online tutoring via [tutor.com](http://tutor.com) (<http://tutor.com>) provides real-time assistance in math, writing, science, American history, career development and business. This service can be accessed via the quicklinks on [www.sandburg.edu](http://www.sandburg.edu) or under the student tab in mySandburg. For questions about online tutoring call the Coordinator of Academic Support, Main Campus in Galesburg, Room B68, 309.341.5262.

## Testing Center

The Carl Sandburg College Testing Center administers the following tests: COMPASS (placement testing for incoming students); TEAS (pre-admissions tests for Nursing); extension and correspondence tests; online Internet tests; telecourse tests, and make-up tests for Sandburg faculty. The College is also a testing site for the ACT (American College Test), CLEP (College Level Examination Program), and GED (General Education Development) tests. Registration information and test schedules are available from the Office of Student Services or the Testing Center Coordinator. Special testing procedures to accommodate persons with documented disabilities are provided in compliance with Section 504 and ADA. Contact the Testing Center Coordinator, Room B07, or call 309.341.5323 for further information.

## Cultural Life and Activities

### Student Publications

The College provides students with opportunities for writing, editing, and print production through the literary magazine, Phizzogs. Any student interested in working on a publication staff should contact the Student Services Office.

### Theater, Music, and Art

Carl Sandburg College's fine arts facility consists of well-equipped studios, rehearsal and recital rooms, and an intimate 180-seat theater.

Sandburg Theatre produces at least two main stage productions each year, as well as a showcase of scenes from the acting and directing classes. Delta Psi Omega Theatre Honor Society, also known as Drama Club, assists with our campus productions and travels to other colleges in educational exchanges. In the exchanges, we see other college productions and interact with their students and faculty. DPO also performs student-written and directed scenes and hosts an annual induction ceremony for new members. Participation in all theatre activities is open to all Sandburg students.

The music department offers many opportunities for students from all majors. Large and small choirs present multiple concerts each semester for both campus and community, and the Galesburg Community Chorus performs a major work each semester. Opportunities for instrumentalists include the Sandburg Jazz Combo and Knox-Sandburg Community Band, and both groups perform regularly each semester. Music groups regularly attend area concerts, shows, and often take longer performance and cultural trips. Participation in music ensembles is open to all students, staff, faculty, and community members.

The fine arts department at Carl Sandburg College offers classes that are accessible for all levels of experience. Events like the Art Institute of Chicago fieldtrip and the student art show are open to any interested student. Art majors are encouraged to become involved in gallery or collection conservation work through the department. Every art student is given opportunities to exhibit work in a variety of venues, on- and off-campus, including our new Lobby Gallery. Sales of student art work are always encouraged. Additionally, the department sponsors exhibits of the work of professional artists from across the region; often these artists will give gallery talks or studio demonstrations, providing additional resources for students.

### Intercollegiate Athletics

Carl Sandburg College is a member of the National Junior College Athletic Association (NJCAA) and the Arrowhead Athletic Conference. Student

athletes compete in the sports of men's baseball, basketball, cross country, golf, and soccer; and women's basketball, cross country, golf, softball, and volleyball.

Each home game is a chance to come out and cheer on your Sandburg Chargers. All students receive free admission to home sporting events. There is a student section to cheer on the Chargers to victory, along with frequent interactive activities. Check out your Chargers' schedules and meet the athletes at [www.sandburg.edu/athletics](http://www.sandburg.edu/athletics) or [facebook.com/sandburgathletics](http://facebook.com/sandburgathletics). (<http://www.facebook.com/sandburgathletics>)

## Student Life

The Office of Student Life provides out-of-classroom experiences that compliment your academic program. Student Life oversees student events, organizations, and the Student Government Association. Don't see what you're looking for? Contact the Student Life Coordinator today to see about starting your own movement. Call 309.341.5332 or visit our website at [www.sandburg.edu/life/student-life](http://www.sandburg.edu/life/student-life).

## Student Organizations

Student organizations are a great way to get involved on campus, meet new people, give back to our community, and enhance your college experience! Student organizations may focus on academics, community services, entertainment, and campus improvement. For a complete listing of student organizations please visit our website at [www.sandburg.edu/life/student-life](http://www.sandburg.edu/life/student-life).

## Student Government Association

The Student Government Association (SGA) is the officially recognized student governance body for Carl Sandburg College. SGA is a liaison between students and Sandburg, governs student organizations, and promotes events on campus. It is composed of 15 elected representatives and five executive officers. Elections are held each Fall semester. Applications are on our website [www.sandburg.edu/life/student-life](http://www.sandburg.edu/life/student-life) or pick one up at the Office of Student Life in the Student Center, office B56.

## Benefits of Becoming a Student Leader:

- Gain experience in organizational leadership
- Build your resume and university application
- Leave your mark on Sandburg
- Attend SGA conferences and socials

## Phi Theta Kappa

The Chi Kappa chapter of Phi Theta Kappa, the international honor society for two-year colleges, is committed to recognizing outstanding scholarship and to assisting its members in obtaining academic scholarships and job opportunities, while fostering leadership and personal achievement. The organization offers several national scholarships, as well as opportunities to be nominated for additional honors, such as membership on the society's Academic All-American Team. To become a member, students must be currently enrolled and must have a grade point average of at least 3.5 after a minimum of 12 hours of course work leading to an associate's degree. Contact 309.341.5219.

## Bookstore

The Carl Sandburg College Bookstore is located in the Crist Center in building B. The Sandburg Bookstore is a friendly place where the student may purchase textbooks for classes. Textbooks may also be purchased

online or reserved at [www.bkstr.com/carlsandburgcollegestore/home](http://www.bkstr.com/carlsandburgcollegestore/home) (<http://www.bkstr.com/carlsandburgcollegestore/home>). Textbooks are available for sale online and in the store three weeks prior to the start of classes. The bookstore offers a textbook rental program in which selected titles are rented for the semester. The bookstore also sells e-books as selected by the instructors. The bookstore's normal hours of operation are Monday through Thursday, 8:30 a.m. to 4:30 p.m., and Friday, 8:30 a.m. to 3:30 p.m. The bookstore offers extended hours during each semester rush and buyback; these hours will be posted throughout the campus and on our Web site. The bookstore will be closed as the College dictates due to severe weather conditions, etc., and any College-observed holidays.

In addition to standard school supplies, the bookstore also carries required supplies for art and photography courses. For the student in the medical field, the bookstore offers a selection of quality clothing, accessories, and supplies at an affordable student price. The bookstore also stocks a variety of non-textbook merchandise for other classes, such as jump drives, headphones and goggles, and a variety of imprinted Sandburg clothing and gifts.

Students who have applied for and have been awarded financial aid and who have Pell, SEOG, IIA, and some scholarships may be able to charge their purchases in the bookstore, using the balance of these funds after all tuition and fees are charged off the account. Book charge dates are posted at the bookstore and on our Web site.

## Full Refund Policy

Textbook returns will follow in accordance with Carl Sandburg College refund policies for tuition refunds. The textbook must be returned with a receipt in the same condition as purchased for a full refund. Textbooks that are shrink-wrapped must be returned with the shrink-wrap intact for a full refund. Textbooks that have been unwrapped will be refunded at a used textbook price. If the textbook is defective, it is the student's responsibility to return it immediately to the bookstore for an exchange.

Computer software and electronics may NOT be returned or exchanged if the package is opened.

Please note: It is the student's responsibility to provide a receipt. All returns and exchanges must be accompanied by a receipt regardless of the form of payment (cash, check, credit card, or financial aid).

## Buyback Policy

At the end of each semester, during Finals Week, the bookstore will hold a buyback session in which textbooks in good saleable condition, i.e., no water-damaged books, books must have covers and pages intact, and any CDs or diskettes must accompany the textbook if they were purchased with it. The exact dates and times of the buyback will be posted a week prior to finals.

## Special Orders

The bookstore offers special ordering for any textbooks, trade books, and other items that may not be in stock. Please ask the staff about special ordering an item that is not on the shelf.

## Parking Regulations

The College has five large parking lots. Parking is provided free. No parking is allowed on the sides of the entry roads, in fire lanes, or on lawn areas. Tickets will also be issued for taking up two parking spaces and for parking over the lines taking up two parking spaces. Tickets will be issued for violation of these parking rules. In addition, each parking lot

has parking spaces designated for handicapped parking. Unauthorized use of these parking places will result in a \$250 fine in accordance with paragraph 11-1301.3 of the Illinois Vehicle Code.

The Risk Management Committee of the College has been charged with the responsibility of serving as the Appeals Board for persons issued a parking violation. This committee meets each month and its membership is comprised of students, faculty and staff. Parking violation fines must be paid within ten (10) days. Appeals may be made only AFTER the fine has been paid. Appeal forms may be picked up in the Public Safety Office (D201).

## Policy on Tobacco-Free Campus

The use of tobacco and electronic cigarettes is prohibited inside any building or vehicle owned, leased or used by the College. Tobacco shall mean cigarette, cigar, pipe or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked. (Policy No. 2.16) Beginning July 1, 2015, smoking will be banned on all college owned property except personally owned vehicles. (Public Act No. 098-0985)

## Student Rights and Responsibilities

Carl Sandburg College recognizes that students are citizens as well as members of an academic community. As a citizen, each student has the freedom of speech, assembly, association, the press, and the rights of petition and due process which are guaranteed by the state and federal constitutions. As a member of an academic community, students have the right and responsibility for participating in the formulation and review of all-college regulations and policies directly affecting them. Upon enrolling in the College, each student assumes an obligation to conduct himself/herself in a manner that is compatible with the College's function as an educational institution. If this obligation is neglected or ignored by the student, the College must, in the interest of fulfilling its function and meeting its total obligations, institute appropriate disciplinary action as outlined in the Carl Sandburg College Policy, Regulation and Procedure Manual.

## Academic Dishonesty

Students enrolling at Carl Sandburg College are responsible for learning what constitutes academic dishonesty. Carl Sandburg College defines the first three acts of academic dishonesty as proposed by Gary Pavela\* (Kibler, et al, 1988, p. 1), the fourth is from Stony Brook University Library Research Guide\*\* (SBU Library Research Guide, 2004).

*Cheating* — Intentionally using or attempting to use work that is not your own, unauthorized materials, information or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.

*Fabrication* — The intentional and unauthorized falsification or invention of any information for citation in an academic exercise.

*Facilitating academic dishonesty* — Intentionally or knowingly helping or attempting to help another violate a provision of the institutional code of academic integrity.

*Plagiarism* — Presenting the words or ideas of someone else as your own without proper acknowledgement of the source.

The penalties for academic dishonesty may be severe. Students are advised to contact their instructors for policy clarification for a specific class.

\* Kibler, et al, (1988) *Academic Integrity and Student Development: Legal Issues and Policy Perspectives*. North Carolina: College Administrative Publications, Inc.

\*\* *SBU Library Research Guide*, (2004). Stony Brook University Libraries, 11 February 2008. [www.library.stonybrook.edu/tutorial/glossary/index.html](http://www.library.stonybrook.edu/tutorial/glossary/index.html) (<http://www.library.stonybrook.edu/tutorial/glossary>)

## Framework for Addressing Student Concerns, Grievances, and Discrimination

Should the student have a concern or a complaint — an issue believed to have an adverse effect upon the student, someone else, or a group of students — the student may work to address that problem by first bringing the issue to the attention of the person(s) against whom the complaint is directed. Should resolution not be reached at that level, the issue must be presented, within ten school days of the issue in question, to the immediate supervisor of the person against whom the complaint is directed or to a Student Services Counselor who will, in a timely fashion, direct the student to the appropriate supervisor and then to the appropriate vice president. If no resolution is reached at the vice president's level, the student may appeal to the President of the College. All decisions, notification of decisions and reasons for decisions shall be in writing.

## Student Harassment and Sexual Harassment

It is the policy of the College to maintain a learning environment that is free from harassment based on a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The College prohibits any and all forms of the above-mentioned harassment.

It shall be a violation of the College's policy for any "College Representative," "College Personnel," or "Third Parties" as defined by this policy to harass a student as defined herein or to tolerate harassment or sexual harassment because of a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

## Health Services

Students who become ill or need emergency medical treatment may seek help at St. Mary Medical Center and Cottage Hospital, both in Galesburg. The College assumes no responsibility for medical treatment of students and has no facilities or professional staff for emergency treatment of ill students.

## Crime Awareness and Public Safety

### Preface

In response to the Crime Awareness and Campus Security Act of 1990 requiring all postsecondary institutions to prepare an annual report detailing crime prevention on policy and campus crime statistics, Carl Sandburg College has issued its Crime Awareness and Campus Security Report showing data for calendar years 2011, 2012, and 2013..

This annual report features Carl Sandburg College policies regarding crime prevention issues, services performed by the college, anti-crime information available through the college, crime statistics and prescribed standards of conduct as set forth by the policies of the Board of Trustees.

## Public Safety

Carl Sandburg College provides for safety and security needs of staff, students and visitors through the public safety officers, who are on site 24 hours per day, 365 days per year.

Any person who witnesses a crime or becomes a victim of a crime should report it as soon as possible to Campus Security. For emergencies, Public Safety can be reached from any on-campus/college phone simply by calling the campus dispatch (Dial - 5499). For non-emergencies, Public Safety may be reached 24 hours a day by dialing 0 from any campus phone or 309.341.5304. Questions about safety, security or law enforcement issues should be referred to the director of public safety, located in the D-201A, or call 309.341.5325.

The director of public safety receives all incident/accident reports filed by any individual of the college community. When multiple incidents occur during the same time frame, reports and subsequent action by public safety officers are handled in order of priority: 1) personal safety; 2) property crime; 3) services.

## Emergency Phone System

Carl Sandburg College's Emergency Telephone System is now in place. The system consists of twelve (12) outside emergency telephones located in parking lots across campus and fifteen (15) inside emergency telephones located in the College buildings across campus.

All emergency telephones on campus are connected to the College dispatch center. The dispatch center is staffed 24 hours a day, Monday through Sunday.

If the caller is unable to respond verbally, the boxes are a one-button system enhanced by location ID. All emergency telephones will ring directly to the Campus Dispatch Center.

This system is for emergencies only or when you need Public Safety assistance. This would include medical emergencies, accidents, reporting a fire, or request for escorting of students. This system is not for general information on campus activities or directions. Every classroom has an in-house telephone that can be used to reach the Public Safety Building by dialing 911. Any situation that requires a call to the Public Safety Building should be reported to Campus Security by dialing 5499.

Any abuse or violation of the Emergency Telephone System will lead to disciplinary action, arrest, or prosecution.

## Facility Access

The facilities of this college are provided by the State of Illinois and the Carl Sandburg College District to provide a service to this college community. The service includes not only the instructional program, but a public service beyond that normally called instruction. The facilities of the college may be used by other groups and organizations for such purposes that will extend and enhance the general welfare of the total community.

Carl Sandburg College's Galesburg campus is open from 7 a.m. to 10 p.m. Monday through Thursday and 7 a.m. to 6 p.m. Friday, excluding declared holidays. During closed periods, all exterior doors are locked to prohibit unauthorized entry. Faculty and staff may enter after hours by making prior arrangements with their supervisor and/or Public Safety.

Student access to facilities after hours is prohibited unless they have the expressed permission of a college employee and Public Safety has been notified.

Public Safety utilizes motor and foot patrol as well as two-way radio/telephone communications to monitor the premises both inside and out. Campus Security utilizes CCTV across campus, and they are monitored 24/7, 365 days a year.

## Enforcement Policies

The Board of Trustees of Community College District #518 has employed Public Safety personnel which report to the Director of Public Safety. Their primary purpose is to monitor and maintain the security of college assets and personnel by observing, reporting and then acting within the framework of established procedures.

In this capacity, public safety officers facilitate conservation of the peace by working harmoniously with all local law enforcement agencies. In the event of classroom/student and/or other college-business related emergency, college personnel are instructed to remove themselves from dangerous situations. If the immediacy of the situation requires, college employees will call the proper emergency facility by dialing 911 from the nearest public phone or 911 from the nearest college phone.

Public safety officers do not possess any of the powers of sheriffs in counties or policemen in cities except the Director of Public Safety. Carl Sandburg College resides within the city limits of the City of Galesburg and, therefore, refers all matters appropriate to their jurisdiction/authority to the Galesburg Police Department. Public safety officers are not authorized to carry or use weapons in the performance of their duties except the Director of Public Safety.

## Information Programs

Carl Sandburg College endeavors to reduce the likelihood and opportunity for unsafe activity on campus through a proactive risk management program involving all campus constituencies.

The College maintains a substance abuse awareness program to inform students and employees about the dangers of substance/alcohol abuse, college policy of maintaining a substance/alcohol-free environment, available abuse counseling and rehabilitation assistance programs, and the penalties that may be imposed upon students and employees for violations occurring in the college.

Students and employees are encouraged to be responsible for their own security.

Written literature on all aspects of the Crime Awareness and Campus Security Act of 1990 is available in the Office of the Director of Public Safety.

## Crime Statistics

Carl Sandburg College provides crime statistics involving murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, arrests for liquor, drug and weapons violations in accordance with the Crime Awareness and Campus Security of 1990.

All incidents of a criminal nature occurring at off-campus facilities are reported to that facility's local law enforcement agency.

## Crimes on Campus

To view the Crime Report please follow the link: Clery Crime Report (<http://sandburg.edu/sites/default/files/files/2013%20Sandburg%20Campus%20Security%20and%20Fire%20Safety%20Report.pdf>)

NOTE:

No Residence Halls on or off campus.

Any questions about the Crime Statistics or safety issues on Carl Sandburg College can be directed to the director of public safety at 309.341.5325.

## Standards of Conduct

Please view the Student Code of Conduct by following the link: Student Code of Conduct (<http://www.sandburg.edu/life/student-code-conduct>).

## Summary

Every effort has been made to provide you with information of value in assisting you in sharing responsibility for your personal safety while on campus. We urge you to contact the Director of Public Safety should you have any questions regarding this material or any safety issue. Policies adopted by the Board of Trustees in compliance with the Crime Awareness and Campus Security Act are available from: Secretary, Board of Trustees, Community College District #518, Henson Administrative Center, 2400 Tom L. Wilson Blvd., Galesburg, IL 61401.





# Business & Community Education

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## Corporate and Leisure Colleges

The Corporate and Leisure Colleges of Carl Sandburg College provide workshops, classes, trips, and events to inspire learning that enriches lives both professionally and personally. Programs are designed to attract everyone with a desire to learn, regardless of previous academic experience or career path. The following services are designed to promote life-long learning from young children to senior citizens. Current course schedules can be viewed online at [www.sandburg.edu/corp-leisure-college](http://www.sandburg.edu/corp-leisure-college).

### Corporate College

- Professional Development
- Customized Training

### Leisure College

- Personal Enrichment
- Kids on Campus

### For More Information Contact

Director of Corporate and Leisure Colleges  
Galesburg Main Campus  
Center for Manufacturing Excellence  
2051 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
309.341.5330

### Corporate College

The Carl Sandburg College Corporate College serves as the primary contact for all inquiries from the business and industrial community. The Corporate College staff will assist businesses of any size, analyze their needs, and will arrange appropriate college services, i.e., credit classes, non-credit classes, seminars, workshops, technical support, on-site training programs or customized training.

The Corporate College is located at the Center for Manufacturing Excellence (CME) Building G on the main campus. Most professional development courses, workshops, and seminars are held at the College for the northern portion of the College district. Corporate College classes at the include: computer technology, professional development, seminars and workshops. Corporate College business classes for the southern and eastern portions of the district are available through the Bushnell and Carthage campuses, respectively.

### For More Information Contact

Director of Corporate and Leisure Colleges  
Galesburg Main Campus  
Center for Manufacturing Excellence  
2051 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
309.341.5330

## Leisure College

The Leisure College classes are developed based on input from community members regarding their interest and needs. Classes are held at various locations throughout the district and range from occupational retraining classes to non-credit general interest classes for personal growth and enjoyment. Topics include history, art, computers, language, trips, gardening, crafts, cooking, fitness, home and more.

Program offerings are developed throughout the year and advertised through the Corporate and Leisure schedule. Detailed class information is available online at [www.sandburg.edu/corp-leisure-college](http://www.sandburg.edu/corp-leisure-college). Classes are designed for various age and interest groups. Suggestions and ideas are always encouraged and should be given to the Leisure College staff.

### For More Information Contact

Director of Corporate and Leisure Colleges  
Galesburg Main Campus  
Center for Manufacturing Excellence  
309.345.3501

### Kids on Campus

A summer program for area youth is offered through both the Galesburg and Carthage campuses. Topics are designed to be interesting, challenging, and age-appropriate for elementary and middle school youth. Summer program flyers are distributed to area schools in April or May each year. Additional information for youth programs is listed in the Corporate and Leisure College schedule. Look for current offerings online at [www.sandburg.edu/corp-leisure-college](http://www.sandburg.edu/corp-leisure-college).

### For More Information, Contact

Director of Corporate and Leisure Colleges  
Galesburg Main Campus  
Center for Manufacturing Excellence  
2051 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
309.341.5330

# The Adult Learning Center (ALC)

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Adults can prepare for the completion of their High School Equivalency Certification, transition to college and career improve basic literary skills, improve basic literacy skills, or study English as a Second Language. Adult Education classes are offered at The Learning Center in The Carl Sandburg Mall, The Branch Campus in Carthage, and The Extension Center in Bushnell.

The Learning Center also provides support classes for enrolled Adult Education Students in the areas of career exploration, essential skill development for transition to workplace, transition to college, and career and college required computer skills.

## For More Information Contact

The Learning Center  
Galesburg Campus at Sandburg Mall  
309.344.1631

OR

Adult Education and Literacy  
The Branch Campus  
305 Sandburg Dr.  
Carthage, IL 62321  
217.357.3129, ext. 7245

## Carl Sandburg College Literacy Coalition

The Carl Sandburg College Literacy Coalition offers one-on-one and small group tutoring for adults who need to improve basic literacy skills. Literacy tutor training prepares volunteers interested in helping adults with reading, math, citizenship, writing, spelling, and ESL (English as a Second Language). Family literacy activities are conducted throughout the district for parents and children. The Literacy Coalition's offices are located at the Learning Center in Galesburg at Sandburg Mall and at The Branch Campus in Carthage.

## For More Information Contact

The Learning Center  
at Sandburg Mall  
309.344.1631

Branch Campus  
217.357.3129, ext. 7245

# The Branch Campus - Carthage, Illinois

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The Branch Campus is located on the north edge of Carthage just off Highway 94. This satellite location serves the communities, businesses, organizations and school districts in Hancock County and portions of McDonough and Henderson counties. The full service campus provided baccalaureate, career and community education as well as general study programs. Some popular career and technical programs offered at the Branch Campus include: certified nursing assistant, medical assisting, criminal justice, accounting, business and administration office programs. High school students from Hancock County take advantage of dual credit coursework offered at the Branch Campus and provided at their high schools. Adult basic and secondary education is also available at the Branch Campus.

Students receive individualized attention for academic advising, career counseling, and financial aid planning as well as tutoring and instructional support in a relaxed and friendly educational atmosphere. Students also have access to the resources in the Library, computer labs, a wellness room for exercise, and lounges for study and relaxation between classes.

## For More Information Contact

Director of Extension Services  
305 Sandburg Dr.  
Carthage, IL 62321  
217.357.3129, ext. 7239

## Corporate and Leisure College

Corporate and Leisure College opportunities are also available at the Branch Campus in Carthage. Offerings include customized classes for business and industry, courses for personal growth and interests, and our popular Kids on Campus program each summer. Suggestions for programming are always welcome from the community.

## For More Information Contact

Director of Extension Services  
305 Sandburg Dr.  
Carthage, IL 62321  
217.357.3129, ext. 7241

# The Extension Center - Bushnell, Illinois

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The Extension Center is located at 380 East Main Street in Bushnell and has served the southeast portion of the Sandburg District #518 since 1995. The Extension Center more than doubled the classroom space with the completion of an expansion project in the fall of 2003. The facility houses several classrooms, a large computer lab, a wellness room for exercise, a student lounge, and service offices for registration, business services, and bookstore. This facility provides basic class offerings for baccalaureate, general study programs, career and vocational degrees or certification, as well as community education and personal enrichment classes. Students can earn an Associate in Art or Associate in Science degree at the Bushnell Extension Center, as well as a variety of certificate and associate degree programs in the Career, Technical, and Health Education area, including medical assisting, criminal justice, and a variety of business, accounting, and administrative office programs. In addition, this facility offers adult basic and secondary education classes with tutoring available. Individual academic and career counseling are provided in a professional atmosphere that is both friendly and relaxed. Smaller class sizes provide students the opportunity for more individualized attention. A variety of seminars, workshops, continuing education and customized training for business and industry are coordinated at the facility.

## **For More Information Contact**

Director of Extension Services  
380 East Main St.  
Bushnell, IL 61422  
309.772.2177, ext. 8243

## **Business & Community Education**

Business & community education opportunities are also available at the Extension Center in Bushnell. Offerings include customized classes for business and industry; programming for children; workshops and trips for plus-50 lifelong learners; and community education courses for occupational training or courses for personal growth and interest. Suggestions for programming are always welcome from the community.

## **For More Information Contact**

Director of Extension Services  
380 East Main St.  
Bushnell, IL 61422  
309.772.2177, ext. 8243

# Degrees, Programs, and Certificates

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## University Studies

A wide variety of programs leading to degrees and certificates is offered by the College to serve a variety of student needs. Students needing assistance in selecting an appropriate program for their career goals are advised to meet with a counselor.

### Associate in Arts,

### Associate in Science,

### Associate in Science

### (Agriculture),

### Associate in Fine Arts

### (Art, Music Performance, or Music Education),

### (Transfer Degrees)

The Associate in Arts (AA), Associate in Science (AS), Associate in Science (Agriculture), or Associate in Fine Arts (AFA) degree is for those students planning to transfer to a senior college or university to earn a Baccalaureate degree.

## Transfer Information

Associate and baccalaureate degree-granting institutions are equal partners in providing the first two years of baccalaureate degree programs in Illinois. While each institution is ultimately responsible for the quality of the programs it provides, both associate and baccalaureate degree-granting institutions are expected to work together to assure that their lower-division baccalaureate programs are comparable in scope, quality, and intellectual rigor.

Any student admitted in transfer to an Illinois baccalaureate degree-granting institution should be granted standing comparable to current students who have completed the same number of baccalaureate-level credit hours and should be able to progress toward baccalaureate degree completion at a rate comparable to that of students who entered the baccalaureate institution as first-time freshmen. To assure students of comparable treatment, it is expected that:

1. Students admitted in transfer who have earned an Associate in Arts or an Associate in Science degree from a regionally accredited Illinois community or junior college whose general education requirement for the degree incorporates the Illinois General Education Core Curriculum will have met the receiving institution's all-campus, lower-division general education requirement for the baccalaureate degree (or a second associate degree). A receiving institution may, however, require admitted transfer students to complete an institution-wide and/or mission-related graduation requirement that is beyond the scope of the Illinois General Education Core Curriculum.
2. Students admitted in transfer who have satisfactorily completed the Illinois General Education Core Curriculum at any regionally accredited Illinois college or university prior to transfer should

be granted credit in lieu of the receiving institution's all-campus, lower-division general education requirement for an associate or baccalaureate degree. A receiving institution may, however, require admitted transfer students to complete an institution-wide and/or mission-related graduation requirement that is beyond the scope of the Illinois General Education Core Curriculum.

3. Students admitted in transfer who have satisfactorily completed courses within the Illinois General Education Core Curriculum at a regionally accredited Illinois college or university should be granted credit towards fulfilling the receiving institution's comparable all-campus, lower-division general education requirement.
4. Students admitted in transfer who have met program entry requirements and have satisfactorily completed courses described in an Illinois Articulation Initiative Baccalaureate Major Curriculum Recommendation at a regionally accredited Illinois college or university should be granted credit towards fulfilling the receiving institution's comparable lower-division requirements for that specific major. Where admission is competitive, completion of a Baccalaureate Major Recommendation does not guarantee admission.

## AAS and Certificate Programs

Career, Technical, & Health Education (CTHE) programs are available as a Certificate, which may be completed in as little as nine months, or as an Associate in Applied Science degree, which may be completed in as little as two years. This specialized approach to education results in graduates who enter the job market with highly marketable skills and backgrounds. The courses that you take in our CTHE programs were selected based upon recommendations from professionals working in specific CTHE fields.

## Statement on General Education

The Higher Learning Commission believes that quality undergraduate higher education involves breadth as well as depth of study. According to the HLC commission statement, "General education is intended to impart common knowledge and intellectual concepts to students and to develop in them the skills and attitudes that an organization's faculty believe every educated person should possess." A general education curriculum provides an opportunity for students to acquire some breadth of knowledge, proficiency in skills that are deemed to be commonly shared by those receiving a college education, and allow students to gain exposure to and competence in pursuit of intellectual inquiry and the examination of personal, social, and civic values.

At Carl Sandburg College we are committed to the centrality of general education by including an appropriate component of general education coursework in all of the Associate in Applied Science degrees as well as many of the certificates. These courses are identified in the catalog description as a general education core or an elective.

### NOTE:

Though some CTHE programs will transfer to specific four-year institutions, most will not.

To find out the transferability of a specific CTHE program, talk with your advisor.

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## University Studies

A wide variety of programs leading to degrees and certificates is offered by the College to serve a variety of student needs. Students needing assistance in selecting an appropriate program for their career goals are advised to meet with a counselor.

### Associate in Arts,

### Associate in Science,

### Associate in Science

### (Agriculture),

### Associate in Fine Arts

### (Art, Music Performance, or Music Education),

### (Transfer Degrees)

The Associate in Arts (AA), Associate in Science (AS), Associate in Science (Agriculture), or Associate in Fine Arts (AFA) degree is for those students planning to transfer to a senior college or university to earn a Baccalaureate degree.

## Transfer Information

Associate and baccalaureate degree-granting institutions are equal partners in providing the first two years of baccalaureate degree programs in Illinois. While each institution is ultimately responsible for the quality of the programs it provides, both associate and baccalaureate degree-granting institutions are expected to work together to assure that their lower-division baccalaureate programs are comparable in scope, quality, and intellectual rigor.

Any student admitted in transfer to an Illinois baccalaureate degree-granting institution should be granted standing comparable to current students who have completed the same number of baccalaureate-level credit hours and should be able to progress toward baccalaureate degree completion at a rate comparable to that of students who entered the baccalaureate institution as first-time freshmen. To assure students of comparable treatment, it is expected that:

1. Students admitted in transfer who have earned an Associate in Arts or an Associate in Science degree from a regionally accredited Illinois community or junior college whose general education requirement for the degree incorporates the Illinois General Education Core Curriculum will have met the receiving institution's all-campus, lower-division general education requirement for the baccalaureate degree (or or a second associate degree). A receiving institution may, however, require admitted transfer students to complete an institution-wide and/or mission-related graduation requirement that is beyond the scope of the Illinois General Education Core Curriculum.
2. Students admitted in transfer who have satisfactorily completed the Illinois General Education Core Curriculum at any regionally accredited Illinois college or university prior to transfer should be granted credit in lieu of the receiving institution's all-campus, lower-division general education requirement for an associate or baccalaureate degree. A receiving institution may, however, require admitted transfer students to complete an institution-wide and/or mission-related graduation requirement that is beyond the scope of the Illinois General Education Core Curriculum.
3. Students admitted in transfer who have satisfactorily completed courses within the Illinois General Education Core Curriculum at a regionally accredited Illinois college or university should be granted credit towards fulfilling the receiving institution's comparable all-campus, lower-division general education requirement.
4. Students admitted in transfer who have met program entry requirements and have satisfactorily completed courses described in an Illinois Articulation Initiative Baccalaureate Major Curriculum Recommendation at a regionally accredited Illinois college or university should be granted credit towards fulfilling the receiving institution's comparable lower-division requirements for that specific major. Where admission is competitive, completion of a Baccalaureate Major Recommendation does not guarantee admission.



# AA Degree Requirements

## Associate in Arts Degree

### I. General Education Requirements 43

#### A. Communications 9

ENG.101 Freshman Composition 1 \*

ENG.102 Freshman Composition 2 \*\*

SPE.120 Introduction to Public Speaking

#### B. Humanities/Fine Arts 12

Select one course from Fine Arts:

ART.111 Art Appreciation

ART.112 Art: Prehistoric to 1400

ART.113 Art: 1400 to Present Day

MUS.100 Music in the Western World

MUS.101 Introduction to American Music

MUS.105 Non-Western Music

THE.110 Theatre Arts Appreciation

THE.111 Theatre History

Select one course from Humanities:

ENG.160 Introduction to Fiction

ENG.170 Introduction to Drama

ENG.180 Introduction to Poetry

ENG.221 American Literature 1

ENG.222 American Literature 2

ENG.231 British Literature 1

ENG.232 British Literature 2

ENG.240 Women's Literature

PHL.100 Logic

PHL.101 Introduction to Philosophy

PHL.102 Ethics

Select six additional hours from either Humanities or Fine Arts

#### C. Social Sciences 12

Select four courses from the following:

(Must select one or more courses from 3 subject areas)

ECO.101 Introduction to Economics

ECO.201 Principles of Macro Economics

ECO.202 Principles of Micro Economics

GEO.100 Human Geography

GEO.110 World Regional Geography

HIS.105 American History to 1877

HIS.106 American Hist From 1877

HIS.125 Western Civilization 1

HIS.126 Western Civilization 2

HIS.285 History of Africa: 1500 to Present

POS.122 American Government & Politics

POS.223 State & Local Government

POS.228 International Relations

POS.267 Comparative Government

PSY.101 Introduction to Psychology

PSY.204 Social Psychology

PSY.206 The Social Psychology of Aging

PSY.221 Child Psychology

PSY.265 Developmental Psychology

SOC.101 Introduction to Sociology

SOC.102 Contemporary Social Problems

SOC.103 Marriage and the Family

SOC.105 Intro to Cultural Anthropology

SOC.201 Introduction to Anthropology

SOC.203 Introduction to Diversity

SOC.260 Gender & Society

#### D. Science/Mathematics 10

##### Science \*\*\* 7

Select one course from Life Sciences:

BIO.101 General Biology

BIO.102 General Zoology

BIO.103 General Botany

BIO.120 Environmental Science

BIO.205 Human Biology

Select one course from Physical Sciences:

CHM.100 Concepts of Chemistry

CHM.110 General Chemistry 1

ESC.100 Introduction to Earth Science

PHY.130 The Physical Universe

PHY.151 General Physics 1

##### Math 3

Select one course from the following:

MAT.109 Concepts of Mathematics

MAT.112 Math for Elementary Teaching 2

MAT.131 Finite Mathematics

MAT.132 Calculus for Business Or Social Science

MAT.210 Statistics

MAT.240 Calculus With Analytic Geometry 1

MAT.241 Calculus With Analytic Geometry 2

MAT.242 Calculus With Analytic Geometry 3

SSC.120 Statistics for Social Science (One or the other, but not both.)

or MAT.110 General Education Statistics

### II. Electives 18

### III. Other Requirements 3

Human Relations Course — Select one course from the following:

ART.111 Art Appreciation

ART.113 Art: 1400 to Present Day

ENG.160 Introduction to Fiction

ENG.170 Introduction to Drama

ENG.180 Introduction to Poetry

ENG.221 American Literature 1

ENG.222 American Literature 2

ENG.250 African American Literature

GEO.100 Human Geography

GEO.110 World Regional Geography

HIS.125 Western Civilization 1

HIS.126 Western Civilization 2

HIS.285 History of Africa: 1500 to Present

MUS.100	Music in the Western World
MUS.101	Introduction to American Music
MUS.105	Non-Western Music
MUS.200	Music History & Literature
PHL.102	Ethics
PHL.103	Biomedical Ethics
PSY.204	Social Psychology
SOC.101	Introduction to Sociology
SOC.102	Contemporary Social Problems
SOC.105	Intro to Cultural Anthropology
SOC.201	Introduction to Anthropology
SOC.203	Introduction to Diversity
SOC.260	Gender & Society
SPE.110	Interpersonal Communication
THE.110	Theatre Arts Appreciation
Residency Requirement — (Complete 15 semester hours at Sandburg)	
GPA Required for Graduation — 2.0 on 4.0 scale	
<b>Total Hours Required For Degree</b>	<b>64</b>

\* Students must pass with a grade of "C" or better and pass the exit examination.

\*\* Students must pass with a grade of "C" or better.

\*\*\* at least one course must be a lab course

# AS Degree Requirements

## Associate in Science Degree

<b>I. General Education Requirements</b>	41		
A. Communications	9		
ENG.101		Freshman Composition 1 *	
ENG.102		Freshman Composition 2 **	
SPE.120		Introduction to Public Speaking	
B. Humanities	9		
Select one course from Fine Arts:			
ART.111		Art Appreciation	
ART.112		Art: Prehistoric to 1400	
ART.113		Art: 1400 to Present Day	
MUS.100		Music in the Western World	
MUS.101		Introduction to American Music	
MUS.105		Non-Western Music	
THE.110		Theatre Arts Appreciation	
THE.111		Theatre History	
Select one course from Humanities:			
ENG.160		Introduction to Fiction	
ENG.170		Introduction to Drama	
ENG.180		Introduction to Poetry	
ENG.221		American Literature 1	
ENG.222		American Literature 2	
ENG.231		British Literature 1	
ENG.232		British Literature 2	
ENG.240		Women's Literature	
PHL.100		Logic	
PHL.101		Introduction to Philosophy	
PHL.102		Ethics	
Select three additional hours from either Humanities or Fine Arts			
C. Social Sciences	9		
Select three courses from the following:			
(Must select one or more courses from 3 subject areas)			
ECO.101		Introduction to Economics	
ECO.201		Principles of Macro Economics	
ECO.202		Principles of Micro Economics	
GEO.100		Human Geography	
GEO.110		World Regional Geography	
HIS.105		American History to 1877	
HIS.106		American Hist From 1877	
HIS.125		Western Civilization 1	
HIS.126		Western Civilization 2	
HIS.285		History of Africa: 1500 to Present	
POS.122		American Government & Politics	
POS.223		State & Local Government	
POS.228		International Relations	
POS.267		Comparative Government	
PSY.101		Introduction to Psychology	
PSY.204		Social Psychology	
PSY.206		The Social Psychology of Aging	
PSY.221		Child Psychology	
PSY.265		Developmental Psychology	
SOC.101		Introduction to Sociology	
SOC.102		Contemporary Social Problems	
SOC.103		Marriage and the Family	
SOC.105		Intro to Cultural Anthropology	
SOC.201		Introduction to Anthropology	
SOC.203		Introduction to Diversity	
SOC.260		Gender & Society	
D. Science/Mathematics	14		
Science ***	8		
Select one course from Life Sciences:			
BIO.101		General Biology	
BIO.102		General Zoology	
BIO.103		General Botany	
BIO.120		Environmental Science	
BIO.205		Human Biology	
Select one course from Physical Sciences:			
CHM.100		Concepts of Chemistry	
CHM.110		General Chemistry 1	
ESC.100		Introduction to Earth Science	
PHY.130		The Physical Universe	
PHY.151		General Physics 1	
Math	6		
Select two courses from the following:			
MAT.109		Concepts of Mathematics	
MAT.112		Math for Elementary Teaching 2	
MAT.131		Finite Mathematics	
MAT.132		Calculus for Business Or Social Science	
MAT.210		Statistics	
MAT.240		Calculus With Analytic Geometry 1	
MAT.241		Calculus With Analytic Geometry 2	
MAT.242		Calculus With Analytic Geometry 3	
SSC.120		Statistics for Social Science (One or the other, but not both.)	
or MAT.110		General Education Statistics	
<b>II. Electives</b>	20		
<b>III. Other Requirements</b>	3		
Human Relations Course — Select one course from the following:			
ART.111		Art Appreciation	
ART.113		Art: 1400 to Present Day	
ENG.160		Introduction to Fiction	
ENG.170		Introduction to Drama	
ENG.180		Introduction to Poetry	
ENG.221		American Literature 1	
ENG.222		American Literature 2	
ENG.250		African American Literature	
GEO.100		Human Geography	
GEO.110		World Regional Geography	
HIS.125		Western Civilization 1	
HIS.126		Western Civilization 2	
MUS.100		Music in the Western World	

MUS.101	Introduction to American Music
MUS.105	Non-Western Music
MUS.200	Music History & Literature
PHL.102	Ethics
PHL.103	Biomedical Ethics
PSY.204	Social Psychology
SOC.101	Introduction to Sociology
SOC.102	Contemporary Social Problems
SOC.105	Intro to Cultural Anthropology
SOC.201	Introduction to Anthropology
SOC.203	Introduction to Diversity
SOC.260	Gender & Society
SPE.110	Interpersonal Communication
THE.110	Theatre Arts Appreciation

Residency Requirement — (Complete 15 semester hours at Sandburg)

GPA Required for Graduation — 2.0 on 4.0 scale

**Total Hours Required For Degree** 64

\* Students must pass with a grade of "C" or better and pass the exit examination.

\*\* Students must pass with a grade of "C" or better.

\*\*\* at least one course must be a lab course

# ASA Degree Requirements

## Associate in Science Degree (Emphasis in Agriculture)

The following curriculum is designed to satisfy the basic lower division requirements for agriculture majors at most senior institutions. The agriculture classes listed below are offered in partnership with the University of Illinois-Urbana/Champaign, through a blend of Internet-based instruction and specially scheduled lab days to complete the agriculture transfer course requirements. Students enrolling in this curriculum are urged to meet with an advisor at the senior institution to review course selections and transfer plans.

Transfer Program between Carl Sandburg College and the College of Agricultural, Consumer and Environmental Sciences (ACES) University of Illinois at Urbana-Champaign.

**General Information** This Curriculum Guide outlines a set of required and recommended courses that may guide students at Carl Sandburg College interested in completing a Bachelor's Degree at the College of Agricultural, Consumer and Environmental Sciences (ACES) at the University of Illinois at Urbana-Champaign.

The majors offered in the College of ACES include: Agricultural and Consumer Economics, Agricultural Leadership and Science Education, Animal Sciences, Crop Sciences, Food Sciences and Human Nutrition, Horticulture, Human Development and Family Studies, Natural Resources and Environmental Sciences, Technical Systems Management.

Descriptions of each of these majors and their concentrations may be found at [www.aces.illinois.edu](http://www.aces.illinois.edu) (<http://www.aces.illinois.edu>). Specific recommendations for Carl Sandburg College courses that will meet the requirements for each of the majors are listed below.

To learn more about the transferability of courses not on this list, please use the U Select Website [www.transfer.org](http://www.transfer.org) (<http://www.transfer.org>) in conjunction with the University of Illinois General Education course listing <http://courses.illinois.edu/cis/gened/> or contact the ACES Academic Programs Office (contact info below).

Students completing the prescribed course sequences at Carl Sandburg College, meeting the stated GPA requirement, and submission of a full application with supporting documentation, will be admitted to the College of Agricultural, Consumer and Environmental Sciences (ACES) at the University of Illinois. Acceptance into a specific major and concentration will be based on the individual student's meeting of the requirements, conditions and considerations listed for that program, including space in that major or concentration.

### I. Agriculture Requirements 12

Select three courses from the following:

AGR.121 Introduction to Animal Science

AGR.131 Introduction to Crop Science

AGR.151 Introductory Soil Science

AGR.181 Introduction to Horticultural Science

### II. General Education Requirements 41

#### A. Communications 9

ENG.101 Freshman Composition 1 \*

ENG.102 Freshman Composition 2 \*\*

SPE.120 Introduction to Public Speaking

#### B. Humanities 9

Select one course from Fine Arts:

ART.111 Art Appreciation

ART.112 Art: Prehistoric to 1400

ART.113 Art: 1400 to Present Day

MUS.100 Music in the Western World

MUS.101 Introduction to American Music

MUS.105 Non-Western Music

THE.110 Theatre Arts Appreciation

THE.111 Theatre History

Select one course from Humanities:

ENG.160 Introduction to Fiction

ENG.170 Introduction to Drama

ENG.180 Introduction to Poetry

ENG.221 American Literature 1

ENG.222 American Literature 2

ENG.231 British Literature 1

ENG.232 British Literature 2

ENG.240 Women's Literature

Select three additional hours from either Humanities or Fine Arts

#### C. Social Sciences 9

Select three courses from the following:

(Must select one or more courses from 3 subject areas)

ECO.101 Introduction to Economics

ECO.201 Principles of Macro Economics

ECO.202 Principles of Micro Economics

GEO.100 Human Geography

GEO.110 World Regional Geography

HIS.105 American History to 1877

HIS.106 American Hist From 1877

HIS.125 Western Civilization 1

HIS.126 Western Civilization 2

HIS.285 History of Africa: 1500 to Present

POS.122 American Government & Politics

POS.223 State & Local Government

POS.228 International Relations

POS.267 Comparative Government

PSY.101 Introduction to Psychology

PSY.204 Social Psychology

PSY.206 The Social Psychology of Aging

PSY.221 Child Psychology

PSY.265 Developmental Psychology

SOC.101 Introduction to Sociology

SOC.102 Contemporary Social Problems

SOC.103 Marriage and the Family

SOC.105 Intro to Cultural Anthropology

SOC.201 Introduction to Anthropology

SOC.203 Introduction to Diversity

SOC.260 Gender & Society

#### D. Science/Mathematics 14

Science \*\*\* 8

Select one course from Life Sciences:

BIO.101	General Biology
BIO.102	General Zoology
BIO.103	General Botany
BIO.120	Environmental Science
BIO.205	Human Biology

Select one course from Physical Sciences:

CHM.100	Concepts of Chemistry
CHM.110	General Chemistry 1
PHY.130	The Physical Universe
PHY.151	General Physics 1 (MATH)

Math 6

Select two courses from the following:

MAT.109	Concepts of Mathematics (MATH)
MAT.112	Math for Elementary Teaching 2
MAT.131	Finite Mathematics
MAT.132	Calculus for Business Or Social Science
MAT.210	Statistics
MAT.240	Calculus With Analytic Geometry 1
MAT.241	Calculus With Analytic Geometry 2
MAT.242	Calculus With Analytic Geometry 3
SSC.120	Statistics for Social Science (One or the other, but not both)
or MAT.110	General Education Statistics

III. Electives 8

Choose 8 credit hours from any elective area. \*\*\*\*

Credit hours may come from additional agriculture major courses.

IV. Other Requirements 3

Human Relations Course — Select one course from the following:

ART.111	Art Appreciation
ART.113	Art: 1400 to Present Day
ENG.160	Introduction to Fiction
ENG.170	Introduction to Drama
ENG.180	Introduction to Poetry
ENG.221	American Literature 1
ENG.222	American Literature 2
ENG.250	African American Literature
GEO.100	Human Geography
GEO.110	World Regional Geography
HIS.125	Western Civilization 1
HIS.126	Western Civilization 2
HIS.285	History of Africa: 1500 to Present
MUS.100	Music in the Western World
MUS.101	Introduction to American Music
MUS.105	Non-Western Music
MUS.200	Music History & Literature
PHL.102	Ethics
PHL.103	Biomedical Ethics
PSY.204	Social Psychology
SOC.101	Introduction to Sociology
SOC.102	Contemporary Social Problems
SOC.105	Intro to Cultural Anthropology

SOC.201 Introduction to Anthropology

SOC.203 Introduction to Diversity

SOC.260 Gender & Society

SPE.110 Interpersonal Communication

THE.110 Theatre Arts Appreciation

Residency Requirement — (Complete 15 semester hours at Sandburg)

GPA Required for Graduation — 2.0 on 4.0 scale

**Minimum Credit Hours For Completion 64**

\* Student must pass with a grade of "C" or better and pass the exit examination.

\*\* Students must pass with a grade of "C" or better.

\*\*\* At least one course must be a lab course.

\*\*\*\* ICT.110 Computer Software Applications is recommended.

Additional UIUC Requirements:

- All transfer applicants must have completed either three years of one language other than English in high school or through the second level (2 semesters) of one language other than English in college prior to the desired term of entry.
- The college's graduation requirement is satisfied by completion through the third year of one language other than English in high school or through the third level (3 semesters) of one language other than English in college.
- If General Chemistry II is required for degree completion, it is strongly recommended that CHM.120 General Chemistry 2 be completed prior to transfer.

# AFA Degree Requirements

## Associate in Fine Arts Degree

### (Emphasis in Art)

<b>I. General Education Requirements</b>	<b>31</b>
A. Communications	9
ENG.101 Freshman Composition 1 *	
ENG.102 Freshman Composition 2 **	
SPE.120 Introduction to Public Speaking	
B. Humanities	6
Select one or more courses from two subject areas — no fine arts courses applicable:	
ENG.160 Introduction to Fiction	
ENG.170 Introduction to Drama	
ENG.180 Introduction to Poetry	
ENG.221 American Literature 1	
ENG.222 American Literature 2	
ENG.231 British Literature 1	
ENG.232 British Literature 2	
ENG.240 Women's Literature	
PHL.100 Logic	
PHL.101 Introduction to Philosophy	
PHL.102 Ethics	
C. Social Sciences	6
Select one or more courses from at least two different disciplines:	
ECO.101 Introduction to Economics	
ECO.201 Principles of Macro Economics	
ECO.202 Principles of Micro Economics	
GEO.100 Human Geography	
GEO.110 World Regional Geography	
HIS.105 American History to 1877	
HIS.106 American Hist From 1877	
HIS.125 Western Civilization 1	
HIS.126 Western Civilization 2	
HIS.285 History of Africa: 1500 to Present	
POS.122 American Government & Politics	
POS.223 State & Local Government	
POS.228 International Relations	
POS.267 Comparative Government	
PSY.101 Introduction to Psychology	
PSY.204 Social Psychology	
PSY.206 The Social Psychology of Aging	
PSY.265 Developmental Psychology	
SOC.101 Introduction to Sociology	
SOC.102 Contemporary Social Problems	
SOC.103 Marriage and the Family	
SOC.105 Intro to Cultural Anthropology	
SOC.201 Introduction to Anthropology	
SOC.203 Introduction to Diversity	
SOC.260 Gender & Society	
D. Science/Mathematics	10

Science ***	7
Select one course from Life Sciences, one course from Physical Sciences, and at least one laboratory course:	
BIO.101 General Biology	
BIO.102 General Zoology	
CHM.100 Concepts of Chemistry	
CHM.110 General Chemistry 1	
PHY.130 The Physical Universe	
PHY.151 General Physics 1	
Mathematics	3
MAT.109 Concepts of Mathematics	
MAT.112 Math for Elementary Teaching 2	
MAT.131 Finite Mathematics	
MAT.132 Calculus for Business Or Social Science	
MAT.210 Statistics	
MAT.240 Calculus With Analytic Geometry 1	
MAT.241 Calculus With Analytic Geometry 2	
MAT.242 Calculus With Analytic Geometry 3	
SSC.120 Statistics for Social Science (One or the other, but not both)	
or MAT.110 General Education Statistics	
<b>II. Art</b>	<b>33</b>
Core Art Courses	21
ART.112 Art: Prehistoric to 1400	
ART.113 Art: 1400 to Present Day	
ART.121 Two Dimensional Design	
ART.122 Three Dimensional Design	
ART.131 Drawing 1	
ART.132 Drawing 2	
ART.133 Life Drawing	
Elective Art Courses	12
ART.141 Painting	
ART.142 Advanced Painting	
ART.151 Printmaking	
ART.162 Digital Photography	
ART.163 Digital Photography II	
ART.171 Ceramics 1	
ART.172 Ceramics 2	
ART.193 Computer Art	
<b>III. Other Requirements</b>	
GPA Required for Graduation — 2.0 on 4.0 scale	
Residency Requirement — (Complete 15 semester hours at Sandburg)	
<b>Total Hours Required For Degree</b>	<b>64</b>

\* Students must pass with a grade of "C" or better and pass the exit examination.

\*\* Students must pass with a grade of "C" or better.

\*\*\* One course must be a lab course.

## Associate in Fine Arts Degree (Emphasis in Music Performance)

### I. General Education Requirements 28

#### A. Communications 9

ENG.101	Freshman Composition 1 *
ENG.102	Freshman Composition 2 **
SPE.120	Introduction to Public Speaking

#### B. Humanities 6

Select one or more courses from 2 subject areas — no music courses applicable:

ART.111	Art Appreciation
ART.112	Art: Prehistoric to 1400
ART.113	Art: 1400 to Present Day
ENG.160	Introduction to Fiction
ENG.170	Introduction to Drama
ENG.180	Introduction to Poetry
ENG.221	American Literature 1
ENG.222	American Literature 2
ENG.231	British Literature 1
ENG.232	British Literature 2
ENG.240	Women's Literature
PHL.100	Logic
PHL.101	Introduction to Philosophy
PHL.102	Ethics
THE.110	Theatre Arts Appreciation
THE.111	Theatre History

#### C. Social Sciences 3

ECO.101	Introduction to Economics
ECO.201	Principles of Macro Economics
ECO.202	Principles of Micro Economics
GEO.100	Human Geography
GEO.110	World Regional Geography
HIS.105	American History to 1877
HIS.106	American Hist From 1877
HIS.125	Western Civilization 1
HIS.126	Western Civilization 2
HIS.285	History of Africa: 1500 to Present
POS.122	American Government & Politics
POS.223	State & Local Government
POS.228	International Relations
POS.267	Comparative Government
PSY.101	Introduction to Psychology
PSY.204	Social Psychology
PSY.206	The Social Psychology of Aging
PSY.221	Child Psychology
PSY.265	Developmental Psychology
SOC.101	Introduction to Sociology
SOC.102	Contemporary Social Problems
SOC.103	Marriage and the Family
SOC.105	Intro to Cultural Anthropology
SOC.201	Introduction to Anthropology

SOC.203 Introduction to Diversity

SOC.260 Gender & Society

#### D. Science/Mathematics 10

Science — select at least one lab course 7

BIO.101	General Biology
BIO.102	General Zoology
BIO.103	General Botany
BIO.120	Environmental Science
BIO.205	Human Biology
CHM.100	Concepts of Chemistry
CHM.110	General Chemistry 1
ESC.100	Introduction to Earth Science
PHY.130	The Physical Universe
PHY.151	General Physics 1

#### Math 3

MAT.109	Concepts of Mathematics
MAT.112	Math for Elementary Teaching 2
MAT.131	Finite Mathematics
MAT.132	Calculus for Business Or Social Science
MAT.210	Statistics
MAT.240	Calculus With Analytic Geometry 1
MAT.241	Calculus With Analytic Geometry 2
MAT.242	Calculus With Analytic Geometry 3
SSC.120	Statistics for Social Science (One or the other, but not both)
or MAT.110	General Education Statistics

### II. Music 35

MUS.110	Music Theory 1
MUS.111	Music Theory 2
MUS.114	Ear Train & Sight Sing 1
MUS.115	Ear Train & Sight Sing 2
MUS.200	Music History & Literature
MUS.210	Music Theory 3
MUS.211	Music Theory 4
MUS.214	Ear Train & Sight Sing 3
MUS.215	Ear Train & Sight Sing 4

#### Performing Ensemble

MUS 12X	2 semester credits	2
MUS 22X-2	semester credits	2

#### Private Lessons for Pianists

MUS 13x-2	semester credits	2
MUS.140	Private Piano 1	2
MUS 23x-2	semester credits	2
MUS.240	Private Piano 2	2

#### Private Lessons-For all other Instruments

MUS.130	Private Piano 1	1
MUS 14x -4	semester credits	4
MUS.230	Private Piano 2	1
MUS 24x-4	semester credits	4

### III. Other Requirements

GPA Required for Graduation — 2.0 on 4.0 scale



Residency Requirement — (Complete 15 semester hours at Sandburg)	
<b>Total Hours Required For Degree</b>	<b>63</b>

\* Students must pass with a grade of "C" or better and pass the exit examination.

\*\* Students must pass with a grade of "C" or better.

## Associate in Fine Arts Degree (Emphasis in Music Education)

<b>I. General Education Requirements</b>	<b>28</b>
A. Communications	9
ENG.101 Freshman Composition 1 *	
ENG.102 Freshman Composition 2 **	
SPE.120 Introduction to Public Speaking	
B. Health	3
HTH.120 Health	
C. Social Sciences	6
POS.122 American Government & Politics	
HIS.105 American History to 1877	
or HIS.106 American Hist From 1877	
D. Science/Mathematics	10
Science — select at least one lab course	7
BIO.101 General Biology	
BIO.102 General Zoology	
BIO.103 General Botany	
BIO.120 Environmental Science	
BIO.205 Human Biology	
CHM.100 Concepts of Chemistry	
CHM.110 General Chemistry 1	
ESC.100 Introduction to Earth Science	
PHY.130 The Physical Universe	
PHY.151 General Physics 1	
Math	3
MAT.109 Concepts of Mathematics	
MAT.110 General Education Statistics (One or the other, but not both)	
or SSC.120 Statistics for Social Science	
MAT.112 Math for Elementary Teaching 2	
MAT.131 Finite Mathematics	
MAT.132 Calculus for Business Or Social Science	
MAT.210 Statistics	
MAT.240 Calculus With Analytic Geometry 1	
MAT.241 Calculus With Analytic Geometry 2	
MAT.242 Calculus With Analytic Geometry 3	
<b>II. Music</b>	<b>35</b>
MUS.110 Music Theory 1	
MUS.111 Music Theory 2	
MUS.114 Ear Train & Sight Sing 1	
MUS.115 Ear Train & Sight Sing 2	
MUS.200 Music History & Literature	
MUS.210 Music Theory 3	

MUS.211 Music Theory 4	
MUS.214 Ear Train & Sight Sing 3	
MUS.215 Ear Train & Sight Sing 4	

### Performing Ensemble

MUS 12x 2 semester credits	2
MUS 22X 2 semester credits	2

### Private Lessons for Pianists-

MUS 13x 2 semester credits	2
MUS.140-4 semester credits	4
MUS 23x-2 semesters credit	2
MUS.240-4 semester credits	4

### For All Other Instruments

MUS.130	2
MUS 14x	4
MUS.230	2
MUS24x	4

### III. Other Requirements

GPA Required for Graduation — 2.0 on 4.0 scale

Residency Requirement — (Complete 15 semester hours at Sandburg)

<b>Total Hours Required For Degree</b>	<b>63</b>
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\* Students must pass with a grade of "C" or better and pass the exit examination.

\*\* Students must pass with a grade of "C" or better.

## Associate in General Studies (Individually-Designed Degrees)

This curriculum is designed for students who desire to pursue a two-year program. It is not designed to serve as a degree for transfer.

Both baccalaureate and career, technical and health education courses may be taken as a part of this program.

Graduation requirements for the Associate in General Studies degree are listed below. Review the course descriptions to determine which courses count toward the various requirements.

### Associate in General Studies Degree

<b>I. General Studies Requirements</b>	<b>33</b>
A. Communications	6
ENG.101      Freshman Composition 1 *	
SPE.120      Introduction to Public Speaking	
B. Humanities	9
Art, Music, Philosophy, Literature, Foreign Language, Creative Writing, Theatre	
C. Social Sciences	9
History, Political Science, Geography, Sociology, Psychology, Economics, Education	
D. Science/Mathematics	9
(Must complete courses in both science and mathematics for a total of 9 hours.)	
Science	
Math	
<b>II. Electives</b>	<b>29</b>
(May include both baccalaureate & career, technical and health education credits)	
<b>III. Other</b>	
GPA Required for Graduation — 2.0 on 4.0 scale	
Residency Requirement — (Complete 15 semester credit hours at Sandburg)	
<b>Total Hours Required For Graduation</b>	<b>62</b>

\* Students must pass with a grade of "C" or better and pass the exit examination.

# Accounting

## Associate in Applied Science

This program is designed for the student who desires to prepare for employment in the accounting function of many different types of organizations. Manufacturing, distributions, marketing and sales, governmental, and non-profit organizations all require competent accounting personnel to keep accurate records and provide analysis of the effect of management decisions on day-to-day business activities. Satisfactory completion of this curriculum will provide competence for positions in accounting.

## Certificate

This program is designed for the student who desires to work as an assistant to an accountant or accounting professional. Persons who take positions as accounting assistants need competence in the theory and practice of areas such as accounts receivable, accounts payable, payroll, merchandise accounting and fixed asset accounting. Standard record-keeping practices are also required. Satisfactory completion of this certificate program will provide an appropriate background for a job-entry level position as a bookkeeper or an assistant in an accounting department

## Admission to the Program: Open

### First-Time Enrollees

1. Complete an application for admission and, if desired, apply for financial aid.
2. Send an official high school transcript or GED score report to the Admissions and Records Office.
3. Complete the placement exam, COMPASS.
4. Meet with an advisor/counselor to select classes and complete the registration process.

## For Additional Program Information Contact the Welcome Center

[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu)  
309.345.3500

## For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

## Associate in Applied Science

### First Year

#### Fall Semester

		Semester Hours
ACC.101	Principles of Financial Accounting	3
ENG.101	Freshman Composition 1	3
BOC.100 or MAT 131	Business Mathematics (or Finite Math)	3

AOP.101 or BOC 107	Keyboarding & Formatting 1 (or Tech Skills for Bus. Environment or Articulated Credit)	3
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BUS.100	Introduction to Business	3
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#### Spring Semester

ACC.102	Principles of Managerial Accounting	3
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ACC.203	Accounting Software	3
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SPE.120	Introduction to Public Speaking	3
ICT.110	Computer Software Applications	3
BOC.104 or MAT 132	Mathematics of Finance (or Calculus for Business or Social Sciences)	3

### Second Year

#### Fall Semester

ACC.201	Intermediate Accounting 1	4
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ACC.208	Spreadsheet Applications for Business	3
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BLA.201 or 202	Legal Environment of Business (or Business Law)	3
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PSY.204 or 151	Social Psychology (or Occupational Search & Development)	3
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BOC.102	Business Communications	3
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#### Spring Semester

ACC.202	Intermediate Accounting 2	4
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ACC.205	Cost Accounting	3
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ACC.206	Federal Income Tax	3
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ACC.207	Payroll Accounting	3
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ECO.101, 201, or 202	Introduction to Economics (or Macro-Economics or Micro-Economics)	3
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Total Program Hours: 62.0

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)

## Certificate

### First Year

#### Summer Session

		Semester Hours
AOP.101 or BOC 107	Keyboarding & Formatting 1 (or Tech Skills for Business Environment or Articulated Credit)	3

#### Fall Semester

ACC.101	Principles of Financial Accounting	3
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BUS.100	Introduction to Business	3
---------	--------------------------	---

BOC.100 or MAT 131	Business Mathematics (or Finite Math)	3
--------------------	---------------------------------------	---

ENG.101	Freshman Composition 1	3
---------	------------------------	---

ICT.110	Computer Software Applications	3
---------	--------------------------------	---

#### Spring Semester

ACC.102	Principles of Managerial Accounting	3
---------	-------------------------------------	---

BOC.101	Business Records Management	2
---------	-----------------------------	---

ACC.203 or 208	Accounting Software (or Spreadsheet Applications for Business)	3
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Directed		6
Elective		

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Total Program Hours: 32.0

## Directed Electives

Select two of the following: 6

ACC.205 Cost Accounting

ACC.206 Federal Income Tax

ACC.207 Payroll Accounting

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)

**Johnson, Jill L**

assistant professor, psychology

associate dean of social & business sciences

**Williams, Keith W**

instructor, economics/business administration

coordinator, business programs

# Administrative Office Assistant Certificate

<http://sandburg.edu/academics/administrative-office-assistant>

This curriculum prepares students with the skills needed for office work, including keyboarding, records management, communications, computers and other office technology. Graduates are qualified for entry-level positions in a business where a wide variety of office skills are required.

**Admission to the Program:** Open

## First-Time Enrollees

- Complete an application for admission to the College and, if desired, apply for financial aid.
- Send an official high school transcript or GED score report to the Admissions and Records Office.
- Complete the placement exam, COMPASS.
- Meet with an advisor/counselor to select classes and complete the registration process

Department of Career, Technical & Health Education  
2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
Phone: 309.345.3500  
[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu)

## For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

## Certificate

### First Year

Fall Semester		Semester Hours
AOP.100	Careers for Office Professional	1
AOP.101	Keyboarding & Formatting 1	3
BOC.120	Customer Service	2
BOC.100	Business Mathematics	3
BOC.101	Business Records Management	2
PSY.101, 107, or SOC 101	Introduction to Psychology (or Positive Psychology) or Intro to Sociology	3
<b>Spring Semester</b>		
AOP.102	Keyboarding & Formatting 2	3
AOP.116	Introduction to Word Processing	3
AOP.201	Business English	2
BOC.103	Office Technology	3
ICT.110	Computer Software Applications	3
ICT.115	Website Support	2
Total Program Hours:		30.0

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)

**Culbertson, Vickie L**

assistant professor, administrative office professional

**Hawkinson, Carrie A**

assistant professor, administrative office occupations

**Higgins, Diana D**

assistant professor, administrative office professional/graphic design  
associate dean of career technical health education

## Administrative Office Professional Associate in Applied Science

<http://www.sandburg.edu/academics/administrative-office-professional>

This curriculum prepares students with the efficient skill level needed for administrative/executive work, including keyboarding, speedwriting, office management, communications, computers and other office technology. Graduates are qualified for positions as administrative/executive assistants and office managers.

**Admission to the Program:** Open

### First-Time Enrollees

- Complete an application for admission to the College and, if desired, apply for financial aid.
- Send an official high school transcript or GED score report to the Admissions and Records Office.
- Complete the placement exam, COMPASS.
- Meet with an advisor/counselor to select classes and complete the registration process.

