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# Catalog Home

Welcome to the Carl Sandburg College Catalog and Student Success Guide for the 2023-2024 academic year. To navigate to the Student Success Guide, please use the drop-down menu located at the top of this catalog.

We are pleased to provide a searchable catalog online. This is one way we encourage you to "go green" and utilize the resources available on the internet.

We welcome your feedback and suggestions to make this catalog better for the future. Feedback may be provided by email to the Executive Assistant for the Vice President of Academic Services at [arohrig@sandburg.edu](mailto:arohrig@sandburg.edu).

Recent changes made to the 2023-2024 catalog can be found under Catalog Addendum. Archived versions of this catalog can be found on the [Archived Carl Sandburg Catalogs](#) page.

# About Sandburg

Illinois Community College District No. 518

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

## Main Campus

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

## Branch Campus

The Branch Campus is located on the north edge of Carthage, just off Highway 94. This location serves the communities, businesses, organizations, and school districts of Hancock county and portions of Fulton, Henderson, and McDonough counties in western Illinois. The full-service campus provides baccalaureate, career, community education, and general study programs. Some popular career and technical classes offered at the Branch Campus include criminal justice, accounting, business, nurse aide, phlebotomy, and administrative office programs. Additional offerings include seminars, workshops, and customized training for workforce development and leisure classes.

Students receive individualized attention for academic advising, career counseling, and financial aid planning in a relaxed, friendly educational atmosphere. Tutoring and support services are also available.

305 Sandburg Dr.  
Carthage, Illinois 62321  
Phone: 217.357.3129  
Fax: 217.357.3512  
TTY line: 309.341.5400

## Additional Locations

### ANNEX

Located in downtown Galesburg, the Annex houses the College's dental hygiene program.

209 East Main St.  
Galesburg, IL 61401  
Phone: 309.344.2595  
Fax: 309.344.2611  
TTY line: 309.341.5400

### Abingdon-Avon High School (Dual Credit Only)

Located in Abingdon, Illinois, Abingdon-Avon High School offers a complete Associate in Arts degree through dual credit courses.

600 West Martin St.  
Abingdon, IL 61410

### Galesburg High School (Dual Credit Only)

Located in Galesburg, Illinois, Galesburg High School offers a certificate in Computer Numerical Control (CNC).

1135 West Fremont St.  
Galesburg, IL 61401

### **Hamilton High School (Dual Credit Only)**

Located in Hamilton, Illinois, Hamilton High School offers transferable courses towards either an Associate in Arts or Associate in Science degree, as well as, allied health and agriculture classes.

1100 Keokuk St.  
Hamilton, IL 62341

### **Warsaw High School (Dual Credit Only)**

Located in Warsaw, Illinois, Warsaw High School offers transferable courses towards either an Associate in Arts or Associate in Science degree. With additional online and summer coursework, students may complete an Associate of Arts degree during their high school career.

340 South 11th St.  
Warsaw, IL 62379

## **Accredited By**

Higher Learning Commission  
Phone 312.263.0456/800.621.7400  
<http://www.hlcommission.org>

## **Approved By**

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

## **Program Accreditation:**

American Board of Funeral Service Education  
816.233.3747  
<http://www.abfse.org>

The Commission on Dental Accreditation  
312.440.4653  
<http://www.adha.org/en/coda>

Illinois State Board of Nursing Approved Program  
312.814.4500  
<http://www.idfpr.com>

## **Nursing Accreditation**

Associate Degree Nursing  
The Associate Degree Nursing program at Carl Sandburg College located in Galesburg, Illinois, is accredited by the: Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326  
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program  
at <http://www.acenursing.us/accreditedprograms/programSearch.htm>

### Practical Nursing

The Practical Nursing program at Carl Sandburg College located in Galesburg, Illinois, is accredited by the: Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Practical Nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program

at <http://www.acenursing.us/accreditedprograms/programSearch.htm>

### Paramedic Program Accreditation

The Carl Sandburg College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs

9355 - 113th St. N, #7709

Seminole, FL 33775

727-210-2350

[www.caahep.org](http://www.caahep.org)

Committee on Accreditation for the EMS Professions

8301 Lakeview Parkway, Suite 111-312

Rowlett, TX 75088

214-703-8445

[www.coaemsp.org](http://www.coaemsp.org)

### Medical Assisting Accreditation

The Carl Sandburg College Medical Assisting Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs

9355 - 113th St. N, #7709

Seminole, FL 33775

727-210-2350

[www.caahep.org](http://www.caahep.org)

### Membership and Recognition

Carl Sandburg College is a member of American Association of Collegiate Registrars and Admissions Officers; American Association of Community Colleges; American Library Association; Arrowhead Athletic Conference; Association of College and Research Libraries; Association of Community College Trustees; Cisco Network Academy; College Placement Council; Consortium of Academic and Research Libraries in Illinois; Council for Advancement and Support of Education (CASE); Council for Opportunity in Education; Educational Opportunity Association; Illinois Association of College Admissions Counselors; Illinois Association of Collegiate Registrars and Admissions Officers; Illinois Community College Admissions and Records Officers Organization; Illinois Community College Faculty Association; Illinois Community College Student Activities Association; Illinois Community College Trustees Association; Illinois Consortium of International Studies and Programs; Illinois Council for Continuing Education and Training; Illinois Council of Community College Presidents; Illinois Library Association; Illinois Mathematics Association of Community Colleges; Illinois Community Colleges Online; Illinois Online Network; Illinois State Historical Society; Illinois TRIO; National Advising Association; National Association of Student Financial Aid Administrators (NASFAA); National Council for Continuing Education and Training; National Council for State Authorization Reciprocity Agreements; National Junior College

Athletic Association; National League for Nursing; Network of Illinois Learning Resources in Community Colleges (NILRC); Online Computer Library Center; Reading Across Illinois Library Systems (RAILS).

## 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.

## Nondiscrimination Statement

The College, an equal opportunity/affirmative action employer and educator, complies with all applicable federal, state, and/or local laws prohibiting discrimination. It is the policy of the College that no person shall be discriminated against in employment, educational programs and activities, or in admissions on the basis of race, color, religious affiliation, gender (sex), sexual orientation, gender identity or expression, national orientation, ancestry, genetic information, disability, age, arrest record status, marital or family status, citizenship status (*with regard to employment*), military status, unfavorable military discharge, sexual harassment, order of protection status and status in any group protected by applicable federal, state and/or local laws.

The College will direct individuals to resources for English language proficiency so that the lack of English proficiency will not be a barrier to future employment, admissions, and participation in CTE programs. Career and technical education courses/program offerings and admission criteria are on our website, [www.sandburg.edu](http://www.sandburg.edu), or by calling 309.345.3500. Title IX Coordinator Michelle Johnson, 309.341.5258; ADA/Section 504 Coordinator: Stefanie Gillen, 309.341.5262.

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.

Published by Carl Sandburg College  
Galesburg, IL 61401

## President's Message

Welcome to Carl Sandburg College and congratulations on taking this important step on your educational journey. Our faculty and staff are committed to making sure that you achieve your academic goals. Carl Sandburg College is ready to help you complete the first two years on the road to a baccalaureate degree anywhere in the nation, complete a certification or applied associates degree to get you started or help you advance in the career technical education or applied healthcare field, or just take some courses to explore a new interest.

Our staff and faculty are committed to helping you discover your talents and hone skills to make sure that you are ready for the next stage in your life journey. So, whether you are just trying out a class or two, focused on a career in health professions or manufacturing, or laying the solid foundation to transfer to any school in the nation, you have come to the right place.

Our student support services and our technology support are second to none, and we offer you the ability to take classes in a variety of modalities to meet your needs. This includes courses in a virtual environment with synchronous and asynchronous elements to help you balance work, life and school. Carl Sandburg College offers the complete college experience with many student clubs and organizations, opportunities to volunteer in the community, and excellent athletic teams. At Sandburg, we celebrate the academic achievements of our students and the artistic and scholarly efforts of our faculty and staff. We believe that anything is possible, but in the words of Carl Sandburg, "nothing happens unless first a dream." So, welcome to Carl Sandburg College, where we can help make your dreams a reality.

Dr. Seamus Reilly, President  
Carl Sandburg College

## Board of Trustees

**Sandra L. Wood**, Galesburg

**Lee E. Johnson**, Galesburg

**DeVone Eurales**, Galesburg

**Gayla J. Pacheco**, Galesburg

**Thomas H. Colclasure**, Galesburg

**Bruce A. Lauerman**, Galesburg

**William C. Robinson**, Galesburg

**Jasmin McDaniel**, Student Trustee ('22-'23 Academic Year)

**Mollisa Kurz**, Faculty Representative ('22-'23 Academic Year)

**Sherry Morris**, Staff Representative ('22-'23 Academic Year)

**Cory Gall**, Board Treasurer/Chief Financial Officer

**Lindsey Huber**, Secretary to the Board of Trustees

## History

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. Both Helga and Penelope Niven, who was Sandburg's biographer, helped to formulate and develop the annual festival. Sadly, both Helga and Penelope passed away in 2014, leaving the College without two of the people most closely associated with its namesake.

The referendum creating what is now Carl Sandburg College was passed by the voters of Knox and Warren counties on Sept. 24, 1966. The first classes were held the same day the following year, 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.



- Provide courses and programs designed to assist academically underprepared students to be successful in their next level of education;
- Provide activities designed to meet the lifelong educational needs and interests of individuals throughout the district;
- 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;
- Provide programs and services designed to meet the customized continuing education and technical assistance needs of individuals, businesses, industries, and community organizations;
- Serve as a center for cultural and intellectual development.

## **Carl Sandburg College Strategic Plan Outcomes and Strategies**

### **A. Student Access and Success**

1. Advance equitable access, engagement, and success of all students.
  1. Provide institutional leadership that integrates inclusion in all aspects of the College.
  2. Create avenues in which current and potential students can provide input on their needs.
  3. Provide conducive environments for students that nurture engagement.
  4. Facilitate a streamlined journey for the student that begins with recruiting and culminates in the student-determined successful completion.
  5. Champion engagement with external partners and stakeholders.
  6. Provide academic and co-curricular opportunities that facilitate inclusivity.
2. Implement strategies as determined by the students' voice.
  1. Build student support structures that respond to individual students' needs while maintaining quality.
  2. Advance connections between students and college personnel.
3. Increase the retention, persistence, and completion of an inclusive student body.
  1. Expand efforts to attract a diverse student population.
  2. Enable the student experience to flow seamlessly from recruitment through completion.
  3. Create learning opportunities through community partnerships.
  4. Expand efforts to provide financial support for students.
4. Increase direct communication with students and employees at all locations.
  1. Embed ambassadorship into all college position responsibilities.
  2. Initiate avenues that provide the sharing and accessibility of resources, new initiatives, and best practices of all departments.
5. Increase individualized attention for students.
  1. Utilize Starfish to increase student engagement.
  2. Broaden connections between students and all members of the college community.

### **B. Teaching and Learning**

1. Enhance the quality of educational programs through assessment-driven continuous improvements.
  1. Ensure fairness and equity in course delivery.
  2. Leverage technology to enrich course content.
  3. Drive student success with the assessment of General Education Outcomes.
  4. Develop and cultivate industry-specific partnerships to ensure high-quality curricula.
  5. Implement student experiences that result in greater opportunities for career exploration and employment.

### **C. Community Collaboration**

1. Broaden dynamic connections with external stakeholders: students, alumni, K-12 programs, four-year colleges and universities, community members, and business partners.
  1. Increase education opportunities using off-site/partner locations throughout the district.
  2. Target communication efforts to increase external stakeholder awareness.
2. Assure programs of study provide a quality workforce for our district's communities.

1. Partner with employers, community members, and workforce-based organizations to foster innovation, meet workforce needs, and promote regional economic development.
2. Focus on a commitment to community education and enrichment.

#### **D. Sustainability and Excellence**

1. Promote an environment of understanding between the College and stakeholders.
  1. Amplify institutional standards and practices to streamline internal and external communication.
  2. Provide targeted and timely communication.
  3. Expand information sharing practices.
  4. Establish communication methods that promote the free exchange of ideas from stakeholders.
2. Attain an institutional culture of integrated problem-solving.
  1. Develop an avenue to identify and discuss cross-departmental problems/issues.
  2. Empower "problem-solving" teams to implement and assess continuous improvement efforts.
  3. Advance the use of data in the institutional culture for decision-making.
  4. Provide centralized access for data and student success strategies.
3. Strengthen human resource capital.
  1. Administer a competitive compensation program that enables the College to attract and retain a quality workforce.
  2. Execute strategies focused on employee retention.
  3. Cultivate a commitment to inclusivity in hiring.
4. Assure the innovative use of resources.
  1. Maintain a sustainable budget that fully meets the College's needs and responsibly uses the district's resources.
  2. Obtain new grant funding and maintain ethical stewardship of grant money.
  3. Maintain and refresh high-quality facilities and grounds that support innovation, teaching, and learning.

#### **E. Culture of Continuous Learning and Development**

1. Ensure professional development and growth opportunities for college employees.
  1. Promote professional growth and development opportunities that contribute to student success.
  2. Support professional development opportunities focused on teaching and learning strategies, technology, course delivery methods, and assessment practices.