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## Associate in Applied Science

### First Year

Fall Semester		Semester Hours
AOP.100	Careers for Office Professional	1
AOP.101	Keyboarding & Formatting 1	3
BOC.100	Business Mathematics	3
BOC.101	Business Records Management	2
BOC.120	Customer Service	2
PSY.101, 107, or SOC 101	Introduction to Psychology (or Positive Psychology or Intro to Sociology)	3

### Spring Semester

AOP.102	Keyboarding & Formatting 2	3
AOP.116	Introduction to Word Processing	3
AOP.201	Business English	2
BOC.103	Office Technology	3
ICT.110	Computer Software Applications	3
ICT.115	Website Support	2

### Second Year

Fall Semester		
ACC.101	Principles of Financial Accounting	3
AOP.203	Office Procedures	3
BOC.102	Business Communications	3

BUS.100	Introduction to Business	3
SPE.110 or 120	Interpersonal Communication (or Introduction to Public Speaking)	3

### Spring Semester

AOP.216	Advanced Word Processing	3
BUS.201	Management Fundamentals	3
ENG.120	Report Writing	3
ICT.210	Advanced Microcomputer Software Applicat	3
AOP.291 or 292	Professional Internship 1 ( Or Professional Internship 2)	3

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Total Program Hours: 60.0

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)

### Culbertson, Vickie L

assistant professor, administrative office professional

### Hawkinson, Carrie A

assistant professor, administrative office occupations

### Higgins, Diana D

assistant professor, administrative office professional/graphic design  
associate dean of career technical health education

## Advanced Electrical Automotive Certificate

[www.sandburg.edu/academics/advanced-electrical-automotive](http://www.sandburg.edu/academics/advanced-electrical-automotive)

Carl Sandburg College offers a one-semester certificate program in Advanced Electrical Automotive to provide further training to support students in advancing their opportunities in the auto-tech industry. Graduates will learn about more complex systems such as anti-lock brakes, traction, electrical systems, switches and sensors, powertrain and emissions control systems and high voltage electrical systems.

### Nature of the Work

The work of automotive service technicians and mechanics has evolved from simply mechanical to high technology. Technicians must have an increasingly broad base of knowledge about how vehicles' complex electronic components work and interact, as well as the ability to work with electronic diagnostic equipment and computer-based technical reference materials. Automotive service technicians and mechanics use these high tech skills to inspect, maintain, and repair vehicles. The ability to diagnose the source of a problem quickly and accurately requires good reasoning ability and a thorough knowledge of automobiles. Many technicians consider diagnosing hard-to-find troubles one of their most challenging and satisfying duties.

### Employment

Job opportunities for those individuals who complete automotive training programs are expected to be very good. Persons with good diagnostic and problem-solving skills should have the best opportunity. For well-prepared people with a technical background, automotive service technicians careers offer an excellent opportunity for good pay and secure employment. To learn more about the admission requirements and the application process for this program, call 309.345.3500.

### Admission to the Program: Open

#### First-Time Enrollees:

- Complete an application for admission and, if desired, apply for financial aid
- Must have an Automotive Technology certificate or degree and two years of work experience; or three years of work experience.
- Meet with an advisor/counselor to select classes and complete the registration process.

For Additional Program Information Contact the Welcome Center

Department of Career Technical & Health Education  
2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
Phone: 309.345.3500  
[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu)

### For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

#### First Year

##### Fall Semester

AUT.215      Advanced Braking & Chassis Control

##### Semester Hours

3

AUT.220	Advanced Electrical Systems	3
AUT.225	Adv Emissions & Powertrain Control	4
AUT.230	Automotive High Voltage Safety & System	3
Total Program Hours:		13.0

#### Wright, Larry E

associate professor, automotive technology

The Advanced Electrical Automotive program is located in Building B. It's facilities include classroom space, faculty offices, and an automotive bay that functions as a full-service automotive shop.

# Automotive Technology

## Certificate

Carl Sandburg College offers a two-semester certificate program in Automotive Technology providing students with the basic skills to gain employment in automotive dealerships, automotive technology centers, and independent service centers.

### Nature of the Work

The work of automotive service technicians and mechanics has evolved from simply mechanical to high technology. Technicians must have an increasingly broad base of knowledge about how vehicles' complex electronic components work and interact, as well as the ability to work with electronic diagnostic equipment and computer-based technical reference materials. Automotive service technicians and mechanics use these high tech skills to inspect, maintain, and repair vehicles. The ability to diagnose the source of a problem quickly and accurately requires good reasoning ability and a thorough knowledge of automobiles. Many technicians consider diagnosing hard-to-find troubles one of their most challenging and satisfying duties.

### Working Conditions

Almost half of automotive service technicians work a standard 40-hour week, but about one third work over 40 hours per week. Many of those working over 40-hour weeks are self-employed technicians. Some shops offer evening and weekend service to meet the needs of their customers. Generally, service technicians work indoors in well ventilated and lighted repair shops.

### Employment

Job opportunities for those individuals who complete automotive training programs are expected to be very good. Persons with good diagnostic and problem-solving skills should have the best opportunity. For well-prepared people with a technical background, automotive service technicians careers offer an excellent opportunity for good pay and secure employment. To learn more about the admission requirements and the application process for this program, call 309.345.3500.

### Admission to the Program: Open

#### First-Time Enrollees

- Complete an application for admission and, if desired, apply for financial aid.
- Send an official high school transcript or GED score report to the Admissions and Records Office.
- Complete the placement exam, COMPASS.
- Meet with an advisor/counselor to select classes and complete the registration process.

For Additional Program Information Contact the Welcome Center

Department of Career Technical & Health Education  
2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
Phone: 309.345.3500  
welcomecenter@sandburg.edu

### For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

## Certificate

### First Year

Fall Semester		Semester Hours
AUT.101	Spark Ignition Engines 1	3
AUT.105	Electrical Systems	3
AUT.201	Ignition Systems	3
AUT.107	Shop Practices 1	4
AUT.110	Auto Math	2
Spring Semester		
AUT.103	Braking Systems	2
AUT.202	Steering Suspension & Front Wheel Dr	3
AUT.203	Manual Transmission & Dr Trains	2
AUT.204	Automatic Transmissions	3
AUT.206	Heating and Air Conditioning	2
AUT.209	Shop Practices 2	2
Total Program Hours:		29.0

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)

### Wright, Larry E

associate professor, automotive technology

The Automotive Technology program is located in Building B. It's facilities include classroom space, faculty offices, and an automotive bay as a full-service automotive shop.



# Basic Industrial & Manufacturing Maintenance Certificate

## Certificate

The certificate program provides generalized knowledge of electrical, welding, and manufacturing and industrial processes giving the program graduates knowledge and skill to be general maintenance workers in a variety of industrial, manufacturing, utilities, telecommunications and transportation settings.

### First-Time Enrollees

1. Complete an application for admission and, if desired, apply for financial aid.
2. Send an official high school transcript or GED score report to the Admissions and Records Office.
3. Complete the placement exam, COMPASS.
4. Meet with an advisor/counselor to select classes and complete the registration process.

Department of Career, Technical & Health Education  
2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
Phone: 309.345.3500  
welcomecenter@sandburg.edu

### For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

#### First Year

Fall Semester		Semester Hours
ELT.100	Electrical Fundamentals	3
MAT.101	Technical Mathematics 1	3
MTL.101	Machine Tool Fundamentals 1	3
MTL.103	Manufacturing Processes	2
WEL.101	Fundamentals of Welding Theory	2
WEL.103	Welding Survey	1
MFG.130	Industrial Safety	2
Total Program Hours:		16.0

Note: Students enrolled in the Basic Industrial Manufacturing Maintenance Certificate must complete ELT, MTL, and WEL courses with a grade of C or better. In order to graduate, students must complete all ELT, MTL and WEL courses with a grade of C or better.

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements section in this catalog.)

**Johnson, Craig A**  
instructor, welding

The Center for Manufacturing Excellence (CME) offers classroom space, a computer lab, and houses Carl Sandburg College's industrial programs. Students may take courses in the following subject areas: welding, biofuels, rail, machine tooling, manufacturing or electrical. The electrical lab features a host of components to aid in student learning including AC/DC trainers. In 2014, Sandburg became a designated National Academy of Railroad Sciences (NARS) training site offering courses in

locomotive electrical and locomotive mechanical. Instruction is delivered by individuals with industry-specific expertise and includes specialized coursework using technical equipment. Two diesel engines inside the CME are available for training opportunities. The College's welding lab offers 16 bay stations and soon will have an additional ten working spaces. The welding area offers a welding simulator, as well as state of the art multi process welding machines.

# Business Administration

## Associate in Applied Science

This program is designed for students who want to develop administrative management skills for a career in business. In addition to building general business proficiency, students are given the opportunity of choosing courses that will prepare them for an occupation in management and supervision or in marketing and sales. Satisfactory completion of this program will provide an adequate level of competency for entry-level positions in various organizational structures.

### Admission to the Program: Open

#### First-Time Enrollees

1. Complete an application for admission and, if desired, apply for financial aid.
2. Send an official high school transcript or GED score report to the Admissions and Records Office.
3. Complete the placement exam, COMPASS.
4. Meet with an advisor/counselor to select classes and complete the registration process.

For Additional Program Information Contact the Welcome Center  
welcomecenter@sandburg.edu (admissions@sandburg.edu)  
309.345.3500

### For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/  
#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

## Associate in Applied Science

### First Year

#### Summer Session

BOC.107 or Tech Skills for Business Environment (or Keyboard  
AOP 101 & Formatting 1) <sup>or Articulated Credit</sup>

#### Fall Semester

ACC.101	Principles of Financial Accounting	3
BUS.100	Introduction to Business	3
ENG.101	Freshman Composition 1	3
ICT.110	Computer Software Applications	3
MAT.099	Intermediate Algebra	4

#### Spring Semester

ACC.102	Principles of Managerial Accounting	3
BUS.201	Management Fundamentals	3
ENG.102	Freshman Composition 2	3
SOC.101	Introduction to Sociology	3
Directed Electives		3

### Second Year

#### Fall Semester

BOC.102	Business Communications	3
ECO.201	Principles of Macro Economics	3
PSY.204	Social Psychology	3

SPE.110 or 120	Interpersonal Communication (or Introduction to Public Speaking)	3
Direct Electives (see below)		3
<b>Spring Semester</b>		
BLA.201 or 202	Legal Environment of Business (or Business Law)	3
ENG.120	Report Writing	3
ECO.202	Principles of Micro Economics	3
Directed Electives		3
BUS.291 or 292	Professional Internship 1 (or Professional Internship 2)	3
Total Program Hours:		64.0

## Directed Electives

### Marketing/Sales Focus

BUS.101	Marketing Fundamentals	3
BUS.102	Sales Fundamentals	3
BUS.200	Advertising Fundamentals	3

### Management Focus

OMS.101	Labor-Management Relations	3
OMS.102	Supervision Fundamentals	3
OMS.200	Human Resources Management	3

### Additional Recommended Options

BOC.120	Customer Service	2
ICT.210	Advanced Microcomputer Software Applicat	3
ICT.190	Presentation Graphics & Multimedia	3

Other courses could be used upon the approval of the program coordinator or the supervising Dean/Associate Dean.

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)

### Johnson, Jill L

assistant professor, psychology  
associate dean of social & business sciences

### Williams, Keith W

instructor, economics/business administration  
coordinator, business programs

# Cisco Network Associate Certificate

[www.sandburg.edu/academics/information-technology](http://www.sandburg.edu/academics/information-technology)

The Cisco Network Associate certificate is designed to provide students with technical skills needed to become a network support specialist. This course of study also provides the student with the practical knowledge to successfully take the CCNA certification test.

## Admission to the Program: Open First-Time Enrollees

- Complete an application for admission and, if desired, apply for financial aid.
- Send an official high school transcript or GED score report to the Admissions and Records Office.
- Complete the placement exam, COMPASS.
- Meet with an advisor/counselor to select classes and complete the registration process.

Department of Career, Technical & Health Education  
2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
Phone: 309.345.3500  
[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu)

## For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/  
#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

## Certificate

### First Year

Spring Semester	Semester Hours
ICT.160 Introduction to Internetworking	3

### Fall Semester

ICT.260 Introduction to Internetwork Operating S	3
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### Second Year

#### Spring Semester

ICT.261 Introduction to Local Area Networks	3
ICT.262 Introduction to Wide Area Networks	3

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Total Program Hours:	12.0
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Total Program Hours 12.0

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)

### Higgins, Diana D

assistant professor, administrative office professional/graphic design  
associate dean of career technical health education

### Johnson, Cynthia S

instructor, computer information systems

### Lee, Linda L

associate director of educational technology and innovation

## Computer Support Associate

<http://sandburg.edu/academics/computer-support-associate>

This program prepares students to work in career fields of computer support, maintenance and repair. Students will receive training in computer hardware, software, and support. Student will learn about computer hardware components, system operating systems, and application software. Jobs in computer maintenance can be found in such career fields as PC Support Technician, Computer Help Desk, and Computer Configuration Specialist. This certificate prepares students for the CompTia A+ and MCTS certification exams.

### First-Time Enrollees

- Complete an application for admission and, if desired, apply for financial aid.
- Send an official high school transcript or GED score report to the Admissions and Records Office.
- Complete the placement exam, COMPASS.
- Meet with an advisor/counselor to select classes and complete the registration process.

### Computer Information Systems Course Completion Requirement

For credit toward degree requirements, all ICT courses must have been completed during the five school years preceding conference of the degree or must have the approval of the Dean of Career, Technical, and Health Education Programs or Program Coordinator.

\*NOTE: Computer Technician Certificate conferred upon successful completion of the required 30 hours contained in the first and second semesters plus summer session of this program. A.A.S. Degree conferred upon successful completion of all 62 required hours.

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### For Graduation Requirements:

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#### First Year

Fall Semester		Semester Hours
BOC.107	Tech Skills for Business Environment	3
ICT.110	Computer Software Applications	3
ICT.125	Foundations of Information Technology	3
ICT.170	Hardware Installation & Maintenance	3
ICT.180	Windows Networking & Operating System	3
Total Program Hours:		15.0

\*Completion of this certificate also fulfills the first semester requirements of the Computer Technician Certificate.

#### Higgins, Diana D

assistant professor, administrative office professional/graphic design

associate dean of career technical health education

#### Johnson, Cynthia S

instructor, computer information systems

#### Lee, Linda L

associate director of educational technology and innovation

# Computer Technician

## Certificate

[www.sandburg.edu/academics/computer-technician](http://www.sandburg.edu/academics/computer-technician)

This program prepares students for entry-level positions in PC installation, maintenance and repair professions. Common career titles include PC support technician, hardware specialist, help desk support specialist, hardware configuration technician, and many others. Student will examine PC software, including operating systems, office applications, network management, and desktop utilities. Courses also introduce a variety of current hardware technology, including CPU features and functions, system architecture, storage technology, backup devices, multimedia devices, and data communication equipment. This program prepares students for the CompTIA A+ and Network+ and MCTS certification exams.

### Admission to the Program: Open

#### First-Time Enrollees

- Complete an application for admission and, if desired, apply for financial aid.
- Send an official high school transcript or GED score report to the Admissions and Records Office.
- Complete the placement exam, COMPASS.
- Meet with an advisor/counselor to select classes and complete the registration process.

### Computer Information Systems Course Completion Requirement

For credit toward degree requirements, all ICT courses must have been completed during the five school years preceding conference of the degree or must have the approval of the Dean of Career, Technical, and Health Education Programs or Program Coordinator.

\*NOTE: Computer Technician Certificate conferred upon successful completion of the required 30 hours contained in the first and second semesters plus summer session of this program. A.A.S. Degree conferred upon successful completion of all 62 required hours.

Department of Career, Technical & Health Education  
2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
Phone: 309.345.3500  
[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu)

### For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

## Certificate

#### First Year

Fall Semester		Semester Hours
BOC.107	Tech Skills for Business Environment	3
ICT.110	Computer Software Applications	3
ICT.125	Foundations of Information Technology	3
ICT.170	Hardware Installation & Maintenance	3
ICT.180	Windows Networking & Operating System	3

#### Spring Semester

BOC.120	Customer Service	2
ICT.135	Mobile Technologies	3
ICT.160	Introduction to Internetworking	3
ICT.182	Implementing Ms Network Infrastructure	3
Total Program Hours:		26.0

#### • Note:

- Successful completion of this Certificate also completes the first year of the IT LAN & Security Specialist AAS degree

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)

#### Higgins, Diana D

assistant professor, administrative office professional/graphic design  
associate dean of career technical health education

#### Johnson, Cynthia S

instructor, computer information systems

#### Lee, Linda L

associate director of educational technology and innovation

# Cosmetology

## Certificate and Degree

<http://www.sandburg.edu/academics/cosmetology>

Carl Sandburg College offers a certificate program designed to prepare students to become licensed cosmetologists in Illinois. The program utilizes the teaching methods created by the international hair and beauty company, Pivot Point\*. This unique system provides high quality education and services via coursebooks, DVDs and slides.

Cosmetologists provide many services to their clients such as shampooing, cutting, coloring, and styling hair. They may advise clients on how to care for their hair, straighten or permanent wave hair, or lighten or darken hair color. Additionally, a growing number of salons offer specialized services. Nail technologists work exclusively on nails and provide manicures, pedicures, coloring, and nail extension to clients. Additionally, many careers are available in sales and marketing with the large companies that manufacture hair care products.

## Working Conditions

Cosmetologists usually work in pleasant surroundings with good lighting and ventilation. Good health and stamina are important because these workers are on their feet most of the time. Most full-time workers put in a 40-hour week, but longer hours are common in this occupation, especially among self-employed workers. Work schedules may include weekends and evenings which are often the busiest times. Nearly half of all cosmetologists work part-time or have variable schedules.

## Employment

Overall employment of cosmetologists is projected to grow about as fast as the average for all occupations. Job opportunities should be favorable, especially because numerous openings will arise from workers who transfer to other occupations, retire, or leave the labor force.

## Accreditation /Licensure

Carl Sandburg College is accredited through the North Central Association of Colleges and Schools–The Higher Learning Commission, 30 LaSalle Street, Suite 2400, Chicago, IL. 60602-2504. The program is approved by the Illinois Department of Financial and Professional Regulation and satisfies that agency's requirement of 1,500 hours of instruction or 50 credit hours. Persons who satisfactorily complete this curriculum are eligible to apply to take the cosmetology licensing examination required by the Illinois Department of Financial and Professional Regulation.

\*Pivot Point is a registered service mark and trademark owned by Pivot Point International, Inc.

## Admission to the Program: Limited

### First-Time Enrollees

1. Complete an application for admission and, if desired, apply for financial aid.
2. Send an official high school transcript or GED score report to the Admissions and Records Office.
3. Complete the placement exam, COMPASS.
4. Meet with an advisor/counselor to select classes and complete the registration process.

For Additional Program Information Contact the Welcome Center

welcomecenter@sandburg.edu (admissions@sandburg.edu)  
309.345.3500

## For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

## Certificate

### Fall Start

#### First Year

Fall Semester		Semester Hours
COS.101	Introduction to Cosmetology Theory	5
COS.102	Introduction to Cosmetology Lab	8
COS.103	Preclinical Cosmetology	7
Spring Semester		
COS.111	Technical Aspects of Cosmetology Theory	5
COS.112	Technical Aspects of Cosmetology Lab	8
COS.113	Technical Aspects of Cosmetology Clinic	7
Summer Session		
COS.161	Concepts of Cosmetology Theory	3
COS.162	Concepts of Cosmetology Lab	4
COS.163	Concepts of Cosmetology Clinic	3
Total Program Hours:		50.0

### Spring Start

#### First Year

Spring Semester		Semester Hours
COS.101	Introduction to Cosmetology Theory	5
COS.102	Introduction to Cosmetology Lab	8
COS.103	Preclinical Cosmetology	7
Summer Session		
COS.161	Concepts of Cosmetology Theory	3
COS.162	Concepts of Cosmetology Lab	4
COS.163	Concepts of Cosmetology Clinic	3
Fall Semester		
COS.111	Technical Aspects of Cosmetology Theory	5
COS.112	Technical Aspects of Cosmetology Lab	8
COS.113	Technical Aspects of Cosmetology Clinic	7
Total Program Hours:		50.0

NOTE: Students enrolled in the Cosmetology program must complete all COS courses with a grade of "C" or better in order to register for subsequent courses. In order to be eligible to apply for the Illinois licensing examination, students must meet the following requirements:

- Complete all Cosmetology courses with a "C" or better
- Earn a "75%" or higher on both the theoretical and clinical portions of the Cosmetology program's final examination
- Fulfill the 1,500-clock-hour attendance requirement

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)

## Associate in Applied Science

### First Year

Fall Semester		Semester Hours
COS.101	Introduction to Cosmetology Theory	5
COS.102	Introduction to Cosmetology Lab	8
COS.103	Preclinical Cosmetology	7

### Spring Semester

COS.111	Technical Aspects of Cosmetology Theory	5
COS.112	Technical Aspects of Cosmetology Lab	8
COS.113	Technical Aspects of Cosmetology Clinic	7

### Second Year

#### Fall Semester

COS.161	Concepts of Cosmetology Theory	3
COS.162	Concepts of Cosmetology Lab	4
COS.163	Concepts of Cosmetology Clinic	3
PSY.101 or SOC 101	Introduction to Psychology (or Introduction to Sociology)	3

#### Spring Semester

CHM.100	Concepts of Chemistry	3
ENG.101	Freshman Composition 1	3
BOC.100	Business Mathematics	3
SPE.110 or 120	Interpersonal Communication (or Introduction to Public Speaking )	3
BIO.111 or 205	Anatomy & Physiology Fundamentals (or Human Biology)	4

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Total Program Hours:	69.0
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Note: Students enrolled in the Cosmetology program must complete all COS course with a grade of C or better in order to register for subsequent courses. In order to be eligible to apply for the Illinois licensing examination, students must meet the following requirements:

- Complete all Cosmetology courses with a C or better
- Earn a 75% or higher on both the theoretical and clinical portions of the cosmetology program's final examination
- Fulfill the 1,500 clock hour attendance requirement.

(Students who do not expect to complete their degree within five years should refer to the [Graduation Requirements](#) section in this catalog.)

#### Kirchgessner, Barbara K

instructor, cosmetology  
coordinator of cosmetology

#### Ulm, Donald D

instructor, cosmetology

The Cosmetology program is located in The Annex in downtown Galesburg. This facility contains the faculty offices, general classroom space, student labs, and the clinic floor that operates as a full service salon.

# Cosmetology Teacher

## Certificate

[www.sandburg.edu/academics/cosmetology](http://www.sandburg.edu/academics/cosmetology)

This program is designed for the individual who is already a licensed cosmetologist in Illinois and who has two or more years of employment experience within the past five years. The program is approved by the Illinois Department of Financial and Professional Regulation. Persons who satisfactorily complete this curriculum must take a state required exam to become a licensed cosmetology teacher as stipulated by the Illinois Department of Financial and Professional Regulation.

Admission to the Program: Limited

### First-Time Enrollees

1. Complete an application for general admission to the College and, if desired, apply for financial aid.
2. Complete an application for admission to the Cosmetology Teacher program.
3. Complete the placement exam, COMPASS. Students must meet or exceed minimum established scores on COMPASS to qualify for admission.
4. Provide documentation of Illinois Cosmetology license and required employment experience.
5. Meet with an advisor/counselor to select classes and complete the registration process.

### Admission to the Program: Limited

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## Certificate

### Program Curriculum

COS.201	Student Teaching Fundamentals	6
COS.202	Supervised Teaching	3
COS.203	Business Procedures	2.5
COS.204	Educational Psychology - Cos Teachers	3
COS.205	Teaching Methods-Cos Teacher	5
<b>Total Program Requirement</b>		<b>19.5</b>

NOTE: Students enrolled in the Cosmetology Teacher program must complete all COS courses with a grade of "C" or better in order to register for subsequent courses.

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)

**Kirchgessner, Barbara K**

instructor, cosmetology

coordinator of cosmetology

**Ulm, Donald D**

instructor, cosmetology



# Criminal Justice

## Associate in Applied Science and Certificate

[www.sandburg.edu/academics/criminal-justice](http://www.sandburg.edu/academics/criminal-justice)

### Criminal Justice Associate in Applied Science

A student completing this curriculum will be eligible for employment with various law enforcement, judiciary, and correctional agencies. Various positions in business and industrial security may also be available. A student with a criminal conviction will be admitted to the program, but may experience difficulty in securing employment in some criminal justice areas. Students transferring to a four-year criminal justice program with this degree should consult with a counselor or the Criminal Justice Coordinator for advisement on pre-enrollment requirements.

### Criminal Justice Certificate

A student completing this curriculum will be eligible for employment with various criminal justice agencies. Certain private positions, such as business, industrial, and institutional security guards, may also be available. A student with a felony conviction will be admitted to the program, but may experience difficulty in securing employment in some criminal justice agencies.

### Law, Public Safety, Corrections & Security

Carl Sandburg College offers students the opportunity to prepare for a wide array of careers in public service including law enforcement officers, correctional staff and private security positions. Both the public and private sector careers are readily available in many locations and include high incomes.

### Program Features

Students have an opportunity to make the criminal justice program work with their schedule. The courses are offered in the day and evening on a scheduled semester outline. Students are exposed to a rich curriculum that allows for a solid foundation in all aspects of the criminal justice system.

### Short-Term Benefits

- Day and evening classes; online offerings
- Small class sizes allowing for individual attention
- Quality education at an affordable price
- Range of programs to meet the students needs

### Long-Term Benefits

- Graduates are prepared for the workforce and can make their degrees and certificates work for them
- Continuing education available to those in the field

### The Future of Public Safety, Corrections and Security

Employers are seeking entry level applicants with an education associated with an Associate degree or higher. Agencies are seeking applicants with strong communication, writing, and leadership qualities. Applicants will need to pass several pre-hiring testing requirements which vary from agency to agency. Applicants need to be in good health, pass fitness standards and have a clear criminal background for consideration.

### Admission to the Program: Open First-Time Enrollees

- Complete an application for admission and, if desired, apply for financial aid.
- Send an official high school transcript or GED score report to the Admissions and Records Office.
- Complete the placement exam, COMPASS.
- Meet with an advisor/counselor to select classes and complete the registration process.

For Additional Program Information Contact the Welcome Center  
Phone: 309.345.3500  
[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu)

### For Graduation Requirements:

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## Associate in Applied Science

### First Year

#### Summer Session

		Semester Hours
ENG.101	Freshman Composition 1	3
BOC.107	Tech Skills for Business Environment	3

#### Fall Semester

CRM.101	Introduction to Criminal Justice	3
CRM.102	Police Administration & Management	3
CRM.231	Procedural Law for Police	3
CRM.271	Criminal Investigation	3
SOC.205	Social Problems-Professional Ethics	3

#### Spring Semester

CRM.121	Juvenile Justice	3
CRM.261	Criminal Law	3
CRM.222	Communication in Criminal Justice	3
SPN.120	Spanish for Professionals 1	2
CRM.141	Introduction to Corrections	3
KIN.140	Physical Fitness 1	1

### Second Year

#### Fall Semester

PSY.101 or 202	Introduction to Psychology (or Psychology of Personality)	3
SOC.101	Introduction to Sociology	3
ICT.110	Computer Software Applications	3
SPE.110 or 120	Interpersonal Communication (or Introduction to Public Speaking)	3
PSY.207 or ENG 102	Crisis Intervention (or English Composition 2)	3

#### Spring Semester

POS.122 or 223	American Government & Politics (or Local and State Government)	3
CRM.151	Criminal Justice & Community Relations	3
CRM.172	Introduction to Security	3
CRM.262	Criminal Justice Internship	3

HTH.140	Wellness	2
Total Program Hours:		65.0

\* KIN.141 Physical Fitness 2, KIN.142 Physical Fitness 3 & KIN.143 Physical Fitness 4 also accepted.

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)

## Certificate

### First Year

Summer Session		Semester Hours
ENG.101	Freshman Composition 1	3
BOC.107	Tech Skills for Business Environment	3
Fall Semester		
CRM.101	Introduction to Criminal Justice	3
CRM.102	Police Administration & Management	3
CRM.231	Procedural Law for Police	3
CRM.271	Criminal Investigation	3
SOC.205	Social Problems-Professional Ethics	3
Spring Semester		
CRM.121	Juvenile Justice	3
CRM.222	Communication in Criminal Justice	3
SPN.120	Spanish for Professionals 1	2
CRM.261	Criminal Law	3
CRM.141 or 172	Introduction to Corrections (or Introduction to Security)	3
Total Program Hours:		35.0

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)

### Johnson, Jill L

assistant professor, psychology  
associate dean of social & business sciences

### Kellogg, David M

assistant professor, criminal justice  
coordinator of criminal justice

The Criminal Justice Program is establishing a Crime Lab for the development of new curriculum and supplemental instruction. The lab will be a multifunction room that will consist of both lecture and lab stations for computer and practical use. The area will allow for students to participate in active interview and interrogation simulations, mock processing and booking, crime scene software as well as mock crime scenes. Students will be introduced to five key areas of crime scene technology; latent print evidence, blood spatter and trace evidence, impression evidence, ballistics, and crime scene photography.

This space will employ practical applications to many core courses within the criminal justice program. It will also allow for program growth in the area of crime scene technologies and practical presentations of contemporary investigative methods.

# Database Associate

## Certificate

[www.sandburg.edu/academics/database-associate](http://www.sandburg.edu/academics/database-associate)

The Database Specialist is designed to provide students with technical skills needed to become a database specialist. The core curriculum centers on creating and managing databases in popular applications such as: Microsoft Access and SQL; as well as learn the basic fundamentals of programming and managing database servers.

### Admission to the Program: Open

#### First-Time Enrollees

- Complete an application for admission and, if desired, apply for financial aid.
- Send an official high school transcript or GED score report to the Admissions and Records Office.
- Complete the placement exam, COMPASS.
- Meet with an advisor/counselor to select classes and complete the registration process.

### Computer Information Systems Course Completion Requirement

For credit toward degree requirements, all ICT courses must have been completed during the five school years preceding conference of the degree or must have the approval of the Dean of Career, Technical, and Health Education Programs or Program Coordinator.

\*NOTE: Computer Technician Certificate conferred upon successful completion of the required 30 hours contained in the first and second semesters plus summer session of this program. A.A.S. Degree conferred upon successful completion of all 62 required hours.

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#### First Year

Spring Semester		Semester Hours
ICT.114	Microcomputer Database Applications 1	2
ICT.130	Fundamentals of Programming	3
ICT.205	Visual Basic Programming	3
ICT.214	Microcomputer Database Applications 2	3
ICT.225	Sql/Database Application	3
Total Program Hours:		14.0

#### Higgins, Diana D

assistant professor, administrative office professional/graphic design  
associate dean of career technical health education

#### Johnson, Cynthia S

instructor, computer information systems

#### Lee, Linda L

associate director of educational technology and innovation

# Dental Hygiene

## Associate in Applied Science

<http://www.sandburg.edu/academics/dental-hygiene>

The Dental Hygiene program prepares the student to work as a dental hygienist under the supervision of a licensed dentist in dental offices and other health agencies. Dental hygienists remove soft and hard deposits from teeth, teach patients how to practice good oral hygiene, and provide other preventative dental care, such as cleaning and polishing teeth, taking radiographs and applying fluoride treatment. The dental hygienist also serves as an oral health educator in the clinical and community setting. Dental hygienists should work well with others and must have good manual dexterity to use dental instruments within a patient's mouth, with little room for error.

### Working Conditions

Flexible scheduling is a distinctive feature of this job. Full-time, part-time, evening, and weekend schedules are widely available. Hygienists are frequently hired to work only two or three days a week, so hygienists may hold jobs in more than one dental office. Dental hygienists work in offices that are clean and well lit, and they must follow important health safeguards including wearing safety glasses, masks and gloves to protect themselves from blood-borne pathogens and infectious diseases.

### Employment

Employment of dental hygienists is expected to grow much faster than the average for all occupations through 2020. According to the U.S. Bureau of Labor Statistics, median hourly salary of dental hygienists was \$33.31 in May 2010. Earnings vary by geographic location, employment setting, and years of experience. Source: [www.bls.gov/ooh/healthcare/dental-hygienists.htm](http://www.bls.gov/ooh/healthcare/dental-hygienists.htm) (<http://www.bls.gov/ooh/healthcare/dental-hygienists.htm>)

### Accreditation/Licensure

The Dental Hygiene program has been approved by the Illinois Community College Board and the Illinois Board of Higher Education. The program in dental hygiene is accredited by the American Dental Association Commission on Dental Accreditation and has been granted the accreditation status of "approval without reporting requirements". The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312-440-4653, or at 211 E. Chicago Avenue, Chicago, IL 60611. Graduates from the Dental Hygiene program will be eligible to take the National Dental Hygiene Board Examination, the respective clinical dental hygiene board examination, and the examination for registration as a dental hygienist in the respective state.

### Admission to the Program: Limited

Admission to limited enrollment programs is competitive and selection is based on candidates' overall academic performance. All prospective students for the Dental Hygiene program must submit all admission materials and meet admission requirements before their applications will be considered for review. Applicants who are denied admission to a program and wish to apply for a subsequent academic year must repeat the application process in its entirety. As a result, no application files are carried over from prior years which allows the evaluation process to begin anew October 1 of each year. The most qualified applicants who are residents of the Carl Sandburg College district or who are residents of a community college district participating in a cooperative agreement

with Carl Sandburg College will be given preference for admission to the programs.

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### For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

## Associate in Applied Science

### First Year

Fall Semester		Semester Hours
DHG.109	Preclinic Laboratory	1.5
DHG.110	Fundamentals of Dental Hygiene	2
DHG.112	Dental Radiology	3
DHG.113	Preventive Dentistry	2
DHG.114	Head/Neck & Oral Anatomy	3
DHG.115	Dental Hygiene Practice 1	2
BIO.211	Anatomy & Physiology 1	4
Spring Semester		
DHG.118	Oral Histology & Embryology	1
DHG.119	Periodontology 1	2
DHG.120	Dental Hygiene 2	2
DHG.125	Dental Hygiene Practice 2	4
BIO.212	Anatomy & Physiology 2	4
SOC.101	Introduction to Sociology	3
ENG.101	Freshman Composition 1	3
Pre-Summer Session		
DHG.200	Dental Hygiene 3	2
Summer Session		
DHG.205	Dental Hygiene Practice 3	3
BIO.200	General Microbiology	4
Second Year		
Fall Semester		
DHG.210	Dental Hygiene 4	2
DHG.211	Community Dental Health	2
DHG.212	Pathology	2
DHG.213	Pharmacology	2
DHG.215	Dental Hygiene Practice 4	5
NUT.110	Nutrition	3
Spring Semester		
DHG.217	Clinical Applications Pain/Anxiety Ctrl	1
DHG.218	Dental Office Management & Jurisprudence	2
DHG.219	Periodontology 2	2
DHG.220	Dental Hygiene 5	2
DHG.225	Dental Hygiene Practice 5	5
SPE.120	Introduction to Public Speaking	3
PSY.101	Introduction to Psychology	3

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Total Program Hours: 79.5

Courses must be completed with a grade of "C" or better by the end of the scheduled semester. In order to graduate, each student must complete all required courses with a grade of "C" or better.

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)

**Eagen, Carla J**

instructor, dental hygiene

**Kosier, Stacy J**

instructor, dental hygiene

coordinator, dental hygiene

The Dental Hygiene program is located in The Annex in downtown Galesburg. This facility contains the faculty offices, general classroom space, a simulation lab, and the dental hygiene clinic. The dental hygiene clinic contains fifteen patient operatories and six radiology suites that contain analog radiography, digital radiography, and/or panoramic technology.

# Diagnostic Medical Sonography

## Advanced Certificate

<http://www.sandburg.edu/academics/diagnostic-medical-sonography>

Diagnostic Medical Sonography is a modality that uses high frequency sound waves to produce images of organs and vascular structures within the body. Sonography is also used extensively in the evaluation of pregnancy and fetal development. Recent advancements in technology have led to increasing use of this imaging specialty as a non-invasive diagnostic tool. This 16-month program prepares students to perform sonographic examinations in hospitals, clinics, and imaging centers. Graduates are eligible to apply to take the certification examinations offered by the American Registry of Diagnostic Medical Sonographers. Technologists currently employed in Sonography may seek enrollment in the "classroom only" portions of the program, if desired.

**Admission to the Program:** Selective

### Eligibility Requirements

1. Graduation from high school or equivalent.

2. Allied Health Education in Radiologic Technology:

- Graduate of a nationally accredited Radiologic Technology program in the United States with a 2.7 or higher cumulative GPA on a 4.0 scale. Post-secondary course work in Physics, Human Anatomy or Anatomy & Physiology, Medical Terminology, Biomedical Ethics, and patient care must be documented. In addition two years of high school Algebra or MAT 099 must be documented.

NOTE: Students who are required to have Anatomy and Physiology I and II must complete both of these courses at the same institution in order to receive credit for these courses.

**OR**

Other Allied Health Education

- Graduates of a nationally accredited 24-month patient care-related allied health program in the United States with a 2.7 or higher cumulative GPA on a 4.0 scale. Examples of eligible professionals include Radiation Therapy, Nuclear Medicine, Associate Degree Nursing, Physical Therapy, and Respiratory Therapy. Post-secondary course work equivalent to General Physics (PHY 151 & 152), Anatomy & Physiology (BIO 211 & 212), Medical Terminology (MDT 100), Biomedical Ethics (PHL 103) & patient care must be documented. In addition two years of high school Algebra or MAT 099 must be documented. NOTE: Students who are required to have Anatomy and Physiology I and II must complete both of these courses at the same institution in order to receive credit for these courses
- Proof of current professional registration, licensure, or certification is required.

**OR**

Baccalaureate Degree:

- Baccalaureate degree from a regionally accredited United States college or university, or equivalent as evaluated by a formal credentials evaluation mechanism with a 2.7 or higher cumulative GPA on a 4.0 scale.

- Post-secondary course work equivalent to General Physics (PHY 151 & 152), Anatomy & Physiology (BIO 211 & 212), Medical Terminology (MDT 100), and Biomedical Ethics (PHL 103) must be documented. In addition, two years of high school Algebra or MAT 099 and 100 hours of extensive, direct patient care must be documented. NOTE: Students who are required to have Anatomy and Physiology I and II must complete both of these courses at the same institution in order to receive credit for these courses.
- Sonography program curriculum does not include basic patient care course work due to the program length and concentrated sonography curriculum. Direct patient care experience is necessary to ensure a level of proficiency needed to be successful in the program. The didactic component of the program requires the candidate to focus specifically on sonography-related skills and, therefore, basic patient care skills are required upon admission.
- Patient care course requirements may be met by satisfactory completion of EMT.101.
- Clinical experience must involve recent (within 5 years) extensive direct patient contact of at least 100 hours. Submission of a Verification of Patient Care Experience form with your direct supervisor's contact information is required for the application process.

### Admission Requirements

- Complete a general application for admission to the College - <http://www.sandburg.edu/admissions/steps-enroll>
- Submit official transcripts from high school and all post-secondary educational institutions.
- Complete TEAS-AH, including the areas of Reading Skills and Math Skills (testing must be within six months of the appropriate application deadline).
- Submit verification of Patient Care Experience form (required from all candidates without an allied health background).
- Complete an application for the Diagnostic Medical Sonography program (program applications are available from the program advisor).

Program admission is competitive and fulfillment of the basic requirements does not guarantee admission. Class size is limited and is determined by the number of available clinical sites within each community-college district. Participating community college districts (in addition to Carl Sandburg College) include: Blackhawk, Heartland, Illinois Central, Illinois Valley, John Wood, Lincoln Land, Parkland, Richland, Sauk Valley, Scott (IA), Southeastern (IA), Spoon River. Student selection is based on course work, GPA, and COMPASS scores. From the pool of applicants, those who are considered most qualified for the study and practice of sonography will be admitted. Candidates with A.R.R.T.(R) certification will be given first priority on available classroom and clinical slots. Practicing sonographers seeking formal didactic instruction may seek enrollment in the classroom-only portions of the program, and may enroll with instructor permission without completing the formal application process. Because of the 16-month program length, program start dates alternate between spring and fall sessions. Future program starting dates are:

- Fall 2015
- Spring 2017

Application forms and materials for Fall will be accepted February 15 through June 15 for review. Applications will be accepted from May 1 through September 1 for the Spring start in January. Applicants will be

notified in writing within 2 weeks of the deadline of admission status. Students who are admitted to the DMS program must pay a \$100 acceptance fee when notified of initial program admission status to guarantee a place in the program. For the student fully admitted to the program, the \$100 will be applied towards the first semester tuition. Students who accept their seat and drop for any reason will forfeit their money.

#### Notice to Applicants of the Diagnostic Medical Sonography Program:

Your personal history may affect your ability to be certified as a registered sonographer. The ARDMS reserves the right to take action against an applicant, candidate, or Registrant in case of conviction, plea of guilty or nolo contendere to any crime. If you are presently charged with, or been convicted or found guilty of or plead nolo contendere to any crime (felony and/or misdemeanor), other than a speeding or parking violation you may wish to seek clarification from the ARDMS as to how it pertains to your circumstances. In addition the application for ARDMS certification asks the following questions: 1. Have you ever been subject to revocation, suspension, or other disciplinary action by a (1) state licensing board, (2) state or Federal agency, (3) national professional association? 2. Are you currently charged with or have you ever been convicted of, or pleaded guilty or nolo contendere, to any crime? A response of "yes" to any of the above may result in a delay or denial of certification. Questions regarding eligibility for ARDMS certification may be directed to:

ARDMS  
51 Monroe St. Plaza East One  
Rockville, MD 20850-2400  
1-800-541-9754

For more Information. (<http://www.ardms.org/files/downloads/app.pdf>)

#### Department of Career, Technical & Health Education

2400 Tom L. Wilson Blvd.,  
Galesburg, IL 61401  
Phone: 309.345.3500  
welcomecenter@sandburg.edu

#### For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

## Advanced Certificate

### Spring Start

#### First Year

Spring Semester		Semester Hours
RDT.262	Sectional Anatomy for Diagnostic Imaging	3
DMS.250	Ultrasound Physics & Instrumentation 1	2
DMS.252	Abdominal Sonography	5
DMS.255	Sonography Practicum 1	6
<b>Summer Session</b>		
DMS.264	Abdominal Sonography & Superficial Struc	4
DMS.275	Sonography Summer Practicum	5
<b>Fall Semester</b>		
DMS.262	OB/GYN Sonography	6
DMS.265	Sonography Practicum 2	6
DMS.284	Advanced Physics & Instrumentation II	2

#### Second Year

##### Spring Semester

DMS.274	Sonography Critique	2
DMS.282	Vascular Technology	4
DMS.285	Sonography Practicum 3	6
Total Program Hours:		51.0

### Fall Start

#### First Year

Fall Semester		Semester Hours
RDT.262	Sectional Anatomy for Diagnostic Imaging	3
DMS.250	Ultrasound Physics & Instrumentation 1	2
DMS.252	Abdominal Sonography	5
DMS.255	Sonography Practicum 1	6
<b>Spring Semester</b>		
DMS.264	Abdominal Sonography & Superficial Struc	4
DMS.265	Sonography Practicum 2	6
DMS.284	Advanced Physics & Instrumentation II	2
<b>Summer Session</b>		
DMS.262	OB/GYN Sonography	6
DMS.275	Sonography Summer Practicum	5
<b>Second Year</b>		
<b>Fall Semester</b>		
DMS.274	Sonography Critique	2
DMS.282	Vascular Technology	4
DMS.285	Sonography Practicum 3	6
Total Program Hours:		51.0

NOTE: Students enrolled in the Diagnostic Medical Sonography program must complete all DMS and RDT courses with a grade of "C" or better in order to register for subsequent courses and continue in the program.

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)

## Emergency Medical Services-Paramedic

[www.sandburg.edu/academics/emergency-medical-services-paramedic](http://www.sandburg.edu/academics/emergency-medical-services-paramedic)

The Emergency Medical Services – Paramedic program offers two paramedic training options, resulting in a one-year certificate or a two-year Associate in Applied Science degree, both designed to prepare individuals to become an entry-level paramedic in the State of Illinois. Graduates will be eligible to take the Illinois Department of Public Health (IDPH) Paramedic licensure exam.

The Emergency Medical Services – Paramedic program at Carl Sandburg College is designed to prepare the graduate to administer care to the sick and injured in emergency situations. Graduates are employed primarily by ambulance services, fire departments, helicopter flight crews, and hospitals. Upon successful completion of the EMS 101 – Emergency Medical Technician course, the student will be eligible to take the EMT registry examination.

Upon completion of the EMS-Paramedic program, the student is required to complete an additional internship which will be arranged through the EMS Program Director. This internship must be completed within one year after completion of the coursework and prior to taking the Paramedic licensure exam.

### Program at a Glance

- Average starting salary: \$36,000 \*national median average US Bureau of Labor Statistics
- Level of patient contact: High
- Length of program: One year Certificate or two-year AAS degree
- Program location: Galesburg campus
- Program start time: Spring or Fall
- Evening classes offered
- Employment opportunities in a variety of settings
- Prepare for State license exam

### Admission to the Program

Admission information is available at on the Program Website. Please follow the link at the top of the page.

Students must apply and be formally accepted into the Paramedic program prior to enrolling in any Paramedic courses. Enrollment is limited.

1. If you have never attended Carl Sandburg College, complete an application for general admission to the College <http://www.sandburg.edu/admissions/steps-enroll> and, if desired, apply for financial aid.
2. Send an official high school transcript or equivalent and any appropriate post-secondary educational institutions transcripts to the Admission and Records Office.
3. Complete the placement exam, COMPASS.
4. If you are currently already an Emergency Medical Technician (EMT), provide transcripts for course and EMT licensure.
5. Meet with an advisor and complete application for admission into the Paramedic program.
6. Applications accepted April 1 – July 1 for fall start, and August 1 – November 1 for spring start. Applicants will be notified in writing within two weeks of the deadline of admission status.

7. The following criteria are required of accepted applicants and all information will be explained in detail upon admission into the program (all of the following information can be found on the program website):

- Applicants accepted into the Paramedic program must attend the required orientation session and be able to perform the [Paramedic Program Essential Skills](#) (see program website) with or without reasonable accommodations.
- Students accepted will be required to possess current CPR Certification at the Healthcare Provider level throughout the program, show proof of immunizations and required titers, TB test, influenza vaccination, physical examination, criminal background check, and 10-panel drug screen.
- Student is responsible for all fees incurred.
- Estimated Cost – Paramedic Certificate (see program website)
- Estimated Cost – Paramedic Associate in Applied Science Degree (see program website)

10. Please note that findings on the criminal background check may void the conditional admission and prevent entrance to the program. Findings on the physical examination and drug screen may prevent placement at the clinical sites.

Department of Health Professions

2400 Tom L. Wilson Blvd.

Galesburg, IL 61401

Phone: 309-345-3500

[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu)

### For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

#### First Year

##### Spring Semester

		Semester Hours
EMS.101	Emergency Medical Technician	8
ENG.101	Freshman Composition 1	3
PSY.101	Introduction to Psychology	3

##### Fall Semester

BIO.211	Anatomy & Physiology 1	4
EMS.110	Fundamentals of Paramedic	2
EMS.112	Paramedic 1	2
EMS.115	Paramedic Practice 1	2
EMS.120	Paramedic II	2
EMS.125	Paramedic Practice 2	2
SOC.101	Introduction to Sociology	3

#### Second Year

##### Spring Semester

BIO.212	Anatomy & Physiology 2	4
EMS.130	Paramedic III	2
EMS.135	Paramedic Practice 3	2
EMS.200	Paramedic IV	2
EMS.205	Paramedic Practice 4	2



SPE.110 or 120	Interpersonal Communication (or Introduction to Public Speaking)	3	The paramedic practice courses are designed for hands-on training in the Paramedic classroom, lab and practicum settings. The paramedic courses are held at Carl Sandburg College's Galesburg campus Building H, H102 is the Paramedic Lab where essential skills such as IV insertion, airway management, EKGs, administering medications and performing advanced life support measures will be practiced. Practicum experiences for the EMS-Paramedic program will be gained with community agencies and ambulance services in the Galesburg area such as: Galesburg Hospitals' Ambulance Service, Galesburg Cottage Hospital, OSF St. Mary's Medical Center, Kewanee Fire & Rescue, and other surrounding community's fire & rescue agencies as needed.
<b>Summer Session</b>			
EMS.210	Paramedic V	2	
EMS.215	Paramedic Practice 5	6	
<b>Fall Semester</b>			
BUS.111	Small Business Principles	3	
PSY.207	Crisis Intervention	3	
PHL.103	Biomedical Ethics	3	
SOC.203	Introduction to Diversity	3	
and 3 other credit hours from SOC courses		3.0	
Total Program Hours:		69.0	

Note: Students enrolled in the Emergency Medical Services-Paramedic program must complete all EMS courses with a grade of C or better in order to register for subsequent courses and continue in the program. In order to graduate students must complete all EMS courses with a grade of C or better.

(Students who do not expect to complete their degree within five years should refer to the [Graduation Requirements](#) section in this catalog.)

## **Certificate**

### **First Year**

<b>Spring Semester</b>	<b>Semester Hours</b>
EMS.101      Emergency Medical Technician	8

### **Fall Semester**

EMS.110      Fundamentals of Paramedic	2
EMS.112      Paramedic 1	2
EMS.115      Paramedic Practice 1	2
EMS.120      Paramedic II	2
EMS.125      Paramedic Practice 2	2

### **Second Year**

<b>Spring Semester</b>	
EMS.130      Paramedic III	2
EMS.135      Paramedic Practice 3	2
EMS.200      Paramedic IV	2
EMS.205      Paramedic Practice 4	2

### **Summer Session**

EMS.210      Paramedic V	2	
EMS.215      Paramedic Practice 5	6	
Total Program Hours:		34.0

Note: Students enrolled in the Emergency Medical Services-Paramedic program must complete all EMS courses with a grade of C or better in order to register for subsequent courses and continue in the program. In order to graduate students must complete all EMS courses with a grade of C or better.

(Students who do not expect to complete their degree within five years should refer to the [Graduation Requirements](#) section in this catalog.)

# Health Information Management Technician

## Associate in Applied Science

[www.sandburg.edu/academics/health-information-management-technician](http://www.sandburg.edu/academics/health-information-management-technician)

The Health Information Management Technician is a two-year Associate of Applied Science degree that prepares students to collect, manage, and maintain health records for various medical facilities, both in paper and electronic formats. Given the increase in use of electronic health records software, as well as security and privacy practices, the graduate will be prepared to manage and use health information to serve patients by managing communication between health care facilities and insurance providers. They help to organize and manage this data to ensure its quality, accuracy, accessibility and security, using a variety of systems to maintain patient information, databases and registries, and medical and treatment histories.

Graduates will be prepared to be able to review patient records for timeliness, completeness, accuracy and appropriateness of health data; organize and maintain data for clinical databases and registries; track patient outcomes for quality assessment; use classification software to assign clinical codes for reimbursement and data analysis; follow best practices for data security; and use information to assist patients by managing communication between health care and insurance providers. The practicum experiences for the Health Information Management Technician program will be gained with physician offices and clinics in the Galesburg area such as: Galesburg Cottage Hospital, Galesburg Cottage Physician Offices, OSF St. Mary's Medical Center and Clinics, and other surrounding community's agencies as needed.

### Program at a Glance

- Average starting salary: \$32,300
- Level of patient contact: Low
- Length of the program: Two-year Associate in Applied Science Degree
- Program location: Galesburg campus
- Program start time: Fall
- Employment opportunities in a variety of settings

### Admission to the Program

Admission information is available at <http://www.sandburg.edu/academics/academics>

Admission to Health Information Management Technician program is open.

1. If you have never attended Carl Sandburg College, complete an application for general admission to the College <http://www.sandburg.edu/admissions/steps-enroll> and, if desired, apply for financial aid.
2. Send an official high school transcript or equivalent and any appropriate post-secondary educational institutions transcripts to the Admission and Records Office.
3. Complete the placement exam, COMPASS.
4. Meet with an advisor to select classes and complete the registration process.

5. The following criteria may be required of student's upon entering the HIM 205 Practicum and all information will be explained in detail upon registering for this course:

- Students entering the HIM 205 practicum course must attend the required orientation session and be able to perform the [Health Information Management Technician Essential Skills](http://sandburg.edu/academics/health-information-management-technician) (<http://sandburg.edu/academics/health-information-management-technician>) with or without reasonable accommodations.
- Students accepted will be required to show proof of immunizations and required titers, TB test, physical examination, *criminal background check*, and *10-panel drug screen*. The italicized items may be required depending on practicum site's requirements.
- Student is responsible for all fees incurred.
- [Estimated Cost – Health Information Management Technician Degree](#)

1. Please note that findings on the criminal background check, physical examination and drug screen may prevent placement at the clinical sites.

Department of Health Professions  
2400 Tom L. Wilson Blvd.

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## Associate in Applied Science

### First Year

Fall Semester		Semester Hours
SOC.101	Introduction to Sociology	3
MDT.100	Medical Terminology	2
HIM.100	Introduction to Health Information Mgmt (Introduction to Health Information Management)	3
ENG.101	Freshman Composition 1	3
CHM.100	Concepts of Chemistry	3
AOP.101	Keyboarding & Formatting 1	3

### Spring Semester

ALH.110	Introduction to Pharmacology	3
ALH.115	Basic Health Statistics	3
ALH.120	Medical Law and Ethics	3
BOC.120	Customer Service	2
BIO.101	General Biology	4
ICT.110	Computer Software Applications	3

### Second Year

Fall Semester		
AOP.130	Electronic Health Records	2
AOP.203	Office Procedures	3
BIO.211	Anatomy & Physiology 1	4
MDC.102	Medical Coding Cpt	3
BOC.102	Business Communications	3

### Spring Semester

AOP.234	Insurance & Billing in Medical Office	3		
AOP.231	Advanced Electronic Health Records (Advanced Electronic Health Records)	3		
BIO.212	Anatomy & Physiology 2	4		
MDC.101	Medical Coding Icd	3		
SPE.110 or 120	Interpersonal Communication (or Introduction to Public Speaking )	3		
<b>Summer Session</b>				
Health Information Management Technician Practicum				
HIM.205	Health Information Mgmt Tech Practicum	3		
Total Program Hours:		69.0		

(Students who do not expect to complete their degree within five years should refer to the [Graduation Requirements](#) section in this catalog.)

**AOP.101 Keyboarding & Formatting 1**                      2            2            3

This is the first course for individuals who have had no significant prior instruction in keyboarding. Instruction emphasizes the concepts and techniques involved in mastering the computer keyboard, various letter styles, reports, and tables. Minimum five-minute timing speed on straight copy material of 30 gross words per minute (with five errors or less) is required to successfully complete the course.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**AOP.130 Electronic Health Records**                      1            2            2

This course introduces students to electronic health records used in different health care settings and will develop student skills in utilizing software to record medical records in an electronic format. Topics covered include converting paper records to electronic format, using electronic health records in a hospital and a medical office, how electronic medical health records interact with other hospital information systems, and challenges to privacy and security including HIPAA. Students will complete hands-on exercises working with electronic medical records software.

Offered: Fall

Prerequisites: AOP.101 and MDT.100

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**AOP.203 Office Procedures**    3            3

This course introduces a variety of topics and practices intended to promote personal and professional development. Topics covered include professional ethics, theories of leadership, telework, and an overview of job search techniques. Communication techniques will be applied to the process of making effective presentations, providing proper customer service, and communicating effectively using telecommunications. Strong written and oral communication skills will be emphasized. Students will also gain insight into stress, anger and time-management techniques.

Offered: Fall

Prerequisites: #Take AOP.102 or ICT.110;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**AOP.231 Advanced Electronic Health Records**                      3            3

This course is an extension of Electronic Health Records, AOP.130. Further application of skills and knowledge will be implemented with the use of actual electronic health record experiences. Case studies using industry-standard software in a variety of simulated medical environments will prepare students to transform theoretical electronic health record concepts into practical usage.

Offered: Spring

Prerequisites: Take AOP.130 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**AOP.234 Insurance & Billing in Medical Office**                      2            2            3

This course introduces students to the basic information used in medical insurance and patient billing procedures. Topics covered include insurance terminology, government insurance programs, billing practices and computer software used for billing in a hospital or medical office.

Offered: Spring

Prerequisites: Take AOP.101 Concurrent enrollment in ICT.110

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**ALH.110 Introduction to Pharmacology**    3            3

This course is an overview of pharmacology and its medications as it pertains to allied health professions. Topics will include principles of drug administration and basic mathematics involved in drug calculations. Throughout the course, the commonly used medications within allied health professions will be explored. This course is intended for students intending to enter an Allied Health program.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**ALH.115 Basic Health Statistics** 3 3

This course is designed to provide students an introduction to terms, definitions, formulae, and computations used in computing health care statistics. Emphasis is on inpatient health care data and statistical computations, but most applications can be transferred to the outpatient or alternative healthcare settings. Statistical skills will be acquired and developed through actual use and analysis of data.

Offered: Fall

Prerequisites: COMPASS pre-algebra score of 47 or MAT.090 with grade of C or better or one year of high school Algebra completed in the last three years with a minimum grade of C

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS,AGS and Certificates where applicable.

General Education -- Not Applicable

**ALH.120 Medical Law and Ethics** 3 3

Students will be introduced to legal, moral, and ethical issues that are likely to arise as they practice health information management. This course provides an overview of the laws and the ethics needed to provide competent and compassionate care to patients within legal and ethical boundaries. This course will serve as a guide to assist students in resolving legal and ethical questions encountered as a health care provider.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AGS, AAS and Certificates where applicable.

General Education -- Not Applicable

**BIO.101 General Biology** 3 2 4

This course introduces the student to the chemical and physical principles of life especially as they relate to humans. The major topics covered include cell structure/function, the energy flow, organismic biology, evolution, genetics, and ecology. General Biology is designed to meet the laboratory science requirement of the non-major as well as providing an appropriate background for science majors.

Offered: Fall or Spring or Summer

Prerequisites: A COMPASS Reading score of 83 or above is required to enroll in this course or RDG.096 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. L1 900L*

General Education -- Science Lab Science

**BIO.211 Anatomy & Physiology 1** 3 2 4

This is the first of a two-course sequence in anatomy and physiology for students who are intending to pursue a baccalaureate degree. Also, Anatomy 1 & 2 are required in the Associate Degree in Nursing Program. This course will be presented as an integrated systems approach emphasizing principles of homeostasis. There will be discussion of pathophysiological and anatomical changes that occur as a result of disease.

Offered: Fall

Prerequisites: BIO.101 and CHM.100 with a grade of C or better or the equivalent as evaluated by Biology faculty

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**BIO.212 Anatomy & Physiology 2** 3 2 4

This course is a continuation of BIO 211. There will be special emphasis on the cardiovascular system; fluid, electrolyte, and acid base balance; and exercise physiology. Laboratory work will include dissection of a fetal pig.

Offered: Spring

Prerequisites: Take BIO.211

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS,AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**BOC.102 Business Communications** 3 3

This course covers the fundamental principles and modes of business communications. Students will be introduced to a variety of professional letters, the appropriate use of electronic mail, and the principles of oral communication. In addition, professional development topics such as resume writing and interviewing techniques will be explored.

Offered: Fall

Prerequisites: COMPASS Writing score of 70 or ENG.098 with a grade of C or better, or AOP.201

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**BOC.120 Customer Service** 2 2

This course introduces students to the concepts and skills needed for success in retail and business careers. Topics include listening techniques, verbal and non-verbal communication skills, and the effective use of technology. The ability to effectively interact with customers, to handle customer service issues, and to establish customer relationships and loyalty will be emphasized. Students will also be introduced to methods for effectively managing stress and conflict.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**CHM.100 Concepts of Chemistry** 2 2 3

This one-semester course is designed for individuals who have completed less than the equivalent of one year of chemistry. The fundamental concepts of general chemistry developed are appropriate for students interested in further study of chemistry as well as those students who have immediate needs for chemistry. Primary emphasis is placed upon matter, atomic structure, nuclear chemistry, periodicity, stoichiometry, and organic chemistry. A student may NOT count this course toward graduation at CSC if he/she has satisfactorily completed CHM 110 or an equivalent course prior to enrollment in CHM100.

Offered: Fall or Spring or Summer

Prerequisites: Take MAT.093 or MAT.083 or MAT.086 with a grade of C or better.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. P1 902L*

General Education -- Science Lab Science

**ENG.101 Freshman Composition 1** 3 3

This course is the first in a sequence of two freshman composition and rhetoric courses. It is designed for individuals planning to pursue a bachelor's degree as well as those who wish to develop proficiency in writing. Emphasis is on critical reading, organization, logical thought, paragraphing, sentence structure, grammar and punctuation. Also studied will be argumentation and inductive/deductive reasoning.

Offered: Fall or Spring or Summer

Prerequisites: Either placement according to the COMPASS score, or completion of ENG.098 with a C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. C1 900*

General Education -- Communications

**HIM.100 Introduction to Health Information Mgmt** 3 3

This course introduces students to numerous aspects of health information management. Emphasis is placed on health care delivery systems, health information management professions, and health care settings. Patient records, filing systems, record storage, circulation and retention, indexes, registers, health data collection, and legal issues are also covered as they relate to different types of health care facilities and practices.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AGS AAS and Certificates where applicable.

General Education -- Not Applicable

**HIM.205 Health Information Mgmt Tech Practicum** 15 3

The purpose of this course is to integrate classroom theory with practical experience. The student will be placed in a medical agency where the skills and knowledge of a health information management technician will be applied. The practicum will be supervised by a College faculty member and a job-site supervisor. Consent of instructor is required to enroll in this course.

Offered: Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AGS, AAS and Certificates where applicable.

General Education -- Not Applicable

**ICT.110 Computer Software Applications** 3 3

This course in software applications will provide students with an overview of a computer operating system and commonly used computer software. Students will gain experience with word processing and database management tasks, presentation software, and spreadsheets. Additional software programs associated with the Windows environment will be explored. This course may be used to satisfy the computer requirement common for students planning to transfer to a four-year college or university.

Offered: Fall or Spring or Summer

Prerequisites: Take AOP.101 or or BOC.107 or appropriate articulated high school credit.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MDC.102 Medical Coding Cpt** 3 3

This course is intended to introduce the student to the concepts of current procedural coding. Through guided instruction and practical experience, students will learn how to apply and where to locate the guidelines for assigning correct procedural codes to physician documentation. At the end of the course, the student should be able to appropriately code procedure codes to the medical record as well as assign any modifiers using the CPT book and concepts learned.

Offered: Fall

Prerequisites: MDT.100 with a minimum grade of C or instructor approval.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**MDC.101 Medical Coding Icd** 3 3

Students will be introduced to medical coding principles using the most current version of ICD-CM (International Classification of Diseases - Clinical Modification) necessary to arrive at correct coding assignments for both diagnosis and in-patient procedures. Students will take clinical documentation and modify it into an ICD-CM alphanumeric or numeric code. Students will also be introduced to accurate and ethical coding by correct selection of diagnosis following official guidelines of the UHDDS (uniform hospital discharge data set).

Offered: Spring

Prerequisites: MDT.100 with a minimum grade of C or instructor approval.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**MDT.100 Medical Terminology** 2 2

This course is designed for anyone desiring a background in the language of medicine, and presents a system of learning medical terms from word roots, combining forms, prefixes and suffixes. By the end of the course the student will be able to recognize, build, define and spell correctly literally thousands of medical words from the elements learned, and be proficient in using a medical dictionary. This course is useful for anyone in the health care professions: those working in hospitals (nurses, radiologic technologists, unit secretaries, people in medical records or the business office, etc.) in a doctor's office, in nursing homes or those in Emergency Medical Technology. Those entering nursing will find Medical Terminology a great asset to understanding lectures and textbooks, making their learning easier.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**SOC.101 Introduction to Sociology** 3 3

The purpose of this course is to acquaint the student with the discipline of sociology as it applies to contemporary American society. This course provides an orientation to the student interested in social science or the helping professions. Among specific topics to be studied are: how the sociologist gathers information, the importance of culture and symbols, personality development, the changing structure of the family, social class and inequality, race and ethnicity, and deviant behavior.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S7 900*

General Education -- Social Science Human Relations

**SPE.110 Interpersonal Communication** 3 3

This course attempts to develop an awareness of, and an insight into, the choices that are made by participation in face-to-face, non-public, human communication. The text and lectures are designed to create an understanding of theories and principles. Experiential exercises encourage the student to apply this understanding, and to use it in interpreting his/her own and other people's attempts at communication. Among the topics covered are the communication process, the self as a communicator, verbal and nonverbal language, cooperation and conflict, etc. This course is intended for persons planning to pursue a baccalaureate degree and those who desire to improve their verbal communication.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only Human Relations

**SPE.120 Introduction to Public Speaking** 3 3

This is a performance course in public speaking. The principles of oral public communication will be presented through readings and lecture. The student will apply these principles in the speeches presented to the class. Emphasis will be placed on outlining and the discovery and organization of important ideas and the communication of those ideas to a specific audience. Written evaluation of speeches will be required to enhance critical communication skills. This course is intended for individuals who desire to complete a bachelor's degree and those who desire to develop competence in public speaking.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. C2 900*

General Education -- Communications

# IT LAN & Security Specialist

## Associate in Applied Science

<http://sandburg.edu/academics/it-lan-security-specialist>

The degree program is designed to provide a comprehensive program to develop a skilled workforce in the emerging field of information technology security. Managing information security programs consists of preserving information, confidentiality and protection, risk management, data and system integrity, availability, authenticity, and utility. The program is based on information security concepts, principles, methods, techniques, practices, and procedures that guide today's IT security professionals. This program prepares graduates to become employed as IT security specialists, firewall and VPN specialists, and data assurance specialists. The degree program is designed with an IT Security core curriculum combined with a set of fundamental IT courses. In addition, the program requires the completion of a traditional group of general education courses.

### Admission to the Program: Open

#### First-Time Enrollees

- Complete an application for admission and, if desired, apply for financial aid.
- Send an official high school transcript or GED score report to the Admissions and Records Office.
- Complete the placement exam, COMPASS.
- Meet with an advisor/counselor to select classes and complete the registration process.

### Computer Information Systems Course Completion Requirement

For credit toward degree requirements, all ICT courses must have been completed during the five school years preceding conference of the degree or must have the approval of the Dean of Career, Technical, and Health Education Programs or Program Coordinator.