### **General Education Outcomes**

General Education Outcomes, or GEOs, are the institution's educational outcomes: once students complete Sandburg, they will be articulate in communication, critical thinking, cultural diversity, information technology, and quantitative skills. Those GEOs are tied into learning objectives for every course taught at Carl Sandburg College and noted in the course syllabus.

#### **Communication**

Demonstrate proficiency in speaking, writing, reading and listening.

#### **Critical Thinking**

Demonstrate critical thinking skills and problem solving skills.

#### **Cultural Diversity**

Demonstrate an awareness of human values and diverse cultures.

#### **Information Technology**

Demonstrate understanding and skills to function in a technological society.

#### **Quantitative Skills**

Demonstrate use of quantitative analytical skills and processes to interpret, evaluate and solve problems.

# Admission & Registration

## Admissions Policy

Admission is open to all in-district residents of Community College District 518 who are high school graduates or the equivalent GED/HiSET, 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 international 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.
5. Students less than 16 years of age who have the approval of the chief executive officer of their school and/or the chief student services officer of Carl Sandburg College.

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.

An eighth grade reading level as demonstrated by a standardized test approved by the college is required for enrollment in developmental and credit classes. This requirement does not apply to Workforce Development & Community Education classes.

It is the policy of the College that no person shall be discriminated against in employment, educational programs and activities, or in admissions on the basis of race, color, religious affiliation, gender (sex), sexual orientation, gender identity or expression, national origin, ancestry, genetic information, age, disability, arrest record status, marital or family status, citizenship status (with regard to employment), military status, unfavorable military discharge, sexual harassment, order of protection status and status in any group protected by applicable federal, state and/or local laws.

## Admission to AA/AS/AFA Programs

Students enrolling in the Associate in Arts, Associate in Science, or Associate in Fine Arts degree programs 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	

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.

The Illinois State Board of Education requires that students who wish to enter into a transfer program (AA/AS/AFA) must meet the requirements listed in the above chart (Illinois Public Act 86-0954). Carl Sandburg College is an open admissions community college, students will be admitted to the college without these courses. Students who enroll in certain programs will be required to meet prerequisites and minimum placement scores to enroll in some courses.

## 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, Dental Hygiene, Mortuary Science, and Paramedic) is limited and, therefore, competitive. Selection is based on candidates' overall academic performance. 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. 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, Associate in General Studies, or Associate in Fine Arts degree programs.

## International Admissions

Carl Sandburg College encourages applicants from around the world to apply for our various degree programs. The College is authorized under federal law to enroll non-immigrant students. Prospective international students should contact the director of international student services (vthor@sandburg.edu, 309.341.5312) to discuss their eligibility for admission.

## International Student Admission Steps

International students seeking an F-1 student visa must meet the following admission requirements and submit all required documentation by the published deadline.

- Completed Carl Sandburg College Application for Admission.
- Proof of high school graduation - An official transcript that provides evidence of graduation from a secondary school and transcripts from all post-secondary institutions attended. Photocopies may be accepted. Transcripts must be translated into English.
- Proof of English Proficiency - Students whose native language is NOT English are required to submit one of the following:
  - TOEFL IBT minimum score of 68. Official test results must be sent directly from ETS using school code 1982.
  - Official transcripts from an accredited United States college or university showing successful completion (grade of C or higher) of a college-level writing course and 6 hours of college-level academic coursework that requires reading.
  - Official SAT score with an Evidence-Based Reading and Writing sub-score of 480 or higher or an official ACT score with an English sub-score of 20 or higher.
- Certification of Finances Form verifying the ability of the student or the student's sponsor to meet all educational and living expenses for one year while attending Carl Sandburg College. International Students do not qualify for federal financial aid.
- Bank statement dated within 90 days showing a minimum of \$21,000 (USD).
- Photocopy of a current passport.
- Students transferring from another U.S. institution must submit a copy of their current I-20, I-94 and visa

Carl Sandburg College will issue a Form I-20 after all admission requirements are met.

All international students must report to the College on or before the date stated on the Form I-20.

Students on an F-1 visa are required to abide by the regulations that govern international students in the United States. Failure to do so will result in a visa termination.

During the fall and spring terms, F-1 students are required to enroll full-time which is defined as a minimum of 12 credit hours.

### **International College Transcripts**

Students who have completed college-level coursework in other countries must submit international transcripts for admission purposes only. In order for international postsecondary studies to be considered for transfer credit, students must submit an original course-by-course evaluation completed by a member organization of the National Association of Credential Evaluation Services (NACES) or other College-approved organization.

### **Readmission**

If you have previously attended Carl Sandburg College and want to return after an absence of one semester or more, you 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.

### **Steps to Enroll**

\*Note, the steps to enroll for our Limited Enrollment Programs differs from those listed below. Please check our website, or contact Student Services at 309.341.5237 or [studentservices@sandburg.edu](mailto:studentservices@sandburg.edu) to speak with an advisor, for more information.

#### **Step 1: Submit an application**

- Complete and submit your application online.
- There is no application fee.
- Once you have been admitted, accept your offer of admission to gain access to your Admissions Checklist.

#### **Step 2: Apply for financial aid**

- Submit the Free Application for Federal Student Aid (FAFSA) at [FAFSA.ed.gov](http://FAFSA.ed.gov). This will qualify you for federal and state aid (Carl Sandburg College's code is 007265).
- Funding is need-based and is awarded on a first-come, first-served basis. If possible, submit the FAFSA prior to December 1 to ensure the aid you qualify for is available.
- Non-Dual Credit Students: There is a separate online scholarship application. For more information contact the Carl Sandburg College Foundation at 309.341.5215 or [scholarships@sandburg.edu](mailto:scholarships@sandburg.edu).

#### **Step 3: Provide course placement documentation**

In order to register for classes, student must meet one of the following three requirements for both Math and Reading:

- Send official or unofficial high school/college transcripts from all institutions attended, or high school equivalency exam results (GED/HiSET), which show sufficient coursework for college placement. \*Note, high school equivalency exam scores must be from an exam that was administered within the past five years.
  - Transcripts can be sent to [transcripts@sandburg.edu](mailto:transcripts@sandburg.edu).
  - Note, college credit will not be granted from an unofficial transcript.
- Send official ACT or SAT scores from the testing agency (ACT or College Board) which meet our minimum score requirements. Note, scores must be from an ACT/SAT test that was administered within the past five years.
- Sit for placement testing (Accuplacer) and meet our minimum score requirements.
  - Practice tests and sample questions are available on our website.
  - If you require testing accommodations, please contact Disability Support Services at 309.341.5262 (TTY 309.341.5400).

- To make an appointment, register on our website or contact the Testing Center at 309.341.5323 for the Main Campus in Galesburg or 217.357.3129 for the Branch Campus in Carthage.

#### **Step 4: Register for classes**

- You must satisfy Step 3 prior to meeting with an advisor.
- Schedule an appointment with an advisor to register for classes. To make an appointment, contact Student Services at 309.341.5237 or [studentservices@sandburg.edu](mailto:studentservices@sandburg.edu) for the Main Campus in Galesburg or 217.357.3129 for the Branch Campus in Carthage.
- Dual Credit Students: Contact your Dual Credit Coordinator to register for classes.

### **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 check our website at <http://www.sandburg.edu/Academics/Online-Learning/index.html>.

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.

### **Dual Credit Opportunities for High School Students**

Carl Sandburg College works cooperatively with the high schools within the Sandburg district who wish to provide college-level courses for their students. 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, online, 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 Welcome Center 309-345-3500 or [welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu).

### **Sandburg Partnership Agreements/Guaranteed Admission Agreements**

#### **C.A.R.E.E.R. PROGRAM (FORMERLY CHARGE BACKS)**

Carl Sandburg College participates in the Comprehensive Agreement Regarding the Expansion of Educational Resources (C.A.R.E.E.R.), which is an agreement signed by all of the Community Colleges districts in Illinois (as of March 2017). Under the terms of the agreement, students may take advantage of career and technical education (CTE) programs at any other Illinois Community College if the program is not offered in their home district. The students benefit by paying the resident tuition and fee rates, despite living outside the Community College district. For additional information and to complete the necessary paperwork, please contact Lynn Schwab at 309.341.5225 or [lschwab@sandburg.edu](mailto:lschwab@sandburg.edu).

#### **Guaranteed Admission Agreements**

To learn more about Guaranteed Admission Agreements, please click the following link:  
<http://www.sandburg.edu/Academics/University-Studies/Partnerships.html>.

#### **Partnership Agreements**

To learn more about Sandburg Partnerships, please click the following link: <http://www.sandburg.edu/Academics/University-Studies/Partnerships.html>.

# Tuition & Financial Assistance

Tuition and fees are subject to change without notice.

## Tuition

### Tuition for District Residents

Students who reside in the Community College District 518 are charged at an in-district rate per semester hour for tuition. Click here for the 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. Click here for the 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. Click here for the current tuition rate.

### International Student Tuition

International students who attend Carl Sandburg on an F-1 Visa are charged the International Student Tuition rate. International students may face restrictions on enrollment in certain course formats (online vs. in-person) and must follow current federal guidelines to maintain their F-1 Visa status. Students are required to pay tuition in full by the current tuition deadline.

### Proof of Residence

Student must demonstrate 30 days of residency in District 518 prior to the first day of classes for the upcoming semester to qualify for in-district tuition rates. To verify eligibility, students must 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

Students may not become residents simply by attending classes at Carl Sandburg College for 30 days or more.

Students who move from outside the State of Illinois or District 518 for reasons other than attending Carl Sandburg College shall be exempt from the 30-day requirement if they demonstrate through documentation a verifiable interest in establishing permanent residency. Students must provide documentation from a third-party professional supporting their reason for relocation to District 518, in addition to residency verification outlined in the list above.

Students who are currently under the legal guardianship of the Illinois Department of Children and Family Services or have been recently emancipated from the Department and had a placement change into District 518 shall be exempt from the 30-day requirement. Third party professional documentation of current residency and eligible status may be submitted from the student, a caseworker, or other personnel of the Department, or the student's attorney or guardian ad litem.

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.

### 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. 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 debit/credit card or maintain a checking or savings account from which to withdraw the payments. Nelnet accepts MasterCard, Visa, Discover, and American Express.

### 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 receiving Title IV student financial aid withdraws from all

courses, the aid must be adjusted following 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 before 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 official transcripts. Under the Student Debt Assistance Act (Public Act 102-0998), Carl Sandburg College will issue official transcripts to current or prospective employers, regardless of a student's unpaid debt. 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 recognizes the need to provide a comprehensive program of financial assistance. The comprehensive program may consist of private and public gifts, grants, scholarships, loans, and other options that would enhance the opportunity for a person to pursue an education at Carl Sandburg College. The college will also provide a Deferred Tuition Payment plan to anyone with a balance due after aid has been applied.

## IMPORTANT: FAFSA® Application Process Begins October 1

### How to Apply for Financial Aid

1. Apply for admission to Carl Sandburg College. Online Application
2. Create an FSA ID for the student and a separate FSA ID for the parent (if student is dependent). The FSA ID gives you access to Federal Student Aid's online systems and will serve as your signature. We encourage you to write down the information used to create your FSA ID. It will be used each year you file for financial aid. The following video is helpful in understanding the requirements to set up an FSA ID. Instructional Video - How to Create an FSA ID. Use this link to Create an FSA ID
3. Complete the Free Application for Federal Student Aid (FAFSA) available at [www.fafsa.gov](http://www.fafsa.gov). Sandburg's Federal School code is **007265**.
4. Monitor your Financial Aid at [mySandburg/Self-Service Menu/MyFinancialAid/Financial Aid Self Service](#) and check your Sandburg email weekly.
5. Complete and submit any Required Documents on My Financial Aid.
6. Once processing is complete, your awards will show on the Financial Aid Offer in Self-Service.
7. After your offer has been posted, you may apply for a Student or Parent Loan. To apply for a loan, complete the steps found under Apply for Federal Student Loan or Apply for a Federal Parent Loan.

## 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 is below the GPA requirement of 2.0 or higher, or completion rate will be placed on Financial Aid Warning. If a student does not meet SAP requirements at the conclusion of the Financial Aid Warning semester, the student will be placed on Financial Aid Dismissal. A student on Financial Aid Dismissal is no longer eligible for financial aid.

A student who is on Dismissal can regain eligibility for financial aid by:

1. Eliminating all academic deficiencies by completing the number of credit hours necessary, at the student's own expense, to meet the 67% completion requirement and attain the minimum 2.0 cumulative GPA. **OR**
2. Appealing for reinstatement of financial aid. Students who appeal may 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 be placed on Dismissal.

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

### **Developmental Hours**

Financial aid is limited to a total of 30 developmental credit hours. Developmental courses are those with a course number below 100.

### **Repeating Courses**

Students may receive financial aid for repeating courses where they received a grade of 'W' or 'F'. Financial Aid can be used **one-time** to repeat a previously passed course (grade of A, B, C, D, P). For satisfactory academic progress, each repetition will count toward the attempted hours; however, only the course(s) 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.)

For additional information about financial aid programs and eligibility, please visit our Financial Aid and Scholarship page.

### **Grants**

#### **Federal PELL Grant**

Federal grants that offer from \$692 - \$6895 per year. 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.

### **State of IL Monetary Award Program (MAP)**

This is an Illinois program that will pay a portion of tuition, based on financial need. Illinois residency is required and students must be enrolled in at least three credit hours. The maximum award is \$4,950 per year.