\*NOTE: This program consists of one degree and four certificates.

Department of Career, Technical & Health Education  
 2400 Tom L. Wilson Blvd.  
 Galesburg, IL 61401  
 Phone: 309.345.3500

### For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

#### First Year

Fall Semester		Semester Hours
BOC.107	Tech Skills for Business Environment	3
ICT.110	Computer Software Applications	3
ICT.125	Foundations of Information Technology	3
ICT.170	Hardware Installation & Maintenance	3
ICT.180	Windows Networking & Operating System	3
Spring Semester		
BOC.120	Customer Service	2

ICT.135	Mobile Technologies	3
ICT.160	Introduction to Internetworking	3
ICT.182	Implementing Ms Network Infrastructure	3
MAT.109 or SSC 120	Concepts of Mathematics (or Statistics for Social Science)	3
HIS.105 or GEO 100	American History to 1877 (or Human Geography)	3
Summer Session		
SPE.110 or 120	Interpersonal Communication (or Introduction to Public Speaking)	3
PSY.101, 107, or SOC 101	Introduction to Psychology (or Positive Psychology or Intro to Sociology)	3
Second Year		
Fall Semester		
ICT.165	LINUX 1	3
ICT.184	Managing Ms Windows Network Servers	3
ICT.255	Security + Fundamentals	3
ICT.260	Introduction to Internetwork Operating S	3
CRM.172	Introduction to Security	3
Spring Semester		
ICT.225	Sql/Database Application	3
ICT.261	Introduction to Local Area Networks	3
ICT.262	Introduction to Wide Area Networks	3
ICT.270	Cisco Security	3
ICT.275	Virtualization	3
ICT.295	Internship	2
Total Program Hours:		70.0

#### Higgins, Diana D

assistant professor, administrative office professional  
 associate dean of career technical health education

#### Johnson, Cynthia S

instructor, computer information systems

#### Lee, Linda L

ICT Instructor  
 associate director of educational technology and innovation

# Legal Office Assistant

## Certificate

[www.sandburg.edu/academics/legal-office-assistant](http://www.sandburg.edu/academics/legal-office-assistant)

This curriculum prepares students with the skills needed for legal office work, including keyboarding, word processing, machine transcription, communications, and specialized legal courses. Graduates are qualified for positions as an assistant in a legal or governmental office.

### Admission to the Program: Open

#### First-Time Enrollees

- Complete an application for admission and, if desired, apply for financial aid.
- Send an official high school transcript or GED score report to the Admissions and Records Office.
- Complete the placement exam, COMPASS.
- Meet with an advisor/counselor to select classes and complete the registration process.

Department of Career, Technical & Health Education  
2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
Phone: 309.345.3500  
[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu)

### For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

## Certificate

### First Year

Fall Semester		Semester Hours
AOP.100	Careers for Office Professional	1
AOP.101	Keyboarding & Formatting 1	3
AOP.120	Legal Terminology & Concepts	2
BOC.120	Customer Service	2
PSY.101 or SOC 101	Introduction to Psychology (or Introduction to Sociology)	3
SPE.110	Interpersonal Communication	3
<b>Spring Semester</b>		
AOP.102	Keyboarding & Formatting 2	3
AOP.201	Business English	2
AOP.220	Legal Document Processing	3
BOC.101	Business Records Management	2
BOC.103	Office Technology	3
ICT.110	Computer Software Applications	3
Total Program Hours:		30.0

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)

### Culbertson, Vickie L

assistant professor, administrative office professional

### Hawkinson, Carrie A

assistant professor, administrative office occupations

### Higgins, Diana D

assistant professor, administrative office professional/graphic design  
associate dean of career technical health education



# Locomotive Electrical

[www.sandburg.edu/academics/locomotive-electrical](http://www.sandburg.edu/academics/locomotive-electrical)

The program is designated to introduce the student to the basic electrical theory and concepts related to locomotive electrical systems, including the operations, maintenance, and troubleshooting of EMD Low Horsepower locomotive electrical systems. Also, it includes the basic operation, maintenance, repair requirements and trouble shooting of EMD diesel engines and support systems, and the GE Dash 8/9 locomotive systems.

## First-Time Enrollees

1. Complete an application for admission and, if desired, apply for financial aid.
2. Send an official high school transcript or GED score report to the Admissions and Records Office.
3. Complete the placement exam, COMPASS.
4. Meet with an advisor/counselor to select classes and complete the registration process.

For Additional Program Information Contact the Welcome Center  
[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu) ([admissions@sandburg.edu](mailto:admissions@sandburg.edu))  
 309.345.3500

## For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

### First Year

#### Fall Semester

ELT.100	Electrical Fundamentals
MAT.101	Technical Mathematics 1
MTL.101	Machine Tool Fundamentals 1
MTL.103	Manufacturing Processes
WEL.101	Fundamentals of Welding Theory
WEL.103	Welding Survey
MFG.130	Industrial Safety

#### Spring Semester

BOC.107	Tech Skills for Business Environment
MAT.102	Technical Mathematics 2
ENG.101, 120, or RDG 120	Freshman Composition 1 (or Report Writing or Strategies for Success in College)
RRT.120	Introduction to Railroading
RRT.142	Locomotive Electricity
HYD.101	Hydraulics and Pneumatics

#### Summer Session

SPE.110 or 120	Interpersonal Communication (or Intro to Public Speaking)
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### Second Year

#### Fall Semester

ICT.110	Computer Software Applications	3
RRT.101	History of Railroading	3
RRT.137	Locomotive Air Brakes	3
RRT.143	Low Horsepower Electrical	3
RRT.144	EMD Basic Electrical	3

#### Spring Semester

ELT.213	Process Control & Instrumentation	3
RRT.138	Locomotive FRA	3
RRT.145	GE Dash 8/9 Electrical System	3
RRT.165	Rail Safety Quality & Environment	3
SOC.101, PSY 101, or PSY 107	Introduction to Sociology (or Intro to Psychology or Positive Psychology)	3

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Total Program Hours: 65.5

#### **BOC.107 Tech Skills for Business Environment** 2 2 3

This course provides students with instruction in basic computer skills including keyboarding, 10- key, file management, data storage and retrieval, collaborative technology, and computer hardware and software. Basic formatting rules for letters, memos, reports and tables will be covered as well as basic word processing concepts and proofreading skills. Spreadsheet and database basic terminology and usage will also be introduced. This course is designed for students who are not majoring in an office occupations program.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.  
 General Education -- Not Applicable

#### **ELT.100 Electrical Fundamentals** 2 3 3

This course introduces the fundamentals of electrical and electronic circuits. Calculation and measurement of voltage, current, and resistance are emphasized. Through the use of lab activities, various wiring and testing methods utilizing multimeters are investigated.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.  
 General Education -- Not Applicable

#### **ELT.213 Process Control & Instrumentation** 2 3 3

This course covers the field of industrial measurement and control. Data acquisition methods, including the sensing, measuring, and transmission of industrial process variables, are introduced. The principles of automatic process control, measurement, programmable controller and distributed control are studied.

Offered: Spring

Prerequisites: Take ELT.119

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.  
 General Education -- Not Applicable

#### Semester Hours

**ENG.101 Freshman Composition 1** 3 3

This course is the first in a sequence of two freshman composition and rhetoric courses. It is designed for individuals planning to pursue a bachelor's degree as well as those who wish to develop proficiency in writing. Emphasis is on critical reading, organization, logical thought, paragraphing, sentence structure, grammar and punctuation. Also studied will be argumentation and inductive/deductive reasoning.

Offered: Fall or Spring or Summer

Prerequisites: Either placement according to the COMPASS score, or completion of ENG.098 with a C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. C1 900*

General Education -- Communications

**ENG.120 Report Writing** 3 3

This course is designed to teach the basic concepts of report writing for the business and industrial environment. Students will be taught techniques for gathering information, audience analysis, expository writing techniques, information organizational procedures, and methods of achieving a clear style of writing. Students will study routine and non-routine reports, business research reports, and business plans, policies and procedures.

Offered: Spring

Prerequisites: COMPASS Writing score of 70 or ENG.098 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**HYD.101 Hydraulics and Pneumatics** 2 3 3

This course is designed for persons who desire to become employed, or upgrade their employment, in any area which demands a basic knowledge about hydraulics and pneumatics. It provides an opportunity to learn the fundamental concepts regarding the transmission of power through liquids and gases. Also, the structure and function of the various pieces of equipment which are used to contain or transfer those liquids or gases are studied, such as pumps, valves, hoses, etc.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**ICT.110 Computer Software Applications** 3 3

This course in software applications will provide students with an overview of a computer operating system and commonly used computer software. Students will gain experience with word processing and database management tasks, presentation software, and spreadsheets. Additional software programs associated with the Windows environment will be explored. This course may be used to satisfy the computer requirement common for students planning to transfer to a four-year college or university.

Offered: Fall or Spring or Summer

Prerequisites: Take AOP.101 or BOC.107 or appropriate articulated high school credit.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MAT.101 Technical Mathematics 1** 3 3

This course is designed to serve students enrolled in vocational or technical programs. The emphasis is on skill-building and the applications of mathematics. Topics studied include a review of arithmetic, measurement, approximations, basic algebra, applied geometry, and right triangle trigonometry. Scientific calculators are used and are required of students.

Offered: Fall

Prerequisites: Either placement according to the COMPASS Algebra score or previous experience with elementary algebra. A background in geometry is also helpful.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Math AGS Only

**MAT.102 Technical Mathematics 2** 3 3

This course is a continuation of MAT 101. Topics include linear functions and graphs, laws of sines and cosines, systems of linear equation, exponents and radicals, complex numbers, quadratic equations, logarithms, and other topics from trigonometry. The emphasis is on skill-building and applications of mathematics. A scientific calculator is needed.

Offered: Spring

Prerequisites: MAT.101

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Math

**MFG.130 Industrial Safety** 1.5 .5 2

This course provides the student with specific instruction to facilitate safe work practices in industrial environments. Students will be introduced to different safety philosophies and terminology. Students will also become acquainted with OSHA policy and with the Right-to-Know laws. Also covered are units specific to fire safety, pressurized gases and welding, electrical hazards, and safe machine usage. Students will have the opportunity to earn the OSHA ten-hour safety certification.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**MTL.101 Machine Tool Fundamentals 1** 2 2 3

This course provides a basic introduction to machine tools with the primary emphasis on the engine lathe, drill press and hand tools common to the machinist trade.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**MTL.103 Manufacturing Processes** 2 2

This course is designed to familiarize the student with the basic processes that are common to industry and the techniques used in the manufacturing of a product.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**PSY.101 Introduction to Psychology** 3 3

This course is designed to provide an understanding of a variety of topics within the field of psychology. It is not only designed for students planning on majoring in psychology, but for those who have an interest in the scientific basis of behavior, thought, and the physiological processes that underlie each.

Offered: Fall or Spring or Summer

Prerequisites: A COMPASS Reading score of 83 or above is required to enroll in this course, or RDG.096 with a grade of C or better or an ACT Reading score of 20 or higher.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S6 900*

General Education -- Social Science

**PSY.107 Positive Psychology** 3 3

Positive Psychology will encourage students to develop their potentials through research-based applications found in the areas of resiliency, adjustment, and positive emotions. This course will provide insights into strength-based behaviors by examining biological, psychological and sociocultural origins.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits: AA, AS, AAS AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**RDG.120 Strategies for Success in College** 3 3

This course will introduce students to strategies that promote success in college. Students will explore internal factors that influence success in college, including learning styles, educational objectives and personal expectations. External factors, including locus of control and generational influences will also be explored. Students will also be introduced to the specific skill sets necessary for success in college, including time-management skills, critical thinking and reading skills, test-taking skills, goal-setting skills and problem solving skills. Students will also be introduced to college resources when appropriate.

Offered: Fall or Spring

Prerequisites: A COMPASS Reading score of 83 or higher or completion of RDG.096 with a grade of C or better, or an ACT Reading score of 20 or higher.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**RRT.101 History of Railroading** 3 3

This course covers the history and traditions of railroading and the industry's role in North American economic development. Upon successful completion of this course, students will be able to list and explain the significance of major events in North American railroading.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RRT.120 Introduction to Railroading** 1 1 1.5

This course introduces the learner to the different classes of railroad operations, the railroad environment to include terminology and railroad language, and the overall railroad workplace environment.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RRT.137 Locomotive Air Brakes** 2 3 3

This is one in a series of courses in the Locomotive Mechanical certificate and AAS programs. It is designed to provide the student an introduction to the operation, testing, maintenance, and troubleshooting for 26L and 30 ACDW locomotive air brake systems.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RRT.138 Locomotive FRA** 2 3 3

This is one in a series of courses in the Locomotive Mechanical certificate and AAS programs. This course is designed to introduce the student to the Federal Railway Administration and Department of Transportation Code of Federal Regulations Title 49, Parts 209, 218, 229, 231, and 232.  
Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.  
General Education -- Not Applicable

**RRT.142 Locomotive Electricity** 2 3 3

This course is designed to introduce the student to the basic electrical theory and concepts related to locomotive electrical systems.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable.  
General Education -- Not Applicable

**RRT.143 Low Horsepower Electrical** 2 3 3

This is one in a series of courses in the Locomotive Electrical certificate and AAS programs. This course is designed to introduce the student to the operation, maintenance, and troubleshooting of EMD Low Horsepower locomotive electrical systems.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable.  
General Education -- Not Applicable

**RRT.144 EMD Basic Electrical** 2 3 3

This course is designed to introduce the student to the basic operation, maintenance, repair requirements and trouble shooting of EMD diesel engines and support systems.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.  
General Education -- Not Applicable

**RRT.145 GE Dash 8/9 Electrical System** 2 3 3

This course is designed to introduce the student to the basic operation, maintenance, repair requirements and trouble shooting of GE Dash 8/9 locomotive systems.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.  
General Education -- Not Applicable

**RRT.165 Rail Safety Quality & Environment** 3 3

This course discusses safety, quality, personal health and environmental awareness as it relates to the railroad industry. Emphasis is placed on the basic tools and techniques for improving these conditions on the job. Discussion will include the management of a hazardous materials handling program.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.  
General Education -- Not Applicable

**SOC.101 Introduction to Sociology** 3 3

The purpose of this course is to acquaint the student with the discipline of sociology as it applies to contemporary American society. This course provides an orientation to the student interested in social science or the helping professions. Among specific topics to be studied are: how the sociologist gathers information, the importance of culture and symbols, personality development, the changing structure of the family, social class and inequality, race and ethnicity, and deviant behavior.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate; AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S7 900*

General Education -- Social Science Human Relations

**SPE.110 Interpersonal Communication** 3 3

This course attempts to develop an awareness of, and an insight into, the choices that are made by participation in face-to-face, non-public, human communication. The text and lectures are designed to create an understanding of theories and principles. Experiential exercises encourage the student to apply this understanding, and to use it in interpreting his/her own and other people's attempts at communication. Among the topics covered are the communication process, the self as a communicator, verbal and nonverbal language, cooperation and conflict, etc. This course is intended for persons planning to pursue a baccalaureate degree and those who desire to improve their verbal communication.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only Human Relations

The Center for Manufacturing Excellence (CME) offers classroom space, a computer lab, and houses Carl Sandburg College's industrial programs. Students may take courses in the following subject areas: welding, biofuels, rail, machine tooling, manufacturing or electrical. The electrical lab features a host of components to aid in student learning including AC/DC trainers. In 2014, Sandburg became a designated National Academy of Railroad Sciences (NARS) training site offering courses in locomotive electrical and locomotive mechanical. Instruction is delivered by individuals with industry-specific expertise and includes specialized coursework using technical equipment. Two diesel engines inside the CME are available for training opportunities. The College's welding lab offers 16 bay stations and soon will have an additional ten working spaces. The welding area offers a welding simulator, as well as state of the art multi-process welding machines.

# Locomotive Mechanical Associate in Applied Science

[www.sandburg.edu/academics/locomotive-mechanical](http://www.sandburg.edu/academics/locomotive-mechanical)

This degree is an extension of the Locomotive Mechanical certificate. This AAS is designated to introduce the student to the basic mechanical theory and concepts related to locomotive electrical systems, including the operations, maintenance, and troubleshooting of EMD and GE diesel engines and support systems. Also, it includes an introduction to the operation, testing, maintenance and trouble shooting for 26L and 30 ACDW locomotive air brake systems. Further, students will get an introduction to the Federal Railway Administration and Department of Transportation Code of Federal Regulations Title 49, Parts 209, 218, 228, 231 and 232. This program will train graduates for entry level positions in the rail transportation including: Rail Locomotive Mechanics and Repairers.

## Certificate

This program is designated to introduce the student to the basic mechanical theory and concepts related to locomotive electrical systems, including the operations, maintenance, and troubleshooting of EMD and GE diesel engines and support systems. Also, it includes an introduction to the operation, testing, maintenance and trouble shooting for 26L and 30 ACDW locomotive air brake systems. Further, students will get an introduction to the Federal Railway Administration and Department of Transportation Code of Federal Regulations Title 49, Parts 209, 218, 228, 231 and 232.

## First-Time Enrollees

1. Complete an application for admission and, if desired, apply for financial aid.
2. Send an official high school transcript or GED score report to the Admissions and Records Office.
3. Complete the placement exam, COMPASS.
4. Meet with an advisor/counselor to select classes and complete the registration process.

For Additional Program Information Contact the Welcome Center [welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu) ([admissions@sandburg.edu](mailto:admissions@sandburg.edu)) 309.345.3500

## For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

### First Year

#### Fall Semester

ELT.100	Electrical Fundamentals	3
MAT.101	Technical Mathematics 1	3
MTL.101	Machine Tool Fundamentals 1	3
MTL.103	Manufacturing Processes	2
WEL.101	Fundamentals of Welding Theory	2
WEL.103	Welding Survey	1
MFG.130	Industrial Safety	2

#### Spring Semester

BOC.107	Tech Skills for Business Environment	3
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MAT.102	Technical Mathematics 2	3
ENG.101, 120, or RDG 120	Freshman Composition 1 (or Report Writing or Strategies for Success in College)	3
RRT.120	Introduction to Railroading	1.5
RRT.142	Locomotive Electricity	3
HYD.101	Hydraulics and Pneumatics	3

#### Summer Session

SPE.110 or 120	Interpersonal Communication (or Intro to Public Speaking)	3
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#### Second Year

##### Fall Semester

ICT.110	Computer Software Applications	3
RRT.135	Basic Electro Motive Diesel (EMD)	3
RRT.136	Basic GE Mechanical	3
RRT.137	Locomotive Air Brakes	3
RRT.101	History of Railroading	3

##### Spring Semester

ELT.213	Process Control & Instrumentation	3
RRT.138	Locomotive FRA	3
RRT.165	Rail Safety Quality & Environment	3
SOC.101, PSY 101, or PSY 107	Introduction to Sociology (or Intro to Psychology or Positive Psychology)	3

Total Program Hours: 62.5

**\*All course taken from First Year, Spring Semester must be passed with a "C" or better in order to obtain Basic Industrial & Manufacturing Maintenance Certificate.**

**BOC.107 Tech Skills for Business Environment 2 2 3**

This course provides students with instruction in basic computer skills including keyboarding, 10- key, file management, data storage and retrieval, collaborative technology, and computer hardware and software. Basic formatting rules for letters, memos, reports and tables will be covered as well as basic word processing concepts and proofreading skills. Spreadsheet and database basic terminology and usage will also be introduced. This course is designed for students who are not majoring in an office occupations program.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**ELT.100 Electrical Fundamentals 2 3 3**

This course introduces the fundamentals of electrical and electronic circuits. Calculation and measurement of voltage, current, and resistance are emphasized. Through the use of lab activities, various wiring and testing methods utilizing multimeters are investigated.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**ELT.213 Process Control & Instrumentation** 2 3 3

This course covers the field of industrial measurement and control. Data acquisition methods, including the sensing, measuring, and transmission of industrial process variables, are introduced. The principles of automatic process control, measurement, programmable controller and distributed control are studied.

Offered: Spring

Prerequisites: Take ELT.119

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**ENG.101 Freshman Composition 1** 3 3

This course is the first in a sequence of two freshman composition and rhetoric courses. It is designed for individuals planning to pursue a bachelor's degree as well as those who wish to develop proficiency in writing. Emphasis is on critical reading, organization, logical thought, paragraphing, sentence structure, grammar and punctuation. Also studied will be argumentation and inductive/deductive reasoning.

Offered: Fall or Spring or Summer

Prerequisites: Either placement according to the COMPASS score, or completion of ENG.098 with a C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. C1 900*

General Education -- Communications

**ENG.120 Report Writing** 3 3

This course is designed to teach the basic concepts of report writing for the business and industrial environment. Students will be taught techniques for gathering information, audience analysis, expository writing techniques, information organizational procedures, and methods of achieving a clear style of writing. Students will study routine and non-routine reports, business research reports, and business plans, policies and procedures.

Offered: Spring

Prerequisites: COMPASS Writing score of 70 or ENG.098 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**HTH.130 First Aid** 2 2

In this course students will be learning how to make appropriate decisions regarding first aid care and how to respond correctly to emergencies. Students will develop first aid skills via practice on mannequins and may be eligible for CPR and/or First Aid certification by the American Red Cross. Other medical emergency situations studied include water safety, substance abuse, poisoning, bleeding, shock, and injuries of various types. Also emphasized is the importance of a person's maintenance of a safe and healthy lifestyle.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**HYD.101 Hydraulics and Pneumatics** 2 3 3

This course is designed for persons who desire to become employed, or upgrade their employment, in any area which demands a basic knowledge about hydraulics and pneumatics. It provides an opportunity to learn the fundamental concepts regarding the transmission of power through liquids and gases. Also, the structure and function of the various pieces of equipment which are used to contain or transfer those liquids or gases are studied, such as pumps, valves, hoses, etc.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**ICT.110 Computer Software Applications** 3 3

This course in software applications will provide students with an overview of a computer operating system and commonly used computer software. Students will gain experience with word processing and database management tasks, presentation software, and spreadsheets. Additional software programs associated with the Windows environment will be explored. This course may be used to satisfy the computer requirement common for students planning to transfer to a four-year college or university.

Offered: Fall or Spring or Summer

Prerequisites: Take AOP.101 or or BOC.107 or appropriate articulated high school credit.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MAT.101 Technical Mathematics 1** 3 3

This course is designed to serve students enrolled in vocational or technical programs. The emphasis is on skill-building and the applications of mathematics. Topics studied include a review of arithmetic, measurement, approximations, basic algebra, applied geometry, and right triangle trigonometry. Scientific calculators are used and are required of students.

Offered: Fall

Prerequisites: Either placement according to the COMPASS Algebra score or previous experience with elementary algebra. A background in geometry is also helpful.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Math AGS Only

**MAT.102 Technical Mathematics 2** 3 3

This course is a continuation of MAT 101. Topics include linear functions and graphs, laws of sines and cosines, systems of linear equation, exponents and radicals, complex numbers, quadratic equations, logarithms, and other topics from trigonometry. The emphasis is on skill-building and applications of mathematics. A scientific calculator is needed.

Offered: Spring

Prerequisites: MAT.101

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Math

**MFG.130 Industrial Safety** 1.5 .5 2

This course provides the student with specific instruction to facilitate safe work practices in industrial environments. Students will be introduced to different safety philosophies and terminology. Students will also become acquainted with OSHA policy and with the Right-to-Know laws. Also covered are units specific to fire safety, pressurized gases and welding, electrical hazards, and safe machine usage. Students will have the opportunity to earn the OSHA ten-hour safety certification.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**MTL.101 Machine Tool Fundamentals 1** 2 2 3

This course provides a basic introduction to machine tools with the primary emphasis on the engine lathe, drill press and hand tools common to the machinist trade.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**MTL.103 Manufacturing Processes** 2 2

This course is designed to familiarize the student with the basic processes that are common to industry and the techniques used in the manufacturing of a product.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**PSY.101 Introduction to Psychology** 3 3

This course is designed to provide an understanding of a variety of topics within the field of psychology. It is not only designed for students planning on majoring in psychology, but for those who have an interest in the scientific basis of behavior, thought, and the physiological processes that underlie each.

Offered: Fall or Spring or Summer

Prerequisites: A COMPASS Reading score of 83 or above is required to enroll in this course, or RDG.096 with a grade of C or better or an ACT Reading score of 20 or higher.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S6 900*

General Education -- Social Science

**PSY.107 Positive Psychology** 3 3

Positive Psychology will encourage students to develop their potentials through research-based applications found in the areas of resiliency, adjustment, and positive emotions. This course will provide insights into strength-based behaviors by examining biological, psychological and sociocultural origins.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits: AA, AS, AAS AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**RDG.120 Strategies for Success in College** 3 3

This course will introduce students to strategies that promote success in college. Students will explore internal factors that influence success in college, including learning styles, educational objectives and personal expectations. External factors, including locus of control and generational influences will also be explored. Students will also be introduced to the specific skill sets necessary for success in college, including time-management skills, critical thinking and reading skills, test-taking skills, goal-setting skills and problem solving skills. Students will also be introduced to college resources when appropriate.

Offered: Fall or Spring

Prerequisites: A COMPASS Reading score of 83 or higher or completion of RDG.096 with a grade of C or better, or an ACT Reading score of 20 or higher.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**RRT.101 History of Railroad** 3 3

This course covers the history and traditions of railroading and the industry's role in North American economic development. Upon successful completion of this course, students will be able to list and explain the significance of major events in North American railroading.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RRT.120 Introduction to Railroad** 1 1 1.5

This course introduces the learner to the different classes of railroad operations, the railroad environment to include terminology and railroad language, and the overall railroad workplace environment.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RRT.135 Basic Electro Motive Diesel (EMD) 2 3 3**

This is one in a series of courses in the Locomotive Mechanical certificate and AAS programs. This course is designed to introduce the student to the basic operation, maintenance, repair requirements, and trouble shooting for Electro Motive Diesel engines and support systems.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable..

General Education -- Not Applicable

**RRT.136 Basic GE Mechanical 2 3 3**

This is one in a series of courses in the Locomotive Mechanical certificate and AAS programs. This course is designed to introduce the student to the basic operation, maintenance, repair requirements and trouble shooting for GE diesel engines and support systems.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RRT.137 Locomotive Air Brakes 2 3 3**

This is one in a series of courses in the Locomotive Mechanical certificate and AAS programs. It is designed to provide the student an introduction to the operation, testing, maintenance, and troubleshooting for 26L and 30 ACDW locomotive air brake systems.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RRT.138 Locomotive FRA 2 3 3**

This is one in a series of courses in the Locomotive Mechanical certificate and AAS programs. This course is designed to introduce the student to the Federal Railway Administration and Department of Transportation Code of Federal Regulations Title 49, Parts 209, 218, 229, 231, and 232.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RRT.142 Locomotive Electricity 2 3 3**

This course is designed to introduce the student to the basic electrical theory and concepts related to locomotive electrical systems.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RRT.165 Rail Safety Quality & Environment 3 3**

This course discusses safety, quality, personal health and environmental awareness as it relates to the railroad industry. Emphasis is placed on the basic tools and techniques for improving these conditions on the job. Discussion will include the management of a hazardous materials handling program.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**SOC.101 Introduction to Sociology 3 3**

The purpose of this course is to acquaint the student with the discipline of sociology as it applies to contemporary American society. This course provides an orientation to the student interested in social science or the helping professions. Among specific topics to be studied are: how the sociologist gathers information, the importance of culture and symbols, personality development, the changing structure of the family, social class and inequality, race and ethnicity, and deviant behavior.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate; AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S7 900*

General Education -- Social Science Human Relations

**SPE.110 Interpersonal Communication 3 3**

This course attempts to develop an awareness of, and an insight into, the choices that are made by participation in face-to-face, non-public, human communication. The text and lectures are designed to create an understanding of theories and principles. Experiential exercises encourage the student to apply this understanding, and to use it in interpreting his/her own and other people's attempts at communication. Among the topics covered are the communication process, the self as a communicator, verbal and nonverbal language, cooperation and conflict, etc. This course is intended for persons planning to pursue a baccalaureate degree and those who desire to improve their verbal communication.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only Human Relations



**SPE.120 Introduction to Public Speaking** 3 3

This is a performance course in public speaking. The principles of oral public communication will be presented through readings and lecture. The student will apply these principles in the speeches presented to the class. Emphasis will be placed on outlining and the discovery and organization of important ideas and the communication of those ideas to a specific audience. Written evaluation of speeches will be required to enhance critical communication skills. This course is intended for individuals who desire to complete a bachelor's degree and those who desire to develop competence in public speaking.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. C2 900*

General Education -- Communications

**WEL.101 Fundamentals of Welding Theory** 2 2

This course provides a convenient source of know-how or information that is needed by all persons going into the field of welding. Much information provides aids in selecting the correct process since this is directly related to the metal being welded. The processes are explained in detail. In addition, the course provides quality control data and reference material that is of high interest to welding personnel. The information is purely technical in nature and there is nothing included on actual welding technique. Areas of concentration will include welding processes and definitions, the shielded metal-arc (stick) welding process, the gas metal-arc (MIG) welding process, the gas tungsten-arc (TIG) welding process, the oxyacetylene (gas) welding process, weld quality control and other related welding information.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**WEL.103 Welding Survey** .5 1.5 1

This course is designed to allow those who have an interest in the welding trade (but are not sure of the skills involved, the environment, or their abilities to meet the demands of this profession) an opportunity to sample a variety of the skills a student in welding would be exposed to. Areas of study would be determined in joint agreement with the student and the instructor. Areas of study could include a variety of arc skills, gas shielded skills and/or oxyacetylene skills.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

The Center for Manufacturing Excellence (CME) offers classroom space, a computer lab, and houses Carl Sandburg College's industrial programs. Students may take courses in the following subject areas: welding, biofuels, rail, machine tooling, manufacturing or electrical. The electrical lab features a host of components to aid in student learning including AC/DC trainers. In 2014, Sandburg became a designated National Academy of Railroad Sciences (NARS) training site offering courses in locomotive electrical and locomotive mechanical. Instruction is delivered by individuals with industry-specific expertise and includes specialized coursework using technical equipment. Two diesel engines inside the CME are available for training opportunities. The College's welding

lab offers 16 bay stations and soon will have an additional ten working spaces. The welding area offers a welding simulator, as well as state of the art multi-process welding machines.

# Magnetic Resonance Imaging (MRI)

## Advanced Certificate

<http://www.sandburg.edu/academics/magnetic-resonance-imaging>

Magnetic Resonance Imaging is a specialized imaging modality that utilizes computer technology in conjunction with magnetic fields and radio frequency signals to obtain sectional images in any body plane. MRI's ability to distinguish differences in tissue composition has made it the modality of choice in imaging the central nervous system and a variety of soft tissue structures. This one-semester program prepares radiographers to perform MRI procedures in hospitals and imaging centers. The curriculum covers all subject areas listed in the ARRT Content Specifications for the Post Primary Examination in Magnetic Resonance Imaging.

**Admission to these Programs:** Selective.

### Admission Requirements:

1. If you have never attended Carl Sandburg College, complete a general application for admission to the College - <http://www.sandburg.edu/admissions/steps-enroll>
2. Submit official transcripts from high school and all post-secondary educational institutions.
3. Graduate from an A. R. R. T. approved radiography program with a 2.5 or higher cumulative G. P. A. on a 4.0 scale.
4. Provide evidence of active registration with the A. R. R. T. or registry-eligible status.
5. Complete the TEAS-AH Test.  
Reading- 73% or higher  
Math- 60% or higher  
Science- 39% or higher  
English- 50% or higher  
Total Adjusted Score- 54% or higher
6. Complete an application for the Magnetic Resonance Imaging program. Program application is available through the imaging advisor.

Technologists employed in MRI may seek enrollment in the online classroom-only portions of the program, if desired.

Program admission is competitive and fulfillment of the basic requirements does not guarantee admission. Class size is limited and is determined by the number of available clinical sites within each community-college district. Participating community college districts (in addition to Carl Sandburg College) include: Blackhawk, Heartland, Illinois Central, Illinois Valley, John Wood, Lincoln Land, Parkland, Richland, Sauk Valley, Scott (IA), Southeastern (IA), and Spoon River.

Applications will be accepted from June 1 through October 1 for a January semester start. If necessary, additional review dates may be scheduled. Applicants will be notified by letter by mid-November whether or not they have been accepted in the program.

### Licensure

Graduates are eligible to apply to take the American Registry of Radiologic Technologists (ARRT) Post-Examination in Magnetic Resonance Imaging. This certification is nationally recognized.

### Accreditation

Carl Sandburg College is accredited through the North Central Association of Colleges and Schools – The Higher Learning Commission, 30 LaSalle Street, Suite 2400, Chicago, IL. 60602-2504.

### Department of Career, Technical & Health Education

2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
Phone: 309.345.3500  
[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu)

### For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

## Advanced Certificate

### Program Curriculum

RDT.262	Sectional Anatomy for Diagnostic Imaging	3
MRI.250	MRI Physics & Instrumentation	4
MRI.252	MR Imaging Procedures	3
MRI.255	MRI Practicum	6
<b>Total Program Requirement</b>		<b>16</b>

NOTE: In order to graduate, each student must complete all required courses with a grade of "C" or better.

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)

# Medical Office Assistant Certificate

<http://www.sandburg.edu/academics/medical-office-assistants>

Medical Office Assistants perform routine clerical and organizational tasks. They organized files, draft message, schedule appointments, and support other staff. Carl Sandburg College offers a certificate program designed to prepare students with the skills needed for medical office work, including keyboarding, electronic health records, word processing, medical terminology, medical transcription and communication skills.

**Working Conditions:** Most medical office assistants work in comfortable office settings. Virtual assistants typically work from a home office.

**Employment:** Graduates are qualified for office positions in a clinic or hospital, for positions as assistants in a medical office, medical transcriptionists or medical billing/insurance assistants.

## Admission to the Program: Open First-Time Enrollees

- Complete an application for admission and, if desired, apply for financial aid.
- Send an official high school transcript or GED score report to the Admissions and Records Office.
- Complete the placement exam, COMPASS.
- Meet with an advisor/counselor to select classes and complete the registration process.

Department of Career, Technical & Health Education  
 2400 Tom L. Wilson Blvd.  
 Galesburg, IL 61401  
 Phone: 309.345.3500  
[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu)

## For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

## Certificate

### First Year

Fall Semester		Semester Hours
AOP.100	Careers for Office Professional	1
AOP.101	Keyboarding & Formatting 1	3
AOP.130	Electronic Health Records	2
BOC.101	Business Records Management	2
BOC.120	Customer Service	2
PSY.101, 107, or SOC 101	Introduction to Psychology (or Positive Psychology or Introduction to Sociology)	3
MDT.100	Medical Terminology	2
<b>Spring Semester</b>		
AOP.102	Keyboarding & Formatting 2	3
AOP.117	Medical Transcription 1	3
AOP.201	Business English	2
AOP.234	Insurance & Billing in Medical Office	3

ICT.110	Computer Software Applications	3
SPE.110 or 120	Interpersonal Communication (or Introduction to Public Speaking )	3
Total Program Hours:		32.0

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)

**Culbertson, Vickie L**  
 assistant professor, administrative office professional

**Hawkinson, Carrie A**  
 assistant professor, administrative office occupations

**Higgins, Diana D**  
 assistant professor, administrative office professional/graphic design  
 associate dean of career technical health education

# Medical Assisting

<http://sandburg.edu/academics/medical-assisting>

The medical assisting program is a one-year certificate that prepares students to perform administrative, clinical, and laboratory duties in a variety of health care settings. As one of the fastest growing health care occupations, medical assistants are most commonly employed in medical offices and clinics. Their administrative responsibilities may include front office reception, billing, bookkeeping, basic correspondence, and scheduling of appointments. Clinical duties include taking medical histories, recording vital signs, collecting laboratory specimens, performing basic laboratory tests, taking electrocardiograms, and assisting the physician during the examination and treatment of patients.

Medical assistants work closely with physicians, nurses, and other allied health and office personnel. Although most medical assistants work a regular 40-hour week, they may be assigned evenings or weekends dependent upon their place of employment. If you are considering this field, you should be able to accurately record and keep track of information, maintain confidentiality, deal calmly and professionally with patients, follow medical charts and understand diagnoses, and work with electronic health records.

The Medical Assisting program offers courses on the Galesburg Campus. Labs take place in the College of Nursing Building with access to the skills lab and health assessment lab where essential skills will be demonstrated and practiced. Practicum experiences for the Medical Assisting program will be gained with physician offices and clinics in the Galesburg area such as: Galesburg Cottage Hospital, Galesburg Cottage Physician Offices, OSF St. Mary's Medical Center and Clinics, and other surrounding community's agencies as needed. Upon successful completion of the program, the graduate will be eligible to take the certification exam offered by the American Medical Technologists (AMT). Carl Sandburg College is accredited by the North Central Association of Colleges and Schools – Higher Learning Commission, 30 LaSalle Street, Suite 2400, Chicago, IL 60602-2504.

## Program at a Glance

- Average starting salary: \$29,370 \*national median average US Bureau of Labor Statistics
- Level of patient contact: High
- Length of the program: One year Certificate
- Program location: Galesburg campus
- Program start time: Fall
- Evening classes offered
- Employment opportunities in a variety of settings
- Prepare for the AMT exam

## Admission to the Program

Admission information is available at <http://www.sandburg.edu/academics/academics>

Students must apply and be formally accepted into the Medical Assisting program prior to enrolling in any Medical Assisting courses. Enrollment is limited.

1. If you have never attended Carl Sandburg College, complete an application for general admission to the College <http://www.sandburg.edu/admissions/steps-enroll> and, if desired, apply for financial aid.

2. Send an official high school transcript or equivalent and any appropriate post-secondary educational institutions transcripts to the Admission and Records Office.
3. Complete the placement exam, COMPASS if needed.
4. The following COMPASS scores are required for admission within 5 years: Reading – Score of 83 or higher; Writing – Score of 47 or higher; Math Pre-Algebra – Score of 47 or higher or equivalent ACT scores of 20 Reading; 20 English; 25 Math within 2 years or transcripts showing successful completion of college level English and Math.
5. Students who do not meet the minimum required scores in each of the respective categories identified above in #4 may qualify for admission by completing the appropriate course(s) with grades of “C” or better: Reading – RDG 096; Writing – ENG 098; Math – MAT 080.
6. Schedule an appointment with the advisor for the Medical Assisting program.
7. Complete the following prerequisite courses with a “C” or better:
  - Medical Terminology - MDT.100
  - Anatomy & Physiology Fundamentals - BIO.111
  - Keyboarding and Formatting I - AOP101 or Tech Skills for Business Environ. BOC 107
8. HTH.130 (First Aid/CPR) may be completed before going through the application process.
9. Complete an application for admission to the Medical Assisting program. Applications are available from the program advisor. Admission is competitive. Only the most qualified applicants are admitted. Applications will be accepted February 1 until the June 1 deadline for the August start date. Applicants will be notified in writing within two weeks of the deadline of admission status.
10. The following criteria are required of accepted applicants and all information will be explained in detail upon admission into the program:

- Applicants accepted into the Medical Assisting program must attend the required orientation session and be able to perform the Medical Assistant Program Essential Skills (see program website) with or without reasonable accommodations.
- Students accepted will be required to show proof of immunizations and required titers, TB test, physical examination, criminal background check, and 10-panel drug screen.
- Student is responsible for all fees incurred.
- Estimated Costs (see program website)

11. Please note that findings on the criminal background check may void the conditional admission and prevent entrance to the program. Findings on the physical examination and drug screen may prevent placement at the clinical sites.

Department of Health Professions  
2400 Tom L. Wilson Blvd.

Galesburg, IL 61401  
Phone: 309.345.3500

[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu)

## For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/  
#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

## Certificate

### First Year

Fall Semester		Semester Hours
MDA.100	Fundamentals of Medical Assisting	2
MDA.101	Intro to Management of Medical Office	1
MDA.110	Adm Procedures in Medical Assisting	4
MDA.112	Pharmacology & Medication Administration	2
MDA.115	Clinical Medical Assisting 1	5
Spring Semester		
HTH.130	First Aid	2
MDA.120	Financial Procedures in the Medical Off.	4
MDA.125	Clinical Medical Assisting 2	4
MDA.127	Clinical Laboratory Procedures	3
MDA.200	Management of the Medical Office	1
Summer Session		
MDA.205	Medical Assisting Practicum	3
Total Program Hours:		31.0

NOTE: Students enrolled in the Medical Assisting program must complete all MDA and BIO courses with a grade of "C" or better in order to be eligible to register for subsequent courses. In order to graduate, students must complete all required courses with a grade of "C" or better.

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)

# Mortuary Science

## Associate in Applied Science Degree and Accelerated Program

<http://www.sandburg.edu/academics/mortuary-science>

Carl Sandburg College offers both a traditional and an accelerated associate degree program for students interested in a career in mortuary science

**Mortuary Science Associate in Applied Science Degree and Mortuary Science Accelerated Option** --Carl Sandburg College offers both a traditional and an accelerated associate degree program for students interested in a career in mortuary science.

**Mortuary Science Program Aims and Objectives** – prepares students to serve within the funeral service profession, adheres to the institutional commitment to student success in both human development and achievement of educational goals. This challenge is met by educating students in all phases of funeral service, with special attention being given to the high ethical standards within the funeral service profession. These goals are accomplished through a wide variety of educational experiences aimed at developing the many skills needed in order to successfully serve within the funeral service profession. This curriculum is based upon the American Board of Funeral Service Education curriculum outlines. Several of the mortuary science classes require some outside work as well as research about various aspects of the funeral service profession. Upon completion of the mortuary science program, each graduate will have attained those skills necessary to uphold and foster the dignity of the funeral service profession.

### Nature of the Work

Funeral directors arrange the details and handle the logistics of funerals. They interview the family to learn what they desire with regard to the nature of the funeral, the clergy members or other persons who will officiate and the final disposition of the remains. Sometimes the deceased leave detailed instructions for their own funerals. Together with family members, funeral directors establish the location, dates and times of wakes, memorial services and burials. Funeral directors also prepare obituary notices and have them placed in newspapers, arrange for pallbearers and clergy, schedule the opening and closing of a grave with the cemetery, decorate and prepare the sites of all services and provide transportation for the remains, mourners and flowers between sites. Most funeral directors are also trained and licensed embalmers. Embalming is the cosmetic and preservative process through which the body is prepared for interment.

### Employment Opportunities

Opportunities are excellent with many openings in the funeral service profession. These include, but are not limited to; funeral directors, embalmers, grief facilitators, and pre-need sales. Most funeral homes are family-run businesses, and the funeral directors either are owner operators or employees of the operation.

### Admission Requirements

The Mortuary Science program has specific admission requirements and a separate application process. Students who have successfully completed all of the prerequisite courses contained within the mortuary science program course of study are eligible for the accelerated option. Students must apply and be accepted into the program in order to enroll.

Completed applications may be submitted beginning Oct. 1 every year for classes that start the next academic year. Admission to the program is on a rolling basis, but new students are only admitted for the fall semester each year. Mortuary science admission requirements are:

1. Meet admission requirements of Sandburg
2. Complete all general education courses
3. Complete an application for the mortuary science program
4. Submit all transcripts (H.S., College or GED) to Sandburg
5. Submit proof of interview with a licensed funeral director
6. The Hepatitis B Vaccination is required prior to admission

Enrollment in the program is limited to a specific number of students due to accreditation requirements. The accelerated program is designed to meet the needs of those applicants who have already attained the necessary educational requirements in order to complete the required Mortuary Science major courses in a two-semester sequence. Students who enroll in the program must earn a minimum grade of "C" (2.0 on a 4.0 scale) in all courses required in the mortuary science program. Failure to attain these grade requirements will result in dismissal from the program with an option to reapply to the program only available on a onetime basis.

### Additional Requirements

Students are expected to purchase required clothing or protective equipment used in the program. Additional living and incidental expenses should be expected by the student.

For Additional Program Information Contact the Welcome Center  
welcomecenter@sandburg.edu  
309-345-3500

### For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

## Associate in Applied Science

### First Year

Summer Session		Semester Hours
ENG.101	Freshman Composition 1	3
Fall Semester		
MTS.150	Psychology of Grief & Death	3
BIO.111	Anatomy & Physiology Fundamentals	4
CHM.100	Concepts of Chemistry	3
MTS.110	History of Mortuary Science	3
MTS.120	Mortuary Law	3
Spring Semester		
MTS.130	Introduction to Microbiology - Mort Sci	2
MTS.131	Introduction to Pathology-Mortuary Sci	2
MTS.210	Funeral Service Counseling	4
BUS.201	Management Fundamentals	3
ACC.101	Principles of Financial Accounting	3
BLA.202	Business Law	3

### Second Year

Fall Semester		Semester Hours
MTS.140	Embalming 1	4

MTS.160	Funeral Service Administration	5	register for subsequent courses. In order to graduate, students must complete all required courses with a grade of "C" or better.
MTS.170	Restorative Art	4	
MTS.215	Introduction-Mass Fatalities Incidents	2	(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)
MTS.225	Thanatochemistry	3	
<b>Spring Semester</b>			
MTS.220	Funeral Directing (First 8-Week Session)	4	
MTS.230	Embalming 2 (First 8-Week Session)	4	<b>Kendall, Matthew R</b> assistant professor, mortuary science
MTS.240	Funeral Service Seminar (First 8-Week Session)	1	
MTS.250	Funeral Service Practicum (Second 8-Week Session)	3	<b>Krause, Timothy J</b> associate professor, mortuary science coordinator of mortuary science
MTS.260	Restorative Arts/Embalming Practicum (Second 8-Week Session)	3	
MTS.270	Exam Review Seminar (Second 8-Week Session)	1	
Total Program Hours:		70.0	

NOTE: Students enrolled in the Mortuary Science program must complete all MTS courses with a grade of "C" or better in order to be eligible to register for subsequent courses. In order to graduate, students must complete all required courses with a grade of "C" or better.

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)

All of our mortuary science courses are taught in newly constructed, state-of-the-art facilities located on the Main Campus in Galesburg. This facility includes two main classrooms, restorative art laboratory, chapel area, arrangement and merchandising areas, fully operational preparation room for embalming and dissection, student lounge areas and offices for the teaching and support staff.

## Optional Accelerated Program of Study for Mortuary Science

### First Year

Fall Semester		Semester Hours
MTS.150	Psychology of Grief & Death	3
MTS.110	History of Mortuary Science	3
MTS.120	Mortuary Law	3
MTS.140	Embalming 1	4
MTS.160	Funeral Service Administration	5
MTS.170	Restorative Art	4
MTS.215	Introduction-Mass Fatalities Incidents	2
MTS.225	Thanatochemistry	3
<b>Spring Semester</b>		
MTS.130	Introduction to Microbiology - Mort Sci (First 8-Week Session)	2
MTS.131	Introduction to Pathology-Mortuary Sci (First 8-Week Session)	2
MTS.210	Funeral Service Counseling (First 8-Week Session)	4
MTS.220	Funeral Directing (First 8-Week Session)	4
MTS.230	Embalming 2 (First 8-Week Session)	4
MTS.240	Funeral Service Seminar (First 8-Week Session)	1
MTS.250	Funeral Service Practicum (Second 8-Week Session)	3
MTS.260	Restorative Arts/Embalming Practicum (Second 8-Week Session)	3
MTS.270	Exam Review Seminar (Second 8-Week Session)	1
Total Program Hours:		51.0

NOTE: Students enrolled in the Mortuary Science program must complete all MTS courses with a grade of "C" or better in order to be eligible to

# Network Security Associate

[www.sandburg.edu/academics/network-security-associate](http://www.sandburg.edu/academics/network-security-associate)

## Certificate

This certificate provides students with entry-level skills for a profession in network security. Managing networks security includes preserving information confidentiality, availability, and integrity. Network security professionals are tasked with performing network risk assessment, implementing safeguards that protect data and system integrity, implementing and maintaining system authentication systems and perimeter protection systems. This program prepares graduates to become employed as network security technicians, network firewall technicians, VPN administrators and remote security communication support specialists. This certificate prepares students to take the CompTIA Security+ certification exams.

## First-Time Enrollees

- Complete an application for admission and, if desired, apply for financial aid.
- Send an official high school transcript or GED score report to the Admissions and Records Office.
- Complete the placement exam, COMPASS.
- Meet with an advisor/counselor to select classes and complete the registration process.

## Computer Information Systems Course Completion Requirement

For credit toward degree requirements, all ICT courses must have been completed during the five school years preceding conference of the degree or must have the approval of the Dean of Career, Technical, and Health Education Programs or Program Coordinator.

\*NOTE: Computer Technician Certificate conferred upon successful completion of the required 30 hours contained in the first and second semesters plus summer session of this program. A.A.S. Degree conferred upon successful completion of all 62 required hours.

Department of Career, Technical & Health Education  
2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
Phone: 309.345.3500  
[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu)

## For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

### First Year

Fall Semester		Semester Hours
BOC.107	Tech Skills for Business Environment	3
ICT.110	Computer Software Applications	3
ICT.125	Foundations of Information Technology	3
ICT.170	Hardware Installation & Maintenance	3
ICT.180	Windows Networking & Operating System	3
Spring Semester		
BOC.120	Customer Service	2

ICT.135	Mobile Technologies	3
ICT.160	Introduction to Internetworking	3
ICT.182	Implementing Ms Network Infrastructure	3

### Second Year

#### Fall Semester

ICT.165	LINUX 1	3
ICT.184	Managing Ms Windows Network Servers	3
ICT.255	Security + Fundamentals	3
ICT.260	Introduction to Internetwork Operating S	3
CRM.172	Introduction to Security	3

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Total Program Hours: 41.0

\*Note that completion of this certificate will also grant you the Computer Support Associate & Computer Technician certificates.

### Higgins, Diana D

assistant professor, administrative office professional  
associate dean of career technical health education

### Johnson, Cynthia S

instructor, computer information systems

### Lee, Linda L

ICT Instructor  
associate director of educational technology and innovation



# Nursing Program

## Associate Degree

<http://www.sandburg.edu/academics/associate-degree-nursing>

The Associate Degree Nursing program offers a two year Associate in Applied Science degree designed to prepare students to become an entry level Registered Professional Nurse. Registered Professional Nurses function within the roles of manager of care, provider of care, and member of the discipline of nursing in variety of healthcare settings.

Registered professional nurses work to promote health, prevent disease, and help patients recover from and cope with illness. Registered professional nurses are taught to assess, diagnose, plan, implement and evaluate care to patients; assist physicians with treatments and examinations; administer medications; and assist in convalescence and rehabilitation. Registered professional nurses also provide patient education to clients and families to help improve or maintain the optimum level of health. Other settings that employ nurses include: ambulatory care offices and clinics, long-term care facilities, home health agencies, public health facilities, schools, churches, informatics, correctional facilities and acute care hospital settings.

## Working Conditions

Most health care facilities provide a safe and comfortable working environment. Care of patients is required around the clock, often in 8- or 12-hour shifts, weekends and holidays, and may involve on-call work. Schools, offices, and clinics may offer more traditional work hours.

## Employment

The demand for nurses is very high and is expected to increase.

## Accreditation/Approval

The Associate Degree Nursing program is fully accredited by the Accreditation Commission for Education in Nursing (ACEN) and Approved by the Illinois State Board of Nursing, Department of Professional Regulation.

## Licensure

Upon successful completion of the Associate Degree Nursing program, graduates will be eligible to take the National Council Licensing Examination – NCLEX-RN. With successful completion of the NCLEX-RN exam, the graduate is eligible to apply for Registered Professional Nurse licensure in any state. Please be advised that nursing licenses can be denied or disciplined by the Illinois State Board of Nursing. A live fingerprint scan criminal background check is completed and submitted to the Illinois Department of Financial and Professional Regulation prior to licensure being granted or denied. The Associate Degree Nursing program is fully accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the Illinois State Board of Nursing (ISBN) and the Illinois Department of Financial and Professional Regulations (IDFPR).

## Program at a Glance

- Average starting salary: \$65,470 \*national median average US Bureau of Labor Statistics
- Level of patient contact: High
- Length of program: Two-year AAS degree
- Program location: Galesburg campus

- Program start time: Fall
- Employment opportunities a variety of health care settings
- Prepare for the NCLEX-RN examination

## Admission

Admission information is available at <http://www.sandburg.edu/academics/academics>

Students must apply online and be formally accepted into the Associate Degree Nursing program prior to enrolling in any nursing courses. Enrollment is limited and competitive and selection is based on a ranking point system.

1. If you have never attended Carl Sandburg College, complete an application for general admission to the College <http://www.sandburg.edu/admissions/steps-enroll> and, if desired, apply for financial aid.
2. Send an official high school transcript or equivalent and any appropriate post-secondary educational institutions transcripts to the Admission and Records Office.
3. Complete the placement exam, COMPASS.
4. Schedule an appointment and meet with a nursing advisor.
5. Schedule and take the TEAS V pre-admission exam. The applicant must have a cumulative TEAS V score of 62% or greater to meet the nursing program admission requirements.
6. Online applications can be submitted from January 1 – March 1. The applicant is notified within approximately two weeks of deadline date if accepted or not accepted into the program.
7. Additional admission information about the Associate Degree Nursing program is available at <http://sandburg.edu/academics/adn-selective-admission-process>.
8. The following criteria are required of accepted applicants and all information will be explained in detail upon admission into the program:
  - Applicants accepted into the Associate Degree Nursing program must attend the required orientation session and be able to perform the [Associate Degree Nursing Program Essential Skills](#) (see program website) with or without reasonable accommodations.
  - Students accepted will be required to possess current CPR Certification at the Healthcare Provider level throughout the program, show proof of immunizations and required titers, TB test, influenza vaccination, physical examination, criminal background check, and 10-panel drug screen.
  - Student is responsible for all fees incurred.
  - [Estimated Cost – Associate Degree Nursing](#) (see program website)
9. Please note that findings on the criminal background check may void the conditional admission and prevent entrance to the program. Findings on the physical examination and drug screen may prevent placement at the clinical sites.

For additional program information contact the Welcome Center  
2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
Phone: 309.345.3500  
[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu)

**For Graduation Requirements:**

[http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

**First Year****Summer Session**

ENG.101 Freshman Composition 1  
 PSY.101 Introduction to Psychology

**Fall Semester**

NAD.105 Nursing 1  
 NAD.106 Medication Principles for Nurses  
 NAD.108 Health Assessment & Clinical Reasoning  
 BIO.211 Anatomy & Physiology 1

**Spring Semester**

NAD.125 Nursing 2  
 NAD.130 Pharmacology for Nurses  
 BIO.212 Anatomy & Physiology 2  
 NUT.110 Nutrition

**Second Year****Summer Session**

BIO.200 General Microbiology  
 SOC.101 Introduction to Sociology

**Fall Semester**

NAD.200 Nursing 3  
 NAD.205 Community & Mental Health Nursing  
 PSY.265 Developmental Psychology

**Spring Semester**

NAD.210 Nursing IV  
 NAD.220 Professional Issues  
 PHL.103 Biomedical Ethics

Total Program Hours: 72.0

PHL.103	Biomedical Ethics	3
Total Program Hours:		28.0

\* NAD 180 must be completed with a grade of "C" or better to progress into the second year Associate Degree Nursing program. All nursing courses must be completed with a grade of "C" or better to progress each Semester.

\*\* Required prior to admission selection 1 year High School Biology and Chemistry or 1 semester College Biology and Chemistry. All of the following courses must have been completed with a grade of "C" or better prior to entering the second year of the Associate Degree Nursing Program:

- ENG 101-Freshman Composition I
- PSY 101-Introduction to Psychology
- BIO 211-Anatomy & Physiology I
- NUT 110-Nutrition
- BIO 212-Anatomy & Physiology II
- BIO 200-General Microbiology
- SOC 101-Introduction to Sociology

Application and dates to apply to our nursing program can be found on the College of Nursing webpage. Admission criteria into our nursing program can be found on the College of Nursing webpage: College of Nursing (<http://www.sandburg.edu/academics/college-nursing>)

**Lundeen, Jan M**

associate professor, nursing

**Pence, Mary**

instructor, nursing

**Seiboldt, Susan M**

assistant professor, nursing

**Stone, Christina S**

instructor, nursing

**Weaver, Michelle**

Associate Dean of Nursing

**LPN to RN Articulation into Nursing A.A.S.**

Prerequisite: Licensed Practical Nurse in Illinois with active license in good standing. Completion of all required courses prior to admission listed below\*\* with a grade of "C" or better. Submission of nursing program application, meets all admission criteria, and admitted into the second year Associate Degree Nursing Program.

**First Year****Summer Session**

NAD.180 LPN to RN Transition \*

**Fall Semester**

NAD.200 Nursing 3  
 PSY.265 Developmental Psychology

**Spring Semester**

NAD.210 Nursing IV  
 NAD.220 Professional Issues

The College of Nursing building has two classrooms, health assessment lab, skills lab, and faculty offices. The nursing program also has classroom availability in building A and a simulation skills lab in building A. All three labs are used to demonstrate and practice essential nursing skills such as basic patient care skills, assessment skills, catheter insertion, administering medications, IV insertion, airway management, etc. Clinical experiences for the Associate Degree Nursing program will be gained with acute care, long-term care and rehabilitative facilities, clinics and physician offices in the Galesburg area such as: Galesburg Cottage Hospital, OSF St. Mary's Medical Center, OSF St. Mary's Clinics, Knox County Health Department, and other surrounding facilities as needed.

# Pipe Welder Specialist

## Certificate

<http://www.sandburg.edu/academics/pipe-welder>

The Pipe Welder Specialist Certificate program is a two-semester program designed to provide students a hands-on specialty welding certificate that emphasizes training and the mastery of welding techniques in pipe welding. Students will specialize in ARC and TIG welding and build skill proficiencies aligned with American Welding Society Level II Welder Standards.

### Long-term Benefits:

- Increased labor pool to replace retiring workers
- Increased selection for new hires
- Overall increased quality of work force
- Overall increased quality of manufacturing in western Illinois
- Increased technical expertise of existing work force

### Admission to the Program: Open

#### First-Time Enrollees

- Complete an application for admission and, if desired, apply for financial aid.
- Send an official high school transcript or GED score report to the Admissions and Records Office.
- Complete the placement exam, COMPASS.
- Meet with an advisor/counselor to select classes and complete the registration process

Department of Career and Corporate Development  
2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
Phone: 309.344.3500  
[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu)

### For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

## Certificate

### Fall Start

#### First Year

#### Fall Semester

		Semester Hours
WEL.100	Welding Theory OFC & OAW	1
WEL.102	Metal Preparation	1
WEL.109	Oxyacetylene Welding	1
WEL.104	Welding Theory Basic SMAW	1
WEL.111	Arc Welding Basic 1	1
WEL.112	Arc Welding Basic 2	1
WEL.105	Welding Theory Advanced SMAW	1
WEL.114	Arc Welding Advanced 1	1
WEL.115	Arc Welding Advanced 2	1
WEL.106	Welding Theory GTAW	1
WEL.116	Gas Shielded Arc-TIG 1	1

WEL.117	Gas Shielded Arc-TIG 2	1
MTL.103	Manufacturing Processes	2
MAT.101	Technical Mathematics 1	3
<b>Spring Semester</b>		
WEL.107	Welding Theory Basic GMAW	1
WEL.118	Gas Shielded Arc-MIG 1	1
WEL.119	Gas Shielded Arc-MIG 2	1
WEL.151	Introduction to Pipe Welding 1G Rolled	1.5
WEL.152	Pipe Welding 2G Horizontal	1.5
WEL.153	Pipe Welding 5G Vertical	1.5
WEL.154	Pipe Welding 6G Inclined	1.5
WEL.125	Welding Blueprints	2
WEL.130	Industrial Safety	2
ENG.101 or RDG.120	Freshman Composition 1 (or Strategies for Success in College)	3
Total Program Hours:		33.0

### Spring Start

#### First Year

#### Spring Semester

#### Semester Hours

WEL.100	Welding Theory OFC & OAW	1
WEL.102	Metal Preparation	1
WEL.109	Oxyacetylene Welding	1
WEL.104	Welding Theory Basic SMAW	1
WEL.111	Arc Welding Basic 1	1
WEL.112	Arc Welding Basic 2	1
WEL.105	Welding Theory Advanced SMAW	1
WEL.114	Arc Welding Advanced 1	1
WEL.115	Arc Welding Advanced 2	1
WEL.106	Welding Theory GTAW	1
WEL.116	Gas Shielded Arc-TIG 1	1
WEL.117	Gas Shielded Arc-TIG 2	1
MTL.103	Manufacturing Processes	2
ENG.101 or RDG.120	Freshman Composition 1	3

#### Fall Semester

WEL.107	Welding Theory Basic GMAW	1
WEL.118	Gas Shielded Arc-MIG 1	1
WEL.119	Gas Shielded Arc-MIG 2	1
WEL.151	Introduction to Pipe Welding 1G Rolled	1.5
WEL.152	Pipe Welding 2G Horizontal	1.5
WEL.153	Pipe Welding 5G Vertical	1.5
WEL.154	Pipe Welding 6G Inclined	1.5
WEL.125	Welding Blueprints	2
WEL.130	Industrial Safety	2
MAT.101	Technical Mathematics 1	3
Total Program Hours:		33.0

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)

**Johnson, Craig A**

instructor, welding

The Center for Manufacturing Excellence (CME) offers classroom space, a computer lab, and houses Carl Sandburg College's industrial programs. Students may take courses in the following subject areas: welding, biofuels, rail, machine tooling, manufacturing or electrical. The electrical lab features a host of components to aid in student learning including AC/DC trainers. In 2014, Sandburg became a designated National Academy of Railroad Sciences (NARS) training site offering courses in locomotive electrical and locomotive mechanical. Instruction is delivered by individuals with industry-specific expertise and includes specialized coursework using technical equipment. Two diesel engines inside the CME are available for training opportunities. The College's welding lab offers 16 bay stations and soon will have an additional ten working spaces. The welding area offers a welding simulator, as well as state of the art multi process welding machines.

# Practical Nursing (L.P.N.)

## Certificate

<http://www.sandburg.edu/academics/practical-nursing>

## Practical Nursing (L.P.N.)

The Practical Nursing program offers a one year certificate in Practical Nursing designed to prepare practical nurses to function under the direction of a licensed professional in an ever-changing health care environment in a variety of health care settings. The student is prepared to function within the nursing roles of provider of care, manager of care, and member within the discipline of nursing in structured health care settings.

## Licensed Practical Nurse

The Licensed Practical Nurse assist in the assessment, planning, implementation, and evaluation of patients. The Licensed Practical Nurse provides basic bedside and personal care to clients in acute care, long-term care and rehabilitative facilities, clinics and physician offices.

## Working Conditions

Most health care facilities provide a safe and comfortable working environment. Working hours may include various shifts; including 8 or 12 hours, weekends, and holidays. Schools, offices, and clinics may offer more traditional hours.

## Employment

The demand for licensed practical nurses is very high and is likely to increase. As life expectancy increases so too, is the need for health care providers to meet the demands of an aging population.

## Accreditation/Approval

The Practical Nursing program is fully accredited by the Accreditation Commission for Education in Nursing (ACEN) and Approved by the Illinois State Board of Nursing, Department of Professional Regulation.

## Licensure

Upon successful completion of the Practical Nursing program, graduates will be eligible to take the National Council Licensing Examination – NCLEX-PN. With successful completion of the NCLEX-PN exam, the graduate is eligible to apply for Practical Nurse licensure in any state. Please be advised that nursing licenses can be denied or disciplined by the Illinois State Board of Nursing. A live fingerprint scan criminal background check is completed and submitted to the Illinois Department of Financial and Professional Regulation prior to licensure being granted or denied. The Practical Nursing program is fully accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the Illinois State Board of Nursing (ISBN) and the Illinois Department of Financial and Professional Regulations (IDFPR).

## Program at a Glance

- Average starting salary: \$41,540 \*national median average US Bureau of Labor Statistics
- Level of patient contact: High
- Length of program: One year Certificate
- Program location: Galesburg campus
- Program start time: Fall
- Employment opportunities a variety of health care settings

- Prepare for the NCLEX-PN examination

## Admission

Admission information is available at <http://www.sandburg.edu/academics/academics>

Students must apply online and be formally accepted into the Practical Nursing program prior to enrolling in any nursing courses. Enrollment is limited and competitive and selection is based on a ranking point system.

1. If you have never attended Carl Sandburg College, complete an application for general admission to the College <http://www.sandburg.edu/admissions/steps-enroll> and, if desired, apply for financial aid.
2. Send an official high school transcript or equivalent and any appropriate post-secondary educational institutions transcripts to the Admission and Records Office.
3. Complete the placement exam, COMPASS.
4. Schedule an appointment and meet with a nursing advisor.
5. Schedule and take the TEAS V pre-admission exam. The applicant must have a cumulative TEAS V score of 62% or greater to meet the nursing program admission requirements.
6. Online applications can be submitted from January 1 – March 1. The applicant is notified within approximately two weeks of deadline date if accepted or not accepted into the program.
7. Additional admission information about the Practical Nursing program is available at <http://sandburg.edu/academics/pn-selective-admission-process>.
8. The following criteria are required of accepted applicants and all information will be explained in detail upon admission into the program:
  - Applicants accepted into the Practical Nursing program must attend the required orientation session and be able to perform the Practical Nursing Program Essential Skills (see program website) with or without reasonable accommodations.
  - Students accepted will be required to possess current CPR Certification at the Healthcare Provider level throughout the program, show proof of immunizations and required titers, TB test, influenza vaccination, physical examination, criminal background check, and 10-panel drug screen.
  - Student is responsible for all fees incurred.
  - Estimated Cost – Practical Nursing Certificate (see program website)
9. Please note that findings on the criminal background check may void the conditional admission and prevent entrance to the program. Findings on the physical examination and drug screen may prevent placement at the clinical sites.

Department of Health Professions  
College of Nursing  
2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401

Phone: 309-341-5299

For Additional Program Information Contact the Welcome Center  
[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu)  
309-345-3500

**For Graduation Requirements:**

[http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

term care and rehabilitative facilities in the Galesburg area such as: Galesburg Cottage Hospital, OSF St. Mary's Clinics, Marigold Healthcare and Rehabilitation, Seminary Manor, and other surrounding facilities as needed.

**Certificate****First Year**

<b>Summer Session</b>		<b>Semester Hours</b>
ENG.101	Freshman Composition 1	3
PSY.101	Introduction to Psychology	3
<b>Fall Semester</b>		
NUP.105	Practical Nursing I	9
NAD.106	Medication Principles for Nurses	2
NAD.108	Health Assessment & Clinical Reasoning	2
BIO.111	Anatomy & Physiology Fundamentals **	4
<b>Spring Semester</b>		
NUP.125	Practical Nursing II	9
NAD.130	Pharmacology for Nurses	2
PSY.265	Developmental Psychology	3
NUT.110	Nutrition	3
<b>Second Year</b>		
<b>Summer Session</b>		
NUP.130	Practical Nursing III	5
Total Program Hours:		45.0

\* NUP courses and all BIO courses must be completed with a grade of "C" or better by the end of the scheduled semester in order to progress in the program. Each student must complete all required courses with a grade of "C" or better to graduate.

\*\* Notice to PN Students Who Plan to Apply for Admission to 2nd Year ADN In place of BIO.111 Anatomy & Physiology Fundamentals you may consider enrolling in BIO.211 Anatomy & Physiology 1 and BIO.212 Anatomy & Physiology 2. (BIO.211 Anatomy & Physiology 1 and BIO.212 Anatomy & Physiology 2 are required for the Associate Degree Program.)

\*\*\* LPN's are eligible to enter Second Year Fall Semester of the Associate Degree Nursing Program after completion of NAD.180 and all BIO courses(BIO.211, BIO.212, BIO.200) with a grade of "C" or better and Admission in to the Associate Degree Nursing Program.

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)

**Hroziencik, Debra J**

assistant professor, practical nursing

**Weaver, Mischelle**

Associate Dean of Nursing

The College of Nursing building has two classrooms, health assessment lab, skills lab, and faculty offices. The nursing program also has classroom availability in building A and a simulation skills lab in building A. All three labs are used to demonstrate and practice essential nursing skills such as basic patient care skills, assessment skills, catheter insertion, administering medications, wound care, etc. Clinical experiences for the Practical Nursing program will be gained with acute care, long-

# Radiologic Technology

## Associate in Applied Science

<http://www.sandburg.edu/academics/radiologic-technology>

Radiologic Technology program is a two-year Associate in Applied Science degree that prepares students to perform diagnostic x-ray examinations for patients in hospitals, imaging centers, physicians' offices, and other health-related institutions.

Radiologic technologists use x-ray equipment to create images of organs, bones and blood vessels of the body. An x-ray image, or radiograph, is produced when a small amount of radiation passes through a body part and is recorded on film or stored electronically on computer. Radiologic technologists must accurately position patients and manipulate x-ray equipment to ensure that high quality diagnostic images are produced. They are educated in anatomy, patient positioning, radiographic techniques, equipment protocols, radiation safety, radiation protection and basic patient care. Radiologic technologists work closely with physicians who then interpret the images to either confirm or rule out disease or injury.

Radiologic technologists may work in a variety of health care facilities, although most are employed in hospitals or major medical centers. Technologists typically work 40-hour weeks that may include evening, weekend, or "on-call" hours dependent upon their employment setting. Physical stamina is important in diagnostic imaging because technologists are on their feet for long periods of time and may be required to lift or turn disabled patients.

Graduates are eligible to apply to take the American Registry of Radiologic Technologists (ARRT) examination for certification in Radiography-RT(R). This certification is nationally recognized and enables the student to pursue employment throughout the United States. Carl Sandburg College is accredited by the North Central Association of Colleges and Schools – Higher Learning Commission, 30 LaSalle Street, Suite 2400, Chicago, IL 60602-2504.

### Program at a Glance

- Average starting salary: \$55,910 \*median national average US Bureau of Labor Statistics
- Level of patient contact: High
- Length of the program: Two-year Associate in Applied Science Degree
- Program location: Galesburg campus
- Program start time: Summer
- Employment opportunities in a variety of settings
- Prepare for the ARRT exam

### Admission to the Program

Admission information is available at <http://www.sandburg.edu/academics/radiologic-technology>

Students must apply and be formally accepted into the Radiologic Technology program prior to enrolling in any Radiologic Technology courses. Enrollment is competitive and limited. Only the most qualified applicants are admitted.

1. If you have never attended Carl Sandburg College, complete an application for general admission to the College <http://www.sandburg.edu/admissions/steps-enroll> and, if desired, apply for financial aid.

2. Send an official high school transcript or equivalent and any appropriate post-secondary educational institutions transcripts to the Admission and Records Office.
  3. Complete the placement exam, COMPASS.
  4. Schedule an appointment with the advisor for the Radiologic Technology program.
  5. Submit documentation of an interview with a licensed radiologic technologist currently working in the field. Interview must be completed within 1 year of admission date. The required form is available
  6. Complete the following courses with a grade of "C" or better:
    - Biology – BIO 205 (or equivalent college course transfer) or BIO 211 and BIO 212
    - Math – MAT 109 or MAT 110 or MAT 130 or MAT 131
    - Chemistry or Physics – CHM 100 or PHY 151
    - Medical Terminology – MDT 100
1. Complete the TEAS AH exam. Scores may be valid for only one admission cycle.
    - Reading – minimum score of 64
    - Math – minimum score of 60
    - Science – minimum score of 41
    - English – minimum score of 50
    - Total Adjusted – minimum score of 54
  1. Complete an application for the Radiologic Technology program. Program applications are available through the advisor.
  2. Students who are conditionally admitted (including alternates) to the Radiologic Technology program must pay a \$100 seat fee when notified of initial program admission status to guarantee a place on the admission list.
  3. Students interested in enrolling in this program may complete as many required general education courses as they wish before going through the application process. It is recommended that students complete the general education courses prior to the start of the Radiology (RDT) coursework, due to the rigorous quality of the program.
  4. The following criteria are required of accepted applicants and all information will be explained in detail upon admission into the program:
    - Applicants accepted into the Radiologic Technology program must attend the required orientation session and be able to perform the Radiologic Technology Program Essential Skills with or without reasonable accommodations.
    - Students accepted will be required to possess current CPR certification at the Healthcare Provider level throughout the program, show proof of immunizations and required titers, TB test, physical examination, criminal background check, and 10-panel drug screen.
    - Student is responsible for all fees incurred.
    - Estimated Cost – Radiologic Technology Certificate
1. Please note that findings on the criminal background check may void the conditional admission and prevent entrance to the program. Findings on the physical examination and drug screen may prevent placement at the clinical sites.

Department of Health Professions

2400 Tom L. Wilson Blvd.

Galesburg, IL 61401

Phone: 309-345-3500

welcomecenter@sandburg.edu

**For Graduation Requirements:**

[http://catalog.sandburg.edu/academicinformation/  
#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

## Associate in Applied Science

### First Year

#### Summer Session

		<b>Semester Hours</b>
ALH.105	Introduction to Patient Care	1.5
RDT.100	Introduction to Radiologic Technology	3
RDT.101	Radiologic Technology Procedures 1	3

#### Fall Semester

ENG.101	Freshman Composition 1	3
RDT.110	Rad Tech Physics & Instrumentation 1	3
RDT.111	Radiologic Technology Procedures 2	4.5
RDT.115	Radiologic Technology Practicum 1	3.5

#### Spring Semester

RDT.120	Rad Tech Physics and Instrumentation 2	3
RDT.121	Radiologic Technology Procedures 3	4.5
RDT.123	Principles of Radiologic Technology	3
RDT.125	Radiologic Technology Practicum 2	3.5
SOC.203	Introduction to Diversity	3

### Second Year

#### Summer Session

RDT.201	Radiologic Technology Procedures 4	2.5
RDT.205	Radiologic Technology Practicum 3	4

#### Fall Semester

RDT.211	Advanced Radiologic Technology Procedure	3
RDT.212	Radiologic Technology Image Critique	3
RDT.215	Radiologic Technology Practicum 4	5
PHL.103	Biomedical Ethics	3

#### Spring Semester

RDT.220	Radiologic Technology Capstone	3
RDT.222	Radiation Biology	2
RDT.225	Radiologic Technology Practicum 5	5
SPE.110 or 120	Interpersonal Communication (or Introduction to Public Speaking )	3

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Total Program Hours:	72.0
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(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)

### Whipple, Jackie D

assistant professor, radiologic technology

The Radiology Technology program is located in Building C on the Carl Sandburg College Galesburg campus. The program has general classroom space with a radiology technology lab environment for hands-on practice of radiographic techniques, x-ray equipment usage, radiation safety and protection, etc. to prepare the student for their practicum experiences. Practicum experiences for the Radiology Technology program will be gained with hospitals and medical clinics in the Galesburg and surrounding areas such as: Galesburg Cottage Hospital, OSF St. Mary's Medical Center, Methodist Unity Point, Trinity Medical Center, Graham Hospital, OSF Holy Family Medical Center, Hammond Henry Hospital, and Mercer County Hospital.

NOTE: Students enrolled in the Radiologic Technology program must complete all RDT and BIO courses with a grade of "C" or better in order to register for subsequent courses. In order to graduate, each student must complete all required courses with a grade of "C" or better.



# Rail/Off Highway Motive Power Electrical Technician

## Associate in Applied Science and Certificate

<http://www.sandburg.edu/academics/railoff-highway-motive-power-electrical-technician>

This program provides generalized knowledge of electrical technology for locomotives and off-highway motive powered technologies. Through demonstrations and applications of standard industry techniques and processes that are included / embedded in the program curriculum students will be able to assess, troubleshoot, fix and maintain the electrical components in these technologies. Content includes operation and analysis of industrial electronic circuits and devices as well as principles of automatic process control, measurement, programmable controller and distributed control.

Graduates will assemble and install electrical circuitry, perform troubleshooting to locate electrical problems in a variety of electrical instruments, control systems and equipment, plan preventive maintenance and repairs on electrical systems. Develop work plans and design standard operating procedures. Monitor breakdowns in electrical components using testing devices and equipment. Design wiring structures as per the electrical system or instrument need. Maintain and document records of electrical needs and study blueprints of electrical designs while solving electrical issues.

### Employment

The current employment projections from the Bureau of Labor Statistics (BLS) and the Illinois Department of Employment Security (IDES) show the following for the district, rail transportation workers (53-4000) IDES reports a 6.45% increase and for rail transportation workers, all other (53-4099), IDES reports a 16.67% increases by the year 2018. For Electrical/Electronic Equipment Mechanics/Installers (49-2000) the IDES indicates a .74% growth by 2018 in the district and 3.84% growth in Illinois by 2020 in the field. The BLS indicates a growth of 3% nationally by 2020. However, Helpers for Electricians (47-3013) shows better growth at 11.11% in the district by 2018 and 6.68% in Illinois by 2020.

### Admission to the Program: Open

#### First-Time Enrollees

1. Complete an application for admission and, if desired, apply for financial aid.
2. Send an official high school transcript or GED score report to the Admissions and Records Office.
3. Complete the placement exam, COMPASS.
4. Meet with an advisor/counselor to select classes and complete the registration process.

For Additional Program Information Contact the Welcome Center [welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu) ([admissions@sandburg.edu](mailto:admissions@sandburg.edu)) 309.345.3500

#### For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

# Associate in Applied Science

## First Year

Fall Semester		Semester Hours
ELT.100	Electrical Fundamentals	3
MAT.101	Technical Mathematics 1	3
MTL.101	Machine Tool Fundamentals 1	3
MTL.103	Manufacturing Processes	2
WEL.101	Fundamentals of Welding Theory	2
WEL.103	Welding Survey	1
MFG.130	Industrial Safety	2

## Spring Semester

ELT.104	Industrial Electrical Control	3
ELT.121	Rail/Off Highway Motive Power Electrical	4
ENG.101 or RDG.120	Freshman Composition 1 (or Strategies for Success in College)	3
MAT.102	Technical Mathematics 2	3
MFG.125	Industrial Blueprints	3

## Second Year

Fall Semester		Semester Hours
BOC.107	Tech Skills for Business Environment	3
ELT.119	Industrial Electronic Control	3
ELT.120	Electrical/Electronics Troubleshooting	3
SOC.101 or PSY.101	Introduction to Sociology (or Introduction to Psychology)	3
RRT.101	History of Railroading	3
SPE.110 or 120	Interpersonal Communication (or Introduction to Public Speaking )	3

## Spring Semester

ICT.110	Computer Software Applications	3
ELT.209	AC/DC Drives and Servos	3
ELT.212	Industrial Electricity	3
ELT.213	Process Control & Instrumentation	3
PHY.110	Applied Physics	3

Total Program Hours: 65.0

Students enrolled in the Rail Off/Highway Motive Power Electrical Technician program must complete all ELT courses with a grade of C or better in order to register for subsequent courses and continue in the program. In order to graduate, each student must complete ELT, MTL and WEL courses with a grade of C or better.

## Certificate

### First Year

Fall Semester		Semester Hours
ELT.100	Electrical Fundamentals	3
MAT.101	Technical Mathematics 1	3
MTL.101	Machine Tool Fundamentals 1	3
MTL.103	Manufacturing Processes	2
WEL.101	Fundamentals of Welding Theory	2
WEL.103	Welding Survey	1
MFG.130	Industrial Safety	2

**Spring Semester**

ELT.104	Industrial Electrical Control	3
ELT.121	Rail/Off Hiway Motive Power Electrical	4
ENG.101 or RDG 120	Freshman Composition 1 (or Strategies for Success in College)	3
MAT.102	Technical Mathematics 2	3
MFG.125	Industrial Blueprints	3
Total Program Hours:		32.0

Note: Students enrolled in the Rail Off/Highway Motive Power Electrical Technician program must complete all ELT courses with a grade of C or better in order to register for subsequent courses and continue in the program. In order to graduate, each student must complete ELT, MTL and WEL courses with a grade of C or better.

(Students who do not expect to complete their degree within five years should refer to the [Graduation Requirements](#) section in this catalog.)

**The AAS in Rail/Off Highway Motive Power includes all the courses for the certification plus these additional courses.**

**BOC.107 Tech Skills for Business Environment 2 2 3**

This course provides students with instruction in basic computer skills including keyboarding, 10- key, file management, data storage and retrieval, collaborative technology, and computer hardware and software. Basic formatting rules for letters, memos, reports and tables will be covered as well as basic word processing concepts and proofreading skills. Spreadsheet and database basic terminology and usage will also be introduced. This course is designed for students who are not majoring in an office occupations program.  
 Offered: Fall or Spring or Summer  
 Applicable toward graduation at Sandburg where program structure permits:  
 Degree or Certificate: AAS, AGS and Certificates where applicable.  
 General Education -- Not Applicable

**ELT.119 Industrial Electronic Control 2 3 3**

This course is an in-depth evaluation of industrial electronic control methods and devices. The operating characteristics of various types of solid state controls and sensors, including proximity, photoelectric, thermistors, thermocouples, SCR, triacs, thyristors, transistors, timers, counters, and advanced electronic motor controls are studied. The lab work involves the operation and analysis of industrial electronic circuits and devices.  
 Offered: Fall  
 Applicable toward graduation at Sandburg where program structure permits:  
 Degree or Certificate: AAS, AGS and Certificates where applicable.  
 General Education -- Not Applicable

**ELT.120 Electrical/Electronics Troubleshooting 2 3 3**

This course covers the essential techniques of troubleshooting industrial electrical and electronic circuits and devices. The lab work includes the use of test equipment, instrumentation, and computer simulation to develop the skills necessary to improve troubleshooting accuracy and cut troubleshooting time.  
 Offered: Fall  
 Applicable toward graduation at Sandburg where program structure permits:  
 Degree or Certificate: AAS, AGS and Certificates where applicable.  
 General Education -- Not Applicable

**ELT.209 AC/DC Drives and Servos 2 2 3**

This course investigates modern trends in industrial motor controls. Students will be exposed to the advantages and disadvantages of AC and DC solutions. Discussions will include soft start and servo control. Much emphasis will be on AC Variable Frequency Drives.  
 Offered: Spring  
 Prerequisites: Take ELT.104  
 Applicable toward graduation at Sandburg where program structure permits:  
 Degree or Certificate: AAS, AGS and Certificates where applicable.  
 General Education -- Not Applicable

**ELT.212 Industrial Electricity 2 3 3**

This course provides a basic overview of various industrial topics such as distribution, wiring methods, and enclosures.  
 Offered: Spring  
 Prerequisites: Take ELT.119  
 Applicable toward graduation at Sandburg where program structure permits:  
 Degree or Certificate: AAS, AGS and Certificates where applicable.  
 General Education -- Not Applicable

**ELT.213 Process Control & Instrumentation 2 3 3**

This course covers the field of industrial measurement and control. Data acquisition methods, including the sensing, measuring, and transmission of industrial process variables, are introduced. The principles of automatic process control, measurement, programmable controller and distributed control are studied.  
 Offered: Spring  
 Prerequisites: Take ELT.119  
 Applicable toward graduation at Sandburg where program structure permits:  
 Degree or Certificate: AAS, AGS and Certificates where applicable.  
 General Education -- Not Applicable

**ICT.110 Computer Software Applications** 3 3

This course in software applications will provide students with an overview of a computer operating system and commonly used computer software. Students will gain experience with word processing and database management tasks, presentation software, and spreadsheets. Additional software programs associated with the Windows environment will be explored. This course may be used to satisfy the computer requirement common for students planning to transfer to a four-year college or university.

Offered: Fall or Spring or Summer

Prerequisites: Take AOP.101 or BOC.107 or appropriate articulated high school credit.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**PHY.110 Applied Physics** 3 3

This course surveys various ideas in physics with an emphasis on problem solving and applications from many technical areas. Concepts studied include measurement, laws of motion, the resolution of forces, work and energy, simple machines, and properties of matter. Students must provide a hand-held scientific calculator.

Offered: Spring

Prerequisites: MAT.101

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- AGS Only

**PSY.101 Introduction to Psychology** 3 3

This course is designed to provide an understanding of a variety of topics within the field of psychology. It is not only designed for students planning on majoring in psychology, but for those who have an interest in the scientific basis of behavior, thought, and the physiological processes that underlie each.

Offered: Fall or Spring or Summer

Prerequisites: A COMPASS Reading score of 83 or above is required to enroll in this course, or RDG.096 with a grade of C or better or an ACT Reading score of 20 or higher.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S6 900*

General Education -- Social Science

**RRT.101 History of Railroading** 3 3

This course covers the history and traditions of railroading and the industry's role in North American economic development. Upon successful completion of this course, students will be able to list and explain the significance of major events in North American railroading.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**SOC.101 Introduction to Sociology** 3 3

The purpose of this course is to acquaint the student with the discipline of sociology as it applies to contemporary American society. This course provides an orientation to the student interested in social science or the helping professions. Among specific topics to be studied are: how the sociologist gathers information, the importance of culture and symbols, personality development, the changing structure of the family, social class and inequality, race and ethnicity, and deviant behavior.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S7 900*

General Education -- Social Science Human Relations

**SPE.110 Interpersonal Communication** 3 3

This course attempts to develop an awareness of, and an insight into, the choices that are made by participation in face-to-face, non-public, human communication. The text and lectures are designed to create an understanding of theories and principles. Experiential exercises encourage the student to apply this understanding, and to use it in interpreting his/her own and other people's attempts at communication.

Among the topics covered are the communication process, the self as a communicator, verbal and nonverbal language, cooperation and conflict, etc. This course is intended for persons planning to pursue a baccalaureate degree and those who desire to improve their verbal communication.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only Human Relations

**SPE.220 Advanced Public Speaking** 3 3

The introductory study of public speaking (SPE 120) will be continued in this course. Additional theory will be presented and students will apply theory through practice as speakers and critics.

Offered: As Needed

Prerequisites: SPE.120

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

The Center for Manufacturing Excellence (CME) offers classroom space, a computer lab, and houses Carl Sandburg College's industrial programs. Students may take courses in the following subject areas: welding, biofuels, rail, machine tooling, manufacturing or electrical. The electrical lab features a host of components to aid in student learning including AC/DC trainers. In 2014, Sandburg became a designated National Academy of Railroad Sciences (NARS) training site offering courses in locomotive electrical and locomotive mechanical. Instruction is delivered by individuals with industry-specific expertise and includes specialized coursework using technical equipment. Two diesel engines inside the CME are available for training opportunities. The College's welding lab offers 16 bay stations and soon will have an additional ten working spaces. The welding area offers a welding simulator, as well as state of the art multi-process welding machines.

**Burns, Dennis D (David)**

assistant professor, biology  
associate dean of math & natural sciences

**Johnson, Craig A**

instructor, welding

**Neill, Michael J**

professor, mathematics

**Paris, Michael A**

assistant professor, mathematics  
coordinator of mathematics

# Small Business Management

## Certificate

[www.sandburg.edu/academics/small-business-management](http://www.sandburg.edu/academics/small-business-management)

The Small Business Management certificate is designed for students wishing to start their own business in an entrepreneurial environment or for students who are interested in managing a small business in a variety of business sectors, including wholesale, manufacturing, health care, food service, and governmental agencies. This certificate will provide students with an introduction to business organization and operations. It will also provide students with the knowledge and insight necessary to develop strong management skills, which are often necessary for advancement to supervisory positions in a small business. Students pursuing this certificate are permitted six semester hours of directed electives. This level of flexibility will allow students to select courses specific to their individual strengths, interests, and goals.

### Admission to the Program: Open First-Time Enrollees

1. Complete an application for admission and, if desired, apply for financial aid.
2. Send an official high school transcript or GED score report to the Admissions and Records Office.
3. Complete the placement exam, COMPASS.
4. Meet with an advisor/counselor to select classes and complete the registration process.

For Additional Program Information Contact the Welcome Center  
[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu)  
 309.345.3500

### For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

## Certificate

### First Year

Summer Session		Semester Hours
BOC.100	Business Mathematics	3
ENG.101	Freshman Composition 1	3
<b>Fall Semester</b>		
ACC.101	Principles of Financial Accounting	3
BLA.202	Business Law	3
BUS.100	Introduction to Business	3
BUS.111	Small Business Principles	3
ICT.110	Computer Software Applications	3
<b>Spring Semester</b>		
ACC.102	Principles of Managerial Accounting	3
ACC.203	Accounting Software	3
BOC.120	Customer Service	2
BUS.201	Management Fundamentals	3

Directed Electives 6

Total Program Hours: 38.0

\* Students who do not satisfy the course prerequisites for CIS.112 will be required to enroll in preparatory coursework.

### Directed Electives

BUS.291	Professional Internship 1	3
BUS.292	Professional Internship 2	3
BUS.101	Marketing Fundamentals	3
BUS.102	Sales Fundamentals	3
BUS.200	Advertising Fundamentals	3
BOC.107	Tech Skills for Business Environment	3
ENG.120	Report Writing	3
OMS.200	Human Resources Management	3

Students are strongly encouraged to meet with the Dean of Social/ Business Sciences prior to enrolling in a directed elective course.

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)

#### Johnson, Jill L

assistant professor, psychology  
 associate dean of social & business sciences

#### Williams, Keith W

instructor, economics/business administration  
 coordinator, business programs

# Surgical Technology

## Associate in Applied Science

...offered by Illinois Central College

### Program Information

The surgical technologist, working closely with surgeons and registered nurses, functions as a member of the surgical team. Courses include the study of basic patient care practices, sterile technique, surgical anatomy, surgical procedures, working as a team, communication skills, ethical/legal aspects of safe patient care, and surgical supplies and instruments. Today's surgical technologist also must know how to assemble and troubleshoot high tech equipment and instrumentation. Students receive clinical experience in all the surgical specialties at area hospitals. Graduates are eligible to apply to take the national certification examination to become a Certified Surgical Technologist (CST).

### Admission to the Program: Selective

Admission criteria has been established by Illinois Central College. Students can complete their general education courses at Carl Sandburg College. Professional courses are offered at ICC in Peoria. Five positions in this program are reserved for Carl Sandburg College students.

### For Additional Program Information Contact

ICC Health Careers & Public Services Dept., William Hammer,  
309.999.4633 or bhammer@icc.edu

## Associate in Applied Science

### Required General Education Courses at Sandburg

BIO.211	Anatomy & Physiology 1 *	4
BIO.212	Anatomy & Physiology 2 *	4
BIO.200	General Microbiology *	4
ENG.101	Freshman Composition 1	3
MDT.100	Medical Terminology	2
PSY.101	Introduction to Psychology	3
SOC.101	Introduction to Sociology	3
SPE.120	Introduction to Public Speaking	3
Humanities Elective (as approved by ICC)		3
Total Semester Hours		29

### Required Program Courses at ICC

#### First Year

Fall Semester	Semester Hours
SURTK 120 Introduction to Surgical Technology	4
HLTH 110 Fundamentals of Sterile Processing	2
<b>Spring Semester</b>	

SURTK 130 Pharmacology for the Surgical Technologist	1
HEOCC 114 Introduction to Interdisciplinary Health Care	1
SURTK 121 Fundamentals of Surgical Technology	7
<b>Summer Session</b>	
SURTK 122 Fundamentals of Surgical Technology II	6
<b>Second Year</b>	
<b>Fall Semester</b>	
SURTK 210 Surgical Technology III	8
<b>Spring Semester</b>	
SURTK 211 Advanced Fundamentals of Surgical Technology	7

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Total Program Hours: 36.0

### Total Program Requirement: 65

NOTE: Students enrolled in the Surgical Technology program must complete all BIO and SURTK courses with a grade of "C" or better in order to remain in and graduate from the program.

\* Students must meet prerequisites for BIO.200 General Microbiology, BIO.211 Anatomy & Physiology 1, & BIO.212 Anatomy & Physiology 2.

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)

# Industrial Welding Technology

## Associate in Applied Science

[www.sandburg.edu/academics/welding](http://www.sandburg.edu/academics/welding)

The Welding program is designed to provide the graduate with skills needed to enter employment in local industry as an entry-level welding supervisor for construction firms, agricultural enterprises, and heavy machine fabrication. This certificate program is designed to provide students a hands-on welding certificate that emphasizes training and the mastery of welding techniques. The welding program emphasizes welding skill proficiency through lab activities and projects as learning activities. All the courses contain essential components required for success in industry today such as mathematics, communication, attendance, and productivity.

### Long-term Benefits:

- Increased labor pool to replace retiring workers
- Increased selection for new hires
- Overall increased quality of work force
- Overall increased quality of manufacturing in western Illinois
- Increased technical expertise of existing work force

### Admission to the Program: Open

#### First-Time Enrollees

- Complete an application for admission and, if desired, apply for financial aid.
- Send an official high school transcript or GED score report to the Admissions and Records Office.
- Complete the placement exam, COMPASS.
- Meet with an advisor/counselor to select classes and complete the registration process.

Department of Career and Corporate Development  
 2400 Tom L. Wilson Blvd.  
 Galesburg, IL 61401  
 Phone: 309.345.3500  
[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu)

### For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

## Associate in Applied Science

### First Year

#### Fall Semester

WEL.100	Welding Theory OFC & OAW
WEL.102	Metal Preparation
WEL.109	Oxyacetylene Welding
WEL.104	Welding Theory Basic SMAW
WEL.111	Arc Welding Basic 1
WEL.112	Arc Welding Basic 2
WEL.105	Welding Theory Advanced SMAW
WEL.114	Arc Welding Advanced 1
WEL.115	Arc Welding Advanced 2
WEL.106	Welding Theory GTAW

#### Semester Hours

1
1
1
1
1
1
1
1
1
1
1

WEL.116	Gas Shielded Arc-TIG 1	1
WEL.117	Gas Shielded Arc-TIG 2	1
MAT.101	Technical Mathematics 1	3

#### Spring Semester

WEL.107	Welding Theory Basic GMAW	1
WEL.118	Gas Shielded Arc-MIG 1	1
WEL.119	Gas Shielded Arc-MIG 2	1
WEL.108	Welding Theory GMAW & FCAW	1
WEL.120	Gas Shielded Applications	1
WEL.129	Flux Cored Arc Welding	1
WEL.110	Welding Theory/Applications	1
WEL.121	Application Welding 1	1
WEL.122	Application Welding 2	1
WEL.126	Weld Test Evaluation	1
WEL.127	Welding Theory/Welding Evaluation	1
ENG.101 or RDG.120	Freshman Composition 1 (or Strategies for Success in College)	3
BOC.107	Tech Skills for Business Environment	3

#### Summer Session

ICT.110	Computer Software Applications	3
BUS.100	Introduction to Business	3

### Second Year

#### Fall Semester

WEL.125	Welding Blueprints	2
MFG.130	Industrial Safety	2
MTL.101	Machine Tool Fundamentals 1	3
ELT.100	Electrical Fundamentals	3
OMS.102 or BUS.201	Supervision Fundamentals (or Management Fundamentals)	3
PSY.101 or SOC.101	Introduction to Psychology (or Introduction to Sociology)	3

#### Spring Semester

WEL.149	Automated Welding Applications	2
WEL.202	Production and Inventory Control	1
MET.100	Metallurgy Fundamentals	2
MTL.103	Manufacturing Processes	2
OMS.101 or BLA.202	Labor-Management Relations (or Business Law)	3
TQM.101	Total Quality Management	2

#### Summer Session

WEL.123	Work Experience	1.5
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Total Program Hours: 67.5

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)

**Johnson, Craig A**  
instructor, welding

The Center for Manufacturing Excellence (CME) offers classroom space, a computer lab, and houses Carl Sandburg College's industrial programs. Students may take courses in the following subject areas: welding, biofuels, rail, machine tooling, manufacturing or electrical. The electrical lab features a host of components to aid in student learning including

AC/DC trainers. In 2014, Sandburg became a designated National Academy of Railroad Sciences (NARS) training site offering courses in locomotive electrical and locomotive mechanical. Instruction is delivered by individuals with industry-specific expertise and includes specialized coursework using technical equipment. Two diesel engines inside the CME are available for training opportunities. The College's welding lab offers 16 bay stations and soon will have an additional ten working spaces. The welding area offers a welding simulator, as well as state of the art multi process welding machines.



# Gas Shielded Arc Welding Specialist Certificate

## Certificate

[www.sandburg.edu/academics/welding](http://www.sandburg.edu/academics/welding)

This two-semester certificate is designed to provide the graduate with skills needed to enter employment in local industry with skills and knowledge that emphasizes training and the entry-level competence for MIG, TIG, or ARC welding. The welding program emphasizes welding skill proficiency through lab activities and projects as learning activities. All the courses contain essential components required for success in industry today such as mathematics, communication, attendance, and productivity.

### Long-term Benefits:

- Increased labor pool to replace retiring workers
- Increased selection for new hires
- Overall increased quality of work force
- Overall increased quality of manufacturing in western Illinois
- Increased technical expertise of existing work force

### Admission to the Program: Open

#### First-Time Enrollees

- Complete an application for admission and, if desired, apply for financial aid.
- Send an official high school transcript or GED score report to the Admissions and Records Office.
- Complete the placement exam, COMPASS.
- Meet with an advisor/counselor to select classes and complete the registration process.

Department of Career and Corporate Development  
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### For Graduation Requirements:

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## Fall Start

#### First Year

#### Fall Semester

		Semester Hours
WEL.100	Welding Theory OFC & OAW	1
WEL.102	Metal Preparation	1
WEL.109	Oxyacetylene Welding	1
WEL.104	Welding Theory Basic SMAW	1
WEL.111	Arc Welding Basic 1	1
WEL.112	Arc Welding Basic 2	1
WEL.105	Welding Theory Advanced SMAW	1
WEL.114	Arc Welding Advanced 1	1
WEL.115	Arc Welding Advanced 2	1
WEL.106	Welding Theory GTAW	1

WEL.116	Gas Shielded Arc-TIG 1	1
WEL.117	Gas Shielded Arc-TIG 2	1
MAT.101	Technical Mathematics 1	3
<b>Spring Semester</b>		
WEL.107	Welding Theory Basic GMAW	1
WEL.118	Gas Shielded Arc-MIG 1	1
WEL.119	Gas Shielded Arc-MIG 2	1
WEL.108	Welding Theory GMAW & FCAW	1
WEL.120	Gas Shielded Applications	1
WEL.129	Flux Cored Arc Welding	1
WEL.125	Welding Blueprints	2
WEL.130	Industrial Safety	2
MTL.103	Manufacturing Processes	2
ENG.101 or RDG.120	Freshman Composition 1 (or Strategies for Success in College)	3
Total Program Hours:		30.0

## Spring Start

#### First Year

#### Spring Semester

#### Semester Hours

WEL.100	Welding Theory OFC & OAW	1
WEL.102	Metal Preparation	1
WEL.109	Oxyacetylene Welding	1
WEL.104	Welding Theory Basic SMAW	1
WEL.111	Arc Welding Basic 1	1
WEL.112	Arc Welding Basic 2	1
WEL.105	Welding Theory Advanced SMAW	1
WEL.114	Arc Welding Advanced 1	1
WEL.115	Arc Welding Advanced 2	1
WEL.106	Welding Theory GTAW	1
WEL.116	Gas Shielded Arc-TIG 1	1
WEL.117	Gas Shielded Arc-TIG 2	1
ENG.101 or RDG.120	Freshman Composition 1 (or Strategies for Success in College)	3

#### Fall Semester

WEL.107	Welding Theory Basic GMAW	1
WEL.118	Gas Shielded Arc-MIG 1	1
WEL.119	Gas Shielded Arc-MIG 2	1
WEL.108	Welding Theory GMAW & FCAW	1
WEL.120	Gas Shielded Applications	1
WEL.129	Flux Cored Arc Welding	1
WEL.130	Industrial Safety	2
WEL.125	Welding Blueprints	2
MTL.103	Manufacturing Processes	2
MAT.101	Technical Mathematics 1	3
Total Program Hours:		30.0

#### Johnson, Craig A

instructor, welding

The Center for Manufacturing Excellence (CME) offers classroom space, a computer lab, and houses Carl Sandburg College's industrial programs. Students may take courses in the following subject areas: welding,

biofuels, rail, machine tooling, manufacturing or electrical. The electrical lab features a host of components to aid in student learning including AC/DC trainers. In 2014, Sandburg became a designated National Academy of Railroad Sciences (NARS) training site offering courses in locomotive electrical and locomotive mechanical. Instruction is delivered by individuals with industry-specific expertise and includes specialized coursework using technical equipment. Two diesel engines inside the CME are available for training opportunities. The College's welding lab offers 16 bay stations and soon will have an additional ten working spaces. The welding area offers a welding simulator, as well as state of the art multi process welding machines.

# Industrial Welding Technology-Mig Option/Gas Metal Arc Cert

## Certificate

[www.sandburg.edu/academics/welding](http://www.sandburg.edu/academics/welding)

This two-semester certificate is designed to provide the graduate with skills needed to enter employment in local industry with skills and knowledge that emphasizes training and the entry-level competence for MIG welding. The welding program emphasizes welding skill proficiency through lab activities and projects as learning activities. All of the courses contain essential components required for success in the industry today such as mathematics, communication, attendance, and productivity.

### Long-term Benefits:

- Increased labor pool to replace retiring workers
- Increased selection for new hires
- Overall increased quality of work force
- Overall increased quality of manufacturing in western Illinois
- Increased technical expertise of existing work force

### Admission to the Program: Open

#### First-Time Enrollees

- Complete an application for admission and, if desired, apply for financial aid.
- Send an official high school transcript or GED score report to the Admissions and Records Office.
- Complete the placement exam, COMPASS.
- Meet with an advisor/counselor to select classes and complete the registration process.

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 2400 Tom L. Wilson Blvd.  
 Galesburg, IL 61401  
 Phone: 309.344.3500  
[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu)

### For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

#### First Year

Fall Semester		Semester Hours
WEL.100	Welding Theory OFC & OAW	1
WEL.102	Metal Preparation	1
WEL.109	Oxyacetylene Welding	1
WEL.104	Welding Theory Basic SMAW	1
WEL.111	Arc Welding Basic 1	1
WEL.112	Arc Welding Basic 2	1
WEL.105	Welding Theory Advanced SMAW	1
WEL.114	Arc Welding Advanced 1	1
WEL.115	Arc Welding Advanced 2	1
WEL.125	Welding Blueprints	2
WEL.130	Industrial Safety	2
MAT.101	Technical Mathematics 1	3

#### Spring Semester

WEL.107	Welding Theory Basic GMAW	1
WEL.118	Gas Shielded Arc-MIG 1	1
WEL.119	Gas Shielded Arc-MIG 2	1
WEL.108	Welding Theory GMAW & FCAW	1
WEL.120	Gas Shielded Applications	1
WEL.129	Flux Cored Arc Welding	1
MTL.101	Machine Tool Fundamentals 1	3
MTL.103	Manufacturing Processes	2
ENG.101 or RDG.120	Freshman Composition 1 (or Strategies for Success in College)	3
Total Program Hours:		30.0

**Johnson, Craig A**  
 instructor, welding

The Center for Manufacturing Excellence (CME) offers classroom space, a computer lab, and houses Carl Sandburg College's industrial programs. Students may take courses in the following subject areas: welding, biofuels, rail, machine tooling, manufacturing or electrical. The electrical lab features a host of components to aid in student learning including AC/DC trainers. In 2014, Sandburg became a designated National Academy of Railroad Sciences (NARS) training site offering courses in locomotive electrical and locomotive mechanical. Instruction is delivered by individuals with industry-specific expertise and includes specialized coursework using technical equipment. Two diesel engines inside the CME are available for training opportunities. The College's welding lab offers 16 bay stations and soon will have an additional ten working spaces. The welding area offers a welding simulator, as well as state of the art multi process welding machines.

# Pipe Welder Specialist Certificate

<http://www.sandburg.edu/academics/pipe-welder>

The Pipe Welder Specialist Certificate program is a two-semester program designed to provide students a hands-on specialty welding certificate that emphasizes training and the mastery of welding techniques in pipe welding. Students will specialize in ARC and TIG welding and build skill proficiencies aligned with American Welding Society Level II Welder Standards.

## Long-term Benefits:

- Increased labor pool to replace retiring workers
- Increased selection for new hires
- Overall increased quality of work force
- Overall increased quality of manufacturing in western Illinois
- Increased technical expertise of existing work force

## Admission to the Program: Open First-Time Enrollees

- Complete an application for admission and, if desired, apply for financial aid.
- Send an official high school transcript or GED score report to the Admissions and Records Office.
- Complete the placement exam, COMPASS.
- Meet with an advisor/counselor to select classes and complete the registration process

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2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
Phone: 309.344.3500  
[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu)

## For Graduation Requirements:

[http://catalog.sandburg.edu/academicinformation/  
#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)

## Certificate

### Fall Start

#### First Year

#### Fall Semester

	Semester Hours
WEL.100 Welding Theory OFC & OAW	1
WEL.102 Metal Preparation	1
WEL.109 Oxyacetylene Welding	1
WEL.104 Welding Theory Basic SMAW	1
WEL.111 Arc Welding Basic 1	1
WEL.112 Arc Welding Basic 2	1
WEL.105 Welding Theory Advanced SMAW	1
WEL.114 Arc Welding Advanced 1	1
WEL.115 Arc Welding Advanced 2	1
WEL.106 Welding Theory GTAW	1
WEL.116 Gas Shielded Arc-TIG 1	1

WEL.117 Gas Shielded Arc-TIG 2	1
MTL.103 Manufacturing Processes	2
MAT.101 Technical Mathematics 1	3
<b>Spring Semester</b>	
WEL.107 Welding Theory Basic GMAW	1
WEL.118 Gas Shielded Arc-MIG 1	1
WEL.119 Gas Shielded Arc-MIG 2	1
WEL.151 Introduction to Pipe Welding 1G Rolled	1.5
WEL.152 Pipe Welding 2G Horizontal	1.5
WEL.153 Pipe Welding 5G Vertical	1.5
WEL.154 Pipe Welding 6G Inclined	1.5
WEL.125 Welding Blueprints	2
WEL.130 Industrial Safety	2
ENG.101 or RDG 120 Freshman Composition 1 (or Strategies for Success in College)	3
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Total Program Hours:	33.0

## Spring Start

### First Year

#### Spring Semester

#### Semester Hours

WEL.100 Welding Theory OFC & OAW	1
WEL.102 Metal Preparation	1
WEL.109 Oxyacetylene Welding	1
WEL.104 Welding Theory Basic SMAW	1
WEL.111 Arc Welding Basic 1	1
WEL.112 Arc Welding Basic 2	1
WEL.105 Welding Theory Advanced SMAW	1
WEL.114 Arc Welding Advanced 1	1
WEL.115 Arc Welding Advanced 2	1
WEL.106 Welding Theory GTAW	1
WEL.116 Gas Shielded Arc-TIG 1	1
WEL.117 Gas Shielded Arc-TIG 2	1
MTL.103 Manufacturing Processes	2
ENG.101 or RDG 120 Freshman Composition 1	3

#### Fall Semester

WEL.107 Welding Theory Basic GMAW	1
WEL.118 Gas Shielded Arc-MIG 1	1
WEL.119 Gas Shielded Arc-MIG 2	1
WEL.151 Introduction to Pipe Welding 1G Rolled	1.5
WEL.152 Pipe Welding 2G Horizontal	1.5
WEL.153 Pipe Welding 5G Vertical	1.5
WEL.154 Pipe Welding 6G Inclined	1.5
WEL.125 Welding Blueprints	2
WEL.130 Industrial Safety	2
MAT.101 Technical Mathematics 1	3
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Total Program Hours:	33.0

(Students who do not expect to complete their degree within five years should refer to the Graduation Requirements (p. 23) section in this catalog.)

**Johnson, Craig A**

instructor, welding

The Center for Manufacturing Excellence (CME) offers classroom space, a computer lab, and houses Carl Sandburg College's industrial programs. Students may take courses in the following subject areas: welding, biofuels, rail, machine tooling, manufacturing or electrical. The electrical lab features a host of components to aid in student learning including AC/DC trainers. In 2014, Sandburg became a designated National Academy of Railroad Sciences (NARS) training site offering courses in locomotive electrical and locomotive mechanical. Instruction is delivered by individuals with industry-specific expertise and includes specialized coursework using technical equipment. Two diesel engines inside the CME are available for training opportunities. The College's welding lab offers 16 bay stations and soon will have an additional ten working spaces. The welding area offers a welding simulator, as well as state of the art multi process welding machines.

# Welding/ Shielded Metal Arc

## Certificate

[www.sandburg.edu/academics/welding](http://www.sandburg.edu/academics/welding)

This one-semester program is designed to provide the graduate with skills needed to enter employment in local industry as an entry-level welding supervisor for construction firms, agricultural enterprises, and heavy machine fabrication that emphasizes training in Shielded Metal ARC welding. The welding program emphasizes welding skill proficiency through lab activities and projects as learning activities. All the courses contain essential components required for success in industry today such as mathematics, communication, attendance, and productivity.

### Long-term Benefits:

- Increased labor pool to replace retiring workers
- Increased selection for new hires
- Overall increased quality of work force
- Overall increased quality of manufacturing in western Illinois
- Increased technical expertise of existing work force

### Admission to the Program: Open

#### First-Time Enrollees

- Complete an application for admission and, if desired, apply for financial aid.
- Send an official high school transcript or GED score report to the Admissions and Records Office.
- Complete the placement exam, COMPASS.
- Meet with an advisor/counselor to select classes and complete the registration process.

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WEL.100	Welding Theory OFC & OAW	1
WEL.102	Metal Preparation	1
WEL.109	Oxyacetylene Welding	1
WEL.104	Welding Theory Basic SMAW	1
WEL.111	Arc Welding Basic 1	1
WEL.112	Arc Welding Basic 2	1
WEL.105	Welding Theory Advanced SMAW	1
WEL.114	Arc Welding Advanced 1	1
WEL.115	Arc Welding Advanced 2	1
WEL.125	Welding Blueprints	2
WEL.130	Industrial Safety	2
MTL.103	Manufacturing Processes	2
MAT.101	Technical Mathematics 1	3
Total Semester Hours		18

Johnson, Craig A

instructor, welding

The Center for Manufacturing Excellence (CME) offers classroom space, a computer lab, and houses Carl Sandburg College's industrial programs. Students may take courses in the following subject areas: welding, biofuels, rail, machine tooling, manufacturing or electrical. The electrical lab features a host of components to aid in student learning including AC/DC trainers. In 2014, Sandburg became a designated National Academy of Railroad Sciences (NARS) training site offering courses in locomotive electrical and locomotive mechanical. Instruction is delivered by individuals with industry-specific expertise and includes specialized coursework using technical equipment. Two diesel engines inside the CME are available for training opportunities. The College's welding lab offers 16 bay stations and soon will have an additional ten working spaces. The welding area offers a welding simulator, as well as state of the art multi process welding machines.

# Industrial Welding Technology-Tig Option/Gas Metal Arc Cert.

## Certificate

[www.sandburg.edu/academics/welding](http://www.sandburg.edu/academics/welding)

This two-semester program is designed to provide the graduate with skills needed to enter employment in local industry as an entry-level welding supervisor for construction firms, agricultural enterprises, and heavy machine fabrication. This certificate program is designed to provide students a hands-on welding certificate that emphasizes training and the mastery of welding techniques specializing in TIG-Gas Metal Arc welding. The welding program emphasizes welding skill proficiency through lab activities and projects as learning activities. All the courses contain essential components required for success in industry today such as mathematics, communication, attendance, and productivity.

### Long-term Benefits:

- Increased labor pool to replace retiring workers
- Increased selection for new hires
- Overall increased quality of work force
- Overall increased quality of manufacturing in western Illinois
- Increased technical expertise of existing work force

**Admission to the Program:** Open

### First-Time Enrollees

- Complete an application for admission and, if desired, apply for financial aid.
- Send an official high school transcript or GED score report to the Admissions and Records Office.
- Complete the placement exam, COMPASS.
- Meet with an advisor/counselor to select classes and complete the registration process.

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#### First Year

Fall Semester	Semester Hours
WEL.100 Welding Theory OFC & OAW	1
WEL.102 Metal Preparation	1
WEL.109 Oxyacetylene Welding	1
WEL.104 Welding Theory Basic SMAW	1
WEL.111 Arc Welding Basic 1	1
WEL.112 Arc Welding Basic 2	1
WEL.105 Welding Theory Advanced SMAW	1
WEL.114 Arc Welding Advanced 1	1
WEL.115 Arc Welding Advanced 2	1

WEL.106	Welding Theory GTAW	1
WEL.116	Gas Shielded Arc-TIG 1	1
WEL.117	Gas Shielded Arc-TIG 2	1
MAT.101	Technical Mathematics 1	3
<b>Spring Semester</b>		
WEL.125	Welding Blueprints	2
WEL.130	Industrial Safety	2
MTL.103	Manufacturing Processes	2
ENG.101 or RDG.120	Freshman Composition 1 (or Strategies for Success in College )	3
<b>Total Program Hours:</b>		<b>24.0</b>

**Johnson, Craig A**  
 instructor, welding

The Center for Manufacturing Excellence (CME) offers classroom space, a computer lab, and houses Carl Sandburg College's industrial programs. Students may take courses in the following subject areas: welding, biofuels, rail, machine tooling, manufacturing or electrical. The electrical lab features a host of components to aid in student learning including AC/DC trainers. In 2014, Sandburg became a designated National Academy of Railroad Sciences (NARS) training site offering courses in locomotive electrical and locomotive mechanical. Instruction is delivered by individuals with industry-specific expertise and includes specialized coursework using technical equipment. Two diesel engines inside the CME are available for training opportunities. The College's welding lab offers 16 bay stations and soon will have an additional ten working spaces. The welding area offers a welding simulator, as well as state of the art multi process welding machines.

# ACC Accounting

## Courses

	Hr/Wk Lect/ Disc	Hr/Wk Clin Lab	Sem Cr Hr
<b>ACC.100 Procedural Accounting</b>	3		3

This is a fundamental course for the occupationally-oriented student that emphasizes how to keep records rather than how to analyze them. The course work will be devoted to developing procedures within the framework of acceptable record-keeping concepts. The student will also develop a vocabulary necessary to understand terminology in the accounting area. Any person who desires a basic understanding of bookkeeping prior to pursuing principles of accounting will find this course very helpful.

Offered: Fall or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

<b>ACC.101 Principles of Financial Accounting</b>	3		3
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This is the first of a two course sequence designed to prepare students for a major in accounting. This course presents the following topics: concept of double-entry accounting, completing the accounting cycle, preparing financial statements, accounting for cash and charge transactions, accruals and deferrals, depreciation of physical assets, allowing for doubtful accounts, accounting for receivables and payables, inventories, payroll accounting, systems and controls, and concepts and principles.

Offered: Fall or Spring

Prerequisites: A grade of C or better in RDG.096 or a COMPASS reading score of 83 or higher or ACT Reading score of 20; A grade of C or better in MAT.090 or a COMPASS pre-algebra score of 47 or higher (BOC.100 Placement)

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

<b>ACC.102 Principles of Managerial Accounting</b>	3		3
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This is the second of two courses in principles of accounting. During this course the basic accounting theory required for corporations, including accounting for merchandise, receivables, other assets, liabilities, and capital, will be covered. In addition, job costing, unit process costing, decision making, and statement analysis are introduced.

Offered: Fall or Spring

Prerequisites: Take ACC.101.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate ; AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

<b>ACC.201 Intermediate Accounting 1</b>	4		4
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This is a course in intermediate accounting for students preparing for employment upon completion of their studies at Sandburg. Students will examine the balance sheet, income statement, and statement of cash flows in detail. The conceptual framework of accounting, concepts of future and present value, cash and receivables, inventory, and the acquisition and disposition of property, plant, and equipment will be given special emphasis. Various methods of presenting financial statements for external users will be studied.

Offered: Fall

Prerequisites: Take ACC.102

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

<b>ACC.202 Intermediate Accounting 2</b>	4		4
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This course is a continuation of Intermediate Accounting 1. Students will examine the balance sheet and income statement in detail with special emphasis on the liability and stockholder's equity accounts. Various methods of presenting financial statements for external users will be studied.

Offered: Spring

Prerequisites: Take ACC.201

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

<b>ACC.203 Accounting Software</b>	2	2	3
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This course will use a commercial business accounting software package to familiarize the student with the type of accounting software he/ she could encounter in the business world. Various business types and organizations will be used to demonstrate the various aspects of the accounting cycle including accounts receivable, accounts payable, payroll, inventory, and financial statements. A manual practice set will also be used to familiarize students with subsidiary ledgers, accounts receivable/ payable tasks, payroll, and the flow of information in the accounting cycle. This course is appropriate for accounting students preparing for employment upon completion of their studies at Carl Sandburg College.

Offered: Spring or as Needed

Prerequisites: Take ICT.110 Concurrent enrollment in ACC.102

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable



**ACC.205 Cost Accounting** 3 3

This is a one-semester course in practices and procedures of cost accounting. It presents job order, process cost and standard cost accounting principles. This course is designed for baccalaureate oriented students. It is also appropriate for persons preparing for employment without completing a bachelor's degree.

Offered: Spring

Prerequisites: Take ACC.102

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**ACC.206 Federal Income Tax** 3 3

This is a course designed to give students a fundamental background of the individual income tax system. The course presents the following topics: the background of the federal income tax withholding system; basic individual income tax; individual income tax structure; identification of inclusions and exclusions from gross income; itemized deductions; business returns for self-employed individuals; special tax situations for individuals; and changes affecting current year's tax laws.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**ACC.207 Payroll Accounting** 2 2 3

This course will focus on payroll accounting and the role that the payroll accountant plays in an organization's management planning process. The need for timely and accurate payroll data will be a major focus of this course. Payroll accounting software and microcomputer spreadsheet applications will be an integral part of this course. The need for payroll and personnel records, computing and paying wages and salaries, payroll taxes, and analyzing and journalizing payroll transactions will be covered.

Offered: Spring or as Needed

Prerequisites: ACC.100 or ACC.101, BOC.100 or MAT.099, ICT.110

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**ACC.208 Spreadsheet Applications for Business** 2 2 3

This course will focus on developing more advanced skills in microcomputer spreadsheet applications as they relate to accounting and other business applications. Basic knowledge of spreadsheets will be assumed. Topics that may be explored include working with formulas and functions, charts and graphs, working with multiple worksheets and workbooks, integration with other software applications, data tables and scenario management, and other accounting/business applications.

Offered: Fall or as Needed

Prerequisites: Take ACC.102 Concurrent enrollment in ICT.110

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

# AGR Agriculture

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

## Courses

**AGR.121 Introduction to Animal Science** 3 2 4

This course includes the following major topics regarding animal science: introduction and history; breeds of beef, dairy, horses, and other companion animals, poultry, sheep and swine; breeding and selection; anatomy and physiology; nutrition; growth; environment; health and sanitation; product; marketing; and production, technology and economics. The laboratory portion of this course utilizes field trip experiences.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**AGR.131 Introduction to Crop Science** 3 2 4

This course focuses upon four principle objectives: the importance of crops on world food production, the basic principles of plant growth and the influence of man and environment, the theoretical and practical application of agronomic principles, and the interpretation of scientific data.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**AGR.141 Introduction to Agri Economics** 3 3

This course provides an introduction to economic principles and the application of those principles to agriculture. The role of agriculture in the United States and the world economics also is included.

Offered: Fall and Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only Non Course

**AGR.151 Introductory Soil Science** 3 2 4

The principle topics considered in this course are: the basic and applied chemical, physical and biological concepts in soils; the origin, classification and distribution of soils and their relationship to people and food production; and the management and conservation of soils. The laboratory portion of this course will utilize a combination of college laboratory and field trip experiences.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**AGR.181 Introduction to Horticultural Science** 2 2 3

This course is an introduction to the principles and practices involved in the development, production, and use of horticulture crops (fruits, vegetables, greenhouse, turf, nursery, floral and landscape). The course will also show the importance of horticulture in providing food and plant ornamentation; plant structure, growth and development; and environmental and biological factors influencing plant growth.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AAS, AGS, and Certificates where applicable. General Education-not applicable, elective only..

General Education -- Not Applicable Elective Only

**ALH.110 Introduction to Pharmacology** 3 3

This course is an overview of pharmacology and its medications as it pertains to allied health professions. Topics will include principles of drug administration and basic mathematics involved in drug calculations. Throughout the course, the commonly used medications within allied health professions will be explored. This course is intended for students intending to enter an Allied Health program.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**ALH.115 Basic Health Statistics** 3 3

This course is designed to provide students an introduction to terms, definitions, formulae, and computations used in computing health care statistics. Emphasis is on inpatient health care data and statistical computations, but most applications can be transferred to the outpatient or alternative healthcare settings. Statistical skills will be acquired and developed through actual use and analysis of data.

Offered: Fall

Prerequisites: COMPASS pre-algebra score of 47 or MAT.090 with grade of C or better or one year of high school Algebra completed in the last three years with a minimum grade of C

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS,AGS and Certificates where applicable.

General Education -- Not Applicable

**ALH.120 Medical Law and Ethics** 3 3

Students will be introduced to legal, moral, and ethical issues that are likely to arise as they practice health information management. This course provides an overview of the laws and the ethics needed to provide competent and compassionate care to patients within legal and ethical boundaries. This course will serve as a guide to assist students in resolving legal and ethical questions encountered as a health care provider.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AGS, AAS and Certificates where applicable.

General Education -- Not Applicable

## ALH Health Careers

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

### Courses

**ALH.100 Exploring Health Careers** 1 1

This course is designed to introduce the student who is new to health care or exploring a health career field to basic knowledge and skills for many different health careers. This is an introductory course exploring aspects of infection control, vital signs, patient movement/transport, and patient care in different health career fields. this course is intended for any student interested in a health care field.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**ALH.105 Introduction to Patient Care** 1 1 1.5

This course is designed t introduce the student who is new to health care or exploring a health career field basic knowledge and skills of patient care for many different health careers. This is an introductory course exploring aspects of infection control, vital signs, patient movement;transport, oxygen administration, recognition of medical emergencies and assisting with drug administration. This course is intended for any student interested in a health care field

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

## AOP Administrative Office Professional

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

## Courses

**AOP.100 Careers for Office Professional** 1 1

This course is an exploration of office careers. Office professionals in areas such as: medical, legal, government, education, manufacturing, and financial services will present synopses of career opportunities. Students will be required to participate in seminars to discuss and report on the information presented. It is recommended that students take this course during the first semester of an office program.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**AOP.101 Keyboarding & Formatting 1** 2 2 3

This is the first course for individuals who have had no significant prior instruction in keyboarding. Instruction emphasizes the concepts and techniques involved in mastering the computer keyboard, various letter styles, reports, and tables. Minimum five-minute timing speed on straight copy material of 30 gross words per minute (with five errors or less) is required to successfully complete the course.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**AOP.102 Keyboarding & Formatting 2** 2 2 3

This is the second semester course in keyboarding. The concepts and techniques presented in AOP 101 will be strengthened with more attention on special letters, forms, tables, and reports. Speed and accuracy development will be stressed. Minimum five-minute timing speed on straight-copy material of 45 gross words per minute (with five errors or less) is required to successfully complete the course. Students also enrolled in AOP 116 are expected to maintain concurrent enrollment to ensure success in this course.

Offered: Fall or Spring or Summer

Prerequisites: AOP.101 with a minimum grade of C Concurrent enrollment in AOP.116. Medical Administrative, Specialist and Legal Office Assistant majors are exempt from the AOP.116 prerequisite.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**AOP.103 Speedwriting 1** 3 3

Speedwriting is an alphabetic system of shorthand based on the letters of the alphabet and common punctuation marks used in longhand. This course is a first course for individuals who have had no significant prior instruction in Speedwriting. It is designed for the student who wants to learn a note taking skill for professional or personal use quickly and easily. Basic theory is introduced with heavy emphasis on reading and theory. Dictation and transcription are also introduced. The minimum speed requirement for satisfactory completion of this course is 60 words per minute for two minutes or 50 words per minute for three minutes with a minimum of 95 percent accuracy. A complete brief form and abbreviation test will also be given and must be passed with 95 percent or better accuracy in order to successfully complete this course.

Offered: Spring

Prerequisites: AOP.101 or concurrent enrollment in AOP.101

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**AOP.107 Website Creation** 3 3

This course teaches the essentials of one of the most powerful tools for building Web sites without HTML. Students will learn the principles of site design and navigational structures, and how to manipulate text, graphics, and buttons. Students will also discover how to organize their pages professionally with tables, how to choose a Web Presence Provider, how to publish their site on the Web, and how to attract visitors to their site. This course will utilize software such as Microsoft FrontPage.

Offered: Fall or as Needed

Prerequisites: ICT.110

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**AOP.113 Machine Transcription** .5 3 2

This course provides students the experience transcribing documents from a variety of businesses and professions. Upon completion of this course, students will increase their business vocabulary and strengthen their grammar, punctuation, and proofreading skills.

Offered: Fall or Spring or Summer

Prerequisites: AOP.101 with minimum grade of C

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**AOP.116 Introduction to Word Processing** 2 2 3

This course introduces students to creating, formatting, customizing, proofing, editing, maintaining, managing, and printing documents. Additional topics include merging documents, sorting text, selecting records, inserting elements, and creating and enhancing tables and charts.

Offered: Fall or Spring or Summer

Prerequisites: AOP.101 with a minimum grade of C

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**AOP.117 Medical Transcription 1** 1 4 3

This course provides students the experience of transcribing a variety of medical documents through the use of transcription equipment and computers. Students who complete this course will strengthen their medical vocabulary, as well as their grammar, punctuation, and proofreading skills.

Offered: Fall or Spring or Summer

Prerequisites: Take AOP.102 Concurrent enrollment in MDT.100

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**AOP.120 Legal Terminology & Concepts** 2 2

This course provides a logical frame of reference in the study of basic concepts and terminology in the legal field. In addition, this course will provide an analysis of the court system and the procedures involved in practice before the courts.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**AOP.130 Electronic Health Records** 1 2 2

This course introduces students to electronic health records used in different health care settings and will develop student skills in utilizing software to record medical records in an electronic format. Topics covered include converting paper records to electronic format, using electronic health records in a hospital and a medical office, how electronic medical health records interact with other hospital information systems, and challenges to privacy and security including HIPAA. Students will complete hands-on exercises working with electronic medical records software.

Offered: Fall

Prerequisites: AOP.101 and MDT.100

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**AOP.201 Business English** 2 2

This course provides a comprehensive coverage of effective business communications. In addition, it is designed to review grammar, punctuation, capitalization, number usage, abbreviation styles, and spelling.

Offered: Spring

Prerequisites: A score of 38 or higher on the writing section of the COMPASS exam or completion of ENG.098 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**AOP.203 Office Procedures** 3 3

This course introduces a variety of topics and practices intended to promote personal and professional development. Topics covered include professional ethics, theories of leadership, telework, and an overview of job search techniques. Communication techniques will be applied to the process of making effective presentations, providing proper customer service, and communicating effectively using telecommunications. Strong written and oral communication skills will be emphasized. Students will also gain insight into stress, anger and time-management techniques.

Offered: Fall

Prerequisites: #Take AOP.102 or ICT.110;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**AOP.205 Specialized Software Apps-Legal Office** 2 4 4

This course will introduce the fundamentals of how to use computer technology to accomplish tasks performed by legal assistants in a law office. Programs included will be word processing, spreadsheets, databases and law office-specific software such as timekeeping and billing, case management/docket control, electronic discovery, litigation support, computer assisted research and CD-Rom legal databases, the electronic courthouse/automated courtroom and presentation graphics.

Offered: Spring

Prerequisites: AOP.102 with a grade of C or better and ICT.110 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**AOP.216 Advanced Word Processing** 2 2 3

This course explores advanced features and builds on skills introduced in AOP 116. Topics covered include enhancing, customizing, and organizing document content. Additional advanced features covered pertain to document references, forms, outlines, macros, and document protection.

Offered: Fall or Spring or Summer

Prerequisites: Take AOP.101 and AOP.102 with grade of C or better or AOP.116.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**AOP.217 Medical Transcription 2** 1 4 3

This course provides students the experience of transcribing a variety of medical documents through the use of transcription equipment and computers. Students who complete this course will strengthen their medical vocabulary, grammar, punctuation, and proofreading skills.

Offered: Fall or Spring or Summer

Prerequisites: AOP.117

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**AOP.220 Legal Document Processing** 1 4 3

This course explores the preparation of legal documents. Emphasis is placed on developing and understanding the different formatting styles used in the legal field. Students will also be introduced to software packages used in the preparation of legal documents. Students who complete this course will strengthen their legal vocabulary, in addition to their grammar, punctuation, and proofreading skills.

Offered: Spring

Prerequisites: Take AOP.116 or concurrent enrollment; Take AOP.120

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**AOP.231 Advanced Electronic Health Records** 3 3

This course is an extension of Electronic Health Records, AOP.130. Further application of skills and knowledge will be implemented with the use of actual electronic health record experiences. Case studies using industry-standard software in a variety of simulated medical environments will prepare students to transform theoretical electronic health record concepts into practical usage.

Offered: Spring

Prerequisites: Take AOP.130 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**AOP.234 Insurance & Billing in Medical Office** 2 2 3

This course introduces students to the basic information used in medical insurance and patient billing procedures. Topics covered include insurance terminology, government insurance programs, billing practices and computer software used for billing in a hospital or medical office.

Offered: Spring

Prerequisites: Take AOP.101 Concurrent enrollment in ICT.110

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**AOP.291 Professional Internship 1** 15 3

Students who are currently employed will perform a research project on a topic of interest to the student and his/her firm. The project will be supervised by the supervising instructor and a job site supervisor.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**AOP.292 Professional Internship 2** 15 3

The objective of this course is to integrate classroom theory with business practice. All students will receive on-the-job training with selected area businesses in the public and private sectors. All internship positions will be supervised by the supervising instructor and a job site supervisor.

The positions associated with this internship will be non-paying positions.

The prerequisite for this course is courses applicable toward the chosen curriculum and permission of supervising instructor, program coordinator or Dean of Career Technical and Health Education programs.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

## ARB Arabic

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

### Courses

**ARB.110 Arabic I** 3 3

This is the first of a two-course sequence of elementary Arabic. The emphasis of the course is on acquiring conversational skills through practical use of the language.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AGS, AAS and Certificates where applicable.

General Education -- Not Applicable Elective Only

## ART Art

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

### Courses

**ART.111 Art Appreciation** 3 3

This course leads students to develop knowledge for experiencing and understanding visual art as an important aspect of culture. Students will be introduced to the nature and purposes of art, principles of visual perception and design, art media and techniques, and a survey of the major art forms produced by ancient, Western and non-Western cultures. This course is intended for non-art majors, but may also be a useful introduction for anyone who has no previous experience in art.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. F2 900*

General Education -- Fine Arts Human Relations

**ART.112 Art: Prehistoric to 1400** 3 3

This course is an historical survey of world art, including the prehistoric period, ancient and non-Western civilizations, through the Middle Ages in Europe. The course focuses on the study of architecture, sculpture, painting and other appropriate artforms to lead the student to an understanding of art, processes of cultural and artistic development, and the influence of those developments on the culture in which we live. This is an essential foundation course for students intending to pursue a baccalaureate degree in art. It is also beneficial for students intending to pursue baccalaureate degrees in the humanities or social sciences.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. F2 901*

General Education -- Fine Arts

**ART.113 Art: 1400 to Present Day** 3 3

This course is an historical survey of the art of Western Civilization from the early Renaissance to present-day. The course focuses on the study of architecture, sculpture, painting and other appropriate art forms to lead the student to an understanding of art, processes of cultural and artistic development, and the influences of those developments on the culture in which we live. This is an essential foundation course for students intending to pursue a baccalaureate degree in art. It is also beneficial for students intending to pursue baccalaureate degrees in the humanities or social sciences. This course is intended as the second part of a two-part course sequence, preceded by ART 112, and students will benefit most from it if completed in that sequence. There are, however, no prerequisites for this course.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. F2 902*

General Education -- Fine Arts Human Relations

**ART.121 Two Dimensional Design** 1.5 3 3

This course is an introduction to basic visual design theory and practice. Emphasis is on the development of concepts and skills essential to visual thinking and expression through studio project assignments. This is an essential foundation course for students intending to pursue a curriculum in art, but is open to all students who have an interest in visual design, regardless of prior experience. Studio safety will be emphasized.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**ART.122 Three Dimensional Design** 1.5 3 3

This course introduces principles and media appropriate to the design and production of three-dimensional artforms. Emphasis is on the development of concepts and skills essential to visual thinking and expression through studio project assignments. There are no prerequisites, but art majors are advised to complete ART 121 and/or ART 131 before this course, in order to enhance transferability as a baccalaureate art degree requirement. Studio safety will be emphasized.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**ART.131 Drawing 1** 1.5 3 3

This course is an introduction to basic drawing media, techniques and purposes. Emphasis is on the development of concepts and skills essential to visual thinking and expression, through studio exercises. This is an essential foundation course for students intending to pursue further studies in art, but it is open to all students who have an interest in developing drawing skills regardless of prior experience. Studio safety will be emphasized.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**ART.132 Drawing 2** 1.5 3 3

This course is intended to be an extension of ART 131, and emphasizes the development of advanced drawing techniques, pictorial composition, and personal expressiveness. It is recommended as part of a two-course foundation in drawing for students intending to transfer to senior institution in art. Studio safety will be emphasized.