## **Student Loans**

### **Federal Direct Loan**

The Federal Direct Loan Program is administered by the federal government. The loan may be offered as subsidized or unsubsidized or a combination of these for a maximum loan as a freshman of \$3500 and sophomores of \$4500 per year. **THIS MONEY MUST BE REPAYED.** Carl Sandburg College loan recipients must complete loan counseling prior to the first loan disbursement. Student loans require the Free Application for Federal Student Aid (FAFSA) as the first step of the application process.

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 on Financial Aid Warning, Probation, or Academic Improvement Plan 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. To find out the current interest rate, please go to <https://studentaid.gov/understand-aid/types/loans/interest-rates>.

### **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. To find out the current interest rate, please go to <https://studentaid.gov/understand-aid/types/loans/interest-rates>.

### **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. To find out the current interest rate, please go to <https://studentaid.gov/understand-aid/types/loans/interest-rates>

## **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. For more information, please visit our Financial Aid Programs and Scholarships page.

### **Western Illinois Workforce Innovation & Opportunity Act (WIOA) Funding**

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

Hancock County 550 N. Madison Carthage, IL 62321	Knox County 311 East Main Street, Suite 612 Galesburg, IL 61401
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217.357.6749	309.343.9832
McDonough County 440 North Lafayette, Suite 110 Macomb, IL 61455 309.837.1280	Warren County 1025 S. 2nd 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

The Carl Sandburg College Foundation establishes and cultivates transformative relationships to support Sandburg students, programs and capital needs.

The Foundation is the 501(c) (3) branch of the College that provides academic, program-specific, veterans, financial support, and geographic-based scholarships to Sandburg students. 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 more information regarding scholarships, please connect with the Foundation Team:

- foundation@sandburg.edu
- 309.341.5249
- Main Campus, Building E, Room 201

Or the Financial Aid Office:

- finaid@sandburg.edu
- 309.341.5283
- Main Campus, Building E, Room 101

At the Branch Campus, contact the Coordinator of the Branch Campus Student Services:

- lthomas@sandburg.edu
- 217.357.3129

To access the application, visit the Sandburg website, click on **Giving and Grants** in the top menu list, then scroll down and click on **Scholarships**. You may also visit your **mySandburg** account and select **Scholarship Application** to apply.

## Other Forms of Assistance

### Presidential Scholarships

Full-tuition scholarships will be available for students with an ACT score of 27 or higher or a SAT score of 1280 or higher AND a grade point average of at least 3.75. Recipients must maintain a cumulative college GPA of 3.5 each semester for renewal.

Half-tuition scholarships will be available for students with an ACT score of 25 or higher or a SAT score of 1200 or higher with at least a 3.5 GPA. Recipients must maintain a cumulative college GPA of 3.25 or higher each semester for renewal.

The award is tentatively based on a student's sixth- and seventh-semester high school transcripts, and the final award will be contingent on the student meeting all requirements with his or her final high school transcript.

The full scholarship will be awarded to a maximum of 20 students on a first-come, first-serve basis and will pay up to 64 credits over two years at Sandburg as long as the student maintains the required cumulative GPA. **Applications are accepted the year you graduate from high school and limited to accredited high schools within the Sandburg district.**

### **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. Interested students should contact the Vice President of Student Services office for details.

### **Student Success Grant Opportunities**

The Carl Sandburg College Foundation also offers financial support for Sandburg students to help offset the total cost that may jeopardize a student's ability to remain enrolled at Carl Sandburg College. One-time success grants for crisis emergencies, textbook and course supplies, along with an allied health professions grant are offered throughout the year to support students who may be struggling financially and need funds. The maximum amount funded is \$500.

To access the application forms, visit the Sandburg website, click on **Giving and Grants** in the top menu list, then scroll down and click on **Student Grants**. For immediate assistance and/or questions, contact the Foundation Team at 309.341.5349 or at [foundation@sandburg.edu](mailto:foundation@sandburg.edu)

### **Veterans' Assistance**

State and Federal assistance is available at Carl Sandburg College for qualified veterans, military personnel 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, 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.

### **Certification Information**

- Students receive VA educational benefits only for those courses that apply to their declared academic major.
- Students receiving educational benefits from the VA must complete all of the semester hours for which they are certified. Students who do not complete their semester hours may be responsible for repaying the VA and/or the college all or partial funds received for that semester.

### **Student Call to Military Duty**

Carl Sandburg College students who are called to active duty in the armed forces will, upon their request, be given a 100 percent refund of tuition and fees for the current term if they provide the Admissions & Records Office with (1) a written request (letter or Schedule Change Form) to be withdrawn from classes at 100 percent refund and (2) a copy of their official orders for a call to active duty. If the call to active duty comes after mid-term, the student may (1) request to be withdrawn from classes at 100 percent refund, (2) try to complete courses in progress after consulting with the instructors, or (3) request incomplete grades ("I") after consulting with the instructors.

### **Tuition for Eligible Veterans and Families**

In-district tuition will be charged to eligible Post 9/11 Veterans, spouses, and/or children 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 tuition assistance to veterans through the Illinois Veteran Grant and to military personnel through the Illinois National Guard Scholarship. Eligible veterans and/or military personnel will receive credit for tuition and 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. Students who are eligible for either grant will not be eligible for the IL MAP Grant.

### **Illinois National Guard**

Illinois National Guard grant pays tuition and certain fees for students who have completed one year of service and who are current members of the National Guard. The student must be an Illinois resident and have a grade point average of 2.0 or higher. Eligible students must re-apply for the Illinois National Guard grant each year. Eligibility is limited to eight semesters of full-time attendance. Apply online at <http://www.isac.org/students/during-college/applying-for-financial-aid/applications/index.html>.

### **Illinois Veterans Grants (IVG)**

Illinois Veterans Grant pays tuition and certain fees for students who qualify. The student must:

1. be a veteran, of the armed services
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.

The Illinois Veteran Grant (IVG) application is available online as an interactive application via the Student Portal. The online application has many benefits, including program information, which is available at your fingertips, online edits which prevent errors, elimination of mailing time, and immediate confirmation that your application has been received at ISAC. Apply online at [http://www.isac.org/students/during-college/applying-for-financial-aid/applications/ivg\\_applying/index.html](http://www.isac.org/students/during-college/applying-for-financial-aid/applications/ivg_applying/index.html)

### **MIA/POW Scholarship**

If a student is the dependent of a person who was an Illinois resident at the time of entering active duty and who was declared to be a prisoner of war, missing in action, or dead as a result of a service-connected disability, or disabled with a 100 percent disability as the result of a service-connected cause as recognized by the U.S. Department of Veterans Affairs or the U.S. Department of Defense, the student may be eligible to receive the MIA/POW Scholarship. This scholarship may be used at public colleges in Illinois, and is administered by the Illinois Department of Veterans' Affairs (IDVA).

Learn more about the program and access the MIA/POW Scholarship application through this website. Questions about completing the application should be directed to the IDVA at 217.782.3564.

### **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.

GI Bill® is a registered trademark of the U.S. Department of Veteran's Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

### **Forever GI Bill® - Harry W. Colmery Veterans Educational Assistance Act of 2017**

The President signed into law the Harry W. Colmery Veterans Educational Assistance Act also known as the "Forever GI Bill®," which will bring significant changes to Veterans education benefits. The law is named after the American Legion national commander who wrote the original GI Bill® language in 1944 and will allow more Veterans to use the GI Bill® and more time to use it. For more information, visit the US Department of Veteran Affairs - Forever GI Bill® at <http://www.benefits.va.gov/GIBILL/ForeverGIBILL.asp>.

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

The Post-9/11 GI Bill® is a benefit providing educational assistance to individuals who have served on active duty after September 10, 2001. For specific information regarding eligibility requirements, the length for which assistance is available, and the amount of the entitlement allotment, please visit <http://www.benefits.va.gov/benefits/>. Click on 'Education and Training'.

**Elimination of 15-year Limitation to Use the Post-9/11 GI Bill® Program**

The law removes the time limitation for the use of Post-9/11 GI Bill® benefits for individuals whose last discharge or release from active duty is on or after January 1, 2013, children of deceased Service members who first become entitled to Post-9/11 GI Bill® program benefits on or after January 1, 2013, and all Fry spouses. All others remain subject to the current 15-year time limitation for using their Post-9/11 GI Bill® benefits.

**Monthly Housing Allowance**

The law requires the monthly housing allowance (MHA) under the Post-9/11 GI Bill® program to be calculated based on the zip code of the campus where the student physically attends the majority of classes, rather than the location of the institution of higher learning where the student is enrolled. This applies to the first enrollment in an educational program on or after August 1, 2018. Carl Sandburg College in Galesburg zip code is 61401 and in Carthage is 62321

**The Montgomery GI Bill®, Active Duty, Chapter 30**

Veterans who possess an honorable discharge may be eligible to receive up to 36 months of educational benefits through this program. The monthly benefits a veteran may receive is 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 specific information, visit <http://www.benefits.va.gov/benefits/>. Click on 'Education and Training'.

**The Montgomery GI Bill®, Selected Reserve, Chapter 1606**

Montgomery GI Bill® - Selected Reserve program is for members who are actively participating in the selected reserve. 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 specific information, visit <http://www.benefits.va.gov/benefits/>. Click on 'Education and Training'.

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

REAP is an educational 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.

**Change in REAP Eligibility**

The National Defense Authorization Act of 2016 ended REAP on November 25, 2015. Some individuals will remain eligible for REAP benefits until November 25, 2019, while others are no longer eligible for REAP benefits.

The Post 9/11 GI Bill®, in many ways has replaced REAP because it also provides educational assistance benefits for Reserve and National Guard members called to active duty after September 10, 2001, and in many cases provides a greater benefit than REAP. For specific information, visit <https://www.benefits.va.gov/benefits/>. Click on 'Education and Training'.

**REAP Eligibility Credited Toward Post-9/11 GI Bill® Program**

Members of the Reserve who established eligibility for educational assistance under the Reserve Educational Assistance Program (REAP) before November 25, 2015, and lost it due to the sunset provision may elect to have that service credited towards the Post-9/11 GI Bill® program.

**Chapter 31**

Vocational Rehabilitation for Veterans with Service-Connected Disabilities. If it is determined that you are classified as a Service-Disabled Veteran, you may be eligible to receive assistance with the cost of tuition, fees, books, equipment and supplies at an approved college or university. For specific information, please visit <https://www.benefits.va.gov/vocrehab/index.asp>.

### **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**

Dependents Educational Assistance is for eligible children and spouses of veterans who died or are permanently and totally disabled as a result of a service-connected disability. For specific information, visit <https://www.benefits.va.gov/benefits/>. Click on 'Education and Training'.

### **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. 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 go back to satisfactory status when their cumulative GPA rises to a 2.0 or above. Students placed on Carl Sandburg College VA Dismissal may file a written appeal to reinstate their benefits for an additional semester. Appeals are to be completed by the student and returned to the Coordinator of Veterans & Military Personnel Student Services in the Financial Aid Office. Appeals will be reviewed by the Veterans satisfactory progress committee within 30 calendar days. Students are encouraged to file their appeals early to avoid disruption in benefits.

### **VA Pending Payment Compliance**

Beginning August 1, 2019 and despite any policy to the contrary, Carl Sandburg College will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 GI Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:

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

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

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

# 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.

### Credits from Regionally Accredited Colleges or Universities

Students who have attended other colleges or universities may transfer credit to Carl Sandburg College according to the following conditions and on submission of official transcripts:

- The college or university previously attended must be accredited by an American Council on Education (ACE) approved accreditation association.
- Credit will be granted for courses in which a grade of "C" or better has been earned.
- Credit will also be awarded for courses in which a grade of "D" has been earned providing the student's overall grade point average is a 2.0 or better unless otherwise stated by specific Carl Sandburg College program requirements.
- Only credit hours are transferable. Grades associated with the credit are not transferable nor are they included in computing the student's cumulative grade point average at Carl Sandburg College.
- Note: Some programs in the college catalog may require all coursework with a "C" or better to graduate.
- Transfer credit will only be accepted for courses applicable to the student's Carl Sandburg College program. Only courses applicable to the student's Carl Sandburg College academic program are accepted in transfer. Should the student's program change, the student may request a re-evaluation of previously earned credits.

### Credits from Institutions That Are Nationally Accredited

- If applicable, per program evaluation, credit may be given for occupational coursework.
- Credit may not be given for 1.1 Baccalaureate credit from nationally accredited schools. Credit may be given as occupational credit per program evaluation.

### Military Service Credit

Credit for three (3) semester hours of physical education and three (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, the 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. For service members in the Army, Army National Guard, Marines, Navy, and Coast Guard, to request transcript for review for credit at Carl Sandburg College, please visit <https://jst.doded.mil>. For service members in the Air Force, you may contact <http://www.airuniversity.af.mil/Barnes/CCAF/> to request transcripts for review for credit.

### Defense Activity for Non-Traditional Education Support (Dantes)/United States Armed Forces Institute (USAFI)

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 indicating satisfactory completion of the work to the Admissions and Records Office.

## **College Level Examination Program (CLEP)**

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.

## **Carl Sandburg College Proficiency Examinations**

In accordance with state and federal legislation, as well as accreditation guidelines, Carl Sandburg College offers optional proficiency assessments to determine if a student has already obtained the knowledge and the skills taught in a particular course. Assessments are provided and evaluated prior to the student taking the course.