Offered: Fall or Spring or Summer

Prerequisites: ART.131 or equivalent

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**ART.133 Life Drawing** 1.5 3 3

This course is an introduction to drawing the human figure using a variety of media. Drawings will be derived from direct observation and instruction will emphasize descriptive drawing techniques of the human figure. Drawing activities will emphasize full figure, features, and anatomical differentiation encompassing individual physiognomy. Studio safety will be emphasized.

Offered: Spring

Prerequisites: Take ART.131

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**ART.141 Painting** 1.5 3 3

Initially, this course focuses upon the basic principles of art as expressed through painting. Subsequently, the student selects subjects for further development of his/her competence in the implementation of those principles. There are no prerequisites, but art majors are advised to complete ART 131 before this course in order to enhance transferability as a baccalaureate art degree requirement. Studio safety will be emphasized.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**ART.142 Advanced Painting** 1.5 3 3

This course continues building aesthetic and technical skills begun in ART 141. Emphasis will be placed on the investigation of media usage, color development and painting as a medium of communication. Studio safety will be emphasized.

Offered: Fall or Spring

Prerequisites: Take ART.141

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**ART.151 Printmaking** 1.5 3 3

Printmaking techniques such as relief and silkscreen are studied and practiced in this course to give the student an understanding of the processes of making multiple originals. Attention is given to the principles of design and the use of printing media to express visual ideas. There are no prerequisites, but art majors are advised to completed ART 131 before this course in order to enhance transferability as a baccalaureate art degree requirement. Studio safety will be emphasized.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**ART.161 Intro to Photography** 1.5 3 3

This course will introduce the student to the concepts and skills of basic black-and-white photography and the elements of pictorial form, and will promote use of the medium as a vehicle for creative expression. Emphasis will be placed on the mastery of basic techniques through camera and darkroom projects, and photographic vision through the analysis of exemplary works.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AGS and Certificates where applicable. General Education--Not applicable, elective only..

General Education -- Not Applicable Elective Only

**ART.162 Digital Photography** 1.5 3 3

This course will introduce the student to the skills and concepts of basic digital photography and promote the development of an understanding of the application of the elements and principles of design to the imaging process. It will also promote exploration of the medium for creative expression. Emphasis will be placed on the mastery of basic techniques through camera and computer projects and on photographic vision through the analysis of exemplary works.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**ART.163 Digital Photography II** 1.5 3 3

This course continues building aesthetic and technical skills begun in Digital Photography (ART 162). This course will introduce the student to advanced skills and concepts of digital photography and image editing, continue the development of understanding in the application of the elements and principles of design to the imaging process, and promote exploration of the medium for creative expression. Emphasis will be placed on the mastery of basic tools and techniques of image editing and enhancement through the use of Adobe Photoshop. Camera and image editing projects will provide students with opportunities for creative and technical growth.

Offered: As Needed

Prerequisites: Take ART.162

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**ART.171 Ceramics 1** 1.5 3 3

This course is an introduction to the medium of clay, from construction through the completion of finished pieces, including handbuilding techniques, glazing and firing. Studio safety will be emphasized. There are no prerequisites, but art majors are advised that some senior institutions may not accept this course as an art degree requirement unless it was preceded by specific art prerequisites.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**ART.172 Ceramics 2** 1.5 3 3

This course is intended as an extension of ART 171, emphasizing the further development of knowledge and skills regarding form, decorative and conceptual approaches, glaze formulation, and firing technology. The course emphasizes individual instruction, permitting students to focus on handbuilding or potter's wheel techniques. Studio safety will be emphasized.

Offered: Fall or Spring or Summer

Prerequisites: Take ART.171

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**ART.191 Creativity of Graphic Design** 1.5 3 3

This course introduces the basic principles and elements of graphic design, the history of graphic design, form/symbol development, typography, and color theory. Students will learn through practical experience in essential studio processes and procedures, critiques, and group discussions how to visually solve graphic design problems. Using industry-standard software, students develop the ability and confidence to determine appropriate and successful designs. The course will focus on fundamental concepts and visual communication skills necessary for graphic design. The creation of multiple-page documents will be required, in both black and white and color, covering document construction, integration of word processing programs, working with images and typography, custom colors and standard output. The course will provide an introduction to the production of printed materials using illustrations and image manipulation software via computer.

Offered: Fall or Spring

Prerequisites: ART.121 or ART.122 or ART.131

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only Non Course

**ART.192 Conceptual Skill-Graphic Designers** 1.5 3 3

This course is a continuation of skills and creativity introduced in Graphic Design 191. Conceptual skills in visual language are used in the creation and communication of design systems. Students will create integrated media across a spectrum of applications, generate design criteria research, analysis, and design implications, and refine development for collateral items through web and motion graphics. This course will emphasize the development of graphic abstraction into both black and white and color translations, as well as the use of digital and/or traditional photography. There will be further emphasis on three- and four-dimensional computer modeling. Students will be introduced to the concepts of kinetic imagery and motion graphics. This course is an introduction to multimedia graphic design.

Offered: Fall and Spring

Prerequisites: ART.191

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only Non Course

**ART.193 Computer Art** 1.5 3 3

This course is intended as an introduction to computer applications in the visual arts. Students take a computer software-based approach to image manipulation and generation, including the integration of computer hardware, software, and peripheral devices as tools to create and combine traditional and contemporary visual ideas as applied to art and design. This is not a graphic design computer course. This studio-based course includes appropriate instruction in the health and safety issues relative to the methods of the course and the materials being used.

Offered: Fall

Prerequisites: Take ART.121 or ART.131

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

## AUT Automotive Technology

Hr/Wk Lect/ Disc	Hr/Wk Clin Lab	Sem Cr Hr
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### Courses

**AUT.101 Spark Ignition Engines 1** 1 4 3

This course is designed to introduce the student to the spark ignition engine. Emphasis will be placed on engine nomenclature, operation, rebuild procedure, and precision measuring instruments relative to the course. The student will perform a complete rebuild on a furnished engine with evaluation of the work performed on an engine dynamometer.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AGS and Automotive Technology Certificate.

General Education -- Not Applicable

**AUT.103 Braking Systems** 1 3 2

This course is designed to include all aspects of the braking system with emphasis on brake repair and diagnosis. The student will learn to operate a brake lathe. Students will also utilize computer scanners to diagnose ABS brake problems.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AGS and Automotive Technology Certificate.

General Education -- Not Applicable

**AUT.105 Electrical Systems** 2 2 3

This course is designed to cover the basic electrical systems found on late model automobiles. Electricity/electronic theory will be covered with an emphasis on DC circuits. The student will be exposed to an in-depth use of test equipment relative to diagnosis of electrical systems problems.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AGS and Automotive Technology Certificate.

General Education -- Not Applicable



**AUT.107 Shop Practices 1** 2.5 4.5 4

This course is designed to enhance student skills by repairing automobiles in a simulated dealership setting. Emphasis will be placed on student following repair practices utilized in local dealerships. Customer automobiles will be used in this course.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AGS and Automotive Technology Certificate.  
General Education -- Not Applicable

**AUT.110 Auto Math** 1 2 2

This course focuses on the math pertinent to the automotive field. Arithmetic, geometry, trigonometry, and basic algebra are the concepts that will be stressed. Lab assignments applying the aforementioned concepts will be given during this course to enhance the students' practical skills. The metric system will also be discussed and applied throughout the course.

Offered: Fall

Prerequisites: Placement into MAT.093 or equivalent.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.  
General Education -- Not Applicable

**AUT.124 Engine Performance Design** .5 1 1

This course pertains to designing an engine to meet performance objectives. Analytical methods of design will be applied before parts are selected. Performance software will be utilized for design analysis.

Offered: As Needed

Prerequisites: Take AUT.110

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.  
General Education -- Not Applicable

**AUT.201 Ignition Systems** 2 2 3

This course is designed to include all aspects of ignition systems with emphasis on operation, repair and diagnosis. The student will utilize electronic ignition test equipment and computer scanners to diagnose and monitor late model computer controlled engines.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AGS and Automotive Technology Certificate.  
General Education -- Not Applicable

**AUT.202 Steering Suspension & Front Wheel Dr** 1.5 3 3

This course is designed to expose student to an in-depth use of a four wheel computer controlled alignment machine. Student will inspect/repair front end components of vehicles prior to performing alignment. Shock and strut replacement will be covered along with tire repair and balancing.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AGS and Automotive Technology Certificate.  
General Education -- Not Applicable

**AUT.203 Manual Transmission & Dr Trains** 1 3 2

This course is designed to include all aspects of manual transmissions and drive trains with emphasis on repair and diagnosis. The student will be exposed to an in-depth study of gear ratios and their effects on torque and speed. Differential and transaxles will also be covered in this course.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AGS and Automotive Technology Certificate.  
General Education -- Not Applicable

**AUT.204 Automatic Transmissions** 1.5 3 3

This course is designed to include repair procedures and diagnosis of automatic transmissions and transaxles. The student will be responsible for rebuilding and testing two transmissions/transaxles. Maintenance procedures will also be covered in this course.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AGS and Automotive Technology Certificate.  
General Education -- Not Applicable

**AUT.206 Heating and Air Conditioning** 1 3 2

This course is designed to include all aspects of heating and air conditioning with emphasis on repair, diagnosis and system charging utilizing all safety precautions. The student will operate an AC reclaiming system for removing and charging the AC system.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AGS and Automotive Technology Certificate.  
General Education -- Not Applicable

**AUT.209 Shop Practices 2** 6 2

This course is designed to enhance previous skills obtained and apply those skills in a simulated dealership setting. Emphasis will be on accuracy or repair and diagnosis with a decrease in repair time. The student will be required to maintain repair orders and purchase request sheets.

Offered: Spring

Prerequisites: The completion of all technical courses in the automotive technology certificate.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AGS and Certificates where applicable.  
General Education -- Not Applicable

**AUT.215 Advanced Braking & Chassis Control** 1 4 3

This course will cover advanced methods of diagnosing more complex systems such as anti-lock brakes, traction and stability controls, and electrical assist steering using diagnostic scan tools and electrical systems diagnostics. Admission into the Advanced Electrical Certificate is required to enroll in this course.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AGS and Certificates where applicable.  
General Education -- Not Applicable

**AUT.220 Advanced Electrical Systems** 1 4 3

This course involves testing and repairing non-powertrain electronic systems in vehicles. Diagnostic scantool/on-board diagnosis of vehicle networks will be performed. Hands on experience with common types of switches and sensors. Admission into the Advanced Electrical Certificate is required to enroll in this course.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AGS and Certificates where applicable.

General Education -- Not Applicable

**AUT.225 Adv Emissions & Powertrain Control** 2 4 4

This course covers the theory, operation and testing of powertrain and emissions control systems in non-hybrid vehicles, with emphasis on real-world hands on testing, inspection and repair. Scan tools and On-board diagnostic testing will be covered, as well as component testing of sensors and control devices. Admission into the Advanced Electrical Certificate is required to enroll in this course.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AGS and Certificates where applicable.

General Education -- Not Applicable

**AUT.230 Automotive High Voltage Safety & System** 1 4 3

This course will cover safety concerns and theory of high-voltage electrical systems found in Hybrid electric HEV, and Battery Electric Vehicles, BEV. Emphasis will be on safety equipment and procedures, tools and testing equipment unique to HEV/BEV service; as well as, the theory of HEV/BEV operation including major variant types, regenerative braking and charging. Admission into the Advanced Electrical Certificate is required to enroll in this course.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

## BIO Biology

### Courses

**BIO.090 Foundation for Biology** 2 2

Understanding science requires the ability to speak the language, skill in the scientific measuring systems as well as knowledge of the scientific method. Foundation for Biology prepares the student for college level science courses. This class teaches the essential knowledge of scientific terminology, metric system, scientific method and basic chemistry.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Not Applicable.

General Education -- Not Applicable

**BIO.095 Foundation for Anatomy & Physiology** 2 2

Understanding of anatomy and physiology begins with a firm grasp of cell structure and function. Foundation for Anatomy and Physiology prepares the student for college level anatomy and physiology courses by explaining the functions of cells. This class teaches the essential knowledge of cell morphology, cell physiology, membrane transport, cell division as well as basics of tissues, organ systems and anatomical regions.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Not Applicable.

General Education -- Not Applicable

**BIO.101 General Biology** 3 2 4

This course introduces the student to the chemical and physical principles of life especially as they relate to humans. The major topics covered include cell structure/function, the energy flow, organismic biology, evolution, genetics, and ecology. General Biology is designed to meet the laboratory science requirement of the non-major as well as providing an appropriate background for science majors.

Offered: Fall or Spring or Summer

Prerequisites: A COMPASS Reading score of 83 or above is required to enroll in this course or RDG.096 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. L1 900L*

General Education -- Science Lab Science

**BIO.102 General Zoology** 3 2 4

This course provides an introduction to the animal kingdom with topics covering embryonic development, morphology and physiology, behavior, ecology, and evolution. Included are surveys of the protozoans and the animal kingdom.

Offered: Spring

Prerequisites: BIO.101 or equivalent

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. L1 902L*

General Education -- Science Lab Science

**BIO.103 General Botany** 3 2 4

This course provides an introduction to the plant kingdom with an emphasis on structure, basic principles of growth and development, reproductive biology, and ecology. Included will be surveys of bacteria, algae, fungi, and the plant kingdom.

Offered: Spring

Prerequisites: Take BIO.101 or equivalent

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. L1 901L*

General Education -- Science Lab Science

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

**BIO.108 Ecological Principles** 3 2 4

This course introduces the student to the basic concepts of ecology and the interrelationships between organisms and their environment. The major topics covered will include natural cycles, energy flow, population ecology, communities and ecosystems, and biotic interactions. Ecological Principles is designed to provide an appropriate background for science majors but will also meet the laboratory science requirement of the non-major with an interest in science. It is also recommended to take BIO 102, BIO 103, and CHM 100.

Offered: Fall

Prerequisites: BIO.101 and MAT.109 with a grade of C or better.

Recommended to also take BIO.102, BIO.103, and CHM.100

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**BIO.111 Anatomy & Physiology Fundamentals** 4 4

This is a one-semester, general survey course intended primarily for LPN and mortuary science students. The course includes a systems approach to anatomy and physiology and many additional topics such as nutrition, metabolism, and fluid-electrolyte and acid-base balance.

Offered: Fall or Spring or Summer

Prerequisites: A COMPASS Reading score of 83 or above, or RDG.096 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**BIO.120 Environmental Science** 3 3

This course is intended to provide an introduction to the study of food production, human cultures, energy and mineral use, economics, politics, and land usage from an environmental viewpoint. Studied are the major ecosystems on Earth (deserts, forests, etc.) and their individual characteristics. Also included will be current major problems such as global warming and ozone loss and the effects of all environmental problems on plant and animal species. Emphasis will be on actions that individuals and groups can do to reduce environmental degradation. The course is designed for non-majors.

Offered: Fall or Spring or Summer

Prerequisites: Take BIO.101 CHM.100 recommended

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. L1 905*

General Education -- Science

**BIO.200 General Microbiology** 3 2 4

The purpose of this course is to provide a brief study of the morphology, physiology, cultural characteristics, isolation methods, classification methods and distribution of microbes as related to public health, agriculture, medicine and industry. In addition, recent advances in recombinant DNA research will be discussed. This course is appropriate for students planning to pursue a baccalaureate degree. Also, BIO 200 is a requirement for students enrolled either in the Associate Degree Nursing program or in the Dental Hygiene program.

Offered: Spring or Summer

Prerequisites: BIO.101 and CHM.100 or equivalent as evaluated by Biology faculty

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**BIO.205 Human Biology** 3 2 4

This is a one-semester course in anatomy and physiology designed to meet the needs of students who need a laboratory science course for associate degree or baccalaureate programs. The course will be an integrated systems approach emphasizing principles of homeostasis. Laboratory work will include fetal pig dissection, as well as other appropriate activities. Successful completion of one year of high school Biology and one year of high school Chemistry no longer than five years prior to enrollment is strongly recommended.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable. *IAI Course No. L1 904L*

General Education -- Science Lab Science

**BIO.211 Anatomy & Physiology 1** 3 2 4

This is the first of a two-course sequence in anatomy and physiology for students who are intending to pursue a baccalaureate degree. Also, Anatomy 1 & 2 are required in the Associate Degree in Nursing Program. This course will be presented as an integrated systems approach emphasizing principles of homeostasis. There will be discussion of pathophysiological and anatomical changes that occur as a result of disease.

Offered: Fall

Prerequisites: BIO.101 and CHM.100 with a grade of C or better or the equivalent as evaluated by Biology faculty

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**BIO.212 Anatomy & Physiology 2** 3 2 4

This course is a continuation of BIO 211. There will be special emphasis on the cardiovascular system; fluid, electrolyte, and acid base balance; and exercise physiology. Laboratory work will include dissection of a fetal pig.

Offered: Spring

Prerequisites: Take BIO.211

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**BLA Business Law**

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

**Courses****BLA.201 Legal Environment of Business** 3 3

This course is the study of the economic, business, political, and social values or forces which cause law related to business activities to come into existence and change. Topics include legal history, philosophy, and judicial processes related to contracts, agencies, sales, and secured transactions.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**BLA.202 Business Law** 3 3

This course is a basic explanation of the legal rights and responsibilities of businesses in both the public and private sectors. It is relevant to future managers and integrates ethics and social responsibility, international and contemporary business issues, and e-commerce in organizations. Current legal cases and ethical dilemmas are used to illustrate and reinforce legal regulations.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**BOC Business Occupations**

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

**Courses****BOC.100 Business Mathematics** 3 3

This course introduces students to basic mathematical functions as applied to the business world and to banking services. In addition, the process of calculating sales discounts and markup, interest, employee compensation, and sales discounts will be covered.

Offered: Fall

Prerequisites: A COMPASS test score of 47-99 for Pre-Algebra, or 45 for Algebra or completion of MAT.080 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**BOC.101 Business Records Management** 2 2

This course focuses on the development, management, and maintenance of a record management system. Basic storage and retrieval methods will be discussed and applied. Records retention, transfer, and disposition, according to records retention schedules, will also be presented. In addition, records and information management technology will be discussed.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**BOC.102 Business Communications** 3 3

This course covers the fundamental principles and modes of business communications. Students will be introduced to a variety of professional letters, the appropriate use of electronic mail, and the principles of oral communication. In addition, professional development topics such as resume writing and interviewing techniques will be explored.

Offered: Fall

Prerequisites: COMPASS Writing score of 70 or ENG.098 with a grade of C or better, or AOP.201

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**BOC.103 Office Technology** 2 2 3

This course introduces students to a personal information management program, the electronic search and retrieval of information, basic office machines, and voice recognition software. In addition, an in-depth study of a personal information management system; voice recognition software; navigating, searching, and downloading files on the Internet; and using basic office machines will be included.

Offered: Spring

Prerequisites: AOP.101 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**BOC.104 Mathematics of Finance** 3 3

This course is a continuation of BOC 100. Students will learn how to apply basic mathematical functions to more advanced business activities. Students will utilize basic concepts of accounting for analyzing business situations. In addition, students will analyze financial statements, interest earnings, discounts, annuities, insurance and the distribution of working capital. Introductory statistical methods will also be covered.

Offered: Spring

Prerequisites: Take BOC.100

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**BOC.107 Tech Skills for Business Environment 2** 2 3

This course provides students with instruction in basic computer skills including keyboarding, 10- key, file management, data storage and retrieval, collaborative technology, and computer hardware and software. Basic formatting rules for letters, memos, reports and tables will be covered as well as basic word processing concepts and proofreading skills. Spreadsheet and database basic terminology and usage will also be introduced. This course is designed for students who are not majoring in an office occupations program.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**BOC.109 Voice Recognition I** .5 1 1

This course will be a basic introduction to voice recognition software. Topics to be covered will include adjusting and tuning the microphone, training voice recognition software to recognize the user's voice, correcting speech errors in the voice recognition software, dictating and manipulating text using basic commands and formatting basic documents. Voice recognition software uses and possibilities will be explored as they relate to business, educational, and personal environments.

Offered: As Needed

Prerequisites: Take BOC.107

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**BOC.120 Customer Service** 2 2

This course introduces students to the concepts and skills needed for success in retail and business careers. Topics include listening techniques, verbal and non-verbal communication skills, and the effective use of technology. The ability to effectively interact with customers, to handle customer service issues, and to establish customer relationships and loyalty will be emphasized. Students will also be introduced to methods for effectively managing stress and conflict.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**BOC.201 Professional Internship 1** 15 3

Students who are currently employed will perform a research project on a topic of interest to the student and to his/her firm. The project will be supervised by the supervising instructor and by the job site supervisor. Permission of supervising instructor, program coordinator or Dean of Career, Technical and Health Education. Permission of supervising instructor, program coordinator or Dean of Career, Technical, and Health Education required.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**BOC.202 Professional Internship 2** 15 3

The objective of this course is to integrate classroom theory with business practice. Students will receive on-the-job training with selected area businesses in the public and private sector. All internship positions will be supervised by the supervising instructor and a job site supervisor. The positions associated with this internship will be non-paying positions. Courses applicable toward the chosen curriculum and permission of the supervising instructor, program coordinator or Dean of Career, Technical and Health Education. Courses applicable toward chosen curriculum, and permission of the supervising instructor, program coordinator or Dean of Career, Technical, and Health Education required.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

## BUS Business Administration

	Hr/Wk	Hr/Wk	Sem
	Lect/	Clin	Cr
	Disc	Lab	Hr

### Courses

**BUS.100 Introduction to Business** 3 3

This course is a comprehensive overview of business principles, practices, and trends that are influencing today's business and affecting tomorrow's competitive environment. The impact of globalization, technology, ethics, diversity, and culture, in addition to various emerging issues, is studied in application or relation to all business disciplines.

This course provides a general orientation to business organizations for students who plan to pursue a bachelor's degree. Also, it is useful to individuals who desire a basic understanding of the business community for occupational or personal reasons.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**BUS.101 Marketing Fundamentals** 3 3

This course introduces the business activities involved in planning, pricing, promoting, and distributing want-satisfying goods and services to present and potential customers.

Offered: Spring

Prerequisites: BUS.100

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**BUS.102 Sales Fundamentals** 3 3

This course presents the basic principles underlying the sales process.

The basic philosophy is to promote an understanding of the salespersons' obligation to themselves, the company, the customer, and society.

Offered: Fall

Prerequisites: BUS.100

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**BUS.111 Small Business Principles** 3 3

This course provides an overview for students interested in creating and operating a small business. Basic accounting principles, organizational business structures, operational and supervisory skills, and oral and written communications will be covered in this course.

Offered: Fall and Spring

Applicable toward graduation at Sandburg where program structure permits: Degree or Certification: AAS, AGS, and Certificates where applicable. General Education: Not applicable..

General Education -- Not Applicable

**BUS.200 Advertising Fundamentals** 3 3

This course presents a general survey of the field of advertising and is designed for students seeking initial or improved employment opportunities. Concepts included are those which relate to three basic questions: 1) What is advertising? 2) Why is advertising used? and 3) How can advertising be used effectively?

Offered: Spring

Prerequisites: BUS.101

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**BUS.201 Management Fundamentals** 3 3

This course provides a basic study of the field of management for individuals preparing for initial or improved employment. Several streams of management theory are reviewed. The basic functions of the business manager (planning, organizing, leading and controlling) are considered. Management in a global business environment and current management technologies and processes are stressed.

Offered: Spring

Prerequisites: BUS.100 or equivalent background as evaluated by instructor

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**BUS.204 Business Ethics** 2 2

This course introduces philosophical ethical theory and its application to business decisions. It considers theories of economic justice, social responsibility of corporations, regulation, conflict of interest and obligation, ethics of advertising, product quality and safety, environmental responsibility, hiring practices, and rights of employees and employers.

Offered: As Needed

Prerequisites: BUS.100

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS,AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**BUS.291 Professional Internship 1** 15 3

Students who are currently employed will perform a business-related research project on a topic of interest to the student and his/her firm. The project will be supervised by the supervising instructor and a job site supervisor. Permission of the supervising instructor, program Coordinator, or Associate Dean of Social and Behavioral Science.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**BUS.292 Professional Internship 2** 15 3

The objective of this course is to integrate classroom theory with business practice. Students will receive on-the-job training with selected area businesses in the public and private sectors. All internship positions will be supervised by the supervising instructor and a job site supervisor. The positions associated with this internship will be non-paying positions. Courses applicable toward the chosen curriculum and permission of supervising instructor, Program Coordinator or Associate Dean of Social and Behavioral Science programs. Applicable towards graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

## CHD Child Development

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

**Courses**

**CHD.100 Observation & Guidance Young Child 2 2 3**

This course introduces students to the study of child behavior through direct observation. Theory and practice of techniques for observing and recording child behavior are provided. Various guidance techniques will be introduced. Analysis of child behavior will lead to an understanding of the individual child as well as appropriate guidance techniques. Students will develop an understanding of the relationship between careful observation, analysis of behavior, communication, and effective interaction with children. Weekly participation in the campus child care is required. Prior to enrollment in any course requiring participation in the campus child care center, a student must meet all DCFS requirements, pursuant to the Illinois Child Care Act [225 ILCS 10] Reg. 923, effective 1998. An orientation of the child care center, physical exam, negative TB test, DCFS background check, and electronic fingerprinting are required prior to participation at the center.

Offered: Fall  
 Applicable toward graduation at Sandburg where program structure permits:  
 Degree or Certificate: AAS, AGS, and Certificates where applicable.  
 General Education -- Not Applicable

**CHD.101 Introduction to Early Childhood 3 1 3.5**

This survey course provides an overview of early childhood care and education including historical perspectives, basic values, structure, organization, and programming in early childhood. Professional practices of early childhood educators are outlined with an emphasis on their ability to enhance personal skills of children at these ages and stages of development. Examination of the students personal qualities in relationship to the expectations of the field is addressed throughout the course. Students will spend a minimum of 15 hours of direct observation in a variety of early childhood settings.

Offered: Fall  
 Applicable toward graduation at Sandburg where program structure permits:  
 Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable. *IAI Course No. ECE 911*  
 General Education -- Not Applicable Elective Only

**CHD.102 Child Growth & Development 1 3 3**

This course provides a foundation in the theories and principles of development from conception through early adolescence, with an emphasis on the young child. An in-depth study is made in the areas of physical, social, emotional, cognitive, language, and aesthetic development. Special emphasis is placed on the theories of Piaget, Vygotsky, Skinner, Erickson, and Gardner. Development is studied in the context of gender, family, culture, and society with an emphasis on implications for professional practice. Field observations are required.

Offered: Fall  
 Applicable toward graduation at Sandburg where program structure permits:  
 Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable. *IAI Course No. ECE 912*  
 General Education -- Not Applicable Elective Only

**CHD.103 Curriculum for Early Childhood 2 4 4**

This course examines the principles involved in planning, implementing and evaluating developmentally appropriate curriculum for young children. The course focuses on relationships between developmental theory, philosophy, and practice. Development of curriculum based on the needs and interests of young children and the analysis of a wide range of early childhood curriculum models is emphasized.

Offered: Spring  
 Prerequisites: CHD.100 and CHD.102  
 Applicable toward graduation at Sandburg where program structure permits:  
 Degree or Certificate - AA, AS, AAS,AGS, and Certificates where applicable.  
 General Education -- Not Applicable Elective Only

**CHD.106 Health Safety & Nutrition 3 3 3**

This course provides an overview of the health, safety and nutritional needs of young children and early childhood practices to ensure children's well-being in group settings. Content includes roles and responsibilities of adults in meeting children's needs; the promotion of healthy life style practices; understanding common childhood illnesses and injuries; meeting health, nutrition and safety standards; and planning nutritionally appropriate meals.

Offered: As Needed  
 Applicable toward graduation at Sandburg where program structure permits:  
 Degree or Certificate: AAS, AGS, and Certificates where applicable. *IAI Course No. ECE 902*  
 General Education -- Not Applicable

**CHD.131 Observation and Assessment 2 4 4**

This course is designed to demonstrate to the student how to do authentic, alternative, classroom based assessment on young children. It will further provide the student with the knowledge and skills to interpret and use the information gained to plan curriculum that is responsive to and supportive of children's learning and development. Students Will have the opportunity to engage in assessment processes through means of classroom observations, providing each student with a stronger understanding of child development skills. Students will take responsibility for using a variety of age, developmentally, linguistically and culturally appropriate formal and informal assessment to gather and share information on each child's skills, abilities, interests and needs, birth through age 8.

Offered: As Needed  
 Prerequisites: CHD.103  
 Applicable toward graduation at Sandburg where program structure permits:  
 Degree or Certificate: AAS, AGS, and Certificates where applicable.  
 General Education -- Not Applicable

**CHD.204 Exceptional Children** 3 3

This course is an overview of children with exceptional cognitive, physical, social and emotional characteristics. The curriculum includes an analysis of developmental and educational needs imposed by exceptionality. It also offers identification, and intervention strategies, methods, and programs that are designed to meet the needs, including, but not limited to, children identified as learning disabled. The course includes the historical, philosophical and legal foundations of special education, including the study of applicable federal and state laws and requirements: Individuals with Disabilities Education Act, Americans with Disabilities Act, Individualized Family Service Plan, Individualized Education Plan, and inclusive programs. The course fulfills requirements of School Code, Article 21-2a.

Offered: As Needed

Prerequisites: CHD.102

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable. *IAI Course No. ECE 913*

General Education -- Not Applicable Elective Only

**CHD.205 Child-Family-Community Relations** 3 3

This course focuses on the child in the context of family, school and community. An analysis of the contemporary American family will be discussed with emphasis on family interactions which largely dictate the child's behavior and way of relating to people. Included are knowledge of other cultures, the diversity of life styles, issues of communication and the role of the school and community as social agents with our changing society. Students will gain an understanding of their professional role in strengthening family/child relationships through effective use of community resources.

Offered: As Needed

Prerequisites: CHD.102

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**CHD.207 Supervision & Administration** 3 3

The purpose of this course is to provide students with the skills and knowledge to successfully supervise and administer a child care program. Topics include: administrative organization, personnel policies, licensing regulation, planning and evaluation.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**CHI Chinese**

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

**Courses****CHI.101 Beginning Chinese** 4 4

This is a Chinese language course for beginners. Its aim is to help students to develop communicative competence in the four basic skills of listening, speaking, reading and writing the Chinese language. Students will learn basic vocabulary and sentence structures for use in essential everyday situations through various forms of oral and written practice. Pinyin (the most widely used Chinese phonetic system) will be taught as a tool to learn the spoken language. Students will also learn Chinese characters in order to be able to communicate effectively in real Chinese situations. Approximately 200 words and expressions in both Pinyin and characters will be taught.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**CHM Chemistry**

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

**Courses****CHM.100 Concepts of Chemistry** 2 2 3

This one-semester course is designed for individuals who have completed less than the equivalent of one year of chemistry. The fundamental concepts of general chemistry developed are appropriate for students interested in further study of chemistry as well as those students who have immediate needs for chemistry. Primary emphasis is placed upon matter, atomic structure, nuclear chemistry, periodicity, stoichiometry, and organic chemistry. A student may NOT count this course toward graduation at CSC if he/she has satisfactorily completed CHM 110 or an equivalent course prior to enrollment in CHM100.

Offered: Fall or Spring or Summer

Prerequisites: Take MAT.093 or MAT.083 or MAT.086 with a grade of C or better.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. P1 902L*

General Education -- Science Lab Science



**CHM.110 General Chemistry 1** 3 2 4

This is the first semester of two courses that constitute a year's study of general chemistry. It is designed for the student planning to major in chemistry, engineering, mathematics, science, and related fields that require a comprehensive study of general chemistry. The principal emphasis is upon bonding, gas laws, stoichiometry, nuclear chemistry, and fundamental principles and theories. Laboratory experiments are designed to focus on analytical techniques of volumetric and gravimetric analysis.

Offered: Fall

Prerequisites: One year of high school chemistry or CHM.100 and MAT.099 or its equivalent

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. P1 902L*

General Education -- Science Lab Science

**CHM.120 General Chemistry 2** 3 2 4

This is the second course finishing the year's study of general chemistry. Primary emphasis is placed upon qualitative and quantitative instrumental techniques involving visible and infrared spectroscopy, and gas chromatographic analysis. Special emphasis is given to chemical thermodynamics, electrochemistry, and other selected topics as time permits.

Offered: Spring

Prerequisites: CHM.110

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**CHM.140 Organic and Biochemistry** 3 2 4

This one-semester course is designed for individuals who need an introduction to modern organic and biochemistry. The primary interest of the student may be in agriculture, nursing, home economics, or the health sciences - areas of science requiring various degrees of background in organic and biochemistry.

Offered: Spring

Prerequisites: CHM.100 or CHM.110

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**CHM.210 Organic Chemistry 1** 4 2 5

This is the first course of two which constitute a year's study of organic chemistry. Organic Chemistry 1 is required for students planning a major in chemistry and related fields. Primary lecture emphasis is placed upon the study of organic functional groups, reaction mechanisms, nomenclature, structure, stereochemistry, and spectroscopy. The laboratory emphasizes the development of techniques to run organic reactions, to isolate and characterize the products, and the use of computational molecular modeling to gain insight into the structure and reactivity of organic molecules.

Offered: Fall

Prerequisites: CHM.110

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**CHM.220 Organic Chemistry 2** 3 2 4

This is the second course of two which constitute a year's study of organic chemistry. The emphasis in lecture and laboratory is similar to that in Organic Chemistry 1, with the continued study of new functional groups and new reaction mechanisms. Further emphasis is placed upon biomolecules such as carbohydrates and proteins, with a bottom up approach (moving from small molecules to large ones) that contrasts with the top down approach typically used in biology and biochemistry courses.

Offered: Spring

Prerequisites: CHM.210

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

## COS Cosmetology

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

### Courses

**COS.101 Introduction to Cosmetology Theory** 5 5

This course is designed to provide an introduction to cosmetology which includes the areas of professional development, salon ecology, chemistry, salon business, electricity, trichology, design decisions, and hair sculpture. Admission to the Cosmetology program is required.

Offered: Fall or Spring

Prerequisites: A COMPASS Reading score of 83 or higher or RDG.096 with a grade of C or better, or ACT Reading score of 20 or higher.

COMPASS Writing score of 38 or higher or ENG.098 with a grade of C or better. A COMPASS Pre-algebra score of 47 or higher or MAT.090 with a grade of C or better, and a COMPASS Algebra score of 26 or higher or MAT.090 with a grade of C or better.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**COS.102 Introduction to Cosmetology Lab** 5 9 8

This course introduces the student to the basic cosmetology skills and design principles while primarily learning with peers and manikins.

Admission to the Cosmetology program is required.

Offered: Fall or Spring or Summer

Prerequisites: Concurrent enrollment in COS.101

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**COS.103 Preclinical Cosmetology** 21 7

This course provides the student an opportunity to put into practice the principles learned in COS 101 and COS 102. Admission to the Cosmetology program is required.

Offered: Fall or Spring or Summer

Prerequisites: Concurrent enrollment in COS.101 and COS.102

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**COS.111 Technical Aspects of Cosmetology Theory** 5 5

This course focuses on cosmetology theory relating to hairstyling, wigs and hair addition, chemical texturizing, hair color, nails, and skin.

Offered: Fall or Spring or Summer

Prerequisites: COS.101

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**COS.112 Technical Aspects of Cosmetology Lab** 5 9 8

This course is designed to obtain proficiency and skills in cosmetology principles while working with peers and manikins.

Offered: Fall or Spring or Summer

Prerequisites: COS.102

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**COS.113 Technical Aspects of Cosmetology Clinic** 21 7

This course is a laboratory experience where the student has opportunity to put into practice principles learned in COS 111 and COS 112.

Offered: Fall or Spring or Summer

Prerequisites: COS.103

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**COS.121 Cosmetology Theory** 1.5 1 2

This course is designed to provide an introduction to cosmetology which includes the areas of professional development, salon ecology, chemistry, salon business.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**COS.122 Cosmetology Lab** 7.5 2.5

This course introduces the part-time and vocational-tech student to basic cosmetology skills and design principles.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**COS.123 Cosmetology Lab** 10 3.5

This course provides the student an opportunity to put into practice the principles learned in COS 121 and 122.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**COS.131 Cosmetology Theory** 1.5 1 2

This course is designed to provide an introduction to cosmetology which includes are areas of electricity, trichology, design decisions, and hair sculpture.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**COS.132 Cosmetology Lab** 7.5 2.5

This course introduces the opportunity for part-time and vo-tech students to put into practice the principles learned in COS 131.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**COS.133 Cosmetology Lab** 10 3.5

This course provides the student an opportunity to put into practice the principles learned in COS 131 and 132.

Offered: As Needed

Prerequisites: COS.123

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**COS.141 Cosmetology Theory** 1.5 1 2

This course focuses on cosmetology theory relating to hairstyling, wigs and hair additions, chemical texturizing, and chemical restructuring.

Offered: As Needed

Prerequisites: COS.131

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**COS.142 Cosmetology Lab** 7.5 2.5

This course is the third in a sequence of cosmetology labs. It is designed to obtain proficiency and skill in cosmetology principles.

Offered: As Needed

Prerequisites: COS.132

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**COS.143 Cosmetology Lab** 10 3.5

This course provides the student an opportunity to put into practice the principles learned in COS141.

Offered: As Needed

Prerequisites: COS.121

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**COS.151 Cosmetology Theory** 1.5 1 2

This course is designed to cover cosmetology theory relating to chemistry as applied to cosmetology, artificial hair, salon management, electricity and light therapy, and removing superfluous hair.

Offered: Fall or Spring or Summer

Prerequisites: COS.121

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**COS.152 Cosmetology Lab** 7.5 2.5

This course is the fourth in a sequence of cosmetology labs. It is designed to obtain proficiency and skill in cosmetology principles.

Offered: As Needed

Prerequisites: COS.142

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**COS.153 Cosmetology Lab** 10 3.5

This course provides the student an opportunity to put into practice the principles learned in COS 151 and 152.

Offered: As Needed

Prerequisites: COS.121

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**COS.161 Concepts of Cosmetology Theory** 3 3

This course is designed to cover cosmetology theory encompassing Illinois law, cells, anatomy, and physiology.

Offered: Fall or Spring or Summer

Prerequisites: COS.101 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**COS.162 Concepts of Cosmetology Lab** 1 9 4

This course explores cosmetology skills and knowledge to include retail sales, long hair design, advanced men's & women's haircutting, advanced color techniques and client consultation.

Offered: Fall or Spring or Summer

Prerequisites: COS.112

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**COS.163 Concepts of Cosmetology Clinic** 9 3

This course provides the student an opportunity to put into practice the principles learned in COS 161 and 162. Admission to the Cosmetology program is required.

Offered: Fall or Spring or Summer

Prerequisites: COS.113

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**COS.201 Student Teaching Fundamentals** 3 6 6

This course is structured to provide student teachers with the knowledge of how to prepare and organize subject matter to be presented on a unit-by-unit basis. The student teacher should become familiar with lecturing, demonstrating, testing, and giving assignments both in theory and practical application. This course may only be taken with consent of the instructor.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**COS.202 Supervised Teaching** 16 3

This course is structured to give the student teacher the opportunity to present theory and practical demonstrations to cosmetology students in the basic cosmetology curriculum. The student teacher will need to recognize potential problems and make changes in the presentation to help the students. This course may only be taken with instructor consent.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**COS.203 Business Procedures** 2 1 2.5

In this course, the student will become familiar with business methods which include inventory, record keeping, interviewing, supplies and The Illinois Barber, Cosmetology & Esthetics Act of 1985 and 68 Ill. Adm. Code 1175. This course may only be taken with instructor consent.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**COS.204 Educational Psychology - Cos Teachers** 3 3

This course will include topics in the educational objectives, student characteristics and development, the learning process and an evaluation of learning which relates to teaching Cosmetology. This course may only be taken with instructor consent.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**COS.205 Teaching Methods-Cos Teacher** 3 6 5

This course examines the different methods of teaching and learning as they apply to education in the area of Cosmetology. The individual will study lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate. This course may only be taken with instructor consent.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**CRM Criminal Justice**

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

**Courses****CRM.101 Introduction to Criminal Justice** 3 3

This course will constitute a survey of the entire triad of the American criminal justice system: law enforcement, judiciary, and corrections. Basic terminology and concepts, the foundation philosophy, general examination of criminal law, survey of each area of the triad and their interrelatedness, and the role of the social sciences will be emphasized. In addition, a general examination will also be made of American civil law.

Offered: Fall or as Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**CRM.102 Police Administration & Management** 3 3

This course will examine the evolution of American policing, external influences and controls on the police, organizational theory, management styles, labor relations, and the selection process for police personnel.

Offered: Fall or as Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**CRM.121 Juvenile Justice** 3 3

This course covers the history and philosophy of the juvenile justice system, legal procedure in the juvenile court, characteristics of juvenile offenders, theories of causation, and treatment and control of offenders. Special emphasis will be placed on the failure of *parens patriae* and the birth of constitutional rights for juveniles, and the increased emphasis on personal accountability.

Offered: Spring or as Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**CRM.141 Introduction to Corrections** 3 3

This course is concerned with the evolution of societal reaction to law breakers, the sentences and the goals they seek to obtain, and the influence of the ongoing struggle between the rights of the individual and society on the correctional system. Furthermore, within the context of the individual versus society struggle, there is a detailed examination of rehabilitation versus punitive philosophies, why rehabilitation failed, and the current philosophical foundation of American corrections.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**CRM.151 Criminal Justice & Community Relations** 3 3

This course is designed to provide the student with an awareness of the problems confronting police in our turbulent society and possible courses of action which they might pursue in coping with these problems. The emphasis will be on the American pluralistic society, the various ethnic and racial groups, and their relations with each other and the police.  
 Offered: Spring or as Needed  
 Applicable toward graduation at Sandburg where program structure permits:  
 Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.  
 General Education -- Not Applicable Elective Only

**CRM.172 Introduction to Security** 3 3

This course provides students with an understanding of the basic principles underlying private security issues. The core of the course content deals with risk and threat assessment. The course examines the relationship between the private and public sectors. Legal issues, as well as ethical issues, pertaining to security will be discussed. Other topics include theory and history of security, physical security, interruption, disaster preparedness, employee theft, substance abuse in the workplace, and security management. It is designed for students seeking a career in private and public security services.  
 Offered: Spring or as Needed  
 Applicable toward graduation at Sandburg where program structure permits:  
 Degree or Certificate: AAS, AGS, and Certificates where applicable.  
 General Education -- Not Applicable

**CRM.222 Communication in Criminal Justice** 3 3

This course presents the basic concepts of the communication process as it applies to law enforcement. Emphasis will be placed on the importance of written, verbal and nonverbal communication within the criminal justice field. An individual may not count ENG 120, in addition to this course, toward graduation.  
 Offered: Spring  
 Prerequisites: CRM.101, ENG.101 or concurrent enrollment  
 Applicable toward graduation at Sandburg where program structure permits:  
 Degree or Certificate: AAS, AGS, and Certificates where applicable.  
 General Education -- Not Applicable

**CRM.231 Procedural Law for Police** 3 3

Since procedural criminal law is concerned with the proper implementation of substantive criminal law, this course will provide the student with the opportunity to study and analyze the laws behind the various procedures dealing with the questioning of suspects through testifying in court.  
 Offered: Fall or as Needed  
 Prerequisites: CRM.101 or concurrent enrollment and ENG.101 or concurrent enrollment.  
 Applicable toward graduation at Sandburg where program structure permits:  
 Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.  
 General Education -- Not Applicable Elective Only

**CRM.261 Criminal Law** 3 3

This course will inquire into basic concepts of criminal law, crimes against persons and property, other criminal conduct, and the punishments as designated by the nature of the crimes.  
 Offered: Spring  
 Prerequisites: CRM.101, CRM.231, ENG.101 or concurrent enrollment  
 Applicable toward graduation at Sandburg where program structure permits:  
 Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.  
 General Education -- Not Applicable Elective Only

**CRM.262 Criminal Justice Internship** 15 3

This work experience in criminal justice provides the student an opportunity for practical application of fundamentals and techniques studied in the classroom. The student will be required to spend 200 hours or more within that criminal justice agency most appropriate to their career orientation. Any student working full time within a criminal justice agency will be allowed credit for this course upon approval by the Criminal Justice Coordinator. Any student with a grade point average of less than 2.0 will be required to take another course selected in consultation with the Criminal Justice Coordinator in lieu thereof.  
 Offered: As Needed  
 Prerequisites: Take CRM.101 12 CREDITS; FROM CRM.102 CRM.121 CRM.222 CRM.231 CRM.271 CRM.261; Take ENG.101 or concurrent enrollment and a grade point, average of at least a 2.0.  
 Applicable toward graduation at Sandburg where program structure permits:  
 Degree or Certificate: AAS, AGS, and Certificates where applicable.  
 General Education -- Not Applicable

**CRM.271 Criminal Investigation** 3 3

This course covers advanced methods of case preparation and criminal investigation; analysis of physical evidence, undercover work; and examination of sex, drug and gambling cases.  
 Offered: Fall  
 Prerequisites: CRM.101 or concurrent enrollment and ENG 101 or concurrent enrollment  
 Applicable toward graduation at Sandburg where program structure permits:  
 Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.  
 General Education -- Not Applicable Elective Only

## DHG Dental Hygiene

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

## Courses

### **DHG.109 Preclinic Laboratory** 3 1.5

Preclinic Laboratory is designed to provide the student with the opportunity to develop skills and apply didactic information from Fundamentals of Dental Hygiene (DHG 110) while working in the simulation laboratory. Instrumentation techniques are introduced to the student via instructor demonstrations and other visual aids followed by students practicing on manikins in the simulation laboratory. Admission to the Dental Hygiene program is required to enroll in this course.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

### **DHG.110 Fundamentals of Dental Hygiene** 2 2

Fundamentals of Dental Hygiene, in conjunction with Preclinical Lab and Dental Hygiene Practice I, is designed to introduce the student to the fundamental concepts of dental hygiene practice: instrumentation; instrument sharpening; assessment of health; dental and periodontal status of patients; infection control and OSHA regulations. This course closely integrates theory and practice thus providing a base from which the learner may develop the skills, knowledge, and judgment required to adequately serve the public in the profession of Dental Hygiene. Admission to the Dental Hygiene program is required to enroll in this course.

Offered: Fall

Prerequisites: Admission to the Dental Hygiene program

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

### **DHG.112 Dental Radiology** 2 2 3

This course prepares the student to obtain the necessary fundamentals and background to expose and process dental radiographs. Emphasis is placed on the characteristics of radiation, radiation safety and monitoring, radiation production, operation of the x-ray unit, intraoral and extraoral radiographic films, processing and mounting radiographs, and identification of anatomical landmarks. Admission to the Dental Hygiene program is required to enroll in this course.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

### **DHG.113 Preventive Dentistry** 2 2

This course provides the learner with the basic understanding of patient education with an emphasis on individual oral health counseling. Preventative Dentistry introduces the learner to the fundamental concepts of dental plaque, healthy and diseased gingival tissues, oral hygiene aids and techniques, dental caries, fluorides, and other topics and techniques related to the prevention of oral diseases. Admission to the Dental Hygiene program is required to enroll in this course.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

### **DHG.114 Head/Neck & Oral Anatomy** 3 3

Head, Neck and Oral Anatomy is a fundamental, basic theory course upon which other dental hygiene courses are built. This course includes concepts of dental nomenclature, tooth development, dental anatomy, functions of the teeth, identification of oral structures, and occlusion. It also contains information specific to the nerve and blood supply to the head and neck as well as osteology of the skull and muscles of facial expression and mastication. Learning experiences are provided in both the classroom and laboratory settings. Admission to the Dental Hygiene program is required to enroll in this course.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

### **DHG.115 Dental Hygiene Practice 1** 6 2

Dental Hygiene Practice I is designed to provide the student with the opportunity to develop skills and apply didactic information from Preclinic Laboratory (DHG 109) and Fundamentals of Dental Hygiene (DHG 110) to the clinical setting. Instrumentation techniques are introduced to the student via instructor demonstrations and other visual aids followed by students practicing with peer patients in the clinical setting. Dental Hygiene Practice I provides the student with the opportunity to develop data collection skills, i.e. intra and extraoral examinations, dental and periodontal assessments and charting through practice with classmates in the clinic. Admission to the Dental Hygiene program is required to enroll in this course.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**DHG.118 Oral Histology & Embryology** 1 1

This course includes concepts of the embryological development of orofacial organs and structures as well as microscopic investigation of oral tissues and structures. Students will become acquainted with the derivation and maturation of the hard and soft tissues of the oral cavity that will be necessary to analyze and/or provide treatment in the clinical setting.

Offered: Spring

Prerequisites: Successful completion of first year, fall semester dental hygiene courses

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**DHG.119 Periodontology 1** 2 2

This course includes study of the histologic and clinical characteristics of periodontal diseases. Study of the supporting structures of teeth in health and disease will be included. Normal, pathological and etiological considerations are discussed. Emphasis is placed on recognition of causative factors and preventive measures, which might control the advancement of destructive periodontal disease. Synthesis of knowledge for case application is emphasized. Current research in periodontology and the role of the dental hygienist in periodontal therapy will be investigated.

Offered: Spring

Prerequisites: Successful completion of first year, fall semester dental hygiene courses

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**DHG.120 Dental Hygiene 2** 2 2

This course focuses on the fundamental knowledge and skills necessary to begin to provide dental hygiene services for patients in the dental hygiene clinic. Concepts in treatment planning, assessment of the oral cavity for the clinical patient, preventive dentistry for the clinical patient, debridement of hard and soft deposits in the oral cavity for the clinical patient, and evaluation of dental hygiene services will utilize information and skills learned in the previous semester. Along with building upon previously learned concepts, information concerning common medical emergencies in the dental office, tobacco prevention and cessation intervention, and pain control, will also be covered.

Offered: Spring

Prerequisites: Successful completion of first year, fall semester dental hygiene courses

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**DHG.125 Dental Hygiene Practice 2** 12 4

The purpose of Dental Hygiene Practice II is to further the students clinical experience in the clinical setting. Application of dental hygiene clinical techniques learned in Preclinic Laboratory (DHG 109), Fundamentals of Dental Hygiene (DHG 110) and Dental Hygiene Practice I (DHG 115) will be built upon. Emphasis will be placed on skills for patient assessment, instrumentation, evaluation and documentation during the dental hygiene appointment. Other areas of focus include sequencing of treatment according to patient needs and time factors and comprehensive care for the dental hygiene patient. The first two weeks of the course will focus toward treatment of the first patient to be appointed with the student.

Offered: Spring

Prerequisites: Successful completion of first year, fall semester dental hygiene courses

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**DHG.200 Dental Hygiene 3** 2 2

The purpose of this course is to further the student's ability to provide comprehensive dental hygiene care to clinical patients. It will cover the didactic information necessary to enable the student to correctly perform various procedures for patients in Dental Hygiene Practice III (DHG 205) and to understand the rationale behind the indications and contraindications for the procedures learned. Procedures that will be learned include advanced instrumentation, pit and fissure sealants, periodontal debridement involving the ultrasonic scaler, use of the air polisher for stain removal, application of chemotherapeutic agents, alginate impressions and pouring of study models, and analyzing diet record for nutritional counseling. The concepts of decision making, responsibility, accountability, and professionalism will be expanded upon to assist the student in enhancing proficiency in the development of dental hygiene treatment plans, as well as the assessment of medical, dental, and periodontal status of patients.

Offered: Summer

Prerequisites: Successful completion of first year, spring semester dental hygiene courses

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**DHG.205 Dental Hygiene Practice 3**

9 3

The purpose of this course is to further the development of the instrumentation and assessment skills acquired in previous dental hygiene courses through treatment of patients of a more difficult caliber. Integration of didactic and clinical experiences will allow for the introduction and development of pit and fissure sealant placement, ultrasonic scaling, air polishing, periodontal debridement, application of chemotherapeutics, caries counseling, and alginate impressions. Emphasis will be placed on improvement of instrumentation, enhancing proficiency in the development of dental hygiene treatment plans, assessment of medical, dental, and periodontal status of patients, and increasing efficiency with patient treatment.

Offered: Summer

Prerequisites: Successful completion of first year, spring semester dental hygiene courses

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**DHG.210 Dental Hygiene 4**

2 2

This course is designed to aid the student in understanding the numerous special needs that are present in people in our society, ranging from cardiovascular disease to mental disorders, childhood diseases to geriatrics. Emphasis will be placed on the medically/physically compromised patients who present for dental hygiene treatment either in a clinical setting or hospital setting. Treatment planning for these compromised patients will be discussed.

Offered: Fall

Prerequisites: Successful completion of second summer session dental hygiene courses and BIO.200 BIO.211 and BIO.212.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**DHG.211 Community Dental Health**

2 2

This course provides a spectrum of experience, which contributes to the continuing development of insight into community problems and understanding the needs of people. It stimulates awareness of community action and community dental health program development. It provides an understanding of how private practice dentistry and community dental health can work together to meet the needs of the community. When completed, the student has a working knowledge of community dental health.

Offered: Fall

Prerequisites: Successful completion of second summer session dental hygiene courses

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**DHG.212 Pathology**

2 2

This course is an introduction to pathology relating causative factors to clinical manifestations. The study of gross and microscopic lesions of the teeth and related oral tissues will be included. Emphasis is placed on concepts of development/growth disturbances, diseases of microbiological origin, injury and repair, metabolic disturbances, and oral manifestations of various diseases and conditions.

Offered: Fall

Prerequisites: Successful completion of second summer session dental hygiene courses, BIO 211, BIO 212 and DHG 118.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**DHG.213 Pharmacology**

2 2

The purpose of this course is to familiarize dental hygiene students with drugs most used and/or prescribed by dental offices as well as drug groups used to treat medical conditions. Emphasis will be placed on appropriate and thorough evaluation of medical histories. Referencing material related to pharmacology will also be emphasized.

Offered: Fall

Prerequisites: Successful completion of second summer session dental hygiene courses and BIO.211 BIO.212 BIO.200 with a grade of C or better.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**DHG.215 Dental Hygiene Practice 4**

15 5

The purpose of this course is to further clinical experience in the practical application of oral prophylaxis techniques. Emphasis will be placed on improvement of the student's abilities in periodontal debridement, professionalism, and treatment planning. Students will be responsible for patient care including assessment, thorough in-depth treatment planning, plaque control programs, tobacco cessation education, nutritional counseling, periodontal debridement of periodontally involved patients and medically compromised patients, polishing, fluoride therapy, and maintenance therapy. Completion of these services will further the student's abilities to provide comprehensive dental hygiene treatment based on the individual patient needs.

Offered: Fall

Prerequisites: Successful completion of second summer session dental hygiene courses

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable



**DHG.217 Clinical Applications Pain/Anxiety Ctrl** 2 1

This course focuses on the clinical applications of controlling the dental hygiene patient's pain and anxiety through the administration of local anesthesia and/or nitrous oxide. The student will develop skills in the administration of local anesthesia in the oral cavity along with learning how to administer and monitor nitrous oxide.

Offered: Spring

Prerequisites: Successful completion of second year, fall semester dental hygiene courses

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**DHG.218 Dental Office Management & Jurisprudence** 2 2

This course prepares the graduating dental hygiene student to manage the telephone, schedule appointments, maintain patient records, receive payment, and complete third-party reimbursement forms in the private practice dental setting. The student will also learn to enter date for charges and payments, manage recall systems, maintain inventory, and written correspondence with other dental professionals. Along with the office skills, students will discuss legal and ethical dental hygiene practice issues, develop a resume, and learn interviewing skills. Students will also review for the state dental hygiene practice acts for Illinois and Iowa in preparation for the state jurisprudence examination.

Offered: Spring

Prerequisites: Successful completion of second year, fall semester dental hygiene courses

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**DHG.219 Periodontology 2** 2 2

This course focuses on surgical aspects of periodontology. The student will develop basic knowledge on the role of occlusion in periodontal health and disease, principles of periodontal surgery, management of soft tissue, dental implants, implant maintenance, and periodontal emergencies.

Offered: Spring

Prerequisites: Successful completion of second year, fall semester dental hygiene courses

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**DHG.220 Dental Hygiene 5** 1 2 2

This course is designed to prepare the student to make the transition from the educational setting to the real world of dental hygiene by covering dental specialties, advanced treatment planning, and preparation for the National Dental Hygiene Board Examination. This course includes a study of the rationale, indications and/or contraindications for amalgam polishing, periodontal dressings, rubber dams, suture removal, and dental cements/liners/varnishes. Emphasis will be placed on treatment planning for comprehensive dental hygiene care as would be expected in private practice. Preparation for the National Dental Hygiene Board Examination will involve deliberation of case studies as a review of all topics covered on the examination.

Offered: Spring

Prerequisites: Successful completion of second year, fall semester dental hygiene courses

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**DHG.225 Dental Hygiene Practice 5** 15 5

The purpose of this course is to further clinical experience in the practical application of dental hygiene clinical techniques and providing comprehensive care for the patient in preparation of the student entering the real world of dental hygiene. Emphasis will be placed on the student's ability to improve upon periodontal debridement, professionalism, and treatment planning. Students will be responsible for patient care including assessment, thorough in-depth treatment planning, plaque control programs, tobacco cessation education, nutritional counseling, periodontal debridement of periodontally involved patients and medically compromised patients, polishing, fluoride therapy, and maintenance therapy. Completion of these services will further the student's abilities to provide comprehensive dental hygiene treatment based on the individual patient needs in an efficient manner as expected in private practice.

Offered: Spring

Prerequisites: Successful completion of second year, fall semester dental hygiene courses

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

## DMS Diagnostic Medical Sonography

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

## Courses

### **DMS.250 Ultrasound Physics & Instrumentation 2** 2 1

This course initially examines the nature and physical properties of sound waves. Emphasis is placed on the attenuation and transmission behaviors of an ultrasound beam as it encounters human tissue of a differing impedance. The instruments used to generate and receive ultrasound for medical imaging purposes are studied with respect to their operating characteristics. Admission to the Diagnostic Medical Sonography program is required to enroll in this course.

Offered: Fall or Spring (alternating)

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

### **DMS.252 Abdominal Sonography** 5 5

This course introduces students to general sonography beginning with the techniques and protocols of abdominal imaging. Anatomical variations and pathological conditions are studied with respect to their sonographic appearance. Emphasis is also placed on the acquisition of pertinent clinical history and the evaluation of laboratory and related imaging reports. Admission to the Diagnostic Medical Sonography program is required to enroll in this course.

Offered: Fall or Spring (alternating)

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

### **DMS.255 Sonography Practicum 1** 30 6

This practicum course involves 3-4 days per week of clinical experience in affiliate hospitals, clinics, and/or imaging centers. Assignments are made to enable students to begin achieving competency in performing general sonography procedures. Course includes clinical seminars. Admission to the Diagnostic Medical Sonography program is required to enroll in this course.

Offered: Fall or Spring (alternating)

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

### **DMS.262 OB/GYN Sonography** 6 6

This course covers imaging of both the non-gravid and gravid female. In gynecologic sonography the normal and pathological appearance of the ovaries, uterus and fallopian tubes is emphasized. Obstetrical imaging focuses on the pregnant and post-partum uterus and normal vs. abnormal fetal growth and development in the first, second and third trimesters. Sonographic identification of major congenital abnormalities is also stressed. Admission to the Diagnostic Medical Sonography program is required to enroll in this course.

Offered: Fall or Summer (alternating)

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

### **DMS.264 Abdominal Sonography & Superficial** 4 4 **Struc**

This course covers the sonographic evaluation of selected abdominal and superficial structures. Scanning protocols and normal vs. abnormal sonographic findings associated with each procedure are studied.

Admission to the Diagnostic Medical Sonography program is required to enroll in this course.

Offered: Summer Or Spring (alternating)

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

### **DMS.265 Sonography Practicum 2** 30 6

This practicum course involves 3-4 days per week of clinical experience in affiliate hospitals, clinics, and/or imaging centers. Assignments are made to enable students to gain further competency in performing sonography procedures and analyzing the technical quality of the examination. In addition the student will be required to perform select basic imaging and technical competencies. Course includes clinical seminars. Admission to the Diagnostic Medical Sonography program is required to enroll in this course.

Offered: Fall or Spring (alternating)

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

### **DMS.274 Sonography Critique** 2 2

This course provides students with an opportunity for further study in the recognition of pathological conditions as demonstrated sonographically. Case studies will be presented and reviewed in the examination categories covered to date. Disease-specific imaging protocols will be discussed, in addition to analysis of the technical quality of the examination. Admission to the Diagnostic Medical Sonography program is required to enroll in this course.

Offered: Fall and Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

### **DMS.275 Sonography Summer Practicum** 25 5

This summer practicum course involves 4 days per week of clinical experience in affiliate hospitals, clinics, and/or imaging centers. This extensive clinical rotation provides students with the opportunity to further refine their skills in performing sonography procedures and analyzing the technical quality of the examination. Successful completion of select professional and clinical competencies is required. Admission to the Diagnostic Medical Sonography program is required to enroll in this course.

Offered: Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**DMS.282 Vascular Technology** 4 4

This course introduces students to the use of ultrasound in assessing vascular anatomy and physiology. Following a unit on the dynamics of circulation, students will study basic imaging and non-imaging methods used to examine selected peripheral, abdominal, and cerebrovascular structures. Admission to the Diagnostic Medical Sonography program is required to enroll in this course.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**DMS.284 Advanced Physics & Instrumentation II** 2 2

As a continuation of DMS 250, this course begins by examining the physical principles of Doppler and color flow ultrasound and the types of equipment used to image and measure vascular flow. Continuous wave, pulsed wave, color flow, and power Doppler techniques are addressed with emphasis on the differences in their ability to quantify or qualify information. Students will evaluate spectral traces as well as both grayscale and color images as they study the data acquisition methods and learn to differentiate between normal and abnormal display patterns. Students will identify image artifacts and study methods for their use or elimination. Relationships between ultrasound intensity and time are also addressed as they relate to potential bioeffects and safety. Quality assurance standards and procedures are emphasized as image and spectral display characteristics of all types of equipment are evaluated. Admission to the Diagnostic Medical Sonography program is required to enroll in this course.

Offered: Fall or Spring

Prerequisites: DMS.250

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS,AGS, and Certificates where applicable.

General Education -- Not Applicable

**DMS.285 Sonography Practicum 3** 30 6

This final practicum course involves 3-4 days per week of clinical experience in affiliate hospitals, clinics, imaging centers, and/or vascular laboratories. Assignments are made to provide students with the opportunity to further refine their skills in performing imaging procedures and analyzing the technical quality of the examination. Advanced scanning procedures, methods, and experience are also provided in this course. Students will integrate patient history and physical finding to determine the appropriate course for the diagnostic exam. Continued development and demonstration of an increasing level of competence. Continued development and demonstration of an increasing level of competence relating to critical thinking skills and problem solving in the clinical area will be developed. Students will demonstrate an increasing level of speed and efficiency in performing exams. Successful completion of professional and technical scanning proficiencies are required. Course includes clinical seminars. Admission to the Diagnostic Medical Sonography program is required to enroll in this course.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

# ECO Economics

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

## Courses

**ECO.101 Introduction to Economics** 3 3

This is a survey course designed to expose students to economics, providing a broad introduction to the theory, problems and applications found in daily life from the view of households, business and government. The course is designed for the social science major as well as the student who wants a greater understanding of economic basics, including economic fluctuations. Among the topics to be covered are the concepts of incentives, information, supply and demand, trade and globalization, international economics, money and banking.

Offered: Fall or as Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.. *IAI Course No. S3 900*

General Education -- Social Science

**ECO.201 Principles of Macro Economics** 3 3

This course is designed to introduce students to the basic economic principles and how to think about the economy in terms of the impact of these principles. Topics include: economic systems, demand and supply theory, government and its role, and fiscal and monetary policies. The course is intended for students who plan to pursue a bachelor's degree as well as those who desire a better understanding of the economy. While there is no prerequisite for this course, students are encouraged to complete basic courses in related areas prior to enrollment.

Offered: Fall or Spring

Prerequisites: Take RDG 096 Minimum grade C, or Compass Reading of 83 or higher or ACT reading score of 20 or higher. Take MAT.093 with minimum grade of C, or compass Algebra, score of 46 or higher or ACT Math score of 25 and higher.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S3 901*

General Education -- Social Science

**ECO.202 Principles of Micro Economics** 3 3

This course focuses on industrial and labor organizations, supply and demand, and profit maximization under varying conditions of competition. Current topics, such as the environment and public policy, are considered. The course is designed for students planning to pursue a bachelor's degree as well as those who desire a better understanding of the economy. While there is no prerequisite for this course, completion of ECO 201 is recommended before enrollment.

Offered: Fall or Spring

Prerequisites: Take RDG 096 Minimum grade C, or Compass Reading of 83 or higher or ACT reading score of 20 or higher. Take MAT.093 with minimum grade of C, or compass Algebra, score of 46 or higher or ACT Math score of 25 and higher.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S3 902*

General Education -- Social Science

## EDU Education

### Courses

**EDU.101 Introduction to Education** 3 2 4

This course provides an orientation to the teaching profession. It is designed for those who are considering a career in education. Among the topics studied are Motives for Teaching, Social Problems and Tensions Points in schools, Curriculum, Technology, Legal and Ethical issues, and Philosophical Foundations. In addition, there is a minimum 32 hours required for the field experience component. One hour of the 4 credit hours is for field experience. The Field Experience component includes meeting two times a week as a cohort that benefits from discussion, reading, and exchange of ideas from the field experience.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**EDU.120 Introduction to Technology in Education** 3 3

This course introduces educators to the skills and knowledge necessary to demonstrate their proficiency in current technology standards. The course will focus on current technologies that can be used to for instruction and communication in the K-12 classroom. The course outcomes are aligned with the Illinois Professional Teaching Standards, Illinois Technology Standards and the National Council for the Accreditation of Teacher Education. This course is taught using a combination of whole class instruction, individual projects and group work. Class work and projects will require work outside of class time. Experience with Word, Power Point, and Excel.

Offered: As Needed

Prerequisites: ICT.110

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**EDU.201 Educational Psychology** 3 3

Educational Psychology examines psychological principles as they apply to education in the areas of learning, a lifespan approach to child and adolescent development, social influences on learning, and the teacher as a classroom leader. Both the individual and the peer group are studied from physical, mental, emotional, and social points of view. There will be opportunities in professional activities. Some examples are Phi Delta Kappa, Council for Exceptional Children, Illinois Science Teachers' Association and the K-8 Science Update Conference.

Offered: Fall or Spring or Summer

Prerequisites: PSY.101

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**EDU.220 Foundations of Teaching Reading** 3 3

The Foundations of Teaching Reading is an introduction to the theory and practice in teaching reading as well the related language arts areas. Included is information on basic components of reading and language arts instruction. The importance of literacy is emphasized. The Illinois Learning Standards in the areas of reading and language arts will be introduced.

Offered: Fall or Spring or Summer

Prerequisites: PSY.101

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

## ELT Electricity

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

## Courses

### **ELT.100 Electrical Fundamentals** 2 3 3

This course introduces the fundamentals of electrical and electronic circuits. Calculation and measurement of voltage, current, and resistance are emphasized. Through the use of lab activities, various wiring and testing methods utilizing multimeters are investigated.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

### **ELT.104 Industrial Electrical Control** 2 3 3

This course introduces the fundamentals of industrial electrical control. Basic theory including electron flow, Ohm's Law, series parallel circuit characteristics, and electrical power calculations as applied to industrial control applications is covered. Lab work involves the construction and testing of representative industrial electronic control circuitry.

Offered: Spring

Prerequisites: Take ELT.100

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

### **ELT.107 Digital Logic & Circuits** 2 2 3

This course covers the fundamentals of digital logic. It will also include some of the procedures and tools used for troubleshooting digital circuits. Simple switching circuits will be covered first as a simple but concrete introduction to the concepts of Boolean Algebra. Then modern integrated circuit realizations of digital logic gates will be discussed. Basic principles of analysis and design using these gates will be covered. Coverage will include basic combinatorial and sequential circuits. Basic troubleshooting techniques using a logic probe will be employed.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Lab Science Not Applicable

### **ELT.119 Industrial Electronic Control** 2 3 3

This course is an in-depth evaluation of industrial electronic control methods and devices. The operating characteristics of various types of solid state controls and sensors, including proximity, photoelectric, thermistors, thermocouples, SCR, triacs, thyristors, transistors, timers, counters, and advanced electronic motor controls are studied. The lab work involves the operation and analysis of industrial electronic circuits and devices.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

### **ELT.120 Electrical/Electronics Troubleshooting** 2 3 3

This course covers the essential techniques of troubleshooting industrial electrical and electronic circuits and devices. The lab work includes the use of test equipment, instrumentation, and computer simulation to develop the skills necessary to improve troubleshooting accuracy and cut troubleshooting time.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

### **ELT.121 Rail/Off Hiway Motive Power Electrical** 3 3 4

Building on fundamentals of basic electrical and electronic circuits, students will study AC and DC fundamentals and safety, power generation, inverters and VFDs, propulsion, dynamic braking, ground fault protection, AC/DC motors, low voltage and high voltage control systems, lockout tagout, and digital and analog controls. Through theory and laboratory activities students will gain a practical understanding of the electrical fundamentals for supplying power to an engine, vehicle, etc.

Offered: Fall or Spring

Prerequisites: Take ELT.100

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

### **ELT.200 National Electrical Code** 3 3

Using the National Electrical Code as a reference, students will be trained on how to design and construct electrical systems according to NEL requirements. Residential, industrial, and commercial wiring and power distribution systems will be investigated. Included will be residential/commercial/industrial circuits, lighting requirements, grounding, wiring methods, and hazardous locations.

Offered: Fall

Prerequisites: Take ELT.110

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

### **ELT.207 Electrohydra Process Control** 2 3 3

This is a course designed to provide the student with a solid background in fluid power control principles and theory, as well as modern techniques for interfacing industrial muscle (hydraulic, pneumatic, vacuum operated devices) with the ubiquitous industrial brain (electronic-microprocessor) generation of controllers. There will be discussions of electric motor drives, solenoid operated devices, pressure switches/transducers, relays, limit switches, programmable controls, servo systems, analog and digital control, open and closed loop control, feedback, symbology, instrumentation, etc. There will be emphasis on demonstration of relevant hardware, as well as class participation in design and troubleshooting of industrial types of circuits.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**ELT.208 Programmable Controllers** 2 2 3

This course will introduce the student to the fundamental concepts of programmable controllers. Through lecture and lab exercises, the student will be exposed to the hardware, troubleshooting, and programming of controllers. Relevant examples of programmable controller types will be covered.

Offered: Spring

Prerequisites: Take ELT.102

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**ELT.209 AC/DC Drives and Servos** 2 2 3

This course investigates modern trends in industrial motor controls. Students will be exposed to the advantages and disadvantages of AC and DC solutions. Discussions will include soft start and servo control. Much emphasis will be on AC Variable Frequency Drives.

Offered: Spring

Prerequisites: Take ELT.104

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**ELT.212 Industrial Electricity** 2 3 3

This course provides a basic overview of various industrial topics such as distribution, wiring methods, and enclosures.

Offered: Spring

Prerequisites: Take ELT.119

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**ELT.213 Process Control & Instrumentation** 2 3 3

This course covers the field of industrial measurement and control. Data acquisition methods, including the sensing, measuring, and transmission of industrial process variables, are introduced. The principles of automatic process control, measurement, programmable controller and distributed control are studied.

Offered: Spring

Prerequisites: Take ELT.119

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**ELT.214 Advanced Program Controllers** 2 2 3

This course will extend student knowledge of programmable controllers to include proprietary and open networks, automation equipment interfacing, and operator interfaces. Through the use of lab activities, various network protocols, remote I/O and touch screens will be interfaced and programmed.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**ELT.215 Design of Industrial Control Systems** 2 2 3

This is an integration course utilizing knowledge gained in previous courses and applied to the design of a typical industrial control system. Computer-aided design software is introduced and utilized to create drawings required for the construction of a control panel. Lab activities will include generation of control system CAD drawings and the construction of a control panel which includes both electrical and electrohydraulic components. The use of vendor-supplied product configuration software and CAD blocks will be emphasized.

Offered: Fall

Prerequisites: Take ELT.104 and ELT.208

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**ELT.216 Data Acquisition Systems Program & Apps** 2 2 3

This course will emphasize the use and application of Data Acquisition Systems and associated programming software. Instrumentation circuitry and sensors will be interfaced to an industrial data acquisition system.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**ELT.219 Industrial Automation Applications** 1 4 3

This course will explore the integration of modern industrial control systems and instrumentation to automated industrial equipment. Prototype machinery will be constructed in the laboratory and programmed to perform a selected task.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

## EMS Emergency Medical Services

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

**Courses**

**EMS.101 Emergency Medical Technician** 7.5 1 8

This is the first course in Emergency Medical Care as part of the Emergency Medical System (EMS) structure. The course covers basic emergency care and includes care, handling, and extrication of the critically ill and injured person. Emphasis is on development of student skills in recognition of illnesses and injuries and proper procedures of emergency care. The student will also develop skills in the area of communication, recordkeeping, interpersonal relationships, and transportation methods. This course includes 116 hours of classroom instruction plus 10 hours of in-hospital experience.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**EMS.110 Fundamentals of Paramedic** 2 2

This course, in conjunction with Paramedic Practice 1, is designed to introduce the student to the fundamentals of paramedic services including a historical perspective of the EMS system in comparison to the current operations, the roles and responsibilities, safety and well being of the paramedic, legal issues and regulatory issues, communication and documentation, and basic patient assessment skills. This course closely integrates theory with practice, thus providing the foundational base from which the learner may develop further skills, knowledge and judgment of the paramedic.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**EMS.112 Paramedic 1** 2 2

The purpose of this course is to familiarize paramedic students with the basic concepts and principles of pharmacology as well as provide a baseline for medication administration. Sources of drugs, reference materials for drugs, and legal considerations will be discussed as well as classification of drugs and how each affects the respective body system.

Offered: Fall

Prerequisites: Take EMS.101 with grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**EMS.115 Paramedic Practice 1** 6 2

Paramedic Practice 1 is designed to provide the student with the opportunity to develop skills and apply didactic information from Fundamentals of Paramedic (EMS.110) and Paramedic I (EMS.112) to the clinical and field settings respectively. Paramedic Practice 1 provides the student with the opportunity to become familiar with equipment and procedures used in the profession as well develop assessment skills. The course culminates in applying skills and knowledge learned to given case studies.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**EMS.120 Paramedic II** 2 2

The student will begin studying the different medical situations for which EMS is summoned. Coupled with EMS.125, Paramedic Practice 2, a high level of understanding for the medical situations involving cardiology will be gained through discussion and learning activities and case studies. A brief review of important anatomy and physiology as it applies to the situation(s) in question will be included as well as relevant pathophysiology providing the student with the needed information to begin pre-hospital assessment and treatment for each type of medical situation(s) discussed.

Offered: Fall

Prerequisites: Take EMS.110 and EMS.115 with grades of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**EMS.125 Paramedic Practice 2** 6 2

Paramedic Practice 2 is designed to provide the student with the opportunity to develop cumulative skills and apply didactic information from Paramedic I (EMS.112), and Paramedic II (EMS.120) to the clinical and field settings respectively. The course culminates in applying skills and knowledge learned to given case studies. Through simulations and case studies, this course will allow students to learn how to safely and precisely administer medications through a variety of routes. The student will also learn proper disposal of contaminated items and sharps. Further experience will be gained through clinical experience at area medical institutions through observation or hands-on experiences.

Offered: Fall

Prerequisites: Take EMS.110 and EMS.115 with grades of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**EMS.130 Paramedic III** 2 2

This course will build on information learned in EMS.120, Paramedic II and EMS.125, Paramedic Practice 2 as the student will continue studying the different situations for which EMS is summoned. Coupled with EMS.135, Paramedic Practice 3, a high level of understanding for the situations involving systems such as: nervous, endocrine, lymphatic, immune, digestive, renal gastrointestinal, musculoskeletal, and reproductive including disorders of those systems. The student will also learn about infectious disease, psychiatric and behavioral disorders, gynecology, obstetrics, and neonatology. Compare and contrast infection control techniques and explain the rationale for each, will be gained through discussion and learning activities and case studies. A brief review of important anatomy and physiology as it applies to the emergency in question will be included as well as relevant pathophysiology providing the student with the needed information to begin pre-hospital assessment and treatment for each type of medical emergency discussed.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**EMS.135 Paramedic Practice 3** 6 2

This course will cumulatively build on information learned in EMS.112 Paramedic I, EMS.120, Paramedic II and EMS.125, Paramedic Practice 2 along with EMS.130, Medical Emergencies 2, as the student will continue studying the different medical emergencies for which EMS is summoned. Through simulations and case studies, this course will allow students to learn how to provide care for medical emergencies related to urology and nephrology, toxicology and substance abuse, environmental emergencies, infectious disease, psychiatric and behavioral disorders, gynecology, obstetrics, and neonatology. Further experience will be gained through clinical experience at area medical institutions through observation or hands-on experiences.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**EMS.200 Paramedic IV** 2 2

The student will study the different trauma emergencies for which EMS is summoned for which care is provided by pre-hospital personnel to help reduce morbidity and mortality. Coupled with EMS.205, Paramedic Practice 4, a high level of understanding for the pediatric and geriatric patient(s) and traumatic emergencies based on the body systems involved will be gained through discussion and learning activities and case studies.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**EMS.205 Paramedic Practice 4** 6 2

Through simulations and case studies, this course will allow students to learn how to provide care for pediatric and geriatric patient(s) and trauma emergencies for which care is provided by pre-hospital personnel to help reduce morbidity and mortality. Further experience will be gained through clinical experience at area medical institutions through observation or hands-on experiences.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**EMS.210 Paramedic V** 2 2

This course prepares the graduating paramedic student for more complicated treatment situations including the challenged patient and acute interventions for the chronic-care patient. Students will learn about operations of an ambulance as well as medical incident management, rescue awareness and operations, hazardous materials incidents, crime scene awareness and terrorist acts. Preparation for entry-level paramedic practice will be supported with discussion of contemporary paramedic practice and current Illinois laws related to the paramedic profession.

Offered: Summer

Prerequisites: Take EMS.200 and EMS.205 with grades of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**EMS.215 Paramedic Practice 5** 18 6

The purpose of this course is to integrate, cumulatively all skills and knowledge learned in the classroom into the clinical setting. Students will experience rotations in various fields of medicine including, but not limited to various hospital departments, the emergency room, surgical suites, and ambulance. Students will observe and actively participate in each of the settings to synthesize knowledge and skills to the field of paramedic practice.

Offered: Summer

Prerequisites: Take EMS.200 and EMS.205 with grades of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

## ENG English

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr



## Courses

### **ENG.094 English Fundamentals 1** 3 3

English Fundamentals 1 is the first course in a two-part preparatory sequence that precedes transfer level composition courses. This course is designed to encourage the students to find his or her voice and to enhance the development of basic writing strategies. It provides a solid foundation in grammar, mechanics, and organizational skills. The student will be introduced to strategies for approaching the stages of the writing process and applying these to paragraph modes. Placement in English 094 is based upon the Writing Skills Section of the COMPASS test.

Offered: Fall or Spring or Summer

Prerequisites: Take CMPWR.020;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Not Applicable.

General Education -- Not Applicable

### **ENG.098 English Fundamentals 2** 3 3

English Fundamentals 2 is the second course in a two-part preparatory sequence that precedes transfer level composition courses. This course is designed to encourage the student to find his or her voice and to enhance the development of basic writing strategies. It provides a solid foundation in grammar, mechanics, and organizational skills. The course requires substantial practice in writing coherent ways that demonstrate critical thinking skills. Placement in English 098 is based upon the writing Skills Section of the COMPASS test. This course is also designed for students who feel a need for a refresher course in written expression or who did not complete one or more years of English with grades of C or better before leaving high school.

Offered: Fall or Spring or Summer

Prerequisites: COMPASS Writing score of 31-69

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Not Applicable.

General Education -- Not Applicable

### **ENG.101 Freshman Composition 1** 3 3

This course is the first in a sequence of two freshman composition and rhetoric courses. It is designed for individuals planning to pursue a bachelor's degree as well as those who wish to develop proficiency in writing. Emphasis is on critical reading, organization, logical thought, paragraphing, sentence structure, grammar and punctuation. Also studied will be argumentation and inductive/deductive reasoning.

Offered: Fall or Spring or Summer

Prerequisites: Either placement according to the COMPASS score, or completion of ENG.098 with a C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. C1 900*

General Education -- Communications

### **ENG.102 Freshman Composition 2** 3 3

This course is second in a sequence of two freshman composition and rhetoric courses. Emphasis is on reading and writing about various types of prose, especially short fiction and the novel. A research paper that demonstrates analysis of the novel is the primary writing activity.

Offered: Fall or Spring or Summer

Prerequisites: A grade of C or better in ENG.101 or the equivalent and (for students who took ENG.101 at Sandburg after fall 1994) a passing mark on the Comp 1 Exit Exam. At least a C must be earned to count this course toward an AA, AS, AFA, or AAS

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. C1 901*

General Education -- Communications

### **ENG.120 Report Writing** 3 3

This course is designed to teach the basic concepts of report writing for the business and industrial environment. Students will be taught techniques for gathering information, audience analysis, expository writing techniques, information organizational procedures, and methods of achieving a clear style of writing. Students will study routine and non-routine reports, business research reports, and business plans, policies and procedures.

Offered: Spring

Prerequisites: COMPASS Writing score of 70 or ENG.098 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

### **ENG.130 Introduction to Journalism** 3 3

This course introduces the student to the functions of mass media with emphasis on the recognition of what makes news; the obtaining of facts through interview, investigation and research; and the writing of types of stories such as feature, news story, and editorial in an acceptable journalistic style. Also, the student has an opportunity to develop a working knowledge of the mechanics of producing a newspaper, e.g., paper layout, advertising, etc. Underlying the course is the ideal of the dedication of the news media and the responsibility of the journalist to the public interest. Students who have completed or are currently enrolled in this course are eligible for enrollment in ENG 140.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**ENG.140 College Newspaper** 2 1

This course provides training in news reporting and writing, feature writing, make-up, and editorial work. Also, the development of policy for the publication and the implementation of that policy are included. Course work is directly concerned with publication of the College newspaper. This course allows a student who works on the College newspaper staff an opportunity to receive credit for one semester of such participation, up to a maximum of four semester hours.

Offered: Fall or Spring

Prerequisites: ENG.130 or concurrent enrollment

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**ENG.141 College Literary Magazine** 2 1

This course provides experience in writing, editing, layout, coordinating, resource management, printing and publication of Carl Sandburg College's literary magazine, Phizzogs. The course may be repeated once for credit.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**ENG.151 Introduction to Film Art** 2 2 3

This course examines the film as an art form. It includes historical development and trends; aesthetic importance; social impact; technical aspects; production methods; and screening, discussion, and critical evaluation of selected films.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**ENG.160 Introduction to Fiction** 3 3

This course is a survey of the short story and the novelette. Emphasis is placed on the analysis of the elements of fiction, such as characterization, conflict, symbol and plot. How to write about fiction will also be studied.

Offered: Fall

Prerequisites: ENG.101

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. H3 901*

General Education -- Humanities Human Relations

**ENG.170 Introduction to Drama** 3 3

A survey of drama as literature, this course explores various periods and traditions throughout theatre history so that students become familiar with the major styles, techniques, and conventions that characterize dramatic literature. Through critical analysis and discussions, students learn the historical and cultural contexts that shape and influence the drama.

Offered: As Needed

Prerequisites: ENG.101

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. H3 902*

General Education -- Humanities Human Relations

**ENG.180 Introduction to Poetry** 3 3

Fostering an appreciation of poetry through analysis is the aim of this course. Samples of many periods, including contemporary works, will be studied, as well as the elements of poetry: diction, image, theme, symbol, rhythm, and meter. Skills of reading poetry will also be emphasized. Thematic concerns of race, gender, and ethnicity are, of course, included in the written and oral analysis of these poems.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. H3 903*

General Education -- Humanities Human Relations

**ENG.211 Creative Writing 1** 3 3

The student's writings are appraised by the tutorial method and group critique. The concept of audience and the development of individual style, approach and vision are stressed. In addition to writing assignments, readings in contemporary fiction, poetry, drama and discursive writing are recommended here appropriate. While there is no formal prerequisite, the ability to handle standard English usage is essential.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**ENG.212 Creative Writing 2** 3 3

This is a second course in creative writing. Again, the student's writing are appraised by the tutorial method and group critique. The concept of audience and the development of individual style, approach and vision are emphasized further. Readings which are pertinent to writing assignments are recommended as appropriate.

Offered: Fall or Spring

Prerequisites: ENG.211

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**ENG.221 American Literature 1** 3 3

This course surveys the major literary works by American authors from Colonial times to and including the Transcendentalists.

Offered: As Needed

Prerequisites: ENG.101

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. H3 914*

General Education -- Humanities Human Relations

**ENG.222 American Literature 2** 3 3

This course surveys major literary works by American authors from the emergence of modern American literature, including the Realists and the Regionalists, to the present.

Offered: As Needed

Prerequisites: ENG.101

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. H3 915*

General Education -- Humanities Human Relations

**ENG.231 British Literature 1** 3 3

This course is a survey of the great literary works by British authors from the beginning to the 19th century.

Offered: As Needed

Prerequisites: ENG.101

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. H3 912*

General Education -- Humanities

**ENG.232 British Literature 2** 3 3

This course is a survey of the great literary works by British authors from the 19th century to the present.

Offered: As Needed

Prerequisites: ENG.101

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. H3 913*

General Education -- Humanities

**ENG.240 Women's Literature** 3 3

This course studies selected literature written by women from various historical and literary periods and presented in a variety of genres -- poetry, drama, short story, novel and letters -- with attention to the historical and cultural contexts of those writings. The emphasis is on interpretive and critical skills.

Offered: As Needed

Prerequisites: ENG.101

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. H3 911D*

General Education -- Humanities

**ENG.250 African American Literature** 3 3

This course is an examination of the literature of African Americans with emphasis on interpretative and critical skills of all genres of several periods. Study of the oral tradition as a distinctive literary mode of expression is also included.

Offered: As Needed

Prerequisites: ENG.101

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Human Relations

## ESC Earth Science

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

### Courses

**ESC.100 Introduction to Earth Science** 3 2 4

This course introduces the student to the study of the forces shaping Earth's surface with an emphasis on geological formation processes and the human impact on the environment. Topics will include the study of rocks and minerals, plate tectonics, hydrology, resource conservation, pollution, climatology, and volcanic processes.

Offered: Spring or as Needed

Prerequisites: A COMPASS Reading score of 83 or above, or RDG.096 with a grade of C or better or ACT Reading score of 20 or higher

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Science Lab Science

## FRE French

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

### Courses

**FRE.101 Elementary French 1** 4 4

This is the first sequence of two semesters providing a first year college study of French. It will provide the fundamentals for transfer credit or a review of basic skills.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**FRE.102 Elementary French 2** 4 4

This is the second sequence of two semesters providing a first year college study of French. It will provide the fundamentals for transfer credit or a review of basic skills.

Offered: As Needed

Prerequisites: FRE.101

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

## GEO Geography

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

### Courses

**GEO.100 Human Geography** 3 3

The purpose of this course is to introduce students to the study of geography as a social science by emphasizing the relevance of the basic concepts in geography to cultural and human concerns. A primary learning objective is the understanding of the impact on the natural environment from natural resources, economic activity, and cultural characteristics.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S4 900*

General Education -- Social Science Human Relations

**GEO.110 World Regional Geography** 3 3

A survey of the world's regions, emphasizing the spatial arrangements of resources, population, institutions, economic activities, and cultural landscapes, and their significance for distinctive regional problems.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S4 901*

General Education -- Social Science Human Relations

## GER German

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

## Courses

**GER.101 Elementary German 1** 4 4

This is the first semester of two semesters providing a first year of college study of German. The course will offer speaking, reading, writing, listening comprehension and essentials of grammar, as well as a cultural background of the three German-speaking countries. It will provide the fundamentals for transfer credit or a review of basic language skills.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**GER.102 Elementary German 2** 4 4

This is the second semester of two semesters providing a first year of college study of German. This course offers basic tools for communicating in both written and spoken German. It will provide the fundamentals for transfer credit or a review of basic skills.

Offered: As Needed

Prerequisites: GER.101

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

## HIM Health Information Management

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

### Courses

**HIM.100 Introduction to Health Information Mgmt** 3 3

This course introduces students to numerous aspects of health information management. Emphasis is placed on health care delivery systems, health information management professions, and health care settings. Patient records, filing systems, record storage, circulation and retention, indexes, registers, health data collection, and legal issues are also covered as they relate to different types of health care facilities and practices.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AGS AAS and Certificates where applicable.

General Education -- Not Applicable

**HIM.205 Health Information Mgmt Tech Practicum** 15 3

The purpose of this course is to integrate classroom theory with practical experience. The student will be placed in a medical agency where the skills and knowledge of a health information management technician will be applied. The practicum will be supervised by a College faculty member and a job-site supervisor. Consent of instructor is required to enroll in this course.

Offered: Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AGS, AAS and Certificates where applicable.

General Education -- Not Applicable

## HIS History

Hr/Wk Lect/ Disc	Hr/Wk Clin Lab	Sem Cr Hr
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### Courses

**HIS.105 American History to 1877** 3 3

This course presents a survey of United States history from the European discovery to the close of the Reconstruction Era. It emphasizes the economic, cultural, and political factors which led to the development of one nation from a diversity of peoples. Topics studied are the religious and social structure of colonial America, the factors leading to the break with England, the democratization of America, Manifest Destiny, sectional and social tensions leading to the Civil War, Reconstruction, and the beginnings of industrialization. The course is intended for individuals who plan to pursue a bachelor's degree and those who desire to strengthen their understanding of the development of our national institutions.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S2 900*

General Education -- Social Science

**HIS.106 American Hist From 1877** 3 3

This course is a survey of major economic, political, and social trends from the Reconstruction Era to the present. Among the topics examined are the growth of America as a major industrial and military power, the problems of minorities, the Cold War, and the post-Cold War era.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S2 901*

General Education -- Social Science

**HIS.125 Western Civilization 1** 3 3

This course surveys the evolution of European civilization from prehistory through the age of Renaissance and the Reformation concluding with the end of the Thirty Years War in 1648. Economic, political, and social developments are examined. Analogies are drawn between historical and contemporary problems in order to allow the student to view the contemporary world from different perspectives. The course is intended for individuals who plan to pursue a bachelor's degree and for those who desire to broaden their understanding of the people and events that shaped our world.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S2 902*

General Education -- Social Science Human Relations

**HIS.126 Western Civilization 2** 3 3

This course surveys the rise of the modern European state system from the era of religious wars to the present. Major social, economic, artistic, and political trends are traced to include the development of ideologies such as fascism and Marxism. Africa and Asia are covered in terms of their relationship to the West.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S2 903*

General Education -- Social Science Human Relations

**HIS.217 History of New York** 3 3

This course is designed to introduce students to the history of New York City. The course will include emphasis on the unique social and cultural characteristics; political institutions; technological, environmental and geographic elements that make New York City a unique environment. The instructional approach will be that of a seminar and the course will include a one-week field research experience in New York City visiting various historical locations examined in the course study. The course is not to be taken more than once.

Offered: Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**HIS.260 US History-The Sixties** 3 3

This course examines political, social and cultural changes in the United States during the 1960's. It begins with a study of major events in the 1950's that set the tone for the social movements that developed during the 1960's. Special attention and focus will be given to the origins and evolution of various social movements and the interrelationships among these movements. The course also examines the impact the 1960's has had on individuals and future social movements, including how current political discourse has been influenced by the decade.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**HIS.270 World War II and the Holocaust** 3 3

Examines the causes and course of World War II and the Holocaust, including the rise of fascism; European, Japanese, and U.S. imperialism in Asia; the course of the war in Europe and Asia; the home fronts of the belligerent countries; and the march toward the final solution.

Offered: Fall or Spring

Prerequisites: Take HIS.106.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**HIS.285 History of Africa: 1500 to Present** 3 3

This course is designed to survey the history of the African continent since 1500, giving specific attention to its people, cultures, social structures, and political interactions with the rest of the world. Students will gain insight into the roles that Africa, specifically Africans, have played in the development of modern societies.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Social Science Human Relations

**HIS.294 American Military History** 3 3

This course is a survey of American military history from the colonial period through Vietnam. The course examines the evolution of Americas military forces to meet changing defense requirements. Selected campaigns from Americas wars are analyzed in light of the principles of war to determine how these principles were followed or violated. The impact of civilian attitudes on the conduct of operations is also discussed.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

Hr/Wk Lect/ Disc	Hr/Wk Clin Lab	Sem Cr Hr
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**Courses**

**HTH.120 Health** 3 3

This course focuses on the dynamics and relationships of family, community, and personal health issues. The course content includes units on mental health, sexuality, disease, death, and other issues of current concern. The Internet is used extensively as a supplement and assignments using the Internet will be required.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**HTH.130 First Aid** 2 2

In this course students will be learning how to make appropriate decisions regarding first aid care and how to respond correctly to emergencies.

Students will develop first aid skills via practice on mannequins and may be eligible for CPR and/or First Aid certification by the American Red Cross. Other medical emergency situations studied include water safety, substance abuse, poisoning, bleeding, shock, and injuries of various types. Also emphasized is the importance of a person's maintenance of a safe and healthy lifestyle.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**HTH.140 Wellness** 1 2 2

Students will learn the importance of life-long physical fitness and the desirability of adhering to positive lifestyle behaviors. The physical, emotional, vocational, intellectual, and spiritual aspects of wellness will be explored. Internet assignments will be required. Students will be expected to exercise during each week at a CSC facility. Concurrent enrollment in PED 140, PED 141, PED 142, PED 143 or PED 145 is prohibited.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**HTH Health**

**HTH.150 Drug Use and Abuse** 3 3

This course is designed to introduce the many-sided problems of drugs in our society including the psychological, sociological, and physiological effects of drug use and abuse. This course encourages students to explore their own decisions on use or abstinence and teaches assertiveness skills to protect and defend this choice with others. Personal motivations and behaviors are identified. The intent of the course is to provide facts, attitudes, and opinions necessary to understand what drugs do, how they do it, who uses them, and why. Also, modes of treatment as well as legal and ethical issues in drug abuse are discussed. Students will also learn how to access online Web resources.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

## HYD Hydraulics

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

### Courses

**HYD.101 Hydraulics and Pneumatics** 2 3 3

This course is designed for persons who desire to become employed, or upgrade their employment, in any area which demands a basic knowledge about hydraulics and pneumatics. It provides an opportunity to learn the fundamental concepts regarding the transmission of power through liquids and gases. Also, the structure and function of the various pieces of equipment which are used to contain or transfer those liquids or gases are studied, such as pumps, valves, hoses, etc.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

## ICT Information and Communication Technology

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

### Courses

**ICT.110 Computer Software Applications** 3 3

This course in software applications will provide students with an overview of a computer operating system and commonly used computer software. Students will gain experience with word processing and database management tasks, presentation software, and spreadsheets. Additional software programs associated with the Windows environment will be explored. This course may be used to satisfy the computer requirement common for students planning to transfer to a four-year college or university.

Offered: Fall or Spring or Summer

Prerequisites: Take AOP.101 or or BOC.107 or appropriate articulated high school credit.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**ICT.112 Microcomputer Spreadsheet Applications 1 2 2**

This course will provide students with skills necessary to develop and maintain a spreadsheet. students need no prior knowledge of a spreadsheet application program for this course. The use of basic business mathematical formulas, functions, and statistics will be introduced. In addition, the processes for formatting and editing worksheets, managing files, creating graphs and web pages will be covered.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**ICT.114 Microcomputer Database Applications 1 2 2**

This course is an introduction to the management of data on personal computers. It covers the database operations that allow a personal computer user to create and update files; order and search files; generate reports and labels; use memory variables for more complex data manipulation; and produce custom input and output forms.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**ICT.115 Website Support**

1 2 2

Today's businesses understand the value and importance of a company website, although many do not understand the factors which contribute to its success. Students will be introduced to determining the best way to keep the content and design of a company website up-to-date. Students will explore various strategies that can simplify and streamline what has been called the most difficult task in web development-maintenance. Students will be exposed to proper procedures for text, images, and hyperlinks that are suitable for professional purposes.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**ICT.120 Computer Information Systems**

3 3

This course is an overview of computer information systems. It is designed for the student majoring in computer information systems or various business curricula. The course may be used to fulfill the introductory course requirement in the Computer Information Systems Specialist A.A.S. degree or to meet the introductory computing course requirements for business majors at four- year colleges or universities. Computer concepts, terminology, hardware, software, operating systems, networks and career preparation topics are surveyed and discussed.

Offered: Fall or as Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**ICT.125 Foundations of Information Technology**

2 3

Foundations of Information Technology is designed for the degree seeking Computer Information System Students. This course is an overview of basic computer technology. This is a hands-on course that introduces the student to core concepts of computer technology in order to be successful in more advanced computer course. Topics include but are not limited to: Computers and Digital Basics, Hardware, Software, Operating Systems, File Management, LANs, WANs, The Internet, The Web, E-mail and Digital Media. This course also gives the student a foundation in basic office application software as well as research and presentation skills necessary to be a successful computer professional.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**ICT.130 Fundamentals of Programming**

2 2 3

This course introduces a disciplined approach to problem-solving and algorithm development, and the use of various software planning and development tools necessary for the efficient solution of problems requiring computer programmed solutions. The topics of selection, repetition, and sequence control structures and program design, testing, and documentation using good programming style are covered in this course. This course will also introduce the C programming language. Emphasis is on high-level block-structure including: syntax, operators, data types, program control, pointers, arrays, I/O and disk file processing, parameters and libraries. Students will focus on analyzing, coding, compiling and debugging programs which are developed using modular and structured programming techniques. In addition to procedural methods students will also be introduced to data abstraction concepts.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**ICT.135 Mobile Technologies**

2 2 3

This course will expose students to emerging technologies, issues, and concepts in wireless and mobile networks. A variety of technologies will be studied on how they exist and function. Technologies may vary each time this course is offered as this type of technology is rapidly changing.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**ICT.160 Introduction to Internetworking**

1 4 3

This is the first of four courses providing students with classroom and laboratory experience in networking technologies that will provide them with entry-level skills in computer networking. Course content includes, but is not limited to, safety practices, networking, network terminology and protocols, network standards, working with LANs and WANs, understanding the OSI model, cabling and use of cabling tools, working with routers and doing router programming, network topologies (primarily the star topology) and IP addressing. Emphasis is given to decision-making and problem-solving techniques in applying scientific, mathematical, communication and social studies skills and concepts to network problems. Instruction and training is also provided in the proper care, maintenance and use of networking software, tools and equipment as well as the consideration of local, state and federal safety, building and environmental codes and regulations.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable



**ICT.165 LINUX 1** 2 2 3

This course aligns to the Linux Professional Institute (LPI) Linux Essentials Professional Development Certificate (PDC), an entry level credential. Linux adoption continues to rise world-wide. This course provides the foundational skills for working in Linux open source technologies environment.

Offered: Fall

Prerequisites: Take ICT.180.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGE, and Certificate where applicable.

General Education: Not applicable..

General Education -- Not Applicable

**ICT.170 Hardware Installation & Maintenance** 2 2 3

This course covers the basic hardware of a microcomputer. Topics include component identification, memory systems, internal and external component installation and configuration, preventive maintenance, procedures, upgrading, documentation procedures, diagnosis and troubleshooting, and basic component repair. Upon completion of the course, students should be able to select appropriate microcomputer equipment, upgrade and maintain existing equipment, and diagnose and repair non-functional components.

Offered: Fall

Prerequisites: Take ICT.180 previously or concurrent enrollment.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education: Not applicable..

General Education -- Not Applicable

**ICT.180 Windows Networking & Operating System** 2 2 3

This course is to provide individuals who are new to Microsoft Windows with the knowledge necessary to understand and to identify the tasks involved in supporting Windows networks. This is an introductory course designed to provide an overview of networking concepts and how they are implemented in Windows. This course will help the student prepare for the Microsoft Certified Technology Specialist examination.

Offered: Fall

Prerequisites: Take ICT.125 or concurrent enrollment.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education: Not applicable..

General Education -- Not Applicable

**ICT.182 Implementing Ms Network Infrastructure** 2 2 3

This course is for support professionals who are new to Microsoft Windows and will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows Server products. This course will help the student prepare for the Microsoft Certified Technology Specialist examination.

Offered: Spring

Prerequisites: Take ICT.180.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education: Not applicable..

General Education -- Not Applicable

**ICT.184 Managing Ms Windows Network Servers** 2 2 3

This course helps students build the skills they need on the job as a Network Administrator to manage a Microsoft Windows Server. This course will examine issues of network management, implementation, and troubleshooting of existing network and system environments based on Microsoft Windows. This course will help students prepare for the Microsoft Certified Professional examination: Managing a Microsoft Windows Network Environment.

Offered: Fall

Prerequisites: Take ICT.180 or have consent of Instructor.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates were applicable.

General Education: Not Applicable..

General Education -- Not Applicable

**ICT.190 Presentation Graphics & Multimedia** 2 2 3

This course is designed for the student to explore the capabilities of presentation graphics programs and multimedia presentation options. Audio, video and screencasting programs will be explored.

Offered: As Needed

Prerequisites: Take ICT.110.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, or Certificates were applicable. General

Education: Not Applicable..

General Education -- Not Applicable

**ICT.205 Visual Basic Programming** 2 2 3

This course uses Visual BASIC in the Windows environment. It introduces event-driven computer programming to develop graphical user interfaces in an object-oriented environment. Topics include input/output operations, sequence, interaction, arithmetic operations, array, forms sequential files and other related topics.

Offered: Spring

Prerequisites: Take ICT.130 prior to or concurrently.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education: Not applicable..

General Education -- Not Applicable

**ICT.210 Advanced Microcomputer Software Applicat** 2 2 3

In this course--designed as a continuation of ICT.110--students will be empowered and encouraged to develop advanced skills in the use of word processing, spreadsheet, database, presentation, and other software programs as they apply to the Windows environment.

Offered: Spring

Prerequisites: Take ICT.110;

Applicable toward graduation at Sandburg where program structure permits: Degree or Certification: AAS, AGS, and Certificates were applicable. General Education: Not applicable..

General Education -- Not Applicable

**ICT.212 Microcomputer Spreadsheet App2** 2 2 3

In this course students will apply the concepts learned in ICT 112 to realistic business problems. Advanced spreadsheet concepts will be covered, including formatting techniques, templates, functions, lists, filters, analysis tools, workgroups, and the process for importing and exporting data.

Offered: As Needed

Prerequisites: Take ICT.112;

Applicable toward graduation at Sandburg where program structure permits: Degrees and Certifications: AAS, AGS, and Certificates where applicable. General Education: Not applicable..

General Education -- Not Applicable

**ICT.214 Microcomputer Database Applications 2 2 3**

This course is a continuation of ICT 114. Students will explore the database operations needed to create and update files; order and search files; generate reports and labels; use memory variables for more complex data manipulation; and produce custom input and output forms.

Offered: Spring

Prerequisites: Take ICT.114;

Applicable toward graduation at Sandburg where program structure permits: Degree and Certificate: AAS, AGS, and Certificates where applicable. General Education: Not applicable..

General Education -- Not Applicable

**ICT.225 Sql/Database Application** 2 2 3

This course is designed to teach the use to Structures Query Language (SQL) to construct, modify, and maintain relational databases. Emphasis is on SQL and its uses in business applications. Hierarchical, network, and relational models are covered. Additional topics include data redundancy, data independence, security, and data integrity.

Offered: Spring

Prerequisites: Take ICT.130 concurrently.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education: Not applicable..

General Education -- Not Applicable

**ICT.250 Ethical Hacking & Network Defense** 2 2 3

Hands-on Ethical Hacking and Network Defense introduces the art of ethical hacking and security testing and prepares students to be efficient security professionals. This course covers the tools and techniques that ethical hackers and security testers use to discover vulnerabilities and offers solutions to protect computer networks. In addition to learning fundamental security testing concepts, students gain practical knowledge in computer programming in documentation of security tests and in ethical and legal ramifications and discover that critical thinking skills and creativity are essential in security testing.

Offered: Fall

Prerequisites: Take ICT.180;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education: Not applicable..

General Education -- Not Applicable

**ICT.255 Security + Fundamentals** 2 2 3

In this course, we will take an in-depth look at network security concepts and techniques, including basic security principles, establishing security baselines, and the most recent attack and defense techniques and technologies. We will learn how to harden a network to resist attacks, protect basic and advanced communications, and use cryptography and Public Key Infrastructure (PKI) to thwart attacks. We will also discuss establishing security policies and procedures and managing security efforts to prepare students.

Offered: Fall

Prerequisites: Take ICT.180;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates were applicable.

General Education: Not applicable..

General Education -- Not Applicable

**ICT.260 Introduction to Internetwork Operating 1 4 3**

This is the second of four courses providing students with classroom and laboratory experience in current and emerging networking technology that will provide them with entry-level skills in computer networking. Course content includes, but is not limited to, safety practices, networking terminology and protocols, network standards, working with LANs and WANs, additional discussion of the OSI model, discussion of Ethernet, Token Ring, Fiber Distributed Data Interface, TCP/IP addressing protocol, dynamic routing, and the network administrator's role and function. Emphasis is given to the use of decision-making and problem-solving techniques in applying scientific mathematical, communication and social studies skills and concepts to solve networking problems. Instruction and training are also provided in the proper care, maintenance and use of networking software, tools, and equipment as well as the consideration of local state and federal safety, building and environmental codes and regulations.

Offered: Fall

Prerequisites: Take ICT.160;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable

General Education: Not Applicable..

General Education -- Not Applicable

**ICT.261 Introduction to Local Area Networks** 1 4 3

This is the third of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. Instruction includes, but is not limited to, safety, networking, network terminology and protocols, LAN segmentation, IPX addressing, and Fast Ethernet standards. Particular emphasis is given to the use of IPX access lists, full and half duplex Interior Gateway Routing Protocol and Virtual Local Area Networks. Application toward graduation at Sandburg where program structure permits: Degree or Certificate: AAS, AGS, and Certificates where applicable. General Education: Not applicable.. General Education -- Not Applicable

**ICT.262 Introduction to Wide Area Networks** 1 4 3

this is the fourth of four semester courses designed to provide students with classroom and laboratory experience in current and emerging network technology that will empower them to enter employment and/or further education and training in the computer networking field. Instruction includes, but is not limited to, safety, networking, network terminology and protocols, WAN services, Frame Relay, and emphasis is given to the use of Frame Relay operation, use and operation of Integrated Services Digital(ISDN), and the operation and function of Point to Point Protocols. Offered: Spring  
Prerequisites: Take ICT.261;  
Applicable toward graduation at Sandburg where program structure permits:  
Degree or Certificate: AAS, AGS, and Certificates where applicable.  
General Education: Not applicable..  
General Education -- Not Applicable

**ICT.265 Linux 2** 2 2 3

This course is the second course in teh Linux series. This course aligns to both the LPIC Level 1 certification and CompTIA Linux+ certification. Students will be prepared to be Linux administrators, managing, configuring and securing the Linux operating system and network. Application toward graduation at Sandburg where program structure permits: Degree or Certificate: AAS, AGS and Certificate where applicable. General education: Not applicable.. General Education -- Not Applicable

**ICT.270 Cisco Security** 1 4 3

This course provides an introduction to the core security concepts and skills needed for the installation, troubleshooting, and monitoring of network devices to maintain the integrity, confidentiality, and availability of data and devices. Offered: Spring  
Prerequisites: Take ICT.260 or CCNA Certification.  
Applicable toward graduation at Sandburg where program structure permits:  
Degree or Certificate: AAS, AGS, and Certificates where applicable.  
General Education: Not applicable..  
General Education -- Not Applicable

**ICT.275 Virtualization** 2 2 3

This hands-on training course explores installation, configuration, and management of a virtualized networking environment. Latest virtualization technologies and software will be used and will align to the current entry-level certification exam.  
Offered: Spring  
Prerequisites: Take ICT.182 or ICT.184.  
Applicable toward graduation at Sandburg where program structure permits:  
Degree or Certificate: AAS, AGS and Certificates where applicable.  
General Education -- Not Applicable

**ICT.295 Internship** 10 2

This course is a planned and supervised occupation work experience at selected work sites using microcomputer systems. Job tasks are organized to include those of a beginning, intermediate, and advanced nature so as to provide exposure to the total operation of a microcomputer-based data processing/information system. This internship requires a minimum of 160 clock hours of on-the-job activities.  
Offered: Spring or Summer  
Applicable toward graduation at Sandburg where program structure permits:  
Degree or Certificate: AAS, AGS, and Certificates where applicable.  
General Education: Not applicable. A GPA of 3.0 is required; This internship is also subject to availability of a work site; and, successful completion of an interview with the work site supervisor. Students who do not meet the prerequisite requirements will be required to enroll in another ICT course approved by the Associate Dean of CTHE programs..  
General Education -- Not Applicable

## INS International Studies

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

### Courses

**INS.100 Introduction to International Studies** 2 2

This course will enrich students with cultural knowledge and will enhance their abilities to see the world from a global perspective. It will introduce students to the culture, history, geography, politics and common linguistic phrases of the countries for which the College offers linguistic study and/or study abroad opportunities.  
Offered: Fall  
Applicable toward graduation at Sandburg where program structure permits:  
Degree or Certificate: AAS, AGS and Certificates where applicable.  
General Education -- Not Applicable

**INS.299 Topics in International Studie** 3 3

This course is available to Sandburg students desiring to take a course not offered at the College while studying abroad for a summer or semester program. Students must register the course with the Admissions and Records Office. The course description title entered on the registration and transcript will reflect the topic of the course, and the grade received abroad will be submitted to that office upon completion of the course.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AGS, AAS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

## ISP Independent Studies

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

### Courses

**ISP.199 Independent Study Project** 1-4

This course is intended for the student who has satisfactorily completed all, or most of, the course work in a specific baccalaureate oriented subject area (botany, zoology, ceramics, etc.) which is available at CSC and desires to develop a special project for further learning in that subject area. Also, it is appropriate for the pursuit of an independent study project which provides the student an opportunity to apply previously learned principles to a related area for which there are no courses available at CSC. The identification of the project, determination of nature of result(s) to be achieved, design of problem solving approach, nature of report or finished product and commitment for supervision must be worked out between the student and a particular faculty member. The project proposal is then subject to approval by the appropriate Dean and the Vice President of Instruction. If the proposal is approved, the student then must register for the course in the Admissions and Records Office. The course description title entered on the registration and transcript will reflect the topic of that particular study project. A student may earn a maximum of four semester hours of credit in ISP 199.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

## KIN Kinesiology & Exercise

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

### Courses

**KIN.105 Aerobics** 1 0.5

Any student may enroll in this physical education activity course although it is recommended that anyone over 35 years of age obtain a physical examination from a physician first. Emphasis is on cardiovascular endurance and the development of muscle tone and flexibility. The method of instruction will include step aerobic routines. This course may be repeated by a student for a maximum of two semester hours of credit. The length of each course is eight weeks.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.106 Muscle Conditioning** 2 0.5

This course may be repeated by a student for a maximum of two semester hours of credit. This activity is designed to strengthen, tone, and stretch the major muscle groups while improving flexibility and range of motion. Exercises utilizing light weights and resistance bands will be performed to music. The length of the course is eight weeks. It is recommended that anyone over 35 years of age obtain a physical examination from a physician.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.107 Zumba 1** 2 1

Zumba is a high-energy program with motivational music and dance moves from Salsa, Merengue, other Latin steps and free-form styles. It integrates some of the basic principles of aerobic, resistance, and interval training to tone and sculpt the body, burn fat, maximize caloric output, and benefit heart and mind. Students need to wear low tread shoes or dance shoes.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.108 Pilates 1** 2 1

Students participate in a series of stretching and strengthening exercises based on the Joseph Pilates (pil-LAH-teez) method of body conditioning. Pilates is a method of body conditioning that strengthens and tones muscles, improves posture, provides flexibility and balance, unites body and mind, and creates a more streamlined shape. A variety of equipment may be used including small ball, big ball, body bar, bands, and weights. This is a mat course, machines are not used.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.110 Badminton** 1 0.5

In this course the student will learn the basic skills and strategies involved in the sport of badminton. Actual participation in badminton matches will be a major emphasis. Students will study the rules, scoring procedures, and the vocabulary of the sport.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.115 Introduction to Leisure Services** 3 3

This course examines the purpose and function of leisure services delivered by governmental, non-profit, and private agencies. This introductory course is a requirement for the associates's degree for transfer to the Recreation, Park and Tourism program at Western Illinois University. Assignments, projects and learning experiences are designed to give students an in-depth and comprehensive understanding of leisure; the infrastructures that have developed to provide leisure opportunities for the widest possible range of people; and expose students to the variety of careers in leisure services.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits: AA, AS, AAS, AGS, and Certificates where applicable..

General Education -- Elective Only

**KIN.120 Bowling** 2 1

In this course a student will learn basic skills and the strategies involved in the sport of bowling. Actual participation in the sport will be a major emphasis. The student will study the rules, scoring procedures, and the vocabulary of the sport. No previous bowling experience is assumed.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.130 Personal Training I: Exercise Physiology** 2 2 3

This course provides an overview of seven physiological systems of the human body and the impact of exercise on these systems. It also provides standards for the development of exercise and fitness programs in relationship to the physiological adaptations of the human body, the principles and concepts of human movement, nutritional guidelines for optimum performance, and consideration of physical (age, gender, health, size) characteristics of individuals and environmental conditions. Designed for students who plan to take the certification test from the American Council on Exercise to be a certified personal fitness trainer.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable.

General Education -- Elective Only Non Course

**KIN.131 Personal Training II: Personal Fitness** 1 2 2

Provides the academic and practical experience that will enable students to design personalized fitness training solutions for clients based on physical, health, and behavioral assessments and employing the American Council for Exercise (ACE) Integrated Fitness Model Components and Phases. Designed for students who plan to take the certification test from the American Council on Exercise (ACE) to be a certified personal fitness trainer.

Offered: Fall or Spring

Prerequisites: Take KIN.130 with a minimum grade of C

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable.

General Education -- Elective Only Non Course

**KIN.132 Personal Training III: Fitness Assessme** 1 2 2

Provides an overview of the five functional assessments as well as the physiological assessments that are necessary for the development of personalized fitness programming for clients under the American Council on Exercise (ACE) Integrated Fitness Model. Provides information on the legal and business principles for practicing personal trainers. Designed for students who plan to take the certification test from the American Council on Exercise to be a certified personal fitness trainer.

Offered: Fall or Spring

Prerequisites: Take KIN.131 with a minimum grade C;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable.

General Education -- Elective Only Non Course

**KIN.133 Personal Train IV: Practicum** 2 1

The objective of the practicum is to integrate classroom theory and skill practice in a fitness center environment where the student can practice under the supervision of a personal fitness trainer. The student will be supervised in conducting assessments and developing and initiating fitness programs employing the American Council on Exercise (ACE) Integrated Fitness Model. This is the final course for students who plan to take the certification test from the American Council on Exercise (ACE) to be a certified personal trainer.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable.

General Education -- Elective Only Non Course

**KIN.140 Physical Fitness 1** 2 1

This physical education activity course is open to all students. It is designed as an open lab to accommodate each student's needs. Emphasis is placed in three areas of physical fitness, strength, flexibility and cardiovascular endurance. Universal equipment and cardiovascular equipment will be used to develop more effectively one's level of physical fitness. This course may be repeated for credit one time. Note: In any one academic term, a student may not enroll in more than one KIN course which requires the use of the Fitness Center.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.141 Physical Fitness 2** 2 1

This physical education activity course parallels PED 140 and is open to all students. Emphasis is placed in three areas of physical fitness: strength, flexibility and cardiovascular endurance. Universal equipment and cardiovascular equipment will be used to develop more effectively one's level of physical fitness. This course may be repeated for credit one time. Note: In any one academic term, a student may not enroll in more than one KIN course which requires the use of the Fitness Center.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.142 Physical Fitness 3** 2 1

This physical education activity course parallels PED 140 and is open to all students. Emphasis is placed in three areas of physical fitness, strength, flexibility and cardiovascular endurance. Universal equipment and cardiovascular equipment will be used to develop more effectively one's level of physical fitness. This course may be repeated for credit one time. Note: In any one academic term, a student may not enroll in more than one KIN course which requires the use of the Fitness Center.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.143 Physical Fitness 4** 2 1

This physical education activity course parallels PED 140 and is open to all students. Emphasis is placed in three areas of physical fitness: strength, flexibility and cardiovascular endurance. Universal equipment and cardiovascular equipment will be used to develop more effectively one's level of physical fitness. This course may be repeated for credit one time. Note: In any one academic term, a student may not enroll in more than one KIN course which requires the use of the Fitness Center.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.145 Physical Fitness 5** 1 0.5

This physical education activity course parallels PED 140 and is open to all students. Emphasis is placed in three areas of physical fitness, strength, flexibility and cardiovascular endurance. Universal equipment and cardiovascular equipment will be used to develop more effectively one's level of physical fitness. This course may be repeated for credit one time. Note: In any one academic term, a student may not enroll in more than one KIN course which requires the use of the Fitness Center.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.155 Beginning Swimming** 2 1

Many physical education activity courses are available and open to all students. However, due to limitations of space and the fact that the offering of some courses is rare, a detailed course description is not presented for this class.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.156 Intermediate Swimming** 2 1

Many physical education activity courses are available and open to all students. However, due to limitations of space and the fact that the offering of some courses is rare, a detailed course description is not presented for this class.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.157 Advanced Swimming** 2 1

Many physical education activity courses are available and open to all students. However, due to limitations of space and the fact that the offering of some courses is rare, a detailed course description is not presented for this class.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.158 Lifeguard Training** 2 1

Many physical education activity courses are available and open to all students. However, due to limitations of space and the fact that the offering of some courses is rare, a detailed course description is not presented for this class.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.161 Tennis 1** 1 0.5

Many physical education activity courses are available and open to all students. However, due to limitations of space and the fact that the offering of some courses is rare, a detailed course description is not presented for this class.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.162 Tennis 2** 1 0.5

Many physical education activity courses are available and open to all students. However, due to limitations of space and the fact that the offering of some courses is rare, a detailed course description is not presented for this class.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.171 Volleyball 1** 1 0.5

In this course the student will learn the basic skills and strategies involved in the sport of volleyball. Actual participation in volleyball games will be a major emphasis. Students will study the rules, scoring procedures, and the vocabulary of the sport.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.172 Volleyball 2** 1 0.5

Many physical education activity courses are available and open to all students. However, due to limitations of space and the fact that the offering of some courses is rare, a detailed course description is not presented for this class.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.180 Weight Training** 2 1

The purpose of this course is to teach the basic knowledge and concepts in the use of resistive exercises designed to increase muscular strength and endurance. Students will participate in an individual weight-training program.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.193 Golf** 1 0.5

The student will receive instruction in the basic rules and skills of golf. There will be a considerable amount of time spent actually on the golf course. This course is suitable for both beginners and experienced golfers. No prior knowledge of the sport is assumed.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.200 Foundations of Physical Education** 3 3

This course is a study of the development of physical education programs in K-12 schools. The student will also learn about the possibilities of professional opportunities in the area of physical education and the role of sports in non-school (recreational) settings. Internet assignments will be required.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.202 Sports in Society** 3 3

In this course students will study current sports-related controversies and issues from a global perspective. The role of various sports and their historical influence on American society will be emphasized. Included will be the study of the effects of related social factors such as gender, race, sexuality, nationalism, and media on the evolution of the sports culture.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.205 Coaching Volleyball** 2 2

This course is designed to teach the student who wants to coach volleyball the procedures that will effectively develop the skills of volleyball for athletes. The specific areas covered include: assessing current performances, alternate teaching methods, motivating the athlete, guidelines for conducting a competitive program, and basic training and nutrition.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.210 Coach Football Tech & Tact Skl** 3 3

In this course the student will learn how to teach the skills, strategies, techniques, and tactics of football. Topics studied include the games approach to coaching as an alternative to drills-based coaching. Students will develop a season plan and a series of practice plans. The ability to successfully coach during games will be emphasized. This course is suitable for persons who are interested in coaching at the club, high school, or college levels. Students will have the opportunity to earn coaching certification through the American Sport Education Program (ASEP)..

General Education -- Not Applicable Elective Only Non Course

**KIN.215 Coaching Baseball Tech and Tac** 3 3

In this course the student will learn how to teach the skills, strategies, techniques, and tactics of baseball. Topics studied include the games-approach to coaching as an alternative to drills-based coaching. Students will develop a season plan and a series of practice plans. The ability to successfully coach during games will be emphasized. This course is suitable for persons who are interested in coaching at the club, high school, or college levels. Students will have the opportunity to earn coaching certification through the American Sport Education Program (ASEP)..

General Education -- Not Applicable Elective Only Non Course

**KIN.220 Coaching Basketball** 2 2

This course presents the theory and techniques of coaching basketball. It is open to interested students regardless of their vocational plans. The student is provided an opportunity to develop a personal approach to coaching and teaching techniques. Topics include offensive/defensive strategies, teaching specific skills, motivational techniques, and general management skills needed by basketball coaches.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.221 Basketball 1** 1 0.5

In this course the student will learn the basic skills and strategies involved in the sport of basketball. Actual participation in basketball games will be a major emphasis. The student will learn the procedures of scoring, the rules, and the vocabulary of the sport.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.222 Basketball 2** 1 0.5

General Education -- Not Applicable Elective Only Non Course

**KIN.230 Sports Officiating** 2 2

This course is designed to assist students in interpreting the rules and regulations of the National Federation of State High School Athletic Association. The opportunity to learn and practice proper officiating mechanics is also provided through actual participation. Sports especially emphasized in the course are basketball and volleyball.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.241 Softball 1** 1 0.5

In this course the student will learn the basic skills and strategies involved in the sport of softball. Actual participation in softball games will be a major emphasis. The student will learn the procedures of scoring, the rules, and the vocabulary of the sport.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.242 Softball 2** 1 0.5

General Education -- Not Applicable Elective Only Non Course



**KIN.260 Coaching Principles & Sports First Aid** 3 3

Students enrolled in this course will study the general principles underlying the profession of coaching athletic teams and individual athletes. This course will address the essential elements of successful coaching from proven coaching techniques to effective risk management. Students will also be taught how to be safe, capable, and effective as first responders to injured athletes. Students will have the opportunity to earn certification through the American Sport Education Program. Internet assignments may be required.

Offered: Fall or Spring or Summer

Prerequisites: KIN.200

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**KIN.280 Athletic Injuries** 3 3

This is an introductory course in the study of sports medicine. Included are topics which address the treatment and rehabilitation of athletic injuries, human and environmental factors in sport injury, accident prevention and injury control, and safety factors in sport activities. Students will also study the operation, maintenance, and administration of a typical athletic training room.

Offered: Spring or as Needed

Prerequisites: KIN.200, KIN.260 and HTH.130; BIO.111 is a recommended preparatory course

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

## MAT Mathematics

### Courses

**MAT.080 Basic Mathematics W/Geometry** 4 4

This course is designed for the student who is in need of proficiency in basic arithmetic processes with integrated geometry. Topics to be covered in this course include: basic operations and problem solving with whole numbers, fractions, and decimals; ratio, rate and proportion; percent; geometry and measurement; statistics real number system; and basic algebraic concepts. This course will require the use of an online computer assisted program both in and outside of class time.

Offered: Fall or Spring or Summer

Prerequisites: A COMPASS Pre-algebra score of 0-46 is required to enroll in this course and a high school diploma or equivalency, and appropriate placement score.

Applicable toward graduation at Sandburg where program structure permits; Not applicable..

General Education -- Not Applicable

**MAT.083 Beginning Algebra W Geometry** 4 4

This course is designed as an introductory algebra course with integrated geometry. Topics to be covered in this course include: real number system; simplifying and evaluating algebraic expressions; solving linear equations and inequalities; graphing linear equations and inequalities; solving systems of linear equations; introduction to function; exponents; roots; polynomials; and factoring techniques. This course will require the use of an online computer assisted program both in and outside of class time..

General Education -- Not Applicable

**MAT.086 Math Literacy** 6 6

Math Literacy is a preparatory course for college-level general education mathematics and statistics courses that includes content that is relevant for non-STEM majors. Topics in this course are presented in context and focus on numeracy, functions, and modeling. In addition to algebra topics, this course promotes data literacy and incorporates reading, writing and technology. Students will be required to participate in group work and use an online computer assisted program outside of classroom time.

Offered: Fall or Spring or Summer

Prerequisites: A COMPASS Algebra score of 26-45 and a COMPASS pre-algebra score of 47-99 is required to enroll in this course.

Applicable toward graduation at Sandburg where program structure permits: Not applicable.

General Education -- Not Applicable

**MAT.090 Arithmetic Fundamentals** 3 1-3

This is a basic foundation course in computational mathematics offered for students whose current skills in elementary arithmetic need improvement. The specific topics included are fractions and decimals; percentages, proportions, and ratios; metric and English measurements; and the fundamentals of integer arithmetic and elementary algebraic operations. This course serves as a basis for students who plan to study business mathematics, algebra, or technical mathematics. This course may be repeated three times (four total) by students needing additional help. Both self-paced and lecture sections are available. This course is recommended for students who score 46 or below on the Numerical Skills section of the COMPASS test.

Offered: Fall or Spring or Summer

Prerequisites: High school graduation or GED equivalency

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Not Applicable.

General Education -- Not Applicable

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

**MAT.093 Fundamentals of Algebra** 3 1-3

This course is designed for students who have not had algebra in high school or who need a review of basic algebraic concepts. Topics covered in this course include properties of integers, real, and rational numbers; polynomials; and rational and quadratic expressions. Techniques for solving problems involving these types of expressions are also covered.

This course may be repeated three times (four total) by students needing additional help. This course is recommended for students who score 43-55 on the Numerical Skills section of the COMPASS test.

Offered: Fall or Spring or Summer

Prerequisites: COMPASS Pre-algebra score of 47-99, or COMPASS Algebra score of 26-45, or completion of MAT.090 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Not Applicable.

General Education -- Not Applicable

**MAT.095 Geometry and Trigonometry Review** 3 1-3

This course is intended for persons who did not take geometry or trigonometry in high school as well as those who did take those subjects but now need a review. While it may not be a required prerequisite for other courses, it is very helpful for students planning to take the technical math series. The topics covered include angles, triangles and quadrilaterals; basic geometric measures and properties; the circle and solid geometric figures; the number and changing between degrees and radians; tangent of an angle; the sine and cosine of an angle; the Pythagorean theorem; and solving application problems involving right triangles. This course may be repeated three times (four total) by students needing additional help.

Offered: Fall or Spring or Summer

Prerequisites: MAT.093 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Not Applicable.

General Education -- Not Applicable

**MAT.096 Arithmetic Fundamentals** 3 1-3

This is a basic foundation course in computational mathematics offered for students whose current skills in elementary arithmetic need improvement. The specific topics included are fraction and decimals, percentages, proportions, and ratios; metric and English measurements, and the fundamentals of integer arithmetic and elementary algebraic operations. This course serves as a basis for students who plan to study business mathematics, algebra, or technical mathematics. This course may be repeated three times (four total) by students needing additional help. This course is recommended for students who score below 12.9 on the numerical skills section of the TABE test. Student is required to have a High School Diploma or GED equivalency.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Not Applicable.

General Education -- Not Applicable

**MAT.097 Geometry** 3 3

This course will introduce students to undefined terms, axioms and postulates, and theorems. Specific topics include plane and solid geometry, properties of congruence, similarity, ratio and proportion, area, perimeter, and volume of basic figures. Constructions and the writing of inductive, deductive, and indirect proofs will be included.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Not Applicable.

General Education -- Not Applicable

**MAT.098 Gen Ed Preparatory Math** 4 4

This course is an alternate to MAT 099 Intermediate Algebra for students who are non-STEM (Science Technology Engineering and Math) majors who plan to take MAT 109 Concepts of Math and/or MAT 110 Statistics (Note: STEM and education majors cannot use this to substitute for (Intermediate Algebra.) The course curriculum concentrates on problem solving, critical thinking, and data analysis rather than traditional Intermediate Algebra courses that concentrate more on procedures. Linear equations, quadratics, functions, basics exponents and factoring will be included with modeling and some basic probability and statistics. Group work and projects may be part of the course. The use of technology will be encouraged.

Offered: Fall or Spring

Prerequisites: Take MAT.083 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Not applicable.

General Education -- Not Applicable

**MAT.099 Intermediate Algebra** 4 4

This course builds upon a student's early preparation in algebra to provide those skills needed in further study of mathematics, science, or related fields. Topics include the study of the properties of the real number system, polynomials, rational expressions, first-degree equations and inequalities, exponents and radicals, quadratic equations, graphs, functions, systems of linear equations, and logarithms.

Offered: Fall or Spring or Summer

Prerequisites: Either placement according to the COMPASS Algebra score of 46-65, or one year of high school algebra and one year of high school geometry, or MAT.093 and MAT.097 with grades of C or better and satisfactory score on the department Gateway exam

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**MAT.101 Technical Mathematics 1** 3 3

This course is designed to serve students enrolled in vocational or technical programs. The emphasis is on skill-building and the applications of mathematics. Topics studied include a review of arithmetic, measurement, approximations, basic algebra, applied geometry, and right triangle trigonometry. Scientific calculators are used and are required of students.

Offered: Fall

Prerequisites: Either placement according to the COMPASS Algebra score or previous experience with elementary algebra. A background in geometry is also helpful.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. General Education -- Math AGS Only

**MAT.102 Technical Mathematics 2** 3 3

This course is a continuation of MAT 101. Topics include linear functions and graphs, laws of sines and cosines, systems of linear equation, exponents and radicals, complex numbers, quadratic equations, logarithms, and other topics from trigonometry. The emphasis is on skill-building and applications of mathematics. A scientific calculator is needed.

Offered: Spring

Prerequisites: MAT.101

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. General Education -- Math

**MAT.109 Concepts of Mathematics** 3 3

This course is designed to fulfill general education requirements. In the development of topics, the focus shall be on mathematical reasoning and the solving of real-life problems. Calculators and computers will be used regularly. The units studied include probability and counting techniques, logic and set theory, the mathematics of finance, and statistics. Included in the approach to these topics shall be the use of mathematical models and group projects.