## **Advanced Placement Program**

Carl Sandburg College will award credit for the Advanced Placement (AP) exam. Students who wish to receive credit must complete an AP class in high school and sit for the appropriate AP exam with College Board. Students must send their official College Board AP scores to the Office of Admission and Records for review. Credit may be awarded for scores of three (3) or higher in the appropriate corresponding Carl Sandburg College course equivalent, where applicable in the student's degree or certificate.

## **Biliteracy Seal of Approval**

The Illinois State Seal of Biliteracy posted to a student's high school transcript will be evaluated as twelve (12) credit hours of foreign language coursework at Carl Sandburg College (levels 151, 152, and 251). Credit granted will be based on foreign language course equivalencies, or elective credit. Credit must be applied to the college transcript within three academic years of high school graduation.

## **International Baccalaureate Exam**

The International Baccalaureate (IB) Diploma Program is a challenging curriculum offered to high school students around the world between the ages of 16 to 19. The curriculum is designed to prepare high school students for the transition into advanced post-secondary coursework.

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

IAI stands for the Illinois Articulation Initiative. The goal of IAI is to facilitate the transfer of students among Illinois institutions of higher education. It began with a cooperation between the Illinois Board of Higher Education, Illinois Community College Board, and the Transfer Coordinators for Illinois Colleges and Universities in 1993. It was fully established and operational in 1998. It provides a general education package to allow courses to transfer easily between institutions with a level of guarantee of content and quality. This package is formed by areas of concentrations that have associated faculty panels reviewing courses and making course recommendations. It also provides course recommendations for the first two years of study for certain majors with the assistance of associated faculty panels.

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 (AFA) 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).

The initiative includes public community colleges, public universities and some private colleges and universities in the state of Illinois. If you are considering attendance at a private college or university or an out-of-state institution, you should check with their transfer coordinator.

### **General Education Core Curriculum (GECC)**

The GECC is made of statewide articulated courses that will be accepted for transfer by all participating colleges and universities in Illinois.

Students who complete Sandburg's General Education requirements (37 credit hours across 5 academic disciplines, and a Human Relations course), will have a statement placed on their transcript indicating completion of the GECC. This is part of a transferrable degree and is not considered a certificate nor an industry-recognized credential.

The GECC provides an advantage for students who are undecided about their college plans, including where they want to continue their education and what field of study they wish to pursue.

## **IAI GECC Courses (Current and Future)**

### **School Prefix/No.**

- ART 111 - Art Appreciation **Credit(s): 3**
- ART 112 - Art: Prehistoric to 1400 **Credit(s): 3**
- ART 113 - Art: 1400 to Present Day **Credit(s): 3**
- BIO 101 - General Biology **Credit(s): 4**
- BIO 120 - Environmental Science **Credit(s): 3**
- CHM 100 - Concepts of Chemistry **Credit(s): 3**
- CHM 110 - General Chemistry 1 **Credit(s): 4**
- ECO 101 - Introduction to Economics **Credit(s): 3**
- ECO 201 - Principles of Macro Economics **Credit(s): 3**
- ECO 202 - Principles of Micro Economics **Credit(s): 3**
- ENG 101 - Freshman Composition 1 **Credit(s): 3**
- ENG 102 - Freshman Composition 2 **Credit(s): 3**
- ENG 151 - Introduction to Film Art **Credit(s): 3**
- ENG 160 - Introduction to Fiction **Credit(s): 3**
- ENG 170 - Introduction to Drama **Credit(s): 3**
- ENG 180 - Introduction to Poetry **Credit(s): 3**
- ENG 221 - American Literature 1 **Credit(s): 3**
- ENG 222 - American Literature 2 **Credit(s): 3**
- ENG 231 - British Literature 1 **Credit(s): 3**
- ENG 232 - British Literature 2 **Credit(s): 3**
- ENG 240 - Women and Literature **Credit(s): 3**
- ENG 260 – Children’s Literature **Credit(s): 3**
- ESC 100 - Introduction to Earth Science **Credit(s): 4**
- GEO 100 - Human Geography **Credit(s): 3**
- GEO 110 - World Regional Geography **Credit(s): 3**
- HIS 105 - American History to 1877 **Credit(s): 3**
- HIS 106 - American History From 1877 **Credit(s): 3**
- HIS 125 - Western Civilization 1 **Credit(s): 3**
- HIS 126 - Western Civilization 2 **Credit(s): 3**
- HIS 285 - History of Africa: 1500 to Present **Credit(s): 3**
- MAT 109 - Concepts of Mathematics **Credit(s): 3**

- MAT 110 - General Education Statistics **Credit(s): 3**
- MAT 112 – Math Elementary Teaching 2 **Credit(s): 3**
- MAT 131 - Finite Mathematics **Credit(s): 3**
- MAT 135 - Calculus for Business/Social Sciences **Credit(s): 4**
- MAT 210 - Statistics **Credit(s): 3**
- MAT 240 - Calculus With Analytic Geometry 1 **Credit(s): 5**
- MAT 241 - Calculus With Analytic Geometry 2 **Credit(s): 5**
- MAT 242 - Calculus With Analytic Geometry 3 **Credit(s): 4**
- MUS 100 - Music in the Western World **Credit(s): 3**
- MUS 101 - Introduction to American Music **Credit(s): 3**
- MUS 105 - Non-Western Music **Credit(s): 3**
- MUS 107 - Music in the Theatre **Credit(s): 3**
- MUS 205 - Music and Society **Credit(s): 3**
- PHL 100 - Logic **Credit(s): 3**
- PHL 101 - Introduction to Philosophy **Credit(s): 3**
- PHL 102 - Ethics **Credit(s): 3**
- PHY 130 - The Physical Universe **Credit(s): 3**
- PHY 151 - General Physics 1 **Credit(s): 5**
- POS 122 - American Government & Politics **Credit(s): 3**
- POS 223 - State & Local Government **Credit(s): 3**
- POS 228 - International Relations **Credit(s): 3**
- POS 267 - Comparative Government **Credit(s): 3**
- PSY 101 - Introduction to Psychology **Credit(s): 3**
- PSY 204 - Social Psychology **Credit(s): 3**
- PSY 206 - The Social Psychology of Aging **Credit(s): 3**
- PSY 265 - Developmental Psychology **Credit(s): 3**
- SOC 101 - Introduction to Sociology **Credit(s): 3**
- SOC 102 - Contemporary Social Problems **Credit(s): 3**
- SOC 103 - Marriage and the Family **Credit(s): 3**
- SOC 105 - Intro to Cultural Anthropology **Credit(s): 3**
- SOC 201 - Introduction to Anthropology **Credit(s): 3**
- SOC 203 - Introduction to Diversity **Credit(s): 3**
- SOC 260 - Gender & Society **Credit(s): 3**
- SPE 120 - Introduction to Public Speaking **Credit(s): 3**
- SSC 110 - Global Issues **Credit(s): 3**
- SSC 120 - Statistics for Social Science **Credit(s): 3**
- THE 110 - Theatre Arts Appreciation **Credit(s): 3**
- THE 111 - Theatre History **Credit(s): 3**

### **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. 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.

## Records

### Procedure to Inspect Education Records

Students may inspect and review their education records upon request to the appropriate record custodian. Students should submit to the record custodian a written request which identifies as precisely as possible the record or records he or she wishes to inspect. The record custodian will make the needed arrangements for access as promptly as possible and will notify the student of the time and place where the record(s) may be inspected. Access must be given in 45 days or less from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

### 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.

### 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 3.21)

## Grading

### 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.
N	Administrative withdrawal non-punitive. Completion rate or grade point average are not impacted. The N grade will only be used in extreme situations that affect the entire campus such as natural disasters or pandemics.

### 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**

## Carl Sandburg College Honors Program

The Carl Sandburg College Honors Program is designed for exceptional students who want to excel in college. Honors courses are intellectually challenging and involve considerable interaction among students and instructors. Certification as a Carl Sandburg College Honors Program graduate requires that students participate in 2 Honors courses and complete an Honors Project. For more information contact the Humanities and Fine Arts Department at 309.341.5427.

### Eligibility

There are many ways to be eligible to apply for the Honors Program. Students may apply if they meet one of the following criteria:

- Earned a cumulative high school GPA of 3.5 or higher
- Graduated in the top 10% of the high school class
- Scored 25 or above on the ACT
- Received a combined score of 1000 on the SAT
- Completed 12 college transfer credits with a minimum of 3.25 GPA
- Are recommended by Sandburg instructor or counselor

## Course Options

Honors courses are designed to help students learn and apply diverse concepts while stressing collaboration, creativity, and critical thinking. Students in the Honors Program must take 2 Honors classes and may select from the following choices:

- a class for honors credit
- an honors class
- the Honors Learning Community (usually offered each spring)

A Learning Community combines two different courses, which are team-taught by faculty who integrate content, assignments, and/or themes into both classes. The Honors Community fulfills the 2-course requirement for the Honors Program.

## The Honors Project

An Honors Project is a component that goes above and beyond the normal rigors of traditional coursework. Although it is aligned with the topic of the Honors class, it is designed to challenge students outside of the classroom.

Examples of possible projects include:

- community service (accompanied by an in-depth paper)
- community activism (accompanied by an in-depth paper)
- a research paper
- a creative project applying course material to career/real-life circumstances

## The Honors Certificate

Upon successful completion, the Honors Program offers an Honors Certificate. This award will be noted on the student's transcript and the student will be recognized at Spring Commencement.

The requirements for the Honors Certificate are:

- A minimum GPA of 3.0 in both Honors classes
- A grade of "B" or better on Honors Project

## Advantages of Honors Classes

- Friendly learning environment
- Challenging courses
- Independent study
- Honors scholarships
- Recognition on college transcripts

## WIU General Honors Scholar

Through a new articulation agreement with Western Illinois University, students completing 12 hours of honors coursework at Carl Sandburg College may be eligible to transfer into the Centennial Honors College and graduate as a General Honors Scholar at WIU.

## 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, February 11, 2008.

## 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 or it may be filled out electronically by clicking the transcript request form link. No transcripts will be released without the written permission of the student.

There is no fee for official Carl Sandburg College transcripts ordered directly from the College or Parchment. Small fees are assessed for transcripts ordered online through the National Student Clearinghouse.

We cannot accept telephone requests. Transcript requests are generally processed within one or two business days. Transcript requests will not be processed on days that the College is closed, including weekends, holidays, and the week between Christmas Eve and New Year's Day.

Under the Student Debt Assistance Act (Public Act 102-0998), Carl Sandburg College will issue *official* transcripts to current or prospective employers, regardless of a student's unpaid debt. The College can also issue *unofficial* transcripts directly to students as requested.

However, if a student has an outstanding debt to the College, the College cannot issue *official* transcripts for reasons other than employment until the student's debt is paid. When the financial obligation has been cleared, we will be happy to issue both official and unofficial transcripts to the student and any other institution/agency they designate. If you would like to make arrangements for an unpaid balance, please contact the Business Office at (309) 341-5210.

## Transcript Evaluations

Official transcripts sent to Carl Sandburg College to be evaluated for transfer credit will be evaluated by program of choosing on admissions application. Results of transcript evaluation will be sent to current students mySandburg email only. For non current students transcript evaluation results will be sent via US mail. If your academic program changes after your initial choosing on application, please contact Angela Snow for a new evaluation for transfer credits. If you have further questions, please call Angela Snow at 309-341-5233 or asnow@sandburg.edu.

## 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 Student

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 may repeat a course. Only the higher grade will be computed in the grade point average. Grades received in all classes remain on the transcript. 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. FINANCIAL AID: Financial aid rules vary on payment for repeats. Federal Pell grant will pay for a repeat of a W or F. Once the student has passed the course with a D or better, the Federal Pell grant will pay for one additional repeat of a course. A date appears on the transcript indicating the term in which the course was calculated in the grade point average.

## 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

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 Admissions & Records Support Specialist at 309.341.5260. 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 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.

Withdrawal requests received by the end of the last day to drop a course will be honored as an official withdrawal. Students who do not officially withdraw from a course will not be eligible for a W and the final grade the student earns in the course will be noted on the transcript.

2. **Instructor-Initiated Withdrawal:** Instructors may withdraw students from classes at mid-term for non-attendance. Instructors may also drop students at mid-terms if the student's progress is extremely poor preventing the student from passing the course. 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 other institutional cost, 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.

### **Records Policy**

**Procedure To Inspect Education Records-** Students may inspect and review their education records upon request to the appropriate record custodian. Students should submit to the record custodian a written request which identifies as precisely as possible the record or records he or she wishes to inspect. The record custodian will make the needed arrangements for access as promptly as possible and will notify the student of the time and place where the record(s) may be inspected. Access must be given in 45 days or less from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

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": student's name, hometown, high school attended, full time, part time enrollment, approval candidacy for graduation, major field of study, enrollment status, dates of attendance, most recent education agency or institution attended degrees, honors, and awards received, height and weight of student athletes, participation in officially recognized activities and sports.

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 at 309-341-5260 or 309-341-5233.

## Academic Notice & Separation Policy

### Standards of Academic Progress

Students must demonstrate academic progress to continue their enrollment at Carl Sandburg College. Academic progress is defined as a minimum cumulative 2.0 grade point average (GPA) and a minimum cumulative 67% completion rate for attempted credits.

### Good Academic Standing

Good academic standing is defined as a cumulative 2.0 grade point average (GPA) and completion rate of 67% of attempted credits. Students who are in Good Academic Standing may continue to enroll.

### Academic Warning

Students who fall below a cumulative 2.0 grade point average (GPA) or a cumulative completion rate of 67% of attempted credits will be placed on Academic Warning. Students on Academic Warning may enroll in courses. Continued enrollment will be based on the student's academic standing, which will be reviewed at the end of each term of enrollment:

- Students who have earned a cumulative 2.0 GPA and completion rate of 67% will return to Good Standing.
- Students who earn a semester GPA of 2.0 and a semester completion rate of 67% will remain on Academic Warning and can continue to enroll.
- Students whose semester completion rate is below 67% or semester GPA is below 2.0 will be placed on Academic Notice.

### Academic Notice

Students who fail to improve under Academic Warning progress to Academic Notice. Academic Notice allows the student to enroll, but they must show academic improvement. Continued enrollment will be based on the student's academic standing, which will be reviewed at the end of each term of enrollment:

- Students who receive a semester GPA of 2.2 and a semester completion rate of 75% will remain on Academic Notice until they meet the requirements of Good Academic Standing.
- Students whose semester GPA is below 2.2 and semester completion rate is below 75% will be placed on Academic Notice II.

### Academic Notice II

When a student is placed on Academic Notice II, it is considered their last semester to improve their academic standing before they are separated from the College. Therefore, additional restrictions are placed on a student's enrollment:

- Students placed on Academic Notice II are required to schedule a meeting with their academic advisor to evaluate and revise the student's existing academic plan.
- Students placed on Academic Notice II will be restricted to enrolling in 12 credit hours or less per semester. A registration restriction will be placed on the student's account.

The student's academic standing will be reviewed at the end of the enrollment term:

- Students whose semester GPA is at least 2.2 and whose semester completion rate is at least 75% will remain on Academic Notice II until they meet the requirements of Good Academic Standing.
- Students whose semester GPA is below 2.2 and whose semester completion rate is below 75% will be placed on Academic Separation I.

### Academic Separation I

Students on Academic Separation I are required to sit out for one or more semesters. A restriction will be placed on the student's account to prevent registration, including auditing courses. Students who are placed on Academic Separation I at the end of the fall semester will be restricted from enrolling in both winter and spring semesters; students who are placed on Academic Separation I at the end of the spring semester will be restricted for both the upcoming summer and fall semesters.

Students on Academic Separation I are required to appeal to the Student Services Faculty Committee to be considered for future enrollment.

- If there are extenuating circumstances, a student may appeal to immediately reenroll after being placed on Academic Separation I. However, the student is encouraged to sit out for the full separation period before appealing for reenrollment privileges.
- The student must complete the Academic Separation Appeal Form to be considered for reinstatement by the committee. The student is required to schedule a meeting with their academic advisor or student success coach to develop an academic improvement plan to accompany the appeal form. The student's appeal must include a detailed explanation of the changes that the student plans to make in order to satisfy the standards of academic progress.

If a student's Academic Separation I appeal is granted:

- The student must earn a semester GPA of 2.2 and a semester completion rate of 75% each semester until they return to Good Academic Standing.
- The student will be restricted to enrolling in 12 credit hours or less per semester. A registration restriction will be placed on the student's account.
- The Student Services Faculty Committee or Vice President reserves the right to impose additional restrictions or conditions of reinstatement based on what they feel best supports the student's academic success.

If a student's Academic Separation I appeal is denied:

- The student may not enroll for one or more semesters.
- The student may re-appeal to the Vice President of Academic Services or Vice President of Student Services if new evidence or additional supporting documentation is available, extenuating circumstances were a factor.
- The decision of the Vice President is final.
- The student's separation will remain in place for the time period outlined above.

Students who have been reinstated and allowed to reenroll while on Academic Separation I and fail to earn a semester GPA of 2.2 and a semester completion rate of 75% will be placed on Academic Separation II.

## **Academic Separation II**

Students on Academic Separation II are required to sit out for one or more semesters. A restriction will be placed on the student's account to prevent registration, including auditing courses. Students who are placed on Academic Separation II at the end of the fall semester will be restricted from enrolling in both winter and spring semesters; students who are placed on Academic Separation II at the end of the spring semester will be restricted for both the upcoming summer and fall semesters.

In order to reenroll after being placed on Academic Separation II, a student must appeal to the Vice President of Academic Services or the Vice President of Student Services.

- If there are extenuating circumstances, a student may appeal to immediately reenroll after being placed on Academic Separation II. However, the student is encouraged to sit out for the full separation period before appealing for reenrollment privileges.
- The student must complete the Academic Separation Appeal Form to be considered for reinstatement by the Vice President. The student is required to schedule a meeting with their academic advisor or student success coach to develop an academic improvement plan to accompany the appeal form.
- The student's appeal must include a detailed explanation of the changes that the student plans to make in order to satisfy the Standards of Academic Progress.

If a student's Academic Separation II appeal is granted:

- The student must earn a semester GPA of 2.2 and a semester completion rate of 75% each semester until they return to Good Academic Standing.
- The student will be restricted to enrolling in 12 credit hours or less per semester. A registration restriction will be placed on the student's account.

- The Vice President reserves the right to impose additional restrictions or conditions of reinstatement based on what they feel best supports the student's academic success.

If a student's Academic Separation II appeal is denied:

- The decision of the Vice President is final.
- The student's suspension will remain in place for the time period outlined above before the student may appeal for future enrollment.

Students who have been reinstated and allowed to reenroll while on Academic Separation II and who fail to earn a semester GPA of 2.2 and a semester completion rate of 75% will be restricted from future enrollment at Carl Sandburg College. No further appeals will be considered until the student can meet one of the following criteria:

- The student has demonstrated substantial academic progress at another accredited college or university by sending official transcripts directly from the institution. Substantial academic progress from another accredited college or university is defined as completion of at least 12 degree or certificate credit hours (or the equivalent) within two consecutive academic years with a minimum 2.25 GPA.
- The student has sat out for a minimum of two full consecutive academic years and can provide evidence of a change in circumstances, resources, or support that will improve the student's chances of academic progress and success.

If a student meets either criteria, and wishes to reenroll at Carl Sandburg College, the student may appeal to the Vice President of Academic Services or Vice President of Student Services. The student must appeal using the Academic Separation Appeal Form and must include an academic plan developed with the help of a Carl Sandburg College academic advisor. The decision of the Vice President is final and no further appeals will be considered.

## Academic Honors

A Dean's List and Honors List are published after each semester to recognize the academic achievements of our full and part-time students. To qualify for these honors, all students must complete a **minimum of 12 semester hours of college credit courses** (developmental courses do not qualify). Full-time students have earned 12 or more college-level credit courses in a term. Part-time students have earned 6-11 college-level credit courses in a term.

### Dean's List

Full-time students who have earned a semester grade point average of 3.5 or better.

### Part-Time Dean's List

Part-time students who have earned a semester grade point average of 3.5.

### Honors List

Full-time students who have earned a semester grade point average of 3.0 - 3.49.

### Part-Time Honors List

Part-time students who have earned a semester grade point average of 3.0 - 3.49

## 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 with the following steps:

- Access MySandburg
- Go to self-service menu
- Click student menu

- Click user information
- Click graduation application. **\*Note if student is applying to graduate for more than one degree or certificate, contact the Admissions & Records Office at 309-341-5233 to get the additional forms.**

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 or can be accessed on student portal on MySandburg.
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.
6. Results of the petition to graduate will be sent to current students mySandburg email only. If you are not a current student, and have submitted an application, results will be mailed to address on graduation application. If you have questions, please contact Angela Snow at 309-341-5233 or asnow@sandburg.edu.

### **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 Ceremony**

Carl Sandburg College has two academic ceremonies per year in May to honor students who have applied to graduate for fall, spring, and summer. Once students apply to graduate, they will receive information from the registrar's office on how to order cap and gowns, and additional graduation information such as graduation rehearsal, and graduation day etc.

The Carl Sandburg College Commencement ceremony is a time to recognize and celebrate the academic and co-curricular achievements of our students. Carl Sandburg College strives to provide a safe and respectful commencement ceremony for all participants. To achieve this goal, the College expects students and guests to conduct themselves in an appropriate manner that is respectful to all.

Students are expected to meet behavioral standards of conduct detailed in the Student Code of Conduct. Additional expectations include the following.

### **Graduation Apparel**

The Carl Sandburg College Commencement ceremony is a time to recognize and celebrate the academic and co-curricular achievements of our students. Carl Sandburg College strives to provide a safe and respectful commencement ceremony for all participants. To achieve this goal, the College expects students and guests to conduct themselves in an appropriate manner that is respectful to all.

Students are expected to meet behavioral standards of conduct detailed in the Student Code of Conduct. Additional expectations include the following.

Carl Sandburg College will provide graduates with a cap and gown to be worn at the commencement ceremony. Any additional items worn with the graduation cap and gown must be approved items as listed below. The College reserves the right to ask graduates to remove any unapproved items or disallow participation in the commencement ceremony.

Registered student organizations through the Student Government Associations or college recognized programs may elect to wear a stole, medallion, or lapel pin with their graduation gown which recognizes the graduate's membership of the group.

- Only registered student organizations/college-recognized programs that have met the requirements to become an organization/program can wear the stole, medallion, or lapel pin during the commencement ceremony.
- Carl Sandburg College will not purchase the stoles/medallions/lapel pins and will not reimburse students/organizations for expenses incurred. All fundraising activities must adhere to the College's fundraising guidelines for student organizations and programs.
- The stoles must not be larger than 28 inches long from neck to end and 5 inches wide.
- The medallions must not be larger than 2 ½ inches in diameter.
- The stoles/medallions/lapel pins cannot contain any offensive language, offensive symbols, or any content that might be considered offensive, discriminatory, or an affiliation with hate groups. The College maintains the right to determine what might be considered as offensive, discriminatory, or representing an affiliation with hate groups.
- All stoles/medallions/lapel pins must be approved by the College prior to ordering to ensure they meet the size and content requirements.

Registered student organizations or college-recognized programs must submit a mock up of their stole/medallion/lapel pin to the Student Services office for approval no later than 30 days prior to commencement. Registered student organizations or college-recognized programs will be notified of the approval or denial within ten days of submission. For items that are denied, the registered student organization or college-recognized program can submit a revised version for reconsideration.

The College values student involvement in our student organizations; however, memberships to student organizations/programs will not be recognized in the graduation program nor announced with the graduate's name. Only the student's involvement in Phi Theta Kappa honorary, the achievement of graduation honors, or their status as a veteran will be recognized in the commencement ceremony and program.

## **Decoration of Caps**

The decoration of graduation caps cannot contain any offensive language, offensive symbols, or any content that might be considered offensive, discriminatory, or an affiliation with hate groups. The College maintains the right to determine what might be considered as offensive, discriminatory, or representing an affiliation with hate groups.

## **Graduation Honors**

### **Honors**

Designation for graduates whose cumulative grade point average is within the 3.50-3.69 range.

### **High Honors**

Designation for graduates whose cumulative grade point average 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, dental hygiene, etc.) are responsible for fulfilling any special accreditation or certification requirements of the State of Illinois.

# Student Services

## General Services

### Welcome Center

The Welcome Center is the first stop for new students where they can learn more about what Sandburg has to offer and how to get started as a student at the Main Campus in Galesburg. We offer tours of the campus and assist prospective students by exploring the various educational programs offered at Sandburg. For more information, contact the Welcome Center at [welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu) or 309.345.3500.

### Academic Advising

Academic advising is an interactive process involving the student and his/her academic advisor. Each student is assigned 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, transfer coursework, and giving guidance when a student may be experiencing difficulty in a course. It is **required** that the student meets with their advisor to register for classes and to review their degree plan to make sure the student is on track with their academic goals. In person, phone or video appointments are available.

### Veterans' Advising

Veterans and members of the Reserve receiving educational benefits will be assigned an Academic Advisor based on the student's academic goal.

Confidential personal and career counseling services are available to student veterans at no charge to the student.

### 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 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.

### 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:** A sixteen hour soft skills Academy committed to enhancing student success and providing learning experiences that may effectively improve the success rate in gaining and retaining employment. Upon successful completion of the Academy, graduates will receive a certificate of completion, one vocational skills credit and a respected digital badge.
- **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.
- **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 and the Carl Sandburg College website at <http://www.sandburg.edu/Services/CareerDevelopment%20/Career%20Opportunities/index.html>.

- Internships: Assistance is given to students entering an internship for specific CTE programs.
- Federal Work Study: On campus career opportunities through the Federal Work Study are available for eligible students.

### 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.
- Etiquette Consultations - Discover how to impress a prospective employer during a dinner interview or learn specifics on proper business etiquette. Master the technique of creating a positive image by speaking with a certified etiquette consultant.

The Career Development Office is located in Room G112 at the CME. For more information, contact the coordinator of career development at 309.341.5246.

### Career Coach

Career Coach allows students to explore career programs and complete a career assessment. Career Coach provides accurate regional occupational data, offers an interest inventory, connects college programs with relevant employment opportunities, and matches military occupational codes with the civilian employment sector. It also offers resume building assistance.

### International Student Services

International Student Services (ISS) serves as the primary support unit for international students who study at Carl Sandburg College. The mission of ISS is to increase cultural understanding, create new opportunities for education worldwide, and bring global talent to the Carl Sandburg community. The services provided include advising on and facilitating compliance with U.S. immigration regulations, conducting orientations and other special programming that help international students adjust to American culture and acclimate to the Midwest, serving as a liaison with U.S. government agencies, foreign embassies, sponsors, and educational foundations that support international students, and helping our students and community increase global awareness by providing opportunities for growth through cross-cultural interactions. Questions can be directed to the director of international students services at 309.341.5312 or [vthor@sandburg.edu](mailto:vthor@sandburg.edu).

### Library

Sandburg Library supplies a wide variety of materials and services to support our students' educational needs.

- **Equipment Lending:** Laptops and Chromebooks are available for checkout.
- **Online Resources:** Can be accessed online both on and off campus with a valid Sandburg login.
- **Information Literacy Instruction:** One-on-one research assistance is available both in-person and electronically.
- **Interlibrary Loan:** In addition to the collections available at both campuses, the library is part of programs through which materials may be borrowed from other libraries.
- **Makerspace:** Located in the Main Campus library; provides students with equipment, supplies, and space for hands-on learning and creativity.

Librarians are available for questions by phone at 309.341.5257 or e-mail at [library@sandburg.edu](mailto:library@sandburg.edu).

For complete hours and updates, check the library's website at <http://www.sandburg.edu/Academics/Library/index.html>

Sandburg Library is open to the public; community members may check materials out of the library after presenting appropriate identification.

## Technology Resources

Computer labs and classrooms are located throughout all campuses to help students do research and complete their assignments. The Tech Help Desk, located in the Galesburg campus library, provides technical assistance and support to students. The Tech Help Desk is open 8 AM to 5 PM, Monday through Friday, and can be reached at 309.341.5446. You can also open a support ticket by visiting <http://support.sandburg.edu> or emailing [support@sandburg.edu](mailto:support@sandburg.edu).

For answers to frequently asked questions and a searchable knowledge base, students may also visit <http://support.sandburg.edu/>.

## Testing Center

The Carl Sandburg College Testing Center administers the following tests: Accuplacer (placement testing for incoming students); TEAS (preadmission tests for Allied Health Programs); 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), HiSet (High School Equivalency Credential Test), and the CNA Illinois State Competency exam. 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, Main Campus, Room B07, or call 309.341.5323 for further information

## TRIO Student Support Services

The TRIO SSS program offers 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 federal income guidelines. The goal of the program is to help participants stay in school, graduate from Sandburg, and transfer to a four-year college or university. Services include: academic advising, transfer advising, orientation to college, intensive mentoring and support during the first year of college, financial aid and scholarship advising, planning for four-year college expenses, assistance with study skills, career research and planning, and support with other college-related or personal issues.

To apply for this program, visit our webpage, stop by the TRIO office in E136 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 a grant from the U.S. Department of Education. In 2022-2023, the funded amount was \$261,888.

## TRIO Upward Bound

The TRIO Upward Bound program is a college readiness program designed to assist college-bound, high school students in developing the skills and motivations necessary to successfully pursue and complete a college education. The program serves Knox County students who attend Abingdon-Avon, Galesburg, Knoxville, and ROWVA high schools, providing educational, cultural, and social services to participants throughout the year, including academic skills coaching, information and training about the post-secondary admission process and study habit best practices, and major and career exploration, among other services. During the summer, students participate in an in-depth summer enrichment program, with instruction in math, lab sciences, foreign language, and composition and literature. Students also have access to a variety of resources and activities, including laptops, calculators, stipends, and social and cultural activities and trips geared toward increasing exposure to educational and career opportunities.

TRIO Upward Bound is a federal grant, initially awarded to Carl Sandburg College in the Fall of 1999. The grant is 100% funded in the amount of \$312,480 through the U.S. Department of Education. For more information about the program, an application, and/or selection criteria call 309.341.5448. Visit us online at [www.sandburg.edu/TRIO-UB](http://www.sandburg.edu/TRIO-UB).

## TRIO Upward Bound Math-Science

TRIO Upward Bound Math-Science is a federally funded program designed to help first-generation, income-eligible high school students excel in secondary and post-secondary education. Carl Sandburg College was awarded the TRIO Upward Bound Math-Science grant in the Fall of 2017. Upward Bound Math-Science serves students who attend Abingdon-Avon, Galesburg, Knoxville, and Monmouth-Roseville high schools. The TRIO UBMS program is funded 100% by a grant from the U.S. Department of Education. In 2022-2023, the funded amount was \$297,601.

Upward Bound Math-Science 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 post-secondary 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 and calculators, and have the opportunity to participate in various program trips and activities. Participants also have the opportunity to work with a faculty mentor and contribute to a science or math project each year. For more information on the program, application, and/or selection process call 309.341.5272 or visit us online at [www.sandburg.edu/ubms](http://www.sandburg.edu/ubms).

## **Academic Support Services**

Located in B64 on the Galesburg campus, Academic Support Services offers tutoring services for all students and support services for students with disabilities.

### **Disability Support Services**

Carl Sandburg College makes it a priority to be an environment in which students of all backgrounds can come to pursue their academic and professional goals. As such, we strive to be a campus that is disability-friendly, both in terms of physical accessibility of our facilities and equal opportunity of access to learning materials and classroom experience. We seek to enable students with any history of disability, from physical disabilities to intellectual disabilities, anxiety, and attention deficits.

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.

Current or prospective students or visitors to campus who have questions about disability access to campus resources or who would like to request accommodations for a disability while on campus should contact the Coordinator of Academic Support/ADA/504 Stefani Gillen at 309-341-5262 or [sgillen@sandburg.edu](mailto:sgillen@sandburg.edu).

### **Tutoring Services**

The Carl Sandburg College Tutoring Program 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 on the Galesburg campus interested in any of the resources listed below should visit the Tutoring Center in room B72 for more information; students at any Carl Sandburg College location or who are taking classes online should contact the Coordinator of Academic Support/ADA/504 for more information at 309.341.5262.

### **Face-to-Face Tutoring**

The Tutoring Center, located in B72, is the place to go for help with all of 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. Additionally, students may attend study sessions for CTE (Career and Technical Education) courses, arranged on an as-needed basis, by asking their instructor or contacting the Coordinator of Academic Support/ADA/504. Students in Carthage should contact the Coordinator of Branch Student Services on their campus for information about tutoring availability. All students may schedule live tutoring via video chat by contacting the Coordinator of Academic Support/ADA/504 at 309.341.5262.

Tutoring sessions are casual interactions that are student-initiated, student-centered, and student-driven. Students get the most out of tutoring services when they come well before an assignment is due and prepared to work. Students often come for clarification, extra practice, brainstorming and planning, or guidance on their homework. Tutoring is not a homework correction service; rather it should be seen as an educational opportunity, additional instructions that enables students to work on their own with more confidence.

### **Online Tutoring**

In addition to scheduled, live video tutoring provided by Sandburg tutors, students also have access to free, 24/7 chat-based tutoring through Brainfuse. If you have internet access and a Carl Sandburg College student email account, you can take advantage of this resource.

Online tutoring is free, one-on-one, real-time tutoring via your computer, tablet, or smart phone. Brainfuse records your documents and tutoring sessions, so they are easily accessible as study notes later, or sent to your instructor. Best of all, it's a tutoring service that conforms to your schedule--even if that means you're getting tutored at 3AM! Brainfuse also offers skillbuilding exercises, video tutorials, practice tests, and much more.

Head over to your mySandburg page to get started. Click on the Brainfuse link to be automatically logged in from your mySandburg page or if your instructor has enabled it, your Moodle course page.

## **Student Life**

Student learning expands well past the walls of the classroom! The Office of Student Life offers meaningful co-curricular experiences that complement the academic curriculum and in turn, provide an active and engaging campus environment. Take advantage of all the opportunities at Sandburg to enjoy college and make your experience great! 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. Visit our website to learn more about Student Life at Carl Sandburg College <http://sandburg.edu/Campus-Life/index.html>.

## **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. Esports, the latest addition to the athletic department, is a co-ed sport that participates as a member of the National Junior College Athletic Association Esports (NJCAAE). The NJCAAE is the national governing body for two-year college Esports in the United States, and provides two-year college esports teams with governance, competition, and official national championships

Each home game is a chance to come out and cheer on your Sandburg Chargers. All students receive free admission to home sporting events. Get the latest Chargers news and information at <http://sandburgchargers.com>, <http://facebook.com/sandburgchargers>, [twitter.com/sandburgNJCAA](https://twitter.com/sandburgNJCAA) or <http://instagram.com/sandburgchargers>.

Students, staff and fans can also follow Sandburg Charger action by signing up to receive text messages with results from Charger sports competitions. The sign up for Chargers text sport reports can be found at <http://carlsandburg.sportreporting.com/signup/>. Chargers home games for volleyball, men's basketball, women's basketball and soccer are live streamed for convenience. Live action can be accessed at <http://youtube.com/user/CarlSandburgCollege/videos>. All of these resources are on the athletic department's website under the Fan Zone designation.

## **Office of Diversity and Inclusion**

The Office of Diversity works with the Carl Sandburg College community to cultivate appreciation and respect for all human differences. At Carl Sandburg College, we strive to create social justice and to treat all people with respect, honoring human dignity. We also recognize the importance of inclusion by allowing space for multiple perspectives and narratives. This is an integral component of appreciating diversity.

Through formal and informal educational programs, the Office of Diversity and Inclusion engages students, faculty, and staff to reflect on and learn about complex issues that either impede or facilitate social justice. The Coordinator of Diversity and Inclusion also advises and mentors underrepresented students on an individual and organizational basis. The Office of Diversity and Inclusion is also responsible for maintaining and operating the Cultural Inclusion Center located in B76, as well as the Hall of Flags located in the B Building. Additionally, the office collaborates with other programs and departments to ensure that we are promoting diversity and practicing inclusion campus-wide. For additional information, contact the coordinator at 309.341.5439.

## **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.

## **Student Government Association**

The Student Government Association (SGA) is the officially recognized student governance body for Carl Sandburg College. SGA is composed of five executive officers and up to 15 student representatives who serve as the liaison between the student body and the College, govern student organizations, and assist with campus events. Elections are held in the fall semester. To learn how you can get involved, contact the SGA Advisor at 309.341.5332 or [sga@sandburg.edu](mailto:sga@sandburg.edu).

### **Benefits of Becoming a Student Leader:**

- Gain professional and personal skills (social, organizational, leadership, etc.)
- Build your resume with experience
- Leave your mark on Sandburg
- Network with professionals and peers
- Attend conferences and workshops
- Enrich your college experience!

## **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 <http://sandburg.edu/Campus-Life/index.html>.

## **Student Publications**

The College provides students with opportunities for writing, editing, and print production through the literary magazine, Phizzogs. Interested students may contact the Humanities & Fine Arts Department for more information about joining or contributing towards the publication.

## **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 England, Ireland, Austria, Spain, and China, and to offer summer study abroad to Austria, Costa Rica, France, and India. 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 hours of college credit in order to participate in ICISP Study Abroad programs. For more information contact the Humanities & Fine Arts department at 309-341-5427.

## **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 Theater produces main stage productions, student-led productions, and ancillary performance activities like Talent Shows, Improv Theater, and student acted and directed scenes. Drama Club provides leadership opportunities, social and educational

experiences such as viewing area college and professional productions, service learning, and performing for area schools. Participation in all theater activities is open to all Sandburg students, staff, faculty, and community members. Actors audition for all shows, and Drama Club members elect their club officers. Classes like Acting, Set Construction, and Theater History provide students opportunities to showcase their skills in public performance or presentation. Whether you have an interest in working on or off stage, there is a place for you at Sandburg Theater.

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 Sandburg Band performs every semester. Music groups regularly attend area concerts, shows, and often take more extended 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 field trip 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 Lonnie Eugene Stewart Art Gallery. Sales of student artwork 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. For more information contact the Humanities & Fine Arts department at 309-341-5427.

## **Resource Room**

The Resource Room Campus Food Pantry, located in room B003 on the Galesburg Main Campus, is for any Sandburg student or employee in need. Fresh produce, fridge and freezer items, and non-perishable shelf items are available during regular pantry hours or appointments are welcome throughout the week. Students can take what they need and are not limited on the number of visits to the Resource Room. A current Sandburg ID is required to check in to the pantry. Hours of operation are Monday-Thursday, 11 a.m.-1 p.m. Donations are also welcome and can be dropped off at the Student Life Office in Room B56. Monetary donations can be made to the Sandburg Foundation office as a Resource Room designated donation. Carl Sandburg College, 2400 Tom L. Wilson Blvd., Galesburg. For questions or to schedule an appointment, contact [pantry@sandburg.edu](mailto:pantry@sandburg.edu).

The Branch Campus Resource Room is located in room 13. Fresh produce, fridge and freezer items, and non-perishable shelf items are available to any student or employee in need. The Resource Room is open Monday-Friday during regular business hours. Donations are welcome and can be dropped off in the Main Office.