Offered: Fall or Spring or Summer

Prerequisites: Take MAT.095 or MAT.097 and MAT.099 with a minimum grade of, C. Or MAT.086 or MAT.098 with a grade of C or better.

Or, two years of high school algebra and one year of high school geometry with a grade of C or better; Or an ACT Math, score of 25. Take MAT.099; Minimum grade C;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. M1 904*  
General Education -- Math

**MAT.110 General Education Statistics** 3 3

Using simulations and data collection, students will learn how to organize and interpret data. Real-life examples will serve as the focus as students develop mathematical reasoning skills and the ability to read and interpret statistical reports. Calculators and computers will be used extensively.

Topics include descriptive statistics (graphs, averages, variability), elementary probability theory, probability distributions, hypothesis testing of a single parameter, and correlation and linear regression.

Offered: Spring or Summer

Prerequisites: Take MAT.095 or MAT.097 and MAT.099 with a minimum grade of, C. Or MAT.086 or MAT.098 with a grade of C or better. Or, two years of high school algebra and one year of high school geometry with a grade of C or better; Or an ACT Math, score of 25. Take MAT.099; Minimum grade C;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. M1 902*

General Education -- Math

**MAT.111 Mathematics for Elementary Teaching 3** 3  
1

This course is designed primarily for those students who intend to become elementary school teachers. The emphasis in this course is on problem solving, logic, and mathematical reasoning. The topics studied include sets, logic and reasoning, number bases, modular arithmetic, combinations, and probability.

Offered: Fall

Prerequisites: Two years of high school algebra and one year of high school geometry; Intermediate Algebra, MAT.099 or the equivalent with grades of C or better in each and a satisfactory score on the department Gateway exam.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MAT.112 Math for Elementary Teaching 2** 3 3

This course is designed primarily for those students planning to become elementary school teachers. The course content includes the study of the properties of the major subsets of real numbers, elementary number theory, the metric system and measurement, and selected topics from descriptive statistics and geometry. Problem solving will be emphasized and calculators will be used extensively.

Offered: Spring

Prerequisites: MAT.111 and a satisfactory score on the department Gateway exam.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. M1 903*

General Education -- Math

**MAT.130 College Algebra**

4 4

This pre-calculus course is appropriate for students whose major interest is in mathematics, science, engineering, or other disciplines requiring a strong preparation in mathematics. The content of this course includes real number properties, linear equations and inequalities, the algebra of functions, exponents, logarithms, systems of linear equations, and sequences and series. Students intending to enter the calculus sequence (MAT 240-242) should also enroll in MAT 140 (Trigonometry).

Offered: Fall or Spring or Summer

Prerequisites: Two years of high school algebra and one year of high school geometry, or MAT.083, and MAT.099 with grades of C or better and a satisfactory score on the department's Gateway exam.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MAT.131 Finite Mathematics**

3 3

This course is designed for students intending to pursue a baccalaureate degree in an area of business or the social sciences. Topics include the study of the mathematics of finance, matrices, systems of linear equations and inequalities, linear programming, combinations, probability, and Markov Chains.

Offered: Fall or Summer

Prerequisites: MAT.130 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. M1 906*

General Education -- Math

**MAT.132 Calculus for Business Or Social Science**

3 3

In this course the major ideas of calculus differentiation and integration are developed in an intuitive manner. The emphasis is on skill building and on applications of calculus to the areas of business, economics, and social science. The types of functions studied include polynomials, rational, exponential, and logarithmic. Multivariable content includes applications of partial derivatives.

Offered: Spring or Summer

Prerequisites: MAT.130 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. M1 900*

General Education -- Math

**MAT.140 Trigonometry**

3 3

This pre-calculus course is designed for students whose primary interest is in mathematics, science, or engineering. Students intending to complete the calculus sequence (MAT 240-242) should also enroll in MAT 130. Topics included are in-depth study of trigonometry functions, graphs, identities, trigonometric equations, oblique triangles, complex numbers, and DeMoivre's Theorem.

Offered: Fall

Prerequisites: MAT.130 with a grade of C or better or concurrent enrollment

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MAT.171 Calculus Computer Lab 1**

2 1

Students will use the computer software DERIVE and/or other appropriate software on computers to investigate topics which are being studied in MAT 240 (Calculus 1). No previous knowledge of computers is assumed. Experiments cover functions and graphs, limits and continuity, the derivative, implicit differentiation, extrema, Newton's method, areas, exponential and logarithmic functions, approximations, and related applications.

Offered: Spring

Prerequisites: Concurrent enrollment in MAT.240

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MAT.172 Calculus Computer Lab 2**

2 1

Students will use the computer software DERIVE and/or other appropriate software on computers to investigate topics which are being studied in MAT 241 (Calculus 2). Experiments may cover trigonometric functions, indefinite integrals, improper integrals, polar coordinates, hyperbolic functions, parametric equations, and related applications.

Offered: Fall

Prerequisites: Concurrent enrollment in MAT.241

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MAT.210 Statistics**

3 3

This course is appropriate for those pursuing careers in the social or natural sciences or in business. Included are units on descriptive statistics, probability theory, random samples, hypothesis testing, regression and correlation, chi-square tests, and an introduction to ANOVA.

Offered: Spring or Summer

Prerequisites: MAT.130 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. M1 902*

General Education -- Math

**MAT.240 Calculus With Analytic Geometry 1** 5 5

The calculus sequence is intended for those students whose major interest is in mathematics, engineering, or the physical sciences. Major topics covered include a review of lines and functions, limits, the derivative, applications of differentiation, the definite integral, and selected topics from analytic geometry.

Offered: Spring

Prerequisites: MAT.130 and MAT.140, with a grade of C or better in each. Take MAT.171;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. M1 900*

General Education -- Math

**MAT.241 Calculus With Analytic Geometry 2** 5 5

This course is a continuation of MAT 240. Topics covered include applications and techniques of integration, inverse trigonometric functions, improper integrals, polar coordinates, parametric equations, conic sections, infinite series, and Taylor series. Additional topics from analytic geometry may be included.

Offered: Fall

Prerequisites: MAT.240 with a grade of C or better. Take MAT.172

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. M1 900*

General Education -- Math

**MAT.242 Calculus With Analytic Geometry 3** 4 4

This course is a continuation of MAT 241. Topics covered include vectors in 2-space and 3-space, vector-valued functions, partial derivatives and applications, and applications involving multiple variable integration.

Offered: Spring

Prerequisites: MAT.241 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. M1 900*

General Education -- Math

**MAT.260 Differential Equations** 3 3

This course is suitable for students pursuing a career in engineering, physical science, or mathematics. Included are these topics involving solutions to ordinary differential equations: first and second order equations; linear equations; systems of linear equations; Laplace transforms; applications; numerical approximations.

Offered: As Needed

Prerequisites: MAT.242 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

Hr/Wk Lect/ Disc	Hr/Wk Clin Lab	Sem Cr Hr
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## Courses

**MDA.100 Fundamentals of Medical Assisting** 2 2

This course introduces the student to the professional role and responsibilities of a medical assistant. Emphasis is placed on communication skills and interpersonal relationships in the clinical environment. Legal and ethical considerations are also covered as they relate to medical practice. Special attention is given to issues associated with patient privacy and confidentiality, including a review of HIPAA regulations.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**MDA.101 Intro to Management of Medical Office** 1 1

This course will provide an introduction to the administrative responsibilities associated with management of a medical office. Students will be exposed to issues relevant to personnel, office policies and procedures, conflict resolution, and customer service.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**MDA.110 Adm Procedures in Medical Assisting** 3.5 1 4

In this course Medical Assisting students are instructed in the performance of clerical and administrative office procedures. Verbal and written communication skills will be stressed as students study patient reception techniques, appointment scheduling, and medical records management.

Offered: Fall or Spring

Prerequisites: Take BOC.107

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AGS and Certificates where applicable.

General Education -- Not Applicable

**MDA.112 Pharmacology & Medication Administration** 1.5 1 2

This course introduces the student to the principles of pharmacology and the uses and effects of commonly prescribed drugs. The professional role and legal responsibilities of the medical assistant are emphasized as students study the calculation of medication dosages and the techniques of administration.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

## MDA Medical Assisting

**MDA.115 Clinical Medical Assisting 1** 4 2 5

This course will introduce the student to the clinical aspects of a medical office environment. The student will learn how to assist the physician in the general examination and treatment of patients, take vital signs, collect health information, and perform basic screening procedures. The course will cover the principles of infection control, including the use of standard precautions and adherence to OSHA guidelines. Patient education/instruction will also be emphasized.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**MDA.120 Financial Procedures in the Medical Off.** 4 4

Students will explore the financial aspects of a medical office and develop an understanding of coding, billing and third-party reimbursement processes. A basic introduction to banking services and office accounting procedures is also included.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**MDA.125 Clinical Medical Assisting 2** 3 2 4

This course expands on the clinical skills learned in MDA 115 by focusing on the duties and responsibilities of a medical assistant employed in a specialty practice. Students will cover examinations, tests and treatments that are common to each specialized clinical practice area. Emphasis will also be placed on the study of disorders and diseases relevant to each medical specialty or associated body system.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**MDA.127 Clinical Laboratory Procedures** 1.5 3 3

This course provides instruction in clinical laboratory procedures typically performed by medical assistants. Students are taught collection and processing of specimens as well as the performance of selected laboratory tests. Basic instruction in venous and capillary puncture (phlebotomy) is included in the course.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**MDA.200 Management of the Medical Office** 1 1

In this course, students are provided with a basic introduction to the administrative responsibilities associated with managing a medical practice. The development of problem solving skills is emphasized as issues related to personnel, office policies/procedures, and customer service are presented.

Offered: Fall or Summer

Applicable toward graduation at Sandburg where program structure permits: Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**MDA.205 Medical Assisting Practicum** 15 3

This course provides Medical Assisting students with the opportunity to participate in a clinical externship. Under the supervision of a clinical preceptor, students will gain experience in a local medical facility. The course also includes an orientation prior to assignment and a one week review seminar at the completion of the rotation.

Offered: Fall or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

## MDC Medical Coding

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

### Courses

**MDC.101 Medical Coding Icd** 3 3

Students will be introduced to medical coding principles using the most current version of ICD-CM (International Classification of Diseases - Clinical Modification) necessary to arrive at correct coding assignments for both diagnosis and in-patient procedures. Students will take clinical documentation and modify it into an ICD-CM alphanumeric or numeric code. Students will also be introduced to accurate and ethical coding by correct selection of diagnosis following official guidelines of the UHDDS (uniform hospital discharge data set).

Offered: Spring

Prerequisites: MDT.100 with a minimum grade of C or instructor approval.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**MDC.102 Medical Coding Cpt** 3 3

This course is intended to introduce the student to the concepts of current procedural coding. Through guided instruction and practical experience, students will learn how to apply and where to locate the guidelines for assigning correct procedural codes to physician documentation. At the end of the course, the student should be able to appropriately code procedure codes to the medical record as well as assign any modifiers using the CPT book and concepts learned.

Offered: Fall

Prerequisites: MDT.100 with a minimum grade of C or instructor approval. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

## MDT Medical Terminology

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

### Courses

**MDT.090 Introduction to Medical Terminology** 2 2

This course is to assist students to effectively communicate in the field of health care. Students who take this course will become familiar with medical terminology by learning to dissect words in order to determine their meaning. A body systems approach to learning medical language will be used. Word parts will be used to build, analyze, define, and spell medical terms. Structural, directional, disease and disorder, surgical, and diagnostic terms; pronunciations; and abbreviations will be included.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**MDT.100 Medical Terminology** 2 2

This course is designed for anyone desiring a background in the language of medicine, and presents a system of learning medical terms from word roots, combining forms, prefixes and suffixes. By the end of the course the student will be able to recognize, build, define and spell correctly literally thousands of medical words from the elements learned, and be proficient in using a medical dictionary. This course is useful for anyone in the health care professions: those working in hospitals (nurses, radiologic technologists, unit secretaries, people in medical records or the business office, etc.) in a doctor's office, in nursing homes or those in Emergency Medical Technology. Those entering nursing will find Medical Terminology a great asset to understanding lectures and textbooks, making their learning easier.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

## MET Metallurgy

### Courses

**MET.100 Metallurgy Fundamentals** 1 2 2

This course provides a study of the fundamental chemical and physical concepts of metallurgy for students preparing for initial or improved employment. Emphasis is placed upon measurement of physical properties, chemical properties, grain size and growth, heat treatment, and mechanical testing.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

## MFG Manufacturing

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

### Courses

**MFG.125 Industrial Blueprints** 2 2 3

The student will learn how to read and interpret the different types of standard symbols and abbreviations found on industrial drawings. Students will be provided with instruction that enables them to understand the various types of blueprints, shop prints, and schematics used in an industrial environment. Students will interpret the different types of standard symbols and abbreviations found on electrical construction drawings, schematics and wiring diagrams. This course will benefit students entering any industrial trade.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificate where applicable.

General Education -- Not Applicable

**MFG.130 Industrial Safety** 1.5 .5 2

This course provides the student with specific instruction to facilitate safe work practices in industrial environments. Students will be introduced to different safety philosophies and terminology. Students will also become acquainted with OSHA policy and with the Right-to-Know laws. Also covered are units specific to fire safety, pressurized gases and welding, electrical hazards, and safe machine usage. Students will have the opportunity to earn the OSHA ten-hour safety certification.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

## MIS Military Science

Hr/Wk Lect/ Disc	Hr/Wk Clin Lab	Sem Cr Hr
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## Courses

<b>MIS.111 Leadership &amp; Personal Development</b>	.5	1	1
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In this course, designed to introduce students to ARMY ROTC and the organization of the US. army and its role in American society, students will A) explore fundamental concepts in leadership, in both classroom and outdoor activities; (B) increase self-confidence through optional activities in rappelling, leadership reaction course, and basic marksmanship. This course is offered on the campus of Western Illinois University by the Western Illinois University Department of Military Science.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

<b>MIS.112 Introduction to Tactical Leadership</b>	.5	1	1
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This course is a continuation of MIS 111. Students will continue to build a knowledge base of soldier skills such as first aid, marksmanship, and writing. In addition, students will have an opportunity to develop leadership skills through basic drill, rappelling exercises, and have the opportunity to complete the leadership reaction course. Students are taught skills required by the individual soldier in the field. The student is also taught to write in the Army style. This course is offered on the campus of Western Illinois University by the Western Illinois University Department of Military Science.

Offered: Spring

Prerequisites: MIS.111

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

<b>MIS.113 Introduction to Military Science</b>	2		2
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In this course students are offered an overview of such leadership fundamentals as setting direction, problem-solving, listening, presenting briefs, providing feedback, and using effective writing skills. Cadets explore dimensions of leadership values, attributes, skills, and actions in the context of practical, hands-on, and interactive exercises. This is a combination version of MIS 111 and MIS 112 for students entering ROTC in midyear. Students who received credit for MIS 112 will not receive credit for MIS 113. This course is offered on the campus of Western Illinois University by the Western Illinois University Department of Military Science.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

## MLT Medical Lab Technician

Hr/Wk Lect/ Disc	Hr/Wk Clin Lab	Sem Cr Hr
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## Courses

<b>MLT.100 Phlebotomy</b>	2	2	3
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Successful completion of this course will provide students with the skills required to competently perform venipuncture and capillary puncture for blood collection purposes. Lecture and laboratory practice will focus on safe practice in performing basic blood drawing procedures. Instruction will also include infection control, legal and ethical responsibilities, professionalism and interpersonal communication skills. Additional specimen collection procedures will be discussed as needed.

Offered: Fall or Spring or Summer

Prerequisites: COMPASS Reading score of 63 or RDG.096 with a grade of C or better, or ACT Reading score of 20 or higher.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

## MRI Magnetic Resonance Imaging

Hr/Wk Lect/ Disc	Hr/Wk Clin Lab	Sem Cr Hr
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### Courses

<b>MRI.250 MRI Physics &amp; Instrumentation</b>	4		4
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This course introduces the student to the principles of nuclear magnetic resonance and the equipment used to produce the MR image. Emphasis is placed on understanding the relationships between the various imaging sequences/parameters and how their selection affects diagnostic quality. MR safety considerations and quality assurance techniques are also presented. Admission to the Magnetic Resonance Imaging program is required to enroll in this course.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

<b>MRI.252 MR Imaging Procedures</b>	3		3
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This course introduces the student to magnetic resonance imaging procedures. Patient screening and scanning protocols for examination of the head, neck, spine, thorax, abdomen, pelvis, musculoskeletal, and vascular systems will be addressed. The MRI technologist's role in identifying disease processes and trauma conditions will also be emphasized as it relates to the selection of MR imaging planes, sequences, and parameters. Admission to the Magnetic Resonance Imaging program is required to enroll in this course.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable



**MRI.255 MRI Practicum** 1 25 6

This practicum course involves three days per week of clinical experience in affiliate hospitals and/or imaging centers. Assignments are made to enable students to achieve competency in performing magnetic resonance imaging procedures and in evaluating equipment operation. Course includes clinical seminars. Admission to the Magnetic Resonance Imaging program is required to enroll in this course.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

## MTL Machine Tool

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

### Courses

**MTL.101 Machine Tool Fundamentals 1** 2 2 3

This course provides a basic introduction to machine tools with the primary emphasis on the engine lathe, drill press and hand tools common to the machinist trade.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**MTL.103 Manufacturing Processes** 2 2

This course is designed to familiarize the student with the basic processes that are common to industry and the techniques used in the manufacturing of a product.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

## MTS Mortuary Science

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

### Courses

**MTS.110 History of Mortuary Science** 3 3

Funeral practices and beliefs of all major Western cultures from pre-Egyptian times to the present are reviewed with special emphasis on Judeo Christian tradition as the primary basis of modern belief. The origin and development of present day practices including embalming and disposition are discussed. Special emphasis is placed on modern development in funeral service education and professional organizations. (This course must be completed with a grade of C or above to continue in the Mortuary Science Program.) Admission to the Mortuary Science program is required to enroll in this course.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**MTS.120 Mortuary Law** 3 3

Instructional material will include the study of the laws as they pertain to the everyday operation of a licensed funeral home within each of the various states. This information will include such issues as trust funds, pre arrangement laws, employment laws and rules, laws regarding cremation, and disinterment. Licensing rules will also be addressed in this course as well. This course must be completed with a grade of C or above to continue in the Mortuary Science Program. Admission to the Mortuary Science program is required to enroll in this course.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS,AGS and Certificates where applicable.

General Education -- Not Applicable

**MTS.130 Introduction to Microbiology - Mort Sci 2** 2

This eight week course is designed to introduce the student to the principles of microbiology as they relate to the mortuary science profession. Areas of study will include the role of diseases and types of pathogens and microbes which will infect and attack the human body. Study will include issues pertaining to both the spread of infectious agents, as well as their control. (This course must be completed with a grade of C or above to continue in the Mortuary Science Program.)

Offered: Spring

Prerequisites: BIO.111 and CHM.100 with grades of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**MTS.131 Introduction to Pathology-Mortuary Sci** 2 2

This eight-week course is designed to meet the needs of students in the Mortuary Science Program. It will include a general discussion of disease and a brief introduction to surgical, clinical, physiological, and forensic pathology. (This course must be completed with a grade of C or above to continue in the Mortuary Science program.)

Offered: Spring

Prerequisites: BIO.111 and CHM.100 with grades of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**MTS.140 Embalming 1** 3.5 1 4

The student will be introduced to the techniques of embalming and preparation of the deceased for public viewing. Instruction covers knowledge of the skills necessary to embalm a normal case. Theory, practices and techniques of sanitation, restoration, and preservation of the deceased human remains are included. Laboratory experience will consist of a dissection laboratory and other related activities. Pre-embalming, embalming and post-embalming treatments will be covered in depth. (This course must be completed with a grade of C or above to continue in the Mortuary Science Program.)

Offered: Fall

Prerequisites: BIO.111 and CHM.100 with grades of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**MTS.150 Psychology of Grief & Death** 3 3

This course has been designed to look at many perspectives of death, dying, grief, bereavement, and the human experiences and difficulties that each of us face. This course is a comprehensive study of the patterns of death and dying that the funeral profession will face. Some of the course will include past history of the mourning process, last rites, death in children's lives, and special cases. (This course must be completed with a grade of C or above to continue in the Mortuary Science Program.)

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**MTS.160 Funeral Service Administration** 5 5

This course is designed to teach effective funeral home management skills. Instruction includes recognizing, analyzing, and solving funeral service management problems and establishing and implementing policies regarding funeral home management. Funeral home operation and records, ethics, and professional regulations are examined. Laws that govern the practice of funeral services, the Illinois License Law, Vital Statistics Act, transportation rules and Social Security are studied. Responsibilities and relationships to local boards of health and the State Department of Public Health are emphasized. The student also develops product knowledge which includes caskets, vaults, monuments, and urns. This course must be completed with a grade of C or above to continue in the Mortuary Science Program.)

Offered: Fall

Prerequisites: MTS.120 and BUS.201 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**MTS.170 Restorative Art** 3 2 4

Instruction covers the restoration of the deceased for public viewing. Every aspect of performing a partial or total restoration is covered. Students will study the structure of the cranial and facial areas of the human skull and gain an appreciation of each facial feature's physiognomy, as well as its parts in the overall composite. Laboratory experience will consist of doing partial or total restorations for normal cases. (This course must be completed with a grade of C or above to continue in the Mortuary Science Program.)

Offered: Fall

Prerequisites: BIO.111 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**MTS.210 Funeral Service Counseling** 4 4

Current theories in personal counseling with an emphasis on bereavement are covered. The student is taught counseling skills and is introduced to disaster management and crisis intervention skills. Counseling in grief resolution is examined. Funeral service counseling needs are examined in relation to a variety of cultural, religious, and ethnic groups and their individual needs. (This course must be completed with a grade of C or above to continue in the Mortuary Science Program.)

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**MTS.215 Introduction-Mass Fatalities Incidents 2 2**

This course is designed to introduce the student to the effective management of a mass fatalities incident. This course will include formal lecture and training involving all aspects of handling a mass fatality. This includes various types of incidents as well as information regarding the cooperative agencies that will be involved with the operation. (This course must be completed with a grade of C or above to continue in the Mortuary Science Program.) Must have second year student status in the Mortuary Science program to enroll in this course.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**MTS.220 Funeral Directing 4 4**

This course is designed to introduce the student to the various types and styles of service that the funeral director must provide to the families that are served by the funeral home. These will include the various religions, as well as ethnic, social, and fraternal influences. The students will also have an opportunity to participate in making mock funeral arrangements, as well as directing those mock funerals. (This course must be completed with a grade of C or above to continue in the Mortuary Science Program.)

Offered: Spring

Prerequisites: MTS.150 and MTS.160 with grades of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**MTS.225 Thanatochemistry 3 3**

This course will offer an in-depth study of the basic principles of chemistry as they specifically relate to funeral service. Especially stressed are the chemical principles and precautions involved in sanitation, disinfection, public health, and embalming practice. Emphasis is placed on selected aspects of general chemistry, organic chemistry, and biochemistry as they relate to decomposition, disinfection, and the process of embalming. (This course must be completed with a grade of C or above to continue in the Mortuary Science Program.)

Offered: Fall

Prerequisites: CHM.100 with a grade of C or better Take MTS.140;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**MTS.230 Embalming 2 3.5 1 4**

This course offers an in-depth study of the various problems of embalming and proper chemicals used for each. Emphasis is placed on providing the student with the knowledge and skills necessary to care for any deviation from normal as it pertains to the preparation of the deceased for public viewing. Laboratory experience will consist of a dissection laboratory and other related activities.

Offered: Spring

Prerequisites: MTS.140 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**MTS.240 Funeral Service Seminar 1 1**

This course is designed to allow for extensive testing of the student's knowledge, both theoretical and technical. Reviews of the material for the National Board Examination will take place at this time and examinations will be administered. These examination topics will be announced ahead of time and will be selected from the various subjects of study as listed within the curriculum outlines from the American Board of Funeral Service Education. This course will further prepare each student prior to graduation for the successful completion of the National Board Examination. (This course must be completed with a grade of C or above to continue in the Mortuary Science Program.)

Offered: Spring

Prerequisites: MTS.160 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**MTS.250 Funeral Service Practicum 15 3**

Students will be assigned by the program coordinator to an approved funeral home for an eight week period learning from actual practice situations. Students will not be allowed to return to either a present or former employer for this eight week period. This practicum will serve as an actual practice situation involving organization and administration of procedures and policies of the establishment. Students will perform duties as assigned by the preceptor and coordinator to include the participation in the execution of not less than 10 total funeral services rendered to a family. Service reports and other assignments are also required to be completed by the student. (This course must be completed with a grade of C or above to continue in the Mortuary Science Program.) Student must have permission of program coordinator to enroll in this course.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**MTS.260 Restorative Arts/Embalming Practicum 15 3**

Students will be assigned by the program coordinator to an approved funeral home for an eight-week period learning from actual practice situations. Students will not be allowed to return to either a present or former employer for this eight week period. The students will learn embalming and restorative art techniques by active participation in these experiences under the supervision of an approved clinical instructor or preceptor. Service reports and other assignments are also required to be completed by the student. (This course must be completed with a grade of C or above to continue in the Mortuary Science Program.) Requirement: The student must pass a practical examination on embalming techniques at the conclusion of their practicum in order to successfully pass this course. Student must have permission of program coordinator to enroll in this course.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**MTS.270 Exam Review Seminar** 1 1

This seminar course is designed to assist each student in identifying weak areas of study as well as allow for a comprehensive review of educational materials that will be contained within the National Board Examination that each student must take. This will aid each participant in the study of material as a review. Student must have permission of program coordinator to enroll in this course.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

## MUS Music

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

### Courses

**MUS.100 Music in the Western World** 3 3

Through understanding of the common elements of music, students trace the common ingredients of music from the Middle Ages to the present day. The study is undertaken in an historical and cultural perspective that highlights the great composers and compositions of the last 1000 years.

The course is open to all students.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable. *IAI Course No. F1 900*

General Education -- Humanities Human Relations

**MUS.101 Introduction to American Music** 3 3

This course traces the origins and changes in our folk, religious, classical and popular music. It is open to all students.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable. *IAI Course No. F1 904*

General Education -- Fine Arts Human Relations

**MUS.102 Music Fundamentals** 3 3

This course is designed for students who want to learn how to read music for either further study or personal reasons. It is open to all students and is generally required for elementary teachers and recommended for child development students.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.105 Non-Western Music** 3 3

This course covers the basic elements of music (melody, rhythm, harmony, and form) and perceptive listening as they relate to non-Western music. Examines the music culture of several non-Western societies.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable. *IAI Course No. F1 903N*

General Education -- Fine Arts Human Relations

**MUS.106 Introduction to Jazz** 3 3

This course is an introduction to the history and nature of jazz music. It includes historical background, styles, forms, aesthetics, personalities, literature, and the evolution of jazz music and its influence on art and popular music.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.110 Music Theory 1** 3 3

This course unfolds the facets of rhythm, harmony and melody for students who have had MUS 102 or the equivalent background. This course will present the principles and practice of basic harmonic and form analysis, part writing, and original composition.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.111 Music Theory 2** 3 3

This course is a continuation of MUS 110. Some chromatic techniques are included as well as diatonic part writing and analysis. Original compositions are used to deepen analytical skills and as an outlet for creativity.

Offered: Spring

Prerequisites: MUS.110

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.112 Class Piano 1** 2 1

This course focuses on developing playing skills sufficient to cope with simple, practical situations. It is designed to prepare music majors for the keyboard competency exams that are required for juniors at four-year institutions. Emphasis is on tonal notation, harmonization, transposition, sight reading, improvisation, ensemble playing and basic piano literature.

Offered: Fall

Prerequisites: Take MUS.102;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.113 Class Piano 2** 2 1

This course is a continuation of MUS 112, developing playing skills sufficient to cope with simple, practical situations. It is designed to prepare music majors for the keyboard competency exams that are required for juniors at four-year institutions. Emphasis is on tonal notation, harmonization, transposition, sight reading, improvisation, ensemble playing and basic piano literature.

Offered: Spring

Prerequisites: MUS.112

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.114 Ear Train & Sight Sing 1** 2 1

This is a laboratory class involving sight-singing and melodic, harmonic, and rhythmic dictation.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.115 Ear Train & Sight Sing 2** 2 1

This course is a continuation of MUS 114 and is a laboratory class involving sight-singing and melodic, harmonic, and rhythmic dictation.

Offered: Spring

Prerequisites: MUS.114

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.120 Class Voice** 1 1

This course is for the development and improvement of vocal knowledge and skills. The class is designed for beginning voice students.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.121 Class Piano for Non-Major** .5 1 1

This course is for the beginning adult pianist who has had no background in music but does have an interest and desire to learn about music and develop the skills necessary to play the piano. The student will be informed of the goals at the beginning of the term, and teacher and student will evaluate the experience at the end of each semester. It may be repeated three times for up to a maximum of four semester hours of credit.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.122 Jazz Combo** 2 1

The Jazz Combo is composed of four to eight musicians who perform and study jazz in a small group setting. The literature for the ensemble ranges from Dixieland to be-bop and modern jazz. Students explore the language, skills, and materials of jazz music through performing a variety of jazz combo repertoire. Improvisation is required of all jazz combo performers. It may be taken twice for credit. An audition is required. Instructor permission is required to enroll in this course.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.123 Sandburg Choir** 2 1

The Sandburg Choir is a mixed-voice ensemble which performs a wide variety of music, including classical, jazz, folk, spiritual, and contemporary. The group performs frequently, both off and on campus, and tours annually. It may be taken twice for credit. An audition is required.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.125 Small Vocal Ensemble** 2 1

The Small Vocal Ensemble is a select group of singers whose members are chosen from the Sandburg Choir. This group specializes in performing music specifically appropriate for small vocal ensembles, from madrigals and motets to vocal jazz. There are frequent public performances, both on and off campus. The group tours each year with the Sandburg Choir. This course may be taken twice for credit. An audition is required. Instructor permission is required to enroll in this course.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.130 Private Piano 1** .5 1 1

This course provides a one half-hour private piano lesson each week and is open to all students. Students are required to document a minimum of fifteen minutes practice per day. It may be repeated once for up to a maximum of two semester hours of credit. Instructor consent required.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.131 Private Brass 1** .5 1 1

This course provides one half-hour private brass lesson each week and is open to all students. It may be repeated one time for up to a maximum of two semester hours of credit. Instructor consent required.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.132 Private Organ 1** .5 1 1

This course provides a one half-hour private organ lesson each week and is open to all students. It may be repeated one time for up to a maximum of two semester hours of credit. Instructor consent required.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.133 Private Woodwind 1** .5 1 1

This course provides a one half-hour private woodwind lesson each week and is open to all students. It may be repeated one time for up to a maximum of two semester hours of credit. Instructor consent required.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.134 Private Guitar 1** .5 1 1

This course provides one half-hour private guitar lesson each week and is open to all students. It may be repeated one time for up to a maximum of two semester hours of credit. Instructor consent required.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.135 Private Voice 1** .5 1 1

This course provides a one half-hour private voice lesson each week and is open to all students. It may be repeated one time for up to a maximum of two semester hours of credit. Instructor consent required.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.136 Private Strings 1** .5 1 1

This course provides a one half-hour private string lesson each week and is open to all students. It may be repeated one time for up to a maximum of two semester hours of credit. Instructor consent required.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.137 Private Percussion 1** .5 1 1

This course provides a one half-hour private percussion lesson each week and is open to all students. It may be repeated one time for up to a maximum of two semester hours of credit. Instructor consent required.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.140 Private Piano 1** 1 2 2

This course provides a one hour private piano lesson each week and is essential for music majors or minors. It is, however, open to all students. It may be repeated once for up to a maximum of four semester hours of credit. Instructor consent required.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.141 Private Brass 1** 1 2 2

This course provides a one hour private brass lesson each week and is essential for music majors or minors. It is, however, open to all students. It may be repeated one time for up to a maximum of four semester hours of credit. Instructor consent required.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.142 Private Organ 1** 1 2 2

This course provides a one hour private organ lesson each week and is essential for music majors or minors. It is, however, open to all students. It may be repeated one time for up to a maximum of four semester hours of credit. Instructor consent required.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.143 Private Woodwind 1** 1 2 2

This course provides a one-hour private woodwind lesson each week and is essential for music majors or minors. It is, however, open to all students. It may be repeated one time for up to a maximum of four semester hours of credit. Instructor consent required.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.144 Private Guitar 1** 1 2 2

This course provides a one hour private guitar lesson each week and is essential for music majors or minors. It is, however, open to all students. It may be repeated one time for up to a maximum of four semester hours of credit. Instructor consent required.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.145 Private Voice 1** 1 2 2

This course provides a one hour private voice lesson each week and is essential for music majors studying voice. It is, however, open to all students. It may be repeated one time for up to a maximum of four semester hours of credit. Instructor consent required.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.146 Private Strings 1** 1 2 2

This course provides a one hour private string lesson each week and is essential for music majors or minors. It is, however, open to all students. It may be repeated one time for up to a maximum of four semester hours of credit. Instructor consent required.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.147 Private Percussion 1** 1 2 2

This course provides a one hour private percussion lesson each week and is essential for music majors or minors. It is, however, open to all students. It may be repeated one time for up to a maximum of four semester hours of credit. Instructor consent required.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.200 Music History & Literature** 3 3

This course is an introduction to the standard concert repertory through intensive guided listening. Representative works by composers are chosen to illustrate the principal styles, forms, and techniques of vocal and instrumental music. A study of musical attitudes throughout history including discussions on female composers and ethnic music, will be integrated into the semester course. This course assumes a fundamental knowledge and understanding of the elements of music.

Offered: As Needed

Prerequisites: MUS.210

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Human Relations

**MUS.205 Music and Society** 3 3

An examination of societal issues as they are manifested, through time, in music. Topics include musical expression and connection in gender, ethnicity, spirituality, war, politics, performance, film, dance, and narrative expression.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.210 Music Theory 3** 3 3

This course is a continuation of MUS 111 and is essential for music majors. More complex harmonies of the 18th and 19th Centuries are studied. Creativity is always encouraged.

Offered: Fall

Prerequisites: MUS.111

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.211 Music Theory 4** 3 3

This course is a continuation of MUS 210 and is largely concerned with 19th and 20th Century compositional techniques. Analysis of works in any era is required.

Offered: Spring

Prerequisites: MUS.210

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.212 Class Piano 3** 2 1

This course is a continuation of MUS 113 and focuses on developing playing skills sufficient to cope with simple, practical situations. It is designed to prepare music majors for the keyboard competency exams that are required for juniors at four-year institutions. Emphasis is on tonal notation, harmonization, transposition, sight reading, improvisation, ensemble playing and intermediate-level piano literature.

Offered: Fall

Prerequisites: MUS.113

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.213 Class Piano 4** 2 1

This course is a continuation of MUS 212 and focuses on developing playing skills sufficient to cope with simple, practical situations. It is designed to prepare music majors for the keyboard competency exams that are required for juniors at four-year institutions. Emphasis is on tonal notation, harmonization, transposition, sight reading, improvisation, ensemble playing and intermediate-level piano literature.

Offered: Spring

Prerequisites: MUS.212

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.214 Ear Train & Sight Sing 3** 2 1

This course is a continuation of MUS 115 and is a laboratory class involving sight-singing and melodic, harmonic, and rhythmic dictation.

Offered: Fall

Prerequisites: MUS.115

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.215 Ear Train & Sight Sing 4** 2 1

This course is a continuation of MUS 214 and is a laboratory class involving sight-singing and melodic, harmonic, and rhythmic dictation.

Offered: Spring

Prerequisites: MUS.214

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.222 Jazz Combo** 2 1

The Jazz Combo is composed of 4-8 musicians who perform and study jazz in a small group setting. The literature for the ensemble ranges from Dixieland to be-bop and modern jazz. Students explore the language, skills, and materials of jazz music through performing a variety of jazz combo repertoire. Improvisation is required of all jazz combo performers. It may be taken twice for credit. An audition is required.

Offered: Fall or Spring

Prerequisites: Take 2 semester of MUS.122;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.223 Sandburg Choir** 2 1

Sandburg Choir is a mixed-voice ensemble that performs a wide variety of music, including classical, jazz, folk, spiritual, and contemporary. The group performs frequently, both off and on campus, and tours annually. It may be taken twice for credit. An audition is required.

Offered: Fall or Spring

Prerequisites: Take 2 semesters of MUS.123;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.224 Galesburg Community Chorus** 2 1

Sandburg Choir is a mixed-voice ensemble that performs a wide variety of music, including classical, jazz, folk, spiritual, and contemporary. The group performs frequently, both off and on campus, and tours annually. It may be taken twice for credit. An audition is required.

Offered: Fall or Spring

Prerequisites: Take 2 semester of MUS.124

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only



**MUS.225 Small Vocal Ensemble** 2 1

The Sandburg Chamber Choir is a select group of singers whose members are chosen from the Sandburg Choir. This group specializes in performing music specifically appropriate for small vocal ensembles, from madrigals and motets to vocal jazz. There are frequent public performances, both on and off campus. The group tours each year with the Sandburg Choir. It may be taken twice for credit. An audition is required.

Offered: Fall or Spring

Prerequisites: Take 2 semesters of MUS.125 or instructor permission

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AFA, AS, AAS, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.230 Private Piano 2** .5 1 1

This course provides a one-half hour private piano lesson each week and is open to all students. It may be repeated once. All students must have completed two semesters of MUS 130 or MUS 140 and have passed an audition for entry. Instructor consent required.

Offered: Fall or Spring or Summer

Prerequisites: Two semesters of MUS.130 or MUS.140

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.231 Private Brass 2** .5 1 1

This course provides a one half-hour private brass lesson each week and is open to all students. It may be repeated once. All students must have complete two semesters of MUS 131 or MUS 141 and have passed an audition for entry.

Offered: As Needed

Prerequisites: Take 2 semesters of MUS.131 or MUS.141;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AFA, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.232 Private Organ 2** .5 1 1

This course provides a one half-hour private organ lesson each week and is open to all students. It may be repeated for up to a maximum of eight semester hours of credit. All students must have completed two semesters of MUS 132 or MUS 142 and have passed an audition.

Offered: As Needed

Prerequisites: Take 2 semesters of MUS.132 or MUS.142;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AFA, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.233 Private Woodwind 2** .5 1 1

This course provides a one half-hour private woodwind lesson each week and is open to all students. It may be taken twice for credit. All students must have complete two semesters of MUS 133 or MUS 143 and have passed an audition for entry.

Offered: As Needed

Prerequisites: Take 2 semesters of MUS.133 or MUS.143;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AFA, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.234 Private Guitar 2** .5 1 1

This course provides a one half-hour private guitar lesson each week and is open to all students. It may be repeated for up to a maximum of four semester hours of credit. All students must have completed two semester of MUS 134 or MUS 144 and have passed an audition for entry.

Offered: As Needed

Prerequisites: Take 2 semesters of MUS.124 or MUS.144;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AFA, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.235 Private Voice 2** .5 1 1

This course provides a one-half hour private voice lesson a week and is open to all qualified students. The course may be repeated three times up to four semester hours of credit. All students must have completed two semester of MUS 135 or MUS 145 and have passed an audition for entry. Instructor consent required.

Offered: Fall or Spring or Summer

Prerequisites: Two semesters of MUS.135 or MUS.145

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.236 Private Strings 2** .5 1 1

This course provides a one half-hour private string lesson each week and is open to all students. It may be repeated for up to a maximum of four semester hours of credit. All students must have complete two semesters of MUS 136 or MUS 146 and have passed an audition for entry.

Offered: As Needed

Prerequisites: Take two semesters of MUS.136 or MUS.146;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.237 Private Percussion 2** .5 1 1

This course provides a one half-hour percussion lesson each week and is open to all students. It may be repeated once for credit. All students a MUS 147 and have passed an audition for entry.

Offered: As Needed

Prerequisites: Take 2 semesters of MUS.137 or MUS.147;

Applicable toward graduation at Sandburg where rrogram structure permits:

Degree or Certificate: AA,AS, AAS, AFA, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.240 Private Piano 2** 1 2 2

This course provides a one hour private piano lesson each week and is essential for piano majors. It is, however, open to all qualified students. It may be repeated once. All students must have completed two semesters of MUS 130 or MUS 140 and have passed an audition for entry.

Offered: Fall or Spring

Prerequisites: Two semesters of MUS.130 or MUS.140

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.241 Private Brass 2** 1 2 2

This course provides a one hour private brass lesson each week and is open to all students. It may be repeated once for credit. All students must have complete two semesters of MUS 131 or MUS 141 and have passed an audition for entry.

Offered: As Needed

Prerequisites: Take 2 semesters of MUS.131 or MUS.141;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AFA, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.242 Private Organ 2** 1 2 2

This course provides a one hour private organ lesson each week and is open to all students. It may be repeated once for credit. All students must have complete two semesters of MUS 132 or MUS 142 and have passed an audition for entry.

Offered: As Needed

Prerequisites: Take 2 semesters of MUS.132 or MUS.142;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS,AAS, AFA, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.243 Private Woodwind 2** 1 2 2

This course provides a one half-hour private woodwind lesson each week and is open to all students. It may be repeated twice for credit. All students must have completed two semesters of MUS 133 or MUS 143 and have passed an audition for entry.

Offered: As Needed

Prerequisites: Take 2 semesters of MUS.133 or MUS.143;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AFA, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.244 Private Guitar 2** 1 2 2

This course provides a one hour private guitar lesson each week and is open to all students. It may be taken twice for credit. All students must have complete two semesters of MUS 134 or MUS 144 and have passed an audition for entry.

Offered: As Needed

Prerequisites: Take 2 semesters of MUS.134 or MUS.144

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AFA, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.245 Private Voice 2** 1 2 2

This course provides a one hour private voice lesson once a week. The course is essential for voice majors and public school music majors. It is, however, open to all qualified students. The course may be taken twice for credit. All students must have completed two semesters of MUS 135 or MUS 145 and have passed an audition for entry.

Offered: Fall or Spring

Prerequisites: Two semesters of MUS.135 or MUS.145

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.246 Private Strings 2** 1 2 2

This course provides a one hour private strings lesson each week and is open to all students. It may be repeated once for credit. All students must have complete two semesters of MUS 136 or MUS 146 and have passed an audition for entry.

Offered: As Needed

Prerequisites: Take 2 semesters of MUS.136 or MUS.146;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AFA, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**MUS.247 Private Percussion 2** 1 2 2

This course provides a one hour private percussion lesson each week and is open to all students. It may be repeated once for credit. All students must have complete two semesters of MUS 137 or MUS 147 and have passed an audition for entry.

Offered: As Needed

Prerequisites: Take 2 semester of MUS.137 or MUS.147;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AFA, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

## NAD Nursing Associate Degree

	Hr/Wk	Hr/Wk	Sem
	Lect/	Clin	Cr
	Disc	Lab	Hr

### Courses

**NAD.105 Nursing 1** 5 6 7

This course provides an introduction to nursing, roles of the nurse, and focuses on patient care concepts. Emphasis is placed on the knowledge and skills need to provide safe, quality care. The theoretical foundation for basic assessment and nursing skills is presented, and the student is given an opportunity to demonstrate these skills in a laboratory and clinical setting. An introduction to the nursing process provides a decision-making framework to assist students in developing effective clinical judgement skills. A unit entitled Nursing Care in a Diverse Society will focus on the issues and implications associated with caring for clients with diverse and complex cultural backgrounds. Learning experiences are provided in the classroom, audio-visual tutorials, skills lab, simulation and clinical settings. Students will provide care for individual adults with acute and/or chronic health care needs in the acute care, outpatient, community and/or long-term care and rehabilitation settings. Satisfactory (S) performance in clinical and skills lab and a minimum grade of C in theory are required in order to pass the course.

Offered: Fall

Prerequisites: Prerequisites: Admission to the Associate Degree Nursing Program. Corequisites: NAD.106, NAD.108, and BIO.211 with a grade of C or better. All corequisites must be passed with a C or better to progress in the program.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education: Not Applicable..

General Education -- Not Applicable

**NAD.106 Medication Principles for Nurses** 2 2

This course introduces general principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs for patients across the lifespan. This course also focuses on the knowledge needed for the development of basic dosage and calculation skills necessary for safe administration of medications. This course also includes terminology and abbreviations required to interpret physician's orders and to read medication labels. Instruction includes various systems of measurement. The student will demonstrate accurate dosage calculation; discuss the principles of safe medication administration; and identify the elements of accurate documentation of medication administration. Math proficiency is determined by examination. Laboratory experiences include the application of medication administration skills. Minimum grade of C is required in order to pass the course.

Offered: Fall

Prerequisites: Prerequisite: Admission to the Associate Degree Nursing Program or Practical Nursing Program. Take NAD.105 or NUP.105, NAD.108, BIO.211 or BIO.111; Minimum grade C or better. All corequisites must be completed with a grade of C or better to progress in the program.

Applicable toward graduation at Sandburg where program structure permits: Degree or Certificate: AAS, AGS and Certificates where applicable. General Education: Not applicable..

General Education -- Not Applicable

**NAD.108 Health Assessment & Clinical Reasoning** 2 2

This course provides the framework for preparing students to perform comprehensive health assessments on patients across the lifespan utilizing the nursing process and focusing on the development of clinical reasoning. Emphasis is placed on taking a thorough nursing history, performing physiological, psychological, sociological, developmental, cultural, and spiritual assessments, as well as identification of patient safety, health risks, and stressors. Using the techniques of inspection, palpation, percussion, and auscultation, the student will be able to complete a systematic head to toe physical assessment of the adult patient. Emphasis is also placed on analyzing the data collected, including laboratory and diagnostic testing results and proper recording and documentation of assessed findings. Laboratory experiences provide an opportunity to practice assessment skills. Minimum grade of C is required in order to pass the course.

Offered: Fall

Prerequisites: Prerequisite: Admission to the Associate Degree Nursing Program or Practical Nursing Program. Take NAD.105 or NUP.105; NAD.106; BIO.111 or BIO.211. All corequisites must be completed with a grad of C or better to progress in the program.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education: Not applicable..

General Education -- Not Applicable

**NAD.125 Nursing 2**

5 9 8

This course builds on concepts, skills, and theories learned in NAD 105 and focuses on the care of individual adult patients and families with common and complex health problems that require medical and/or surgical intervention. Emphasis is placed on the care of patients with alterations in hematologic, immunologic, endocrine, respiratory, gastrointestinal and genitourinary problems. Concepts of patient-centered care, quality improvement, informatics, evidence-based practice, safety, teamwork and collaboration, leadership and professionalism are integrated throughout the course. Learning experiences are provided in the classroom, audio-visual tutorials, skills lab, simulation and clinical settings. Students will provide care for individual adult patients and families with common and complex health problems that require medical and/or surgical health care needs in the acute care, outpatient, community and/or long term care and rehabilitation settings. Satisfactory (S) performance in clinical and skills lab and a minimum grade of C in theory are required in order to pass the course.

Offered: Spring

Prerequisites: Take NAD.105, NAD.106, NAD.108, and BIO 211 with a grade of C or better. All prerequisites must be passed with a C or better to progress in the program. Corequisite: NAD.130 and BIO 212. All corequisites must be passed with C or better to progress in the program. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education: Not Applicable..

General Education -- Not Applicable

**NAD.130 Pharmacology for Nurses**

2 2

This course is designed to establish a solid base of knowledge in nursing pharmacology. The nursing process will be utilized in discussing the basic pharmacological principles and drug classifications and their effects on the body. This course will explore pharmacokinetics, pharmacodynamics, contraindications and interactions of selected drugs, emphasizing nursing implications, roles and responsibilities in patient care and safe drug administration. The focus is to examine selected prototype drugs used in the treatment of illness and the promotion, maintenance and restoration of wellness in diverse individuals across the lifespan with special consideration given to the physiological, psychosocial, developmental, cultural, and spiritual needs of patients. Minimum grade of C is required in order to pass the course.

Offered: Spring

Prerequisites: NAD 105 or NUP 105 NAD 106 or NAD 108 BIO 211 or BIO 111.,All prerequisites must to completed with a grade of C or better.

Take NAD.125 or NUP.125 and BIO.212. All corequisites must,be completed with a grad of C or better to progress in the,program.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education: Not applicable..

General Education -- Not Applicable

**NAD.180 LPN to RN Transition**

3 3 4

The LPN-RN Transition course is an intensive eight-week summer course designed to enhance the knowledge learned in the Practical Nursing Program and make the transition into the second year of the Associate Degree Nursing Program. The course content is intended to augment knowledge learned in a practical nursing program and includes an overview of fundamental nursing concepts and essential nursing skills. The nursing role is differentiated with emphasis on health maintenance, health promotion and disease prevention. Emphasis will be placed on the following concepts: provisions of safety, quality care, evidenced base practice, APA format, critical thinking, communication, documentation, dosage calculation, legal and ethical issues, delegation and prioritization of nursing care, nursing process, nursing assessment and patient-centered care that is culturally, developmentally, psychosocially, and spiritually based. Selected content from the first year of the associate degree program in physiological integrity will be reviewed. Combined classroom and nursing laboratory experience, learning is by the application of concepts. Supervised clinical practice in selected acute care, rehabilitation, long-term care, and community settings will be provided. This course includes theory, lab, and clinical hours. After successful completion of this course, the student will be eligible to enter the second year of the Associate Degree Nursing (ADN) program and will complete the last two(2) semesters with the traditional ADN students. Offered: As Needed

Prerequisites: Licensed Practice Nurse or successful completion of an,accredited Practical Nursing program with a grade of C or,better in all nursing courses. Take BIO.200 with a grade of C or better. All corequisites,must be passed with a C or better to progress in the,program. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education: Not applicable..

General Education -- Not Applicable

**NAD.200 Nursing 3**

5 9 8

This course will focus on the care of individual adult patients and families with selected complex medical/surgical health alterations and childbearing women and newborns. Students will continue to expand their theoretical knowledge, use of the nursing process, and nursing skills as well as critical thinking and decision-making ability to delegate and prioritize nursing care. Emphasis is placed on reproduction and prenatal period, normal and high-risk pregnancies during the intra-partum and postpartum periods, high risk conditions of infant and newborn assessment, family dynamics and the promotion of healthy behaviors in patients. Emphasis will also be placed on the care of patients and families with health alterations in neurosensory and cardiac and vascular problems. Concepts of patient-centered care, quality improvement, informatics, evidence-based practice, safety, teamwork and collaboration, leadership and professionalism are integrated throughout the course. Learning experiences are provided in the classroom, audio-visual tutorials, skills lab, simulation and clinical settings. Students will provide care for individual adult patients and families with complex medical/surgical health alterations and childbearing families in acute care, outpatient, community and/or long term care and rehabilitation settings. Satisfactory (S) performance in clinical and skills lab and a minimum grade of C in theory are required in order to pass the course.

Offered: Fall

Prerequisites: NAD.125, NAD.130, BIO.212, BIO.200, and if applicable, NAD.180. All prerequisites must be passed with a C or better in order to progress in the program. Take NAD.205 with a minimum grade of C. All corequisites must be passed with a C or better in order to progress in the program.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education: Not applicable..

General Education -- Not Applicable

**NAD.205 Community & Mental Health Nursing 2 3 3**

The purpose of this course is to introduce students to community health nursing and mental health nursing. This course will focus on the promotion, maintenance, and restoration of mental health needs of the individual across the lifespan and the community health needs of the family and selected groups within communities. A major focus of this course is for students to critically think about and discuss the role of community health nurse; understand basic epidemiological concepts; and perform a community health assessment exploring the impact of culture, socioeconomic status, lifestyle, environment, and violence on the health of the community. In addition, students will focus on the role of the mental health nurse; understand the etiology, pathophysiology and psychopathology, signs and symptoms, complications, medications, and treatment modalities; and perform mental health assessments on patients experiencing cognitive, mental and behavioral disorders. Emphasis is placed on management of patients facing emotional and psychological stressors as well as promoting and maintaining the mental health of individuals and families, health promotion and disease prevention of vulnerable groups within our communities, and health disparities that exist within a global environment. The community as a site for care and support services is addressed. Clinical experiences will be provided in selected mental health settings and students will plan and implement a service-learning project in the community setting. Satisfactory (S) performance in clinical and a minimum grade of C in theory are required in order to pass the course.

Offered: Fall

Prerequisites: Take NAD.125, NAD.130, BIO.212, and BIO.200 with a grade of C or better to progress in the program. Take NAD.200 with a grade of C or better to progress in the program.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable .

General Education: Not applicable..

General Education -- Not Applicable

**NAD.210 Nursing IV** 5 9 8

This course will focus on the care of the individual adult patients and families with selected complex, multisystem alterations in health and childrearing family. Students will continue to expand their theoretical knowledge, use of the nursing process, and nursing skills as well as critical thinking and decision-making ability to delegate and prioritize nursing care while functioning in a leadership role. Emphasis placed on normal growth and development of children, family dynamics, common pediatric disorders and the promotion of healthy behaviors in patients. Emphasis will also be placed on the care of patients and families with multisystem alterations and complex health problems in respiratory, renal, and burns in the emergency care and intensive care settings, as well as, oncology, and musculoskeletal trauma. This course will also focus on disaster preparedness, triage, and interdisciplinary collaboration. Concepts of patient centered care, quality improvement, informatics, evidence-based practice, safety, teamwork and collaboration, leadership and professionalism are integrated throughout the course. Learning experiences are provided in the classroom, audio-visual tutorials, skills lab, simulation and clinical settings. Students will provide care for individual adult patients and families with complex, multisystem alterations in health and childrearing families in acute care, outpatient, community and/or long term care and rehabilitation settings. Satisfactory (S) performance in clinical assignments and a minimum grade of C in theory are required in order to pass the course.

Offered: Spring

Prerequisites: Take NAD.200 and NAD.205 with a grade of C or better. All prerequisites must be passed with a C or better in order to progress in the program. Take NAD.220 with a minimum grade of C. All corequisites, must be passed with a C or better in order to progress in the program.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education: Not applicable..

General Education -- Not Applicable

**NAD.220 Professional Issues** 2 2

This course facilitates the transition of the student to the role of a professional nurse at the entry level and will prepare the students to take the NCLEX-RN licensing examination. Emphasis is placed on contemporary issues and management concepts, as well as developing the skills of delegation, conflict management, and leadership. Legal and ethical issues are discussed with a focus on personal accountability and responsibility. Standards of practice and the significance of functioning according to state regulations and statutes are analyzed. Strategies for planning a career and advancing the profession of nursing will be emphasized. Students will develop a professional portfolio demonstrating professional growth and assisting in their career development. Minimum grade of C is required in order to pass this course.

Offered: Spring

Prerequisites: Take NAD.200 and NAD.205 with a grade of C or better in order to progress in the program. Take NAD.210 with a minimum grade of C in order to progress in the program.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education: Not applicable..

General Education -- Not Applicable

**NUA Nursing Assistant**

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

**Courses****NUA.100 Basic Nursing Assistant Training** 6 3 7.5

This course is approved by the Illinois Department of Public Health (IDPH) to prepare the student to assist the registered professional nurse and licensed practical nurse as an integral member of the health care team in a variety of health care settings. Instruction includes basic nursing skills through lecture, clinical simulation and supervised clinical experiences at a long-term health care facility. All individuals applying for certification must complete a fingerprint criminal background check. Criminal background check applications will be provided to students during class. Upon successful completion of the program the individual is eligible to take the State of Illinois Nursing Assistant Competency Examination.

Offered: As Needed

Prerequisites: Completion of COMPASS test with a minimum Reading score of 63, or RDG.096 with a grade of C or better, or ACT Reading score of 20 or higher.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**NUP Nursing - Practical**

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

**Courses****NUP.104 LPN IV Certification** 2 3 3

This class prepares students for initiating and/or maintaining common intravenous therapies. LPN IV Certification is a way for licensed nurses to gain additional experience. Students will learn about the principles and practices, insertion techniques, equipment, infusion calculation rates, management guidelines, principles of antibiotic administration and preventative measures for IV therapy in stabilized clients under the supervision of a registered nurse, physician, or dentist, or as approved by the Illinois Nurse Practice Act guidelines. Licensed as an LPN in good standing with IDFP (Illinois Department of Professional Regulation) is required to enroll in this course.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**NUP.105 Practical Nursing I** 6 9 9

This course is an introduction to nursing and the roles of the practical nurse, and focuses on patient care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic assessment and nursing skills is presented, and the student is given an opportunity to demonstrate these skills in a laboratory and clinical setting. The nursing process is introduced and serves as the foundation for the development of critical thinking skills. Other topics covered include professionalism, patient-centered care, legal and ethical responsibilities, and evidence-based practice. A unit entitled Nursing Care in a Diverse Society will focus on the issues and implications associated with caring for patients with diverse and complex cultural backgrounds. Students will provide care for individual adults with acute and/or chronic health care needs in the acute care, outpatient, community and/or long term care and rehabilitation settings. Satisfactory (S) performance in clinical and skills lab and a minimum grade of C in theory are required in order to pass the course. Admission to the Practical Nursing program is required. All classes must be passed with a C or better to progress in the program.

Offered: Fall

Prerequisites: Admission into the Practical Nursing program; Corequisites: NAD.106, NAD.108, BIO.111 or BIO.211;

Minimum grade C or better in order to progress in the program;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education: Not applicable..

General Education -- Not Applicable

**NUP.125 Practical Nursing II** 6 9 9

This course builds on concepts, skills, and theories learned in NUP 105 and focuses on the care of the individual patient and families with common health care problems. Building on concepts from previous courses, this course focuses on patient-centered care, quality improvement, informatics, evidence-based practice, safety, teamwork and collaboration, and professionalism are integrated throughout the course.

The administration of patient care includes using the nursing process, performing basic assessments, using critical thinking, and assisting with patient education. Emphasis is placed on the care of patients with alterations of the integumentary, musculoskeletal, genitourinary, and neurosensory systems. The concepts of patient care, nursing management, pharmacology, and nutrition are included within each system. Content is presented from a patient-centered approach based on Maslow's Hierarchy of Needs. Patient care includes consideration of physiological, developmental, psychosocial, and spiritual needs. Consideration is also given to the impact of health issues, the potential physical and mental adjustments as well as restorative care. Learning experiences are provided in the classroom, audio-visuals tutorials, skills lab, simulation and clinical settings. Students will provide care for individual adult patients and their families with common health care problems that require medical and/or surgical health care needs in the acute care, outpatient, community and/or long-term care and rehabilitation settings. Satisfactory (S) performance in clinical and skills lab and a minimum of C in theory is required in order to pass the course. Application toward graduation at Sandburg where program structure permits: Degree or Certificate: AAS, AGE, All Certificates where applicable. General Education: Not applicable..

General Education -- Not Applicable

**NUP.130 Practical Nursing III** 3 6 5

Practical Nursing III is an intensive five week summer course designed to familiarize the student with the holistic approach to care for the childbearing and childrearing families. The childbearing section will cover the antepartum, intrapartum, and postpartum periods of the normal patient and the neonate as well as those with complications. The normal processes of conception, fetal development, labor and delivery, postpartum period, and family involvement will be included. The childrearing section will cover the growth and development of the pediatric patient, as well as the physical, psychosocial, cultural, and spiritual needs of the pediatric patient and their families with common pediatric disorders. The final section of this course will address transitional issues to prepare the student to transition into the role of the Licensed Practical Nurse at the entry level and will prepare the student to take the NCLEX-PN licensing examination. Emphasis will be placed on time management, supervision, quality improvement, and ethical and legal considerations in nursing practice. The student will participate in job readiness skills. Employment considerations will be examined in relation to a rapidly changing health care system. The Illinois Nurse Practice Act will be studied as it relates to the practical nurse. The clinical component of this course allows the student to practice clinical skills while caring for the childbearing and childrearing families in a variety of healthcare settings. Satisfactorily (S) performance in clinical and a minimum grade of C in theory are required in order to pass the course.

Offered: Summer

Prerequisites: NUP.125 and NAD.130 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education: Not applicable..

General Education -- Not Applicable

## NUT Nutrition

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

### Courses

**NUT.100 Introduction to Nutrition** 2 2

This course is intended to introduce students to basic knowledge of nutritional information. Included are the basic principles of nutrients, human body requirements, healthy food sources, cultural and social effects of food choices, and the basics of metabolism.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**NUT.110 Nutrition** 3 3

This course is designed to introduce the student to the concepts and principles of nutrition emphasizing the role of nutrition in health while being able to identify food nutrients and their functions. Cultural, religious and geographical influences are discussed. Emphasis on current dietary recommendations for maximizing well-being and minimizing risk of chronic disease, focus on use of tables, food guides, and guidelines for making healthy food choices is integrated. Discussion also includes nutrition needs for stages of the lifecycle, methods for evaluating credibility of nutrition claims, safe and economic use of supplements, principles of energy balance, basic elements of food safety, diet for exercise and sports. One year of high school chemistry or biology or equivalent is required.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

## OMS Organizational Management

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

### Courses

**OMS.101 Labor-Management Relations** 3 3

This course provides a basic examination of the roles of labor and management in the United States and their relationship to each other. The objectives, issues and problems of labor and management are studied through an analysis of collective bargaining clauses and the bargaining processes. Union growth, structure, management organization, labor-management legislation, wage structure and wage incentives are considered. Also covered are aspects of contract administration, as well as labor-management relations in a non-union environment. Community resource speakers are utilized.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**OMS.102 Supervision Fundamentals** 3 3

This course is intended for persons who desire to become supervisors and those who are currently in supervisory positions, but wish to improve their performance. It will provide a basic knowledge of the duties and responsibilities common to various types of supervisory jobs and how to avoid common mistakes of supervisors. Leadership skills will be discussed along with suggestions on the development of leadership qualities. Basic concepts of organization, management and planning as well as organizing work, directing work, and improving work methods will be studied. Evaluation of worker performance, along with teaching supervisors how to instruct workers will be covered. Some attention will be given to developing good public relations.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**OMS.200 Human Resources Management** 3 3

This course focuses on recruitment and personnel planning; employment, placement, compensation, and benefits; training and development; employee and labor relations; health, safety, and security; and personnel management in the global community.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

## OSP Occupational Special Problems

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

### Courses

**OSP.199 Occupational Special Prob** 1-4

This course is intended for the student who has satisfactorily completed all, or most of, the specialized course work in a particular CSC occupational program and desires to investigate a special problem for further learning in that area of study. The identification of the problem, determination of nature of result(s) to be achieved, design of problem solving approach, nature of report or finished product and commitment for supervision must be worked out between the student and a particular faculty member. The project proposal is then subject to approval by the Dean of Occupational Programs and Vice President of Instructional Services. If the proposal is approved, the student then must register for the course in the Admissions and Records Office. The course description title entered on the registration and transcript will reflect the topic of that specific special problem. A student may earn a maximum of four semester hours of credit in OSP 199.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable



# PHL Philosophy

	Hr/Wk Lect/ Disc	Hr/Wk Clin Lab	Sem Cr Hr
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## Courses

**PHL.100 Logic** 3 3

This course provides an introduction to the techniques of analyzing and clarifying arguments, and distinguishing good reasoning from bad. The emphasis is on informal fallacy logic as applied to social issues. This course is recommended for anyone desiring a course in practical logic and critical thinking. It is particularly useful for the student of English, Speech or Pre Law.

Offered: Fall or as Needed

Prerequisites: ENG.101

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. H4 906*

General Education -- Humanities

**PHL.101 Introduction to Philosophy** 3 3

This course is for the student who questions or has an interest in the assumptions on which many decisions, values and purposes of institutions and society rest. The course deals with major philosophical problems, such as reality and does one's view of reality make any difference. Knowledge and various ways of knowing will be studied as well as the conflict between those who believe in free will and those who believe in determinism.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. H4 900*

General Education -- Humanities

**PHL.102 Ethics** 3 3

This course is for students who want to become more aware of the standards or principles which are appealed to when they judge themselves or when others are judged. Different moral positions that have been adopted by serious philosophers are discussed and applied to such topics as repression control, art, religion, political obligations and the role of government. Morality and different views of the nature of man as well as other interests and problems of man are studied.

Offered: Fall or Spring

Prerequisites: PHL.100 or PHL.101

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. H4 904*

General Education -- Humanities Human Relations

**PHL.103 Biomedical Ethics** 3 3

This course introduces the student to biomedical ethics. Students will gain a beginning foundation for analysis as related to biomedical ethical dilemmas. Apply classical ethical theories to related topics and issues, utilize basic principles of health care ethics to discuss bio-medical ethical topics and current issues and examination of bio-medical ethical issues using a problem-solving approach.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AAS, AGS and Certificates where applicable..

General Education -- Not Applicable Elective Only

**PHL.104 Philosophy of Religion** 3 3

This course will explore the big philosophical ideas that undergird western religious traditions. We will use contemporary and historical texts to explore key religious thoughts and suppositions. These ideas will be explored by employing the best techniques of critical inquiry and logical argumentation. Religious concepts to be explored will include but not be limited to; Arguments for the existence of God, the connection between reason and faith, religion and science, religion and ethics, and the problem of evil.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA,AS, AFA, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**PHL.105 Comparative Religions** 3 3

This course will compare and contrast both eastern and western religions. These religions will be explored in light of their history, key internal workings, sacred writings, as well as issues of doctrine and practice. Applicable towards graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS,AAS, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**PHL.110 Introduction Critical Thinking** 3 3

This course provides practice in critical thinking, including value assessment and moral reasoning. Passages used in the course include social issues drawn from multi-cultural backgrounds. Students learn to discern the structure of an argument, definitional and descriptive assumptions, value conflicts, and assumptions, and to question and discuss those intelligently. The course is useful for entry-level thinking skills and in performing well in courses in the social sciences, humanities, and other disciplines.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

# PHY Physics

## Courses

**PHY.110 Applied Physics** 3 3

This course surveys various ideas in physics with an emphasis on problem solving and applications from many technical areas. Concepts studied include measurement, laws of motion, the resolution of forces, work and energy, simple machines, and properties of matter. Students must provide a hand-held scientific calculator.