## **Free Rides Through Galesburg Transit**

Sandburg students enrolled in credit classes can ride the Galesburg Transit city bus service for free by showing a current Sandburg ID. Free ridership includes all full-time, part-time, online, dual credit and Upward Bound students enrolled in the current academic year. A new Sandburg ID can be reissued by visiting the Public Safety Office at the Main Campus and presenting a class schedule for the current semester. Galesburg Transit's bus service includes Sandburg on its daily route Monday-Thursday and on Fridays and Saturdays by request. The route comes through the College approximately 30 minutes past each hour from 7:30 a.m.-5:40 p.m. and stops at the bus shelter outside Building A and the circle drive outside Building D. All routes start and stop downtown at the corner of Main and Prairie. For more information, visit [https://www.ci.galesburg.il.us/government/community\\_development/public\\_transportation/fixedroute.php](https://www.ci.galesburg.il.us/government/community_development/public_transportation/fixedroute.php) or call 309.342.4242.

## **Bookstore**

The Carl Sandburg College Bookstore is located in the Crist Center in building B. The bookstore is operated by Follett, a vendor external to the College.

Students may purchase textbooks, course supplies, and other merchandise, such as technology and Sandburg-branded clothing and gifts. Textbooks may also be purchased online or reserved at [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 instructors. Please check the bookstore website or call 309.341.5259 for updated hours of operation.

Pell, SEOG, IIA, and some scholarships that exceed the student's tuition and fees may be used in the bookstore. Students may also request funds through the Jump Start disbursement program. Book charge dates are posted at the bookstore and on our Web site. Please visit the financial aid office for questions about how financial aid funds may be used for books and supplies purchases.

### **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.

### **Student Code of Conduct**

Please view the Student Code of Conduct (Procedure on Disciplinary Due Process 3.16.1.1) by following the link: Student Code of Conduct.

### **Procedure for Addressing Student Concerns**

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 dean. If no resolution is reached at the dean's level, the student may appeal to the proper vice president. All decisions, notification of decisions and reasons for decisions shall be in writing. This procedure shall not apply to complaints filed on the basis of discrimination and/or sexual harassment. Please refer to the policy which can be found at <http://www.sandburg.edu/About/Board-of-Trustees/Assets/procedures/procedure-2.36.0.1.pdf>.

### **Policy on Anti-Discrimination/EEO**

Carl Sandburg College, an equal opportunity/affirmative action employer and educator, complies with all applicable federal, state and/or local laws prohibiting discrimination. It is the policy of the College that no person shall be discriminated against in employment, educational programs and activities, or in admissions on the basis of race, color, religious affiliation, gender, sexual orientation, gender identity or expression, national orientation, ancestry, genetic information, disability, age, arrest record status, marital or family status, citizenship status (with regard to employment), military status, unfavorable military discharge, sexual harassment, order of protection status and status in any group protected by applicable federal, state and/or local laws.

### **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.

## **Title IX/Sexual Misconduct Policy**

Carl Sandburg College, an equal opportunity/affirmative action employer and educator, complies with all applicable federal, state and/or local laws prohibiting discrimination. It is the policy of the College that no person shall be discriminated against in employment, educational programs and activities, or in admissions on the basis of race, color, religious affiliation, gender (sex), sexual orientation, gender identity or expression, national origin, ancestry, genetic information, age, disability, arrest record status, marital or family status, citizenship status (with regard to employment), military status, unfavorable military discharge, sexual harassment, order of protection status and status in any group protected by applicable federal, state and/or local laws.

The College will not tolerate sexual harassment and is committed to providing and preserving an atmosphere free from harassment in any form. All students have a right to study in an environment free from sexual harassment. Sexual harassment is a violation of professional ethics and impedes the primary function of the College. For more information contact:

Michelle Johnson, Dean of Institutional Planning, Title IX Coordinator  
2400 Tom L Wilson Blvd; Galesburg, IL 61401  
(309) 341-5258

**For more information regarding Title IX policy and procedure, please go to** <http://www.sandburg.edu/Campus-Life/TitleIX/index.html>

## **Health Services**

Students who become ill or need emergency medical treatment may seek help at St. Mary Medical Center 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.

All currently enrolled students have access to TimelyCare, which provides 24/7 telehealth services, including medical and mental health support. TimelyCare medical and mental health visits are FREE to all enrolled Sandburg students. No insurance required. TimelyCare also offers group sessions several times a week on meditation, yoga, and special topics, like suicide prevention. These special group sessions are open to faculty, staff, and students. For more info, visit [www.timelycare.com/sandburg](http://www.timelycare.com/sandburg).

## **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 Public Safety. 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 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.

## Clery Crime Report

In response to the Crime Awareness and Campus Security Act of 1990 requiring all post-secondary institutions to prepare an annual report detailing crime prevention policies and campus crime statistics, Carl Sandburg College has issued its Crime Awareness and Campus Security Report showing data for calendar years 2018, 2019, and 2020. 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. Carl Sandburg College provides crime statistics involving murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, arrests for liquor, stalking, domestic violence, dating violence, and 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.

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 or online at Clery Crime Report.

### **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.

## Emergency Phone System

Carl Sandburg College's Emergency Telephone System consists of emergency telephones located in the College buildings and 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 Galesburg Police Department by dialing 911; any situation that requires a call to the Galesburg Police Department should be reported to Carl Sandburg College's Public Safety at 5499. Any abuse or violation of the Emergency Telephone System may lead to College disciplinary action or criminal charges may be filed.

## 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 8:00 a.m. to 9:00 p.m. Monday through Thursday and 8:00 a.m. to 6:00 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 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 portable radio/ telephone communications to monitor the premises both inside and out. Public Safety also utilizes cameras across campus, and they are monitored 24/7, 365 days a year.

Carl Sandburg College's Branch Campus is open from 8:00 a.m. to 5:00 p.m. Monday through Friday excluding declared holidays. Evening hours vary based on each semester's course schedule.

## Policy on Tobacco-Free Campus

As of July 1, 2015, smoking is prohibited on all campus property at Carl Sandburg College, both indoors and outdoors, in College-owned vehicles and in privately-owned vehicles parked on campus property. The advertising, sale or free sampling of tobacco products is also prohibited on campus property. Littering the remains of tobacco products or any other related waste product on

campus property is further prohibited. (Public Act No. 098-0985). For a complete list of prohibited items, please refer to the Policy on Tobacco-Free campus.

### **Parking Regulations**

The College has multiple free parking lots, each with designated handicapped spaces. Parking is prohibited on sides of entry roads, in fire lanes, or on the lawn areas. Unauthorized use of designated handicapped parking spaces, will result in a ticket with a monetary fine in accordance with Illinois Vehicle Code 625-ILCS-5 from the Galesburg Police Dept.

### **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 and the Coordinator of Public Safety. Carl Sandburg College resides within the city limits of the City of Galesburg and, therefore, Public Safety will partner with the Galesburg Police Department for all major crimes that occur on Sandburg property. Public safety officers are not authorized to carry or use weapons in the performance of their duties except the Director of Public Safety and the Coordinator 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. The College also maintains a sexual assault prevention and awareness program to inform students and employees on resources available to victims, bystander awareness and reporting, and how a victim can file a report to our Public Safety department and/or local law enforcement.

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

# Workforce Development and Community Education

Sandburg provides classes, workshops, educational day trips, and events to inspire learning that enriches lives both professionally and personally at both our Galesburg and Carthage locations. Offerings are designed to attract everyone with a desire to learn, regardless of previous academic experience or career path. The following services promote lifelong learning from children to adults. Current course schedules can be viewed on the Sandburg website under Academics or by visiting <http://sandburg.edu/Academics/Workforce-Development-and-Community-Education/index.html>.

## Workforce Development

Workforce Development serves the business and industrial community throughout the Sandburg district by providing credit classes, non-credit classes, seminars, workshops, on-site training programs, and customized training. Workforce staff will assist businesses in analyzing their needs and will work to arrange appropriate college services.

Training classes may be held at Carl Sandburg College's Main Campus, in Galesburg, or at the company's location depending on their needs. Workforce Development classes are also available through the Branch Campus in Carthage.

## Community Education

Community Education classes are held at various locations throughout the district and include non-credit, general interest classes for personal growth and enjoyment. Classes may be offered in areas such as history, art, computers, gardening, crafts, cooking, fitness and more. In addition, Sandburg offers educational day trips that provide individuals with a chance to explore interesting topics and visit unique places. Offerings are designed for various age and interest groups. Suggestions and ideas are always encouraged and can be shared by contacting the Director of Workforce and Community Education by phone at 309-345-3501 or by e-mail at [community@sandburg.edu](mailto:community@sandburg.edu).

## Youth Programs

Sandburg offers short-term classes for youth that are designed to challenge students and inspire learning in a fun environment. Participants learn about various professional fields through hands-on activities, company tours, guest speakers and more. Past offerings include programs designed to give youth an opportunity to explore professional careers in health care, manufacturing, criminal justice, and computer science. In addition to career exploration programs, young athletes have gained firsthand instruction from Carl Sandburg College coaches and players at sports camps for cross country, basketball, volleyball, softball, and soccer. Summer programs are held at the campuses in Galesburg and Carthage as well as at various community locations.

The Kids on Campus summer program attracts students in K-6 from across the College's district and is offered at Sandburg's Branch Campus in Carthage. Kids on Campus is open to all students, regardless of academic standing. Courses have included the following subject areas: art, science, math, history, writing, cooking, health, physical fitness, performing arts, astronomy, music, and more. Summer program flyers are distributed to area schools in March or April each year.

### For more information contact:

**Director of Workforce and Community Education**  
**Galesburg Main Campus**  
**Center for Manufacturing Excellence - Building G**  
**2400 Tom L. Wilson Blvd.**  
**Galesburg, IL 61401**  
**309.345.3501**  
**[community@sandburg.edu](mailto:community@sandburg.edu)**

Or

**Coordinator of Branch Campus Support Services**  
**The Branch Campus**  
**305 Sandburg Drive**  
**Carthage, IL 62321**  
**217.357.3129 ext. 7243**

# Academic Departments Guide

## Career and Technical Education

Dean: Ellen Burns, Phone: 309.341.5274

Support Specialist: Jiyou Galloway, Phone: 309.345.3501

Department Prefixes: AOP, AGR, AUT, BOC, DRF, ELT, HYD, ICT, IND, MDC, MET, MFG, MTL, OSP, TQM, WEL

## Humanities and Fine Arts

Associate Dean: James Hutchings, Phone: 309.341.5317

Assistant Dean of Assessment: Kylie Price, Phone: 309.341.5239

Support Specialist: Meghan Angle, Phone: 309.345.5427

Coordinators:

- Art--Lisa Walker
- English/Honors--Jennifer Wright

Department Prefixes: ART, ENG, FRE, GER, INS, MUS, PHL, SPE, SPN, THE

## Health Professions

Dean of Health Professions: Tiffany Viggiano, Phone: 309.341.5456

Dean of Nursing Professions: Emily Schaeffer, Phone: 309.341.5253

Support Specialist: Valerie Hinderliter, Phone: 309.341.5299

Coordinators:

- Associate Degree Nursing--Christina Stone
- Dental Hygiene Program--Stacy Kosier
- Dental Hygiene Clinic--Amanda Nichols
- Diagnostic Imaging -- Laura Rider
- Lab & Simulation--Tammi Lewis
- Medical Assistant -- Cathy Gebru
- Mortuary Science--Tim Krause
- Practical Nursing/Nursing Assistant--Stacy Bainter

Department Prefixes: ALH, CPR, DHG, EMS, HTH, KIN, MDA, MDT, MLT, MRI, MTS, NAD, NUA, NUP, NUT, RDT, (PHL.103)

## Math and Natural Sciences

Associate Dean: Krista Winters, Phone: 309.341.5306

Administrative Assistant: Beth Buck, Phone: 309.341.5363

Coordinators:

- Math/Developmental Math--Tony Paris
- Science -- Krista Winters

Department Prefixes, BIO, CHM, ESC, MAT, PHY

## Social and Business Sciences & Honors Program

Associate Dean: Lara Roemer, Phone: 309.341.5219

Support Specialist: Meghan Angle, Phone: 309.345.5427

Coordinators:

- Criminal Justice--Chris Barber
- PTK--Lara Roemer

Department Prefixes: ACC, BUS, BLA, CHD, CRM, ECO, EDU, GEO, HIS, POS, PSY, SSC, SOC

# Degrees, Programs, and Certificates

## Transfer Programs

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 Fine Arts (Emphasis in Art) (Transfer Degrees)

The Associate in Arts (AA), Associate in Science (AS), 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 Education (CTE) and Health Professions (HLP) 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 CTE and HLP programs were selected based upon recommendations from professionals working in specific CTE and HLP 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 CTE, HLP, and Nursing programs may transfer to specific four-year institutions, most will not.

To find out the transferability of a specific CTE, HLP, or Nursing program, talk with your advisor.

# Associate in Arts

## Associate in Arts, AA

### Degree Requirements

#### I. General Education Requirements (37)

##### A. Communications (9)

- ENG 101 - Freshman Composition 1 **Credit(s): 3 \***
- ENG 102 - Freshman Composition 2 **Credit(s): 3 \*\***
- SPE 120 - Introduction to Public Speaking **Credit(s): 3**

##### B. Humanities/Fine Arts (9)

Select one course from Fine Arts:

- ART 111 - Art Appreciation **Credit(s): 3**
- ART 112 - Art: Prehistoric to 1400 **Credit(s): 3**
- ART 113 - Art: 1400 to Present Day **Credit(s): 3**
- ENG 151 - Introduction to Film Art **Credit(s): 3**
- MUS 100 - Music in the Western World **Credit(s): 3**
- MUS 101 - Introduction to American Music **Credit(s): 3**
- MUS 105 - Non-Western Music **Credit(s): 3**
- MUS 107 - Music in the Theatre **Credit(s): 3**
- THE 110 - Theatre Arts Appreciation **Credit(s): 3**
- THE 111 - Theatre History **Credit(s): 3**

Select one course from Humanities:

- ENG 160 - Introduction to Fiction **Credit(s): 3**
- ENG 170 - Introduction to Drama **Credit(s): 3**
- ENG 180 - Introduction to Poetry **Credit(s): 3**
- ENG 221 - American Literature 1 **Credit(s): 3**
- ENG 222 - American Literature 2 **Credit(s): 3**
- ENG 231 - British Literature 1 **Credit(s): 3**
- ENG 232 - British Literature 2 **Credit(s): 3**
- ENG 240 - Women and Literature **Credit(s): 3**
- ENG 260 - Children's Literature **Credit(s): 3**
- MUS 205 - Music and Society **Credit(s): 3**
- PHL 100 - Logic **Credit(s): 3**
- PHL 101 - Introduction to Philosophy **Credit(s): 3**
- PHL 102 - Ethics **Credit(s): 3**

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 **Credit(s): 3**
- ECO 201 - Principles of Macro Economics **Credit(s): 3**

- ECO 202 - Principles of Micro Economics **Credit(s): 3**
- GEO 100 - Human Geography **Credit(s): 3**
- GEO 110 - World Regional Geography **Credit(s): 3**
- HIS 105 - American History to 1877 **Credit(s): 3**
- HIS 106 - American History From 1877 **Credit(s): 3**
- HIS 125 - Western Civilization 1 **Credit(s): 3**
- HIS 126 - Western Civilization 2 **Credit(s): 3**
- HIS 285 - History of Africa: 1500 to Present **Credit(s): 3**
- POS 122 - American Government & Politics **Credit(s): 3**
- POS 223 - State & Local Government **Credit(s): 3**
- POS 228 - International Relations **Credit(s): 3**
- POS 267 - Comparative Government **Credit(s): 3**
- PSY 101 - Introduction to Psychology **Credit(s): 3**
- PSY 204 - Social Psychology **Credit(s): 3**
- PSY 206 - The Social Psychology of Aging **Credit(s): 3**
- PSY 265 - Developmental Psychology **Credit(s): 3**
- SOC 101 - Introduction to Sociology **Credit(s): 3**
- SOC 102 - Contemporary Social Problems **Credit(s): 3**
- SOC 103 - Marriage and the Family **Credit(s): 3**
- SOC 105 - Intro to Cultural Anthropology **Credit(s): 3**
- SOC 201 - Introduction to Anthropology **Credit(s): 3**
- SOC 203 - Introduction to Diversity **Credit(s): 3**
- SOC 260 - Gender & Society **Credit(s): 3**
- SSC 110 - Global Issues **Credit(s): 3**

#### **D. Science/Mathematics (10)**

Science: (7) \*\*\*

Select one course from Life Sciences:

- BIO 101 - General Biology **Credit(s): 4**
- BIO 120 - Environmental Science **Credit(s): 3**

Select one course from Physical Sciences:

- CHM 100 - Concepts of Chemistry **Credit(s): 3**
- CHM 110 - General Chemistry 1 **Credit(s): 4**
- ESC 100 - Introduction to Earth Science **Credit(s): 4**
- PHY 130 - The Physical Universe **Credit(s): 3**
- PHY 151 - General Physics 1 **Credit(s): 5**

Math (3)

Select one course from the following:

- MAT 109 - Concepts of Mathematics **Credit(s): 3**
- MAT 112 - Math Elementary Teaching 2 **Credit(s): 3**
- MAT 131 - Finite Mathematics **Credit(s): 3**
- MAT 135 - Calculus for Business/Social Sciences **Credit(s): 4**
- MAT 210 - Statistics **Credit(s): 3**
- MAT 240 - Calculus With Analytic Geometry 1 **Credit(s): 5**
- MAT 241 - Calculus With Analytic Geometry 2 **Credit(s): 5**
- MAT 242 - Calculus With Analytic Geometry 3 **Credit(s): 4**
- SSC 120 - Statistics for Social Science **Credit(s): 3**

- or MAT 110 - General Education Statistics **Credit(s): 3**

## **II. Electives (21)**

## **III. Other Requirements (3)**

Human Relations Course - Select one course from the following:

- ART 111 - Art Appreciation **Credit(s): 3**
- ART 113 - Art: 1400 to Present Day **Credit(s): 3**
- ENG 160 - Introduction to Fiction **Credit(s): 3**
- ENG 170 - Introduction to Drama **Credit(s): 3**
- ENG 180 - Introduction to Poetry **Credit(s): 3**
- ENG 221 - American Literature 1 **Credit(s): 3**
- ENG 222 - American Literature 2 **Credit(s): 3**
- ENG 250 - African American Literature **Credit(s): 3**
- ENG 260 – Children's Literature **Credit(s): 3**
- GEO 100 - Human Geography **Credit(s): 3**
- GEO 110 - World Regional Geography **Credit(s): 3**
- HIS 125 - Western Civilization 1 **Credit(s): 3**
- HIS 126 - Western Civilization 2 **Credit(s): 3**
- HIS 285 - History of Africa: 1500 to Present **Credit(s): 3**
- MUS 100 - Music in the Western World **Credit(s): 3**
- MUS 101 - Introduction to American Music **Credit(s): 3**
- MUS 105 - Non-Western Music **Credit(s): 3**
- MUS 205 - Music and Society **Credit(s): 3**
- PHL 102 - Ethics **Credit(s): 3**
- PHL 103 - Biomedical Ethics **Credit(s): 3**
- PSY 204 - Social Psychology **Credit(s): 3**
- SOC 101 - Introduction to Sociology **Credit(s): 3**
- SOC 102 - Contemporary Social Problems **Credit(s): 3**
- SOC 105 - Intro to Cultural Anthropology **Credit(s): 3**
- SOC 201 - Introduction to Anthropology **Credit(s): 3**
- SOC 203 - Introduction to Diversity **Credit(s): 3**
- SOC 260 - Gender & Society **Credit(s): 3**
- SPE 110 - Interpersonal Communication **Credit(s): 3**
- SSC 110 - Global Issues **Credit(s): 3**
- THE 110 - Theatre Arts Appreciation **Credit(s): 3**

**Residency Requirement - (Complete 15 Semester Hours at Sandburg)**

**GPA Required for Graduation - 2.0 on 4.0 Scale**

**Total Hours Required For Degree: 61**

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

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

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

# Associate in Science

## Associate in Science, AS

### Degree Requirements

#### I. General Education Requirements (36)

##### A. Communications (9)

- ENG 101 - Freshman Composition 1 **Credit(s): 3 \***
- ENG 102 - Freshman Composition 2 **Credit(s): 3 \*\***
- SPE 120 - Introduction to Public Speaking **Credit(s): 3**

##### B. Humanities (6)

Select one course from Fine Arts:

- ART 111 - Art Appreciation **Credit(s): 3**
- ART 112 - Art: Prehistoric to 1400 **Credit(s): 3**
- ART 113 - Art: 1400 to Present Day **Credit(s): 3**
- ENG 151 - Introduction to Film Art **Credit(s): 3**
- MUS 100 - Music in the Western World **Credit(s): 3**
- MUS 101 - Introduction to American Music **Credit(s): 3**
- MUS 105 - Non-Western Music **Credit(s): 3**
- MUS 107 - Music in the Theatre **Credit(s): 3**
- THE 110 - Theatre Arts Appreciation **Credit(s): 3**
- THE 111 - Theatre History **Credit(s): 3**

Select one course from Humanities:

- ENG 160 - Introduction to Fiction **Credit(s): 3**
- ENG 170 - Introduction to Drama **Credit(s): 3**
- ENG 180 - Introduction to Poetry **Credit(s): 3**
- ENG 221 - American Literature 1 **Credit(s): 3**
- ENG 222 - American Literature 2 **Credit(s): 3**
- ENG 231 - British Literature 1 **Credit(s): 3**
- ENG 232 - British Literature 2 **Credit(s): 3**
- ENG 240 - Women and Literature **Credit(s): 3**
- ENG 260 – Children’s Literature **Credit(s): 3**
- MUS 205 - Music and Society **Credit(s): 3**
- PHL 100 - Logic **Credit(s): 3**
- PHL 101 - Introduction to Philosophy **Credit(s): 3**
- PHL 102 - Ethics **Credit(s): 3**

##### C. Social Sciences (6)

Select two courses from the following (Must select one or more courses from 2 subject areas):

- ECO 101 - Introduction to Economics **Credit(s): 3**
- ECO 201 - Principles of Macro Economics **Credit(s): 3**
- ECO 202 - Principles of Micro Economics **Credit(s): 3**
- GEO 100 - Human Geography **Credit(s): 3**

- GEO 110 - World Regional Geography **Credit(s): 3**
- HIS 105 - American History to 1877 **Credit(s): 3**
- HIS 106 - American History From 1877 **Credit(s): 3**
- HIS 125 - Western Civilization 1 **Credit(s): 3**
- HIS 126 - Western Civilization 2 **Credit(s): 3**
- HIS 285 - History of Africa: 1500 to Present **Credit(s): 3**
- POS 122 - American Government & Politics **Credit(s): 3**
- POS 223 - State & Local Government **Credit(s): 3**
- POS 228 - International Relations **Credit(s): 3**
- POS 267 - Comparative Government **Credit(s): 3**
- PSY 101 - Introduction to Psychology **Credit(s): 3**
- PSY 204 - Social Psychology **Credit(s): 3**
- PSY 206 - The Social Psychology of Aging **Credit(s): 3**
- PSY 265 - Developmental Psychology **Credit(s): 3**
- SOC 101 - Introduction to Sociology **Credit(s): 3**
- SOC 102 - Contemporary Social Problems **Credit(s): 3**
- SOC 103 - Marriage and the Family **Credit(s): 3**
- SOC 105 - Intro to Cultural Anthropology **Credit(s): 3**
- SOC 201 - Introduction to Anthropology **Credit(s): 3**
- SOC 203 - Introduction to Diversity **Credit(s): 3**
- SOC 260 - Gender & Society **Credit(s): 3**
- SSC 110 - Global Issues **Credit(s): 3**

#### **D. Science/Mathematics (15)**

Science \*\*\* (9)

Select one course from Life Sciences:

- BIO 101 - General Biology **Credit(s): 4**
- BIO 120 - Environmental Science **Credit(s): 3**

Select one course from Physical Sciences:

- CHM 100 - Concepts of Chemistry **Credit(s): 3**
- CHM 110 - General Chemistry 1 **Credit(s): 4**
- ESC 100 - Introduction to Earth Science **Credit(s): 4**
- PHY 130 - The Physical Universe **Credit(s): 3**
- PHY 151 - General Physics 1 **Credit(s): 5**

Math (6)

Select two courses from the following:

- MAT 109 - Concepts of Mathematics **Credit(s): 3**
- MAT 112 - Math Elementary Teaching 2 **Credit(s): 3**
- MAT 131 - Finite Mathematics **Credit(s): 3**
- MAT 135 - Calculus for Business/Social Sciences **Credit(s): 4**
- MAT 210 - Statistics **Credit(s): 3**
- MAT 240 - Calculus With Analytic Geometry 1 **Credit(s): 5**
- MAT 241 - Calculus With Analytic Geometry 2 **Credit(s): 5**
- MAT 242 - Calculus With Analytic Geometry 3 **Credit(s): 4**
- SSC 120 - Statistics for Social Science **Credit(s): 3**
- or MAT 110 - General Education Statistics **Credit(s): 3**

## II. Electives (22)

### III. Other Requirements (3)

#### Human Relations Course - Select one course from the following:

- ART 111 - Art Appreciation **Credit(s): 3**
- ART 113 - Art: 1400 to Present Day **Credit(s): 3**
- ENG 160 - Introduction to Fiction **Credit(s): 3**
- ENG 170 - Introduction to Drama **Credit(s): 3**
- ENG 180 - Introduction to Poetry **Credit(s): 3**
- ENG 221 - American Literature 1 **Credit(s): 3**
- ENG 222 - American Literature 2 **Credit(s): 3**
- ENG 250 - African American Literature **Credit(s): 3**
- ENG 260 – Children’s Literature **Credit(s): 3**
- GEO 100 - Human Geography **Credit(s): 3**
- GEO 110 - World Regional Geography **Credit(s): 3**
- HIS 125 - Western Civilization 1 **Credit(s): 3**
- HIS 126 - Western Civilization 2 **Credit(s): 3**
- HIS 285 - History of Africa: 1500 to Present **Credit(s): 3**
- MUS 100 - Music in the Western World **Credit(s): 3**
- MUS 101 - Introduction to American Music **Credit(s): 3**
- MUS 105 - Non-Western Music **Credit(s): 3**
- MUS 205 - Music and Society **Credit(s): 3**
- PHL 102 - Ethics **Credit(s): 3**
- PHL 103 - Biomedical Ethics **Credit(s): 3**
- PSY 204 - Social Psychology **Credit(s): 3**
- SOC 101 - Introduction to Sociology **Credit(s): 3**
- SOC 102 - Contemporary Social Problems **Credit(s): 3**
- SOC 105 - Intro to Cultural Anthropology