Offered: Spring

Prerequisites: MAT.101

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- AGS Only

**PHY.130 The Physical Universe** 3 3

This course is a study of the universe and the attempts of persons to understand it. Topics covered include techniques of investigation; instrumentation; organization and history of the solar system; birth, life, and death of a star; origin, history, and future of the universe; prospects for extraterrestrial life forms.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. P1 906*

General Education -- Science

**PHY.151 General Physics 1** 4 2 5

This course is the first semester of a two-semester sequence in pre-calculus based physics. It is appropriate for students in pre-dental, pre-medical, nursing, education, and other programs which require a beginning course in physics. The course includes the study of mechanics, vibratory motion and waves, fundamentals of heat and thermodynamics.

Offered: Fall

Prerequisites: MAT.140 or concurrent enrollment

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. P1 900L*

General Education -- Science Lab Science

**PHY.152 General Physics 2** 4 2 5

This course is a continuation of PHY 151. Topics covered include electricity and magnetism, electromagnetic waves, optics and an introduction to modern physics.

Offered: Spring

Prerequisites: PHY.151

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable. *IAI Course No. P1 900L*

General Education -- Not Applicable Elective Only

**PHY.161 Engineering Physics 1** 4 2 5

This course is the first of a two-semester sequence in calculus-based physics. Topics covered include classic mechanics, vibratory motion and mechanical waves, and fundamentals of heat and thermodynamics. This course is appropriate for those students who want to transfer into engineering or other university programs that demand one year of calculus-based physics.

Offered: Fall

Prerequisites: MAT.240 or concurrent enrollment

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**PHY.162 Engineering Physics 2** 4 2 5

This course is a continuation of PHY 161. Topics covered include electricity and magnetism, electromagnetic waves, optics, and an introduction to modern physics. Students will use calculus principles and techniques in developing concepts, analyzing situations, and in further development of problem-solving techniques.

Offered: Spring

Prerequisites: PHY.161, MAT.241 or the equivalent as evaluated by the physics department

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

## POR Potuguese

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

## Courses

**POR.110 Portuguese I** 3 3

This is the first of a two-course sequence of elementary Portuguese.

The emphasis of the course is on acquiring conversational skills through practical use of the language.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AGS, AAS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**POR.111 Portuguese II** 3 3

This is the second of a two-course sequence of elementary Portuguese.

The emphasis of the course is on acquiring conversational skills through practical use of the language.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AGS, AAS and Certificates where applicable.

General Education -- Not Applicable Elective Only

# POS Political Science

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

## Courses

**POS.122 American Government & Politics**                      3                      3

This course covers the origin, principles, organization and functions of the American political system. It examines the legislative, executive and judicial branches in the United States as well as the nature and purposes of the nation-state in a democratically oriented society. Topics covered include the Constitution, civil liberties and civil rights, the three branches of government, political parties, elections, and appropriate comparisons to Illinois Government. This course is of interest both to persons planning to pursue a baccalaureate degree and other persons interested in increasing their understanding of the American system of government.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S5 900*

General Education -- Social Science

**POS.223 State & Local Government**                      3                      3

This course presents a study of the institutions, functions, problems, and politics at the state and local levels of government in the United States. It meets the Illinois state law requirement concerning constitutional proficiency. The course is of interest to the student of political science and the social sciences. This course would also benefit those serving at various levels of state and local government.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S5 902*

General Education -- Social Science

**POS.228 International Relations**                      3                      3

This course surveys the factors determining the relations between nations including the history of international relations, the concepts of national power and national interests, and the processes of implementing foreign policy. This course is of relevance to the student of political science or the social sciences or anyone interested in the study of world politics.

Offered: Spring

Prerequisites: POS.122

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S5 904N*

General Education -- Social Science

**POS.267 Comparative Government**                      3                      3

This is a comparative study of the governmental organizations, political behavior and decision-making processes of Great Britain, France, Germany, Russia, China and Japan. Selected developing nations are surveyed less intensively for purposes of contrast. This course is appropriate for a student planning to pursue a bachelor's degree with a major or minor in political science. Also, it is a course of interest to the individual who desires to develop a better understanding of various forms of government.

Offered: As Needed

Prerequisites: POS.122

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S5 905*

General Education -- Social Science

# PSY Psychology

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

## Courses

**PSY.100 Freshman Orientation**                      1                      1

This course is designed to aid the new student in adapting to the college environment by explaining policies and procedures regarding registration, dropping and adding of classes, and counseling services.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**PSY.101 Introduction to Psychology**                      3                      3

This course is designed to provide an understanding of a variety of topics within the field of psychology. It is not only designed for students planning on majoring in psychology, but for those who have an interest in the scientific basis of behavior, thought, and the physiological processes that underlie each.

Offered: Fall or Spring or Summer

Prerequisites: A COMPASS Reading score of 83 or above is required to enroll in this course, or RDG.096 with a grade of C or better or an ACT Reading score of 20 or higher.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S6 900*

General Education -- Social Science

**PSY.107 Positive Psychology** 3 3

Positive Psychology will encourage students to develop their potentials through research-based applications found in the areas of resiliency, adjustment, and positive emotions. This course will provide insights into strength-based behaviors by examining biological, psychological and sociocultural origins.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits: AA, AS, AAS AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**PSY.151 Occupational Search & Development** 3 3

This course is designed to heighten the student's level of self-awareness through the completion of a variety of psychological instruments and self-awareness exercises intended to clarify the student's values, interests, and personality characteristics. The insight gleaned from these experiences will be applied toward the process of making a well-informed career decision and toward the process of marketing one's self in a competitive job market. Students will become acquainted with a variety of sources and techniques for occupational research and decision making, in addition to learning how to prepare a professional resume and cover letter. Interviewing techniques, job networking skills, and the process of life-long career development will be explored as well.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**PSY.202 Psychology of Personality** 3 3

This course offers a study of the major problems, concepts and formulations of personality. It will include development and structure of personality, including such topics as adjustment, social adequacy, work environments, aggression, prejudice and other behaviors.

Offered: As Needed

Prerequisites: A COMPASS Reading score of 83 or above is required to enroll in this course, or RDG.096 with a grade of C or better, or an ACT Reading score of 20 or higher.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**PSY.204 Social Psychology** 3 3

Social Psychology is the scientific study of the way in which people's thoughts, feelings, and behaviors are influenced by the real or imagined presence of other people. This course will be composed of four sections: (1) Introduction to Social Psychology and Social Psychological Methods, (2) Understanding Ourselves, (3) Social Influence, and (4) Social Interaction. This course is of value to students who have an interest in the mutual influence of groups on the individual and of the individual on groups.

Offered: Fall or Spring

Prerequisites: A COMPASS Reading score of 83 or above is required to enroll in this course, or RDG.096 with a grade of C or better, or an ACT Reading score of 20 or higher.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S8 900*

General Education -- Social Science Human Relations

**PSY.205 Human Sexuality** 3 3

This course is designed to provide the student with knowledge about the psychological, sociological and biological aspects of human sexuality; understand varieties of sexual expression and provide a cognitive base on which to make sexual decisions.

Offered: As Needed

Prerequisites: A COMPASS Reading score of 83 or above, or RDG.096 with a grade of C or better, or an ACT Reading score of 20 or higher.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**PSY.206 The Social Psychology of Aging** 3 3

This course provides an introduction to the field of social gerontology. The course deals with the adult life cycle from the sociological and psychological perspective with special emphasis on the later stages of adulthood. Special topics on aging include theoretical approaches to social aging, the biological and psychological aspects of aging, work, retirement and leisure, institutionalization, and death and dying.

Offered: As Needed

Prerequisites: A COMPASS Reading score of 83 or above, or RDG.096 with a minimum grade of C, or an ACT Reading score of 20 or higher.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S6 905*

General Education -- Social Science

**PSY.207 Crisis Intervention** 3 3

This course is an overall introduction to crisis intervention and is designed to provide an understanding of theory and practice of short term models of treatment. A wide variety of crises will be examined and role played so students can become comfortable with different intervention techniques. Example crises will include suicide, developmental life stage, loss, medical, and post traumatic stress victims. Students will understand the professional and ethical side of crisis intervention along with developing an appreciation for the importance of cultural sensitivity in crisis intervention. Crisis intervention is designed as a university studies course, but is also applicable to those pursuing careers in allied health, criminal justice, education, fire science, etc.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**PSY.221 Child Psychology** 3 3

This course is a study of human development from conception through adolescence. It consists of research methods, data, and developmental theories in and between all major areas of development including biological, social, emotional, and cognitive. This course is useful to students who will interact with children and/or adolescents in professional and personal settings. It is appropriate for parents as well as persons in educational, behavioral, and social sciences.

Offered: As Needed

Prerequisites: A COMPASS Reading score of 83 or above is required to enroll in this course, or RDG.096 with a grade of C or better, or an ACT Reading score of 20 or higher.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Social Science Non Course

**PSY.265 Developmental Psychology** 3 3

This course is a study of the development of human beings over the entire lifespan. It begins with an overview of developmental theories and then traces the individual from conception through infancy, childhood, adolescence, adulthood, aging, and death.

Offered: As Needed

Prerequisites: A COMPASS Reading score of 83 or above is required to enroll in this course, or RDG.096 with a grade of C or better, or an ACT Reading score of 20 or higher.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S6 902*

General Education -- Social Science

**PSY.294 Abnormal Psychology** 3 3

Abnormal Psychology will introduce students to behavioral disorders and research methods used in the field. This course will provide insight into abnormal behavior by examining biological, psychosocial, and sociocultural origins. Students will also learn about assessment, categorization, and treatment options for disorders, in addition to preventative measures.

Offered: Fall or Spring or Summer

Prerequisites: Take PSY.101

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

## RDG Reading

	Hr/Wk	Hr/Wk	Sem
	Lect/	Clin	Cr
	Disc	Lab	Hr

### Courses

**RDG.092 Academic Reading III** 3 3

Placement in RDG 092 is based upon the Reading Skills section of the COMPASS test. Strategies for reading comprehension and critical reading are taught and practiced through textbook use and a variety of readings in different genres. Vocabulary development is taught by the use of context clues, a dictionary, a Thesaurus, and student-selected vocabulary from RDG.092 and other courses. Student writing is integrated with the reading process. Students must make a C and pass an Exit Test to receive credit for the class.

Offered: Fall or Spring or Summer

Prerequisites: Placement in RDG.092 is based upon the Reading Skills section of the COMPASS test score 48-62.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Not Applicable.

General Education -- Not Applicable

**RDG.093 Academic Reading 3** 3 3

Placement in RDG 093 is based upon the Reading skills section of the TABE test. Strategies for reading comprehension and critical reading are taught and practiced through textbook use and a variety of readings in different genres. Vocabulary development is taught by the use of context clues, a dictionary, a Thesaurus, and student-selected vocabulary from RDG093 and other courses. Student writing is integrated with the reading process. Students must make a C and pass an Exit Test to receive credit for the class.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Not Applicable.

General Education -- Not Applicable

**RDG.096 College Survival Skills** 3 3

This course is designed for those students who are apprehensive about or expect to have difficulty with college-level course work. This course will cover the basic college survival skills: reading and understanding college-level materials, organizing time, taking notes, studying for and taking tests, etc. This course will also concentrate on critical thinking and reading skills. Placement in RDG 096 is based upon the Reading Skills section of the COMPASS test.

Offered: Fall or Spring or Summer

Prerequisites: Placement in RDG.096 is based upon the Reading Skills section of the COMPASS test score range of 63-82.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Not Applicable.

General Education -- Not Applicable

**RDG.097 College Survival Skills** 3 3

This course is designed for those students who are apprehensive about or expect to have difficulty with college-level course work. This course will cover the basic college survival skills: reading and understanding college-level materials, organizing time, taking notes, studying for and taking tests, etc. This course will also concentrate on critical thinking and reading skills. Placement in RDG 097 is based upon the Reading Skills section of the TABE test.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Not Applicable.

General Education -- Not Applicable

**RDG.120 Strategies for Success in College** 3 3

This course will introduce students to strategies that promote success in college. Students will explore internal factors that influence success in college, including learning styles, educational objectives and personal expectations. External factors, including locus of control and generational influences will also be explored. Students will also be introduced to the specific skill sets necessary for success in college, including time-management skills, critical thinking and reading skills, test-taking skills, goal-setting skills and problem solving skills. Students will also be introduced to college resources when appropriate.

Offered: Fall or Spring

Prerequisites: A COMPASS Reading score of 83 or higher or completion of RDG.096 with a grade of C or better, or an ACT Reading score of 20 or higher.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**Courses****RDT.100 Introduction to Radiologic Technology** 3 3

This introductory course provides the student with general information about the profession of Radiologic Technology and introduces basic radiographic imaging principles and radiation protection. Special emphasis is also placed on medical ethics and professional conduct. Admission to the Radiologic Technology program is required to enroll in this course.

Offered: Spring

Prerequisites: Admission to Radiologic Technology program

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**RDT.101 Radiologic Technology Procedures** 1 2 2 3

This course is designed to provide a knowledge base necessary to perform standard radiographic procedures. Content includes basic anatomy and positioning for examinations of the chest and abdomen, safe and proper use of x-ray equipment, and correct methods of handling and processing radiographic images. Consideration will be given to the production of radiographs of optimal diagnostic quality. Laboratory experience will be used to complement the didactic portion of the course. Admission to the Radiologic Technology program is required to enroll in this course.

Offered: Summer

Prerequisites: Admission to the Radiologic Technology program Take CPR.C01

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**RDT.110 Rad Tech Physics & Instrumentation** 1 3 3

This course gives the student an understanding of physics concepts which are fundamental to the profession. Subjects covered include: atomic structure; matter vs. energy; principles of electricity; x-ray production, control and management; and interactions of radiation with matter. Admission to the Radiologic Technology program is required to enroll in this course.

Offered: Fall

Prerequisites: Admission to Radiologic Technology program and RDT.100, RDT.101 and ALH.105

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**RDT Radiologic Technology**

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

**RDT.111 Radiologic Technology Procedures 2 3 3 4.5**

Content is designed to provide a knowledge base necessary to perform standard radiographic procedures. This course includes basic anatomy and positioning for examinations of the abdomen, shoulder girdle, upper and lower extremity, pelvic girdle and lumbar spine. Consideration will be given to the production of radiographs of optimal diagnostic quality. Laboratory experience will be used to complement the didactic portion of the course.

Offered: Fall

Prerequisites: RDT.100, RDT.101 and ALH.105

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable..

General Education -- Not Applicable

**RDT.115 Radiologic Technology Practicum 1 17.5 3.5**

This first course in clinical practice involves an average of 17.5 hours/week in the Radiology department of one of the affiliate hospitals.

Emphasis is placed on patient contact as students are instructed and supervised in the performance of actual x-ray examinations of the extremities, chest, and pelvis. Attention is also directed toward the organization of the radiology department-examination priorities, patient preparation, processing of x-ray orders, etc. Admission to the Radiologic Technology program is required to enroll in this course.

Offered: Fall

Prerequisites: Admission to Radiologic Technology program

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**RDT.120 Rad Tech Physics and Instrumentation 3 2 3**

This course presents a detailed study of the technology used in acquiring, displaying and managing diagnostic images. Content is designed to establish a knowledge base in digital and analog image processing. Also discussed are image-intensified fluoroscopic, automatic exposure control and tomographic equipment requirements and design, as well as quality control and quality assurance.

Offered: Spring

Prerequisites: Admission to the Radiologic Technology program and ALH.105, RDT.100, RDT.101, RDT.110, RDT.111, and RDT.115

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RDT.121 Radiologic Technology Procedures 3 3 3 4.5**

Content is designed to provide a knowledge base necessary to perform radiographic procedures. This course includes basic anatomy and positioning for examinations of the cervical and thoracic spine, bony thorax, the gastrointestinal tract, the biliary system and the genitourinary system with emphasis on related pharmacology, equipment, and image analysis. Consideration will be given to the production of radiographs of optimal diagnostic quality. Laboratory experience will be used to complement the didactic portion of the course.

Offered: Spring

Prerequisites: Admission to the Radiologic Technology program and ALH.105, RDT.100, RDT.101, RDT.110, RDT.111, and RDT.115

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RDT.123 Principles of Radiologic Technology 3 3**

This course is designed to provide a knowledge base in factors that govern the production and recording of radiographic images. The properties of density, contrast, detail and distortion are analyzed extensively with emphasis on the factors that control and influence them. Other topics include: collimation, filtration, grid usage, and exposure factor formulation.

Offered: Spring

Prerequisites: ALH.105, RDT.100, RDT.101, RDT.110, RDT.111, and RDT.115

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RDT.125 Radiologic Technology Practicum 2 17.5 3.5**

This second clinical practicum involves an average of 17.5 hours/week in the Radiology department of one of the affiliate hospitals. This course stresses the development of competency in performing general examinations and basic fluoroscopic procedures. Students will also begin to develop a better understanding of the factors that influence radiographic quality as they apply the exposure principles learned in their theory courses. Admission to the Radiologic Technology program is required to enroll in this course.

Offered: Spring

Prerequisites: ALH.105 RDT.100 RDT.101 RDT.110 RDT.111 and RDT.115

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - - AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RDT.201 Radiologic Technology Procedures 4 1 2 2.5**

This course is designed to provide a knowledge base necessary to perform standard radiographic procedures. Content includes basic anatomy and positioning for examinations of the skull and facial bones. Consideration will be given to the production of radiographs of optimal diagnostic quality. Laboratory experience will be used to complement the didactic portion of the course. Radiation therapy will be explored with an emphasis on basic principles of operation and general procedural considerations.

Offered: Summer

Prerequisites: RDT.100 RDT.101 RDT.110 RDT.111 RDT.115 RDT.120 RDT.121 RDT.123 RDT.125 ALH.105

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RDT.205 Radiologic Technology Practicum 3 20 4**

This third course in clinical practice involves an average of 32 hours/week in the Radiology department of one of the affiliate hospitals for 10 weeks. Students will rotate through all areas of the Radiology Department this semester. A brief affiliation with the InterCommunity Cancer Center is incorporated into this course to enable students to observe patients receiving radiation therapy.

Offered: Summer

Prerequisites: Admission to Radiologic Technology program

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RDT.211 Advanced Radiologic Technology Procedure 3 3**

This course presents basic concepts of pharmacology, venipuncture and administration of diagnostic contrast agents and intravenous medications with appropriate delivery of patient care. Content is also designed to provide an introduction to the basic principles and operation of computed tomography equipment. Cross-sectional anatomy will be introduced along with an exploration of other medical imaging modalities.

Offered: Fall

Prerequisites: ALH.105 RDT.100 RDT.101 RDT.110 RDT.111 RDT.115 RDT.120 RDT.121 RDT.123 RDT.125 RDT.201 RDT.205

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RDT.212 Radiologic Technology Image Critique 3 3**

This course provides a basis for analyzing radiographic images. Included are the importance of optimal imaging standards, discussion of problem-solving techniques for image evaluation, and the factors that can affect image quality. Concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection will also be introduced. Actual images will be included for analysis.

Offered: Fall

Prerequisites: ALH.105 RDT.100 RDT.101 RDT.110 RDT.111 RDT.115 RDT.120 RDT.121 RDT.123 RDT.125 RDT.201 RDT.205

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RDT.215 Radiologic Technology Practicum 4 25 5**

This fourth Practicum involves an average of 25 hours per week of clinical experience. Emphasis is placed on developing competency in the performance of both general and special radiographic procedures.

Offered: Fall

Prerequisites: ALH.105 RDT.100 RDT.101 RDT.110 RDT.111 RDT.115 RDT.120 RDT.121 RDT.123 RDT.125 RDT.201 RDT.205

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RDT.220 Radiologic Technology Capstone 3 3**

Course designed to re-examine knowledge, skills and attitudes required of the radiographer. Students will create learning portfolio and practice resume writing and interviewing skills. Students will also prepare for AART Registry Examination through use of review modules and practice examinations.

Offered: Spring

Prerequisites: ALH.105 RDT.100 RDT.101 RDT.110 RDT.111 RDT.115 RDT.120 RDT.121 RDT.123 RDT.125 RDT.201 RDT.205 RDT.211

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RDT.222 Radiation Biology 2 2**

This course focuses on the biological effects of radiation including radiosensitivity and the factors influencing it. Risks vs. benefits of the use of radiation will be analyzed from the patient and operator standpoint. Additional topics discussed will include the various methods employed to minimize exposure to both radiation quantities & units and computer & digital imaging considerations along with understanding regulatory standards and recommendations. Admission to the Radiologic Technology program is required to enroll in this course.

Offered: Spring

Prerequisites: RDT.210 & RDT.215 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable.

General Education -- Not Applicable



**RDT.225 Radiologic Technology Practicum 5** 25 5

This final practicum course stresses the refinement of the students' clinical skills. All competency requirements must be fulfilled by the end of the semester. The clinical instructor at each hospital will be working closely with students in order to correlate their assignments with their competency requirement needs. A weekly seminar is conducted in addition to the assigned clinical hours during the second eight weeks of the course. Admission to the Radiologic Technology program is required to enroll in this course.

Offered: Spring

Prerequisites: Take ALH.105 RDT.100 RDT.101 RDT.111 RDT.115 RDT.120 RDT.121 RDT.123 RDT.125 RDT.201 RDT 205 RDT 211

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RDT.250 CT Principles & Instrumentation** 3 3

This course presents the foundations of CT image formation including data acquisition and subsequent image processing, recording, and archiving methods. The diagnostic quality of images obtained using various types of CT equipment will be emphasized along with considerations related to patient exposure dose. Admission to the Computed Tomography program is required to enroll in this course.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate -AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RDT.252 Computed Tomography Procedures** 4 4

This course introduces the radiographer to computed tomography imaging procedures. Patient care and scanning protocols for examination of the abdomen and pelvis, chest, head, neck, spine, and musculoskeletal system will be covered. Common abnormalities demonstrated by CT will also be discussed. Admission to the Computed Tomography program is required to enroll in this course.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RDT.255 CT Practicum** 1 25 6

This practicum course involves three days per week of clinical experience in affiliate hospitals and/ or imaging centers. Assignments are made to enable students to achieve competency in performing computed tomography procedures and in evaluating equipment operation. Course includes clinical seminars. Admission to the Computed Tomography program is required to enroll in this course.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RDT.262 Sectional Anatomy for Diagnostic Imaging** 3 3

This course is a study of sectional anatomy as demonstrated in the transverse, sagittal, and coronal planes. The use of both abstract diagrams and actual photographs of cadaver sections provide students with an understanding of the spatial relationships within the human body. CT, MRI, and/ or ultrasound images are also used to supplement instruction.

Offered: Fall or Spring or Summer

Prerequisites: BIO.205 or equivalent

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

## RRT Rail Operations

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

### Courses

**RRT.101 History of Railroadng** 3 3

This course covers the history and traditions of railroadng and the industry's role in North American economic development. Upon successful completion of this course, students will be able to list and explain the significance of major events in North American railroadng.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RRT.102 Railroad Tech Careers** 3 3

The course includes information about technical careers in railroadng, enabling students to choose suitable career paths. This course includes field trips that will demonstrate the relationships among technical work groups in day-to-day railroad operations. Upon successful completion of this course students should be able to describe basic technical job functions, requirements, and characteristics.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RRT.120 Introduction to Railroadng** 1 1 1.5

This course introduces the learner to the different classes of railroad operations, the railroad environment to include terminology and railroad language, and the overall railroad workplace environment.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RRT.135 Basic Electro Motive Diesel (EMD) 2 3 3**

This is one in a series of courses in the Locomotive Mechanical certificate and AAS programs. This course is designed to introduce the student to the basic operation, maintenance, repair requirements, and trouble shooting for Electro Motive Diesel engines and support systems.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable..

General Education -- Not Applicable

**RRT.136 Basic GE Mechanical 2 3 3**

This is one in a series of courses in the Locomotive Mechanical certificate and AAS programs. This course is designed to introduce the student to the basic operation, maintenance, repair requirements and trouble shooting for GE diesel engines and support systems.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RRT.137 Locomotive Air Brakes 2 3 3**

This is one in a series of courses in the Locomotive Mechanical certificate and AAS programs. It is designed to provide the student an introduction to the operation, testing, maintenance, and troubleshooting for 26L and 30 ACDW locomotive air brake systems.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RRT.138 Locomotive FRA 2 3 3**

This is one in a series of courses in the Locomotive Mechanical certificate and AAS programs. This course is designed to introduce the student to the Federal Railway Administration and Department of Transportation Code of Federal Regulations Title 49, Parts 209, 218, 229, 231, and 232.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RRT.142 Locomotive Electricity 2 3 3**

This course is designed to introduce the student to the basic electrical theory and concepts related to locomotive electrical systems.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RRT.143 Low Horsepower Electrical 2 3 3**

This is one in a series of courses in the Locomotive Electrical certificate and AAS programs. This course is designed to introduce the student to the operation, maintenance, and troubleshooting of EMD Low Horsepower locomotive electrical systems.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS,AGS and Certificates where applicable.

General Education -- Not Applicable

**RRT.144 EMD Basic Electrical 2 3 3**

This course is designed to introduce the student to the basic operation, maintenance, repair requirements and trouble shooting of EMD diesel engines and support systems.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**RRT.145 GE Dash 8/9 Electrical System 2 3 3**

This course is designed to introduce the student to the basic operation, maintenance, repair requirements and trouble shooting of GE Dash 8/9 locomotive systems.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RRT.165 Rail Safety Quality & Environment 3 3**

This course discusses safety, quality, personal health and environmental awareness as it relates to the railroad industry. Emphasis is placed on the basic tools and techniques for improving these conditions on the job. Discussion will include the management of a hazardous materials handling program.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RRT.201 Railroad Operations 3 3**

This course includes information about the industry, its major assets, structure, and typical operations. Upon successful completion of this course, students will be able to define the current North American railroading industry characteristics, basic operations components and processes, and industry structure and administrative processes.

Offered: Fall

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**RRT.202 Railroad Safe-Qlty-Envirn** 3 3

This course covers the importance of safety, quality, personal health, and environmental awareness to the railroad industry and emphasizes the basic tools and techniques for improving these conditions on the job. Upon successful completion of this course, students should be able to define and explain the needs for improved safety, quality, health, and environmental awareness; describe their basic principles; explain the elements of successful programs, and apply these elements to typical tasks on the job.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

## SOC Sociology

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

### Courses

**SOC.101 Introduction to Sociology** 3 3

The purpose of this course is to acquaint the student with the discipline of sociology as it applies to contemporary American society. This course provides an orientation to the student interested in social science or the helping professions. Among specific topics to be studied are: how the sociologist gathers information, the importance of culture and symbols, personality development, the changing structure of the family, social class and inequality, race and ethnicity, and deviant behavior.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S7 900*

General Education -- Social Science Human Relations

**SOC.102 Contemporary Social Problems** 3 3

The goal of this course is to focus the student's attention on problems and to provide a basis for thinking sociologically about those problems. The course is designed for the social science major as well as the student who wants a greater understanding of our complex society. Among the topics to be covered are the concept of a social problem, poverty and inequality, the changing family, crime and delinquency, the abuse of alcohol and drugs, and social regulation of sexual behavior.

Offered: Spring

Prerequisites: SOC.101

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S7 901*

General Education -- Social Science Human Relations

**SOC.103 Marriage and the Family** 3 3

This course should be of interest to any student who is married or contemplating marriage. It examines the family as a social institution in modern America. The course will enable the student to recognize and scrutinize his/her personal values toward marriage and family life. Topics to be considered include discussions of the concept of love, choosing a mate, marital communications, dealing with marital conflict, parenting, sexual behavior and responsibility, and divorce. Students planning to transfer this course toward a bachelor's degree can expect it to be accepted by most four-year colleges as an elective rather than as applicable toward a major in sociology.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S7 902*

General Education -- Social Science

**SOC.105 Intro to Cultural Anthropology** 3 3

This course will be an overview of the discipline of cultural anthropology, introducing the student to diverse cultural forms around the globe through a variety of media and ethnographic materials. The media and ethnographic materials used will demonstrate how and why humans in different cultures have developed different solutions to the same problems. The student will be exposed to a variety of techniques which will assist the student in learning the social organization, technology, economic structures, religious belief systems and language of both past and present diverse cultures. The students will explore major theories, and concepts used to understand why humans behave as they do and the relationships that may exist between diverse societies.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S1 901N*

General Education -- Human Relations Social Science

**SOC.201 Introduction to Anthropology** 3 3

The goal of this course is to introduce the study of general anthropology to students who have little acquaintance with the subject. This course will provide the student with knowledge of anthropology and how anthropology contributes to the scientific understanding of people. This course is of interest to the social science major as well as those people who are looking for an elective course. Some of the topics to be covered include human and primate evolution, the emergence of human culture, and the rise of urban society, the evolution of language, kinship and descent, and cultural diversity within the modern world.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S1 900N*

General Education -- Social Science Human Relations

**SOC.203 Introduction to Diversity** 3 3

This course helps students come to know people from various ethnic/ racial, religious, and cultural groups that make up the American population. Issues concerning racism, age, gender, and sexual orientation are examined.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. S7 903D*

General Education -- Social Science Human Relations

**SOC.205 Social Problems-Professional Ethics** 3 3

This course will provide a values-based approach to ethical professionalism and present the student with the tools to think about and deal with ethical issues in the work place. The course will examine through discussion the concepts of what a professional is and what it means to act professionally. It will include knowledge-based discussions of the features of moral reasoning and review case studies and scenarios that will facilitate the student's ability to construct methods of resolution when dealing with ethical issues of the work place. The course will cover in depth moral reasoning and ethical theories central to the moral life of any professional.

Offered: Fall or as Needed

Prerequisites: ENG.101 or concurrent enrollment

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**SOC.260 Gender & Society** 3 3

Students in the course will examine gender theory, the historical and societal changes regarding gender roles, the interaction of gender and social structures, and the relationship of gender and social institutions within the United States. Students will also be given the opportunity to consider the similarities and differences of gender from a global, multi-cultural perspective.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable.

General Education -- Social Science Human Relations

**SPE Speech**

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

**Courses**

**SPE.110 Interpersonal Communication** 3 3

This course attempts to develop an awareness of, and an insight into, the choices that are made by participation in face-to-face, non-public, human communication. The text and lectures are designed to create an understanding of theories and principles. Experiential exercises encourage the student to apply this understanding, and to use it in interpreting his/her own and other people's attempts at communication. Among the topics covered are the communication process, the self as a communicator, verbal and nonverbal language, cooperation and conflict, etc. This course is intended for persons planning to pursue a baccalaureate degree and those who desire to improve their verbal communication.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only Human Relations

**SPE.120 Introduction to Public Speaking** 3 3

This is a performance course in public speaking. The principles of oral public communication will be presented through readings and lecture. The student will apply these principles in the speeches presented to the class. Emphasis will be placed on outlining and the discovery and organization of important ideas and the communication of those ideas to a specific audience. Written evaluation of speeches will be required to enhance critical communication skills. This course is intended for individuals who desire to complete a bachelor's degree and those who desire to develop competence in public speaking.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. C2 900*

General Education -- Communications

**SPE.200 Group Discussion** 3 3

This course is concerned with the processes and practices of decision-making in small groups (committees, boards, social groups, etc.). The course will consider such topics as group characteristics, role behaviors, problem-solving process, leadership, conflict and cooperation. It is intended for students who intend to transfer and those who desire to improve their group process skills.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**SPE.220 Advanced Public Speaking** 3 3

The introductory study of public speaking (SPE 120) will be continued in this course. Additional theory will be presented and students will apply theory through practice as speakers and critics.

Offered: As Needed

Prerequisites: SPE.120

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**SPE.230 Parliamentary Procedures** 1.5 1.5

This course will focus on the use of parliamentary procedures by members of decision-making groups. Robert's Rules of Order will be used as the authority. Students will be given the opportunity to understand the rationale of the procedures and to participate in practice sessions. This course is intended for individuals who desire this course as part of their baccalaureate studies and those who desire to develop group leadership skills for community group situations.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

## SPN Spanish

### Courses

**SPN.101 Elementary Spanish 1** 4 4

This is the first sequence of a complete course at the college level of elementary Spanish. It will provide the fundamentals for transfer credit or a study of basic Spanish grammar and vocabulary. This course will also introduce students to the culture and customs of Spanish-speaking people.

Offered: Fall or Spring

Prerequisites: COMPASS Writing score of 70 or ENG.098 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**SPN.102 Elementary Spanish 2** 4 4

This is the second sequence of a complete course at the college level of elementary Spanish. It will provide the fundamentals for transfer credit or a study of basic Spanish grammar and vocabulary. This course will also provide opportunities for students to continue their study of the culture and customs of Spanish-speaking people.

Offered: Fall or Spring

Prerequisites: SPN.101 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**SPN.120 Spanish for Professionals 1** 2 2

This is the first sequence of a complete course at the college level of Spanish for professionals. It will provide the fundamentals of basic Spanish grammar and vocabulary with particular emphasis on the vocabulary related to the students' professions. This course will also introduce students to the culture and customs of Spanish-speaking people.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**SPN.121 Spanish for Professionals 2** 2 2

This is the second sequence of a complete course at the college level of Spanish for professionals. It will provide the fundamentals of basic Spanish grammar and vocabulary with particular emphasis on the vocabulary related to the students' professions. This course will also introduce students to the culture and customs of Spanish speaking people.

Offered: Fall or Spring

Prerequisites: SPN.120 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**SPN.201 Intermediate Spanish 1** 3 3

This is the first sequence of a complete course at the college level of intermediate Spanish. It will provide the fundamentals for transfer credit or a continued study of Spanish grammar and vocabulary. This course will also include oral discussion, short writing exercises, selective readings and will further students' knowledge of the culture and customs of Spanish-speaking people.

Offered: Fall or Spring

Prerequisites: SPN.102 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

Hr/Wk	Hr/Wk	Sem
Lect/	Clin	Cr
Disc	Lab	Hr

**SPN.202 Intermediate Spanish 2** 3 3

This is the second sequence of a complete course at the college level of intermediate Spanish. It will provide the fundamentals for transfer credit or a continued study of Spanish grammar and vocabulary. This course will also include oral discussion, short writing exercises, selective readings and will further students' knowledge of the culture and customs of Spanish-speaking people.

Offered: Spring

Prerequisites: SPN.201 with a grade of C or better

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

## SSC Social Science

Hr/Wk Lect/ Disc	Hr/Wk Clin Lab	Sem Cr Hr
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### Courses

**SSC.120 Statistics for Social Science** 3 3

This course introduces statistical methods through real-life problems as applicable in the social sciences. Students will have the opportunity to gather and analyze data. Commonly used statistical methods will be examined with discussion of descriptive and inferential methods. Topics include, but are not limited to, probability distributions, standard deviation, statistical inference, correlation and regression. Social science research is studied to determine necessary precision, interpretation skills and statistical procedures found in publications of both academic and applied research to help students critically interpret data. Qualitative and quantitative research studies will be critically evaluated. Statistical software is used to analyze data. This course is not intended for a mathematics major or minor. Students can take either SSC 120 or MAT 110, not both.

Offered: Spring or as Needed

Prerequisites: Two years of high school algebra/one year of high school geometry or ACT Math score of 25 or MAT.086 or MAT.099 with minimum C or better.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. M1 902*

General Education -- Math

**SSC.201 Ethnic Studies** 3 3

This course is a study of the cultures of various ethnic groups. The intent is to develop an understanding of the multivalued nature of our society, with insight into the rewards and problems that cultural pluralism creates. The focus in the course may change from year to year, sometimes being on one or two ethnic groups, sometimes a more general survey. However, it is not to be taken more than once. The course is of interest to students preparing for vocations where such understandings may be of value, such as, teaching or social work, or anyone interested in understanding the variety of our society.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**SSC.202 Perspectives of Social Science** 3 3

This course is designed to introduce students to research methods and theory bases used in the Social Sciences. The instructional approach is that of a seminar. The course will be built around a theme such as urban problems, land-man relationships or other themes which may be selected. The theme will vary from year to year; however, it is not to be taken more than once. Sophomore standing and 12 or more semester hours of credit in at least three social science subject areas are required to take this course.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

## THE Theatre

Hr/Wk Lect/ Disc	Hr/Wk Clin Lab	Sem Cr Hr
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### Courses

**THE.110 Theatre Arts Appreciation** 3 3

This course examines the arts of the theatre, particularly acting, directing and set design. Also treated are the related topics of film and the development of the theatre including an historical account of the play as an artistic and literary form. This course will appeal to those who wish to gain greater knowledge of the things which go into the making of a theatrical production.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. F1 907*

General Education -- Fine Arts Human Relations

**THE.111 Theatre History** 3 3

Theatre History provides students an overview of theatre and its place in history from Ancient Greece to present. Students will examine majors texts and the social and cultural phenomena that influenced their writing. An analysis of theatre and performance practice will provide students an understanding of performance practice and its evolution.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. *IAI Course No. F1 908*

General Education -- Fine Arts

**THE.120 Introduction to Acting** 3 3

This course is designed to supply the student with the basics of both the theory and practice of the art of acting. In addition to lectures and discussions, the individual student's work is appraised by the tutorial method and group critiques. This course should appeal to both those seriously interested in acting and those who would like to gain a working knowledge of what an actor does.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**THE.121 Acting Workshop 1** 3 1.5

This course provides the student a first opportunity for intensive practice in the methods of acting; i.e., character analysis and creation, movement and voice. The emphasis is on individual problems and approaches. The student's work is appraised by the tutorial method and group critique. This course should appeal to those with an interest in acting and planning to pursue a bachelor's degree as well as those who desire to develop acting competencies without the intent to pursue a baccalaureate degree.

Offered: As Needed

Prerequisites: THE.120

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**THE.130 Theatre Practice** 3 1.5

The primary activity of this course is the production of a play. Students will work on two aspects of the play including on and off stage roles per their interests and the needs of the production. Students are expected to participate in rehearsals and production-week activities which may include evenings, weekends, and travel. May be repeated a maximum of three times. A student may count 4.5 semester hours toward graduation for THE.130.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable. Prerequisite: Consent of Instructor!

General Education -- Not Applicable Elective Only

**THE.140 Oral Interpretation** 3 3

This course is concerned with the interpretation and performance of literature. Special attention is given to the analysis and interpretation of the ideas, attitudes and persona found in literary texts. Student work will culminate in a public performance.

Offered: As Needed

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS and Certificates where applicable.

General Education -- Not Applicable Elective Only

**THE.150 Play Directing** 3 3

This course is designed to teach the inexperienced director to make choices about scripts; script analysis; casting; focus of scenes; and the mood, rhythm, pace, and main idea of production. A practical course that includes attendance at plays, exercise work, and directing scenes.

Offered: As Needed

Prerequisites: THE.120 or acting experience

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

## TQM Total Quality Management

	Hr/Wk	Hr/Wk	Sem
Lect/		Clin	Cr
Disc	Lab		Hr

### Courses

**TQM.101 Total Quality Management** 2 2

This is an introductory course in Total Quality Management (TQM). An in-depth study of TQM principles and practices will be covered which include: leadership, customer satisfaction, employee involvement, continuous process improvement, supplier partnership and performance measures. TQM techniques, such as SPC and ISO 9000, will be briefly discussed.

Offered: Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

## WEL Welding

	Hr/Wk	Hr/Wk	Sem
Lect/		Clin	Cr
Disc	Lab		Hr

**Courses**

**WEL.100 Welding Theory OFC & OAW** 1 1

This course provides a convenient source of know- how or information that is needed by all persons going into the field of welding. Much information provides aids in selecting the correct process since this is directly related to the metal being cut and/or welded. The processes are explained in detail and the course provides quality control data and reference material that is of high interest to welding personnel. Areas of concentration will include: . OFC, PAC, CAC-A and OAW processes, . Nomenclature specific to these processes, and . Safety, weld quality control, and other related welding information.

Offered: Fall or Spring  
Prerequisites: COMPASS Writing score of 38 or ENG.098 with a grade of C or better, COMPASS Reading score of 70 or RDG.096 with a grade,of C or better. WEL 102 and WEL 109 are corequisites. Take WEL.102 WEL.109;

Applicable toward graduation at Sandburg where program structure permits:  
Degree or Certificate: AAS, AGS and Certificates where applicable.  
General Education -- Not Applicable

**WEL.101 Fundamentals of Welding Theory** 2 2

This course provides a convenient source of know- how or information that is needed by all persons going into the field of welding. Much information provides aids in selecting the correct process since this is directly related to the metal being welded. The processes are explained in detail. In addition, the course provides quality control data and reference material that is of high interest to welding personnel. The information is purely technical in nature and there is nothing included on actual welding technique. Areas of concentration will include welding processes and definitions, the shielded metal-arc (stick) welding process, the gas metal-arc (MIG) welding process, the gas tungsten-arc (TIG) welding process, the oxyacetylene (gas) welding process, weld quality control and other related welding information.

Offered: Fall  
Applicable toward graduation at Sandburg where program structure permits:  
Degree or Certificate: AAS, AGS, and Certificates where applicable.  
General Education -- Not Applicable

**WEL.102 Metal Preparation** 2 1

This course is designed to develop proficiency in metal preparation and cutting techniques. Emphasis will be placed upon oxyacetylene cutting, plasma cutting, and air arc welding processes.

Offered: Fall or Spring  
Applicable toward graduation at Sandburg where program structure permits:  
Degree or Certificate: AAS, AGS, and Certificates where applicable.  
General Education -- Not Applicable

**WEL.103 Welding Survey** .5 1.5 1

This course is designed to allow those who have an interest in the welding trade (but are not sure of the skills involved, the environment, or their abilities to meet the demands of this profession) an opportunity to sample a variety of the skills a student in welding would be exposed to. Areas of study would be determined in joint agreement with the student and the instructor. Areas of study could include a variety of arc skills, gas shielded skills and/or oxyacetylene skills.

Offered: Fall or Spring or Summer  
Applicable toward graduation at Sandburg where program structure permits:  
Degree or Certificate: AAS, AGS, and Certificates where applicable.  
General Education -- Not Applicable

**WEL.104 Welding Theory Basic SMAW** 1 1

This course provides a convenient source of know- how or information that is needed by all persons going into the field of welding. Much information provides aids in selecting the correct process since this is directly related to the metal being welded. The processes are explained in detail and the course provides quality control data and reference material that is of high interest to welding personnel. Areas of concentration will include: SMAW process, Nomenclature and definitions specific to this process, and Safety, weld quality control, and other related welding information.

Offered: Fall or Spring  
Prerequisites: Take WEL.102 WEL.109; minimum grade C;  
Applicable toward graduation at Sandburg where program structure permits:  
Degree or Certificate: AAS, AGS and Certificates where applicable.  
General Education -- Not Applicable

**WEL.105 Welding Theory Advanced SMAW** 1 1

This course is a continuation of WEL 104 and provides a convenient source of know-how or information that is needed by all persons advancing in the field of welding. Much information provides aids in selecting the correct process since this is directly related to the metal being welded. The processes are explained in detail and the course provides quality control data and reference material that is of high interest to welding personnel. Areas of concentration will include: \* SMAW process and advanced welding techniques, \* Nomenclature and definitions specific to this process, and \* Safety, weld quality control, and other related welding information.

Offered: Fall or Spring  
Prerequisites: Take WEL.111 and WEL.112 with a grade of C or better,WEL 114 and WEL 115 are corequisites Take WEL.114 WEL.115  
Applicable toward graduation at Sandburg where program structure permits:  
Degree or Certificate: AAS, AGS and Certificates where applicable.  
General Education -- Not Applicable



**WEL.106 Welding Theory GTAW** 1 1

This course provides a convenient source of know- how or information that is needed by all persons going into the field of welding. Much information provides aids in selecting the correct process since this is directly related to the metal being welded. The processes are explained in detail and the course provides quality control data and reference material that is of high interest to welding personnel. Areas of concentration will include: \* GTAW process, \* Nomenclature and definitions specific to this process, and \* Safety, weld quality control, and other related welding information.

Offered: Fall or Spring

Prerequisites: Take WEL.114 and WEL.115 with a grade of C or better

Take WEL.116 WEL.117

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**WEL.107 Welding Theory Basic GMAW** 1 1

This course provides a convenient source of know-how or information that is needed by all persons going into the field of welding. Much information provides aids in selecting the correct process since this is directly related to the metal being welded. The processes are explained in detail and the course provides quality control data and reference material that is of high interest to welding personnel. Areas of concentration will include: GMAW process, Nomenclature and definitions specific to this process, and Safety, weld quality control, and other related welding information.

Offered: Fall or Spring

Prerequisites: Take WEL.100 WEL 102. WEL.109; minimum grade C;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**WEL.108 Welding Theory GMAW & FCAW** 1 1

This course provides a convenient source of know- how or information that is needed by all persons going into the field of welding. Much information provides aids in selecting the correct process since this is directly related to the metal being welded. The processes are explained in detail and the course provides quality control data and reference material that is of high interest to welding personnel. Areas of concentration will include: \* Advanced GMAW and FCAW processes, \* Nomenclature and definitions specific to these processes, and \* Safety, weld quality control, and other related welding information.

Offered: Fall or Spring

Prerequisites: Take WEL.107 WEL.118 and WEL.119,with grade of C or better. Take WEL.120 WEL.129;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**WEL.109 Oxyacetylene Welding** 2 1

This is a course designed to prepare the student for employment by developing basic welding skills and proficiency in the safe operation of the oxyacetylene welding process. The student will get extensive practice in gas welding and brazing on mild steels.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**WEL.110 Welding Theory/Applications** 1 1

This course provides a convenient source of know- how or information that is needed by all persons going into the field of welding. Much information provides aids in selecting the correct process since this is directly related to the projects being fabricated and welded. The processes are explained in detail and the course provides quality control data and reference material that is of high interest to welding personnel. Areas of concentration will include: \* Fabrication and layout. \* Nomenclature and definitions specific to this process. \* Safety, weld quality control and other related welding information.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**WEL.111 Arc Welding Basic 1** 2 1

This courses is designed to prepare the student for entry level employment as a production arc welding operator in the steel fabricating and machinery building industry. The student will develop proficiency in the safe operation of the manual metallic shielded arc welding processes to meet commercial quality standards and is devoted primarily to introductory skills, safety, proper techniques to use in the welding process, and blueprint reading.

Offered: Fall or Spring

Prerequisites: Take WEL.102 WEI.109 with a grade of C or better Take WEL.104 WEL.112

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**WEL.112 Arc Welding Basic 2** 2 1

As a continuation of WEL 111, Arc Welding Basic 1, this courses is designed to prepare the student for entry level employment as a production arc welding operator in the steel fabricating and machinery building industry. The student will develop proficiency in the safe operation of manual metallic shielded arc welding processes to meet commercial quality standards and is devoted to welding mild steel in the downhand positions.

Offered: Fall or Spring

Prerequisites: Take WEL.102 and WEL.109 with a grade of C or better Take WEL.104 WEL.111;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**WEL.114 Arc Welding Advanced 1** 2 1

This is the first of two advanced courses designed to prepare the student for entry level employment as a production arc welding operator in the steel fabricating and machinery building industry. The student will develop proficiency in the safe operation of manual metallic shielded arc welding processes to meet commercial quality standards.

Offered: Fall or Spring

Prerequisites: Take WEL.111, WEL.112 and WEL.104 grade of C or better Take WEL.105 WEL.115

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**WEL.115 Arc Welding Advanced 2** 2 1

As a continuation of WEL 114, Arc Welding Advanced 1 is designed to prepare students for entry level employment as production arc welding operators in the steel fabrication and machinery building industries. Students will develop proficiency in the safe operation of the manual metallic shielded arc welding processes in all positions to meet commercial quality standards.

Offered: Fall or Spring

Prerequisites: Take WEL.104 WEL.111 and WEL.112 with a grade of C or better Take WEL.105 WEL.114;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**WEL.116 Gas Shielded Arc-TIG 1** 2 1

This course is designed to broaden the knowledge and skill of individuals who have already developed employment skills in arc welding. It is the first of two courses which offer students an opportunity to develop proficiency in the safe operation of the tungsten inert gas (TIG) welding process.

Offered: Fall or Spring

Prerequisites: Take WEL.105 WEL.114 and WEL.115 with grade of C or better Take WEL.106 WEL.117;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**WEL.117 Gas Shielded Arc-TIG 2** 2 1

As a continuation of WEL 116, Gas Shielded ARC/TIG 1, this course is designed to broaden the knowledge and skill of individuals who have already developed employment skills in arc welding. It is the second of two courses which offer students an opportunity to develop proficiency in the safe operation of the tungsten inert gas (TIG) welding process.

Offered: Fall or Spring

Prerequisites: Take WEL.105 WEL.114 and WEL.115 grade of C or better Take WEL.106 WEL.116;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**WEL.118 Gas Shielded Arc-MIG 1** 2 1

This is the first of two courses designed to develop proficiency in the safe operation of the metal inert gas (MIG) welding processes to commercial quality standards.

Offered: Fall or Spring

Prerequisites: Take WEL.106 WEL.116 and WEL.117 Take WEL.107 WEL.119;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**WEL.119 Gas Shielded Arc-MIG 2** 2 1

As a continuation of WEL 118, Gas Shielded ARC/MIG 1, this is the second of two courses designed to continue to develop proficiency in the safe operation of the metal inert gas (MIG) welding processes to commercial quality standards.

Offered: Fall or Spring

Prerequisites: Take WEL.106 WEL.116 and WEL.117 Take WEL.107 WEL.118

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**WEL.120 Gas Shielded Applications** 2 1

This course is designed to help prepare a person for employment by developing proficiency in the application of advanced skills in the gas shielded welding processes. The student will gain extensive practice in the proper techniques employed by trade and industry in the application of Gas shielded processes.

Offered: Fall or Spring

Prerequisites: Take WEL.107 WEL.118 and WEL.119 grade of C or better Take WEL.108 WEL.129;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**WEL.121 Application Welding 1** 2 1

This is the first of two courses designed for students to utilize their welding abilities to demonstrate comprehension of skills and knowledge. It provides the student with experience in the four welding positions - flat, horizontal, vertical, and overhead - using various welding procedures and related equipment. Emphasis will be on welding strength, multibead welding and fabrication.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**WEL.122 Application Welding 2** 2 1

A continuation of WEL 121, Application Welding 1, this course is considered to be one of the final courses that a welding student enrolls in, as it utilizes skills gained from a number of previously completed courses in the simulation of welding processes where the students will be directed by blueprints and shop notes. The finished product will be evaluated as to size, dimension, angle of cuts, bead placement, weld size, etc. as indicated by the prints provided.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**WEL.123 Work Experience** 7.5 1.5

This work experience is designed as a culminating experience for the student pursuing the Welding Certificate program. It provides a significant opportunity for the student to apply previously learned principles in the employment setting. This work experience requires 120 hours or more of on-the-job activities.

Offered: As Needed

Prerequisites: All courses in the Welding Certificate curriculum

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**WEL.124 Auto Body Welding** 1 1 1.5

This course is a continuation of WEL 118 with concentration on auto body applications. The types of joints and welds used on thin, high strength steel automobiles will be emphasized. An additional fee is required.

Offered: Fall

Prerequisites: WEL.118

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**WEL.125 Welding Blueprints** 1.5 1 2

This course provides an introduction to blueprint reading and related math for those individuals with limited or no background. Emphasis will be on welding prints, symbols, and mathematics pertinent to the welding field. Current welding prints from local businesses will be utilized throughout the course. This course is intended for welding majors or current welding employees seeking to improve their skills in these areas.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**WEL.126 Weld Test Evaluation** .5 1 1

This is a course designed to prepare students for employment by allowing them to practice skills already learned in preparation for completion of entry-level qualification tests given in various welding processes at local welding businesses.

Offered: Fall or Spring or Summer

Prerequisites: Completion of all other welding lab requirements of the certificate program

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**WEL.127 Welding Theory/Welding Evaluation** 1 1

This course provides a convenient source of know-how or information that is needed by all persons going into the field of welding. Much information provides aids in selecting the correct process since this is directly related to the metal being welded. The processes are explained in detail and the course provides quality control data and reference material that is of high interest to welding personnel. Areas of concentration will include: Review of the major processes associated with surrounding industries. Nomenclature and definitions specific to this process.

Offered: Fall or Spring

Prerequisites: Take wel.102 wel.109 wel.111 wel.112 wel.114 wel.115 wel.116 wel.117 wel.118 wel.119 wel.120 wel.121 wel.122 and wel.129

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

**WEL.129 Flux Cored Arc Welding** 2 1

This course is designed to enable students to produce quality fillet and groove welds in all positions using the flux cored arc welding process. Students will learn proper electrode selection, equipment set-up, and proper techniques used in industrial applications.

Offered: Fall or Spring

Prerequisites: Take WEL.107 WEL.118 and WEL.119 grade of C or better Take WEL.108 WEL.120;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**WEL.130 Industrial Safety** 1.5 .5 2

This course provides the student with specific instruction to facilitate safe work practices in industrial environments. Students will be introduced to different safety philosophies and terminology. Students will also become acquainted with OSHA policy and with the Right to Know laws. Also covered are units specific to fire safety, pressurized gases and welding, electrical hazards, and safe machine usage. Students will have the opportunity to earn the OSHA ten hour safety certification.

Offered: Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**WEL.131 Electrical Principles of Welding** 1.5 1 2

This course introduces the fundamentals of electricity used in welding. Basic theory including Ohm's law, circuit characteristics, and power calculations as applied to power source selection for welding is covered. Some lab work will include testing meters and procedures used in trouble shooting power sources.

Offered: Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**WEL.149 Automated Welding Applications** 1 2 2

This course is designed to help students develop basic knowledge and skills related to automated welding and cutting processes used in commercial applications. The topics of the course will include CNC plasma cutting and robotic welding, including basic programming, system operation and maintenance. Safety procedures in automated operations will be emphasized.

Offered: Summer

Prerequisites: WEL.102, WEL.118, WEL.119 and WEL.120

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**WEL.150 Robotic Applications in Welding** 1 1.5 2

This course is designed to introduce the welder to the components of the welding robot and the application of robotics in production welding. Emphasis will be directed at the topics of robotic safety, robotic welding programming and robotic system maintenance.

Offered: As Needed

Prerequisites: WEL.118, WEL.119 and WEL.120

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable Elective Only

**WEL.151 Introduction to Pipe Welding 1G Rolled** 1 1 1.5

This is the first of a series of courses designed to prepare the student for entry-level employment as a pipe welder in the energy and infrastructure industries. The student will develop proficiency in the safe operation of the shielded metal arc welding processes on pipe to meet commercial quality standards. Emphasis will be on introductory skills, safety, and proper techniques used on welding pipe in the 1G (Flat rolled) position.

Offered: Fall or Spring or Summer

Prerequisites: WEL.101, WEL.102, WEL.111, WEL.112, WEL.114, WEL.115, WEL.116, and WEL.117 Take WEL.125;

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**WEL.152 Pipe Welding 2G Horizontal** 1 1 1.5

This is the second of a series of courses designed to prepare the student for entry-level employment as a pipe welder in the energy and infrastructure industries. The student will develop proficiency in the safe operation of the shielded metal arc and gas tungsten arc welding processes on pipe to meet commercial quality standards. Emphasis will be on welding pipe in the 2G position (Horizontal) using SMAW and GTAW with various electrodes.

Offered: Fall or Spring or Summer

Prerequisites: WEL.151

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**WEL.153 Pipe Welding 5G Vertical** 1 1 1.5

This is the third of a series of courses designed to prepare the student for entry-level employment as a pipe welder in the energy and infrastructure industries. The student will develop proficiency in the safe operation of the shielded metal arc and gas tungsten arc welding processes on pipe to meet commercial quality standards. Emphasis will be on welding pipe in the 5G (vertical up and down) position using SMAW and GTAW with various electrodes.

Offered: Fall or Spring or Summer

Prerequisites: WEL.152

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**WEL.154 Pipe Welding 6G Inclined** 1 1 1.5

This is the final pipe welding course designed to prepare the student for entry-level employment as a pipe welder in the energy and infrastructure industries. The student will develop proficiency in the safe operation of the shielded metal arc and gas tungsten arc welding processes on pipe to meet commercial quality standards. Emphasis will be on welding pipe in the 6G (inclined 45 degrees) position using SMAW and GTAW with various electrodes.

Offered: Fall or Spring or Summer

Prerequisites: WEL.153

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable.

General Education -- Not Applicable

**WEL.202 Production and Inventory Control** 1 1

This course is designed for students in the welding program, and it will help them to effectively work in environments from small jobbing shops to major manufacturing plants. They will receive a broad overview of planning and control factors involved in controlling inventory as well as managing production. Students will learn the essentials of forecasting and the variety of ways forecasters attempt to minimize error, including the use of software programs. They will learn about Master Production Schedules (MPS) and Material Requirements Planning (MRP) as well as Capacity Management and required planning for input and output. Kanban, the Theory of Constraints, Lean Production, and Just-In-Time (JIT) will be introduced. Finally, they will consider the benefit of partnering functions in purchasing and distribution, as well as integrating various systems for efficiency and effectiveness.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education -- Not Applicable

## Administrators

### **Bailey, Michael**

Athletic Director  
B.A., University of Iowa

### **Bentley, Anthony**

Director of TRIO/Upward Bound  
B.A., Western Illinois University

### **Blake, Lisa**

CFO/Treasurer  
B.S., C.P.A., University of Illinois

### **Canfield, Kip**

Director of Public Safety  
A.A.S., Carl Sandburg College

### **Carlson, Dylana**

Director of Recruitment  
B.A., Illinois State University

### **DeMott, Robin**

Director of Marketing & Public Relations  
A.S., Ft. Scott Community College

B.S., Kansas State University  
M.A., University of Illinois-Springfield

### **Dickinson, Maureen**

Executive Director of Advancement

### **Eddy, Rick**

Director of Admissions & Records  
A.A., Spoon River College

B.A., Judson University  
M.A., National Louis University

### **Gibb, Julie**

Vice President of Academic Services  
B.A., Harding University

M.A., University of Iowa

### **Hanson, Lisa A.**

Director of Financial Aid  
A.S., Carl Sandburg College

B.S., Bradley University  
M.S., University of Akron

### **Johnson, Michelle**

Director of Adult Education/Institutional Effectiveness

### **Krupps, Gina**

Director of Human Resources

### **Lee, Linda**

Associate Director of Educational Technology and Innovation

### **Lyon, Misty**

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B.S., Illinois State University

M.S., Western Illinois University

### **Meridith, Patrick**

Director of Business Services  
B. S., Western Illinois University

### **Miller, Debra S.**

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B.A., M.A., Western Illinois University

### **Norton, Steven**

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### **Scott, Autumn**

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### **Sundberg, Lori L.**

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D.B.A., St. Ambrose University

### **Thomas, Linda**

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M.A., University of Illinois-Springfield

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### **Bradley, Nancy L**

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associate dean of math & natural sciences

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coordinator, IGEN biofuels manufacturing technology

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## Non-Academic Staff

**Allen, Amanda**

Extension Instructional & Technology Services Specialist, The Branch Campus

**Arthur, Cindy**

Instructional Design Assistant

**Austin, Nora**

Student Accounts Specialist

**Avalos, Karen**

Literacy Project Coordinator

**Bailey, Michael**

Athletic Director/Director of Basketball Operations/Women's Basketball

Coach

**Bailey, Patty**

Financial Aid Assistant

**Baker, Loni**

Administrative Assistant to Director of Extension Services

**Bankes, Melissa**

Advancement Specialist

**Beck, Katie**

Executive Assistant to Vice President of Academic Services

**Bowen, Tamara**

Accounts Payable Clerk

**Brackett, Michael**

Administrative Computing Programmer/Analyst

**Brooks, Amy**

Enrollment Services Specialist

**Burford, Amy**

TRIO/SSS Academic Advisor/Retention Coordinator

**Burkhardt, Stephanie**

Annex Office Manager

**Canfield, Rich**

Custodian, Third Shift

**Canfield, Thomas**

Administrative Computing Specialist

**Caulkins, Amy**

Coordinator of Library Services

**Caves, Alan**

Grounds Assistant

**Christensen, Michael**

Computing Infrastructure Specialist

**Clay, Margie**

Office Assistant, Humanities & Social Science Depts.

**Coleman, Barbara**

Staff Services Technician

**Colwell, Carl**

Maintenance/Delivery

**Colwell, Pam**

Enrollment Management Specialist

**Cook, Rhonda**

Benefits Manager

**Cree, Sara**

Coordinator of Institutional Research

**Crump, Gaila**

Grant/Accounting Technician

**Damitz, Donna**

Public Safety Officer

**Day, Tony**

Coordinator of Maintenance Services

**Dennison, Todd**

Public Safety Officer 2nd Shift

**Derry, Kathy**

Custodian, 1st Shift

**Diaz, Christina**

Graphic Design Specialist

**Duley, Joan**

ALC Records Clerk

**Duncan, Carlos**

ALC Outreach Worker

**Earp, Cala**

Administrative Assistant to the Associate Dean of CTHE & the Dean of Career and Corporate Development

**Engstrom, Tracy**

Coordinator of Career Development

**Fones, Candace**

Student Services Office Assistant

**Fowler, Bruce**

Custodian, 2nd Shift

**Fox, Brandon**

Coordinator of Health and Fitness

**Frey, Aaron**

Public Relations Specialist

**Friberg, Nate**

Academic Advisor

**Gaither, Bill**

Coordinator of Multimedia

**Gengenbach, Nicole**

Office Assistant to the Associate Dean of Math & Natural Sciences and The Learning Center Assistant

**Gilmore, Elizabeth**

Coordinator of Adult Education

**Green, LaDonna**

Administrative Assistant to the Associate Dean of Nursing

**Gross, Sara**

Administrative Assistant, TRIO Upward Bound/Testing Center

**Hall, Tracy**

Administrative Computing Information Specialist

**Hankins, Linda**

Administrative Assistant to the Director of Corporate and Leisure Colleges

**Hannam, Gail**

Instructional Design Team

**Hayes, Andy**

Library Assistant

**Hillhouse, Heather**

Academic Advisor

**Holmes, Jennifer**

Academic Advisor/Retention Specialist

**Howard, Jennifer**

Evening Office Assistant/Library, The Extension Center

**Hunt, Ronald**

Administrative Assistant to the Dean of the Library

**Inman, Diane**

Human Resources/CFO Information Specialist

**Johnson, Lindell M. (Mark)**

Building Maintenance

**Jones, Greg**

Infrastructure Services Specialist

**Jones, Megan**

Occupational Recruiter/Advisor

**Jordan, Chelvis**

Public Safety Officer - Weekend

**Kratz, Michael**

Manager, Help Desk Services

**Krieg, Kaitlyn**

Administrative Assistant to the Dean of Extension Services

**Krupps, Gina**

Director of Human Resources

**Kunkle, Beth**

Coordinator of Accounting Services

**Law III, Anthony**

Coordinator, Minority Outreach and Admissions Recruiter

**Libby, Peggy**

Assistant Coordinator of Grants

**Lodwick, Cary D.**

Custodian, 2nd Shift

**Lundeen, Jeffrey**

Building Maintenance

**Lundeen, Richard**

Science Laboratory Technician

**Malmgren, Lei Ann**

Literacy Aide, The Branch Campus

**Mann, Amanda**

Upward Bound Counselor

**Natalie Malone**

Public Relations Office Assistant

**McCants, Craig**

Assistant Coordinator, Maintenance Services

**McCoy, Donald**

Grounds Maintenance

**McDowell, Ellen**

Office Assistant, Physical Plant

**McKillip, Racheal**

Business Office Clerk

**Mills, Steven**

Building Maintenance

**Morris, Sherry**

Office Assistant

**Neville, John**

Public Safety Officer/Weekends

**Nolan, Susan**

Administrative Assistant, TRIO SSS

**Nunez, Margarito**

Grounds Assistant

**Oglesby, Holly**

Human Resources Assistant

**Olin, David**

Public Safety Officer

**Park, Rose**

ALC Intake Advisor

**Parr, Tyler**

Custodian, 2nd Shift

**Pendleton, Terrance**

Public Safety Officer/Weekends

**Pesce, Ariel**

Health & Fitness Supervisor/Head Soccer Coach

**Poulson, Jeanette**

Custodian/Maintenance, Carthage

**Powell, R. Allen**

Custodian/Maintenance

**Randall, Nancy**

Records/Registration Specialist

**Ray, Mitch**

Coordinator of the Testing Center

**Rice, Susan**

Risk Management/Accounting Technician

**Risdon, Baird**

Auditorium Assistant

**Rucker, Stacey**

Director of Corporate and Leisure Colleges

**Runge, Jake**

Coordinator of Academic Support Services

**Schwab, Lynn**

Executive Assistant to the Vice President of Student Services

**Shannon, Dyson**

Public Safety Officer, Third Shift

**Sharer, Sherri**

Custodian, 1st Shift

**Shaw, Paula (Chris)**

Coordinator, Veterans & Military Services/Financial Aid Specialist

**Sims, Stephanie**

Library Technician

**Smith, Darlene**

Administrative Assistant to Director of Business Services

**Snow, Angela**

Assistant Registrar

**Staley, William Jr.**

Custodian, 2nd Shift

**Stevens, Genevieve**

Coordinator of Student Life

**Stevens, Robert**

Coordinator for Computing & Infrastructure Services

**Talbott, Jeani**

Academic Advisor

**Tenhouse, Jake**

Admissions Recruiter/Athletic Recruiter

**Thatcher, Eric**

Web Programmer

**Thompson, Leslie**

Administrative Assistant to the Director of Marketing/Public Relations

**Turner, Panda**

Evening Office Assistant/Library, The Branch Campus

**Twaddle, Ryan**

Fitness Supervisor/Men's Basketball Head Coach

**Van Fleet, Julie L.**

Senior Executive Assistant to the President & Board of Trustees

**Wells, Eric**

Custodian, 2nd Shift

**Williams, Allen**

Custodian, 2nd Shift

**Wilson, Debra**

Administrative Assistant, The Branch Campus

**Wilson, April**

Payroll Specialist

**Winkler, Todd**

Head Softball & Volleyball Coach

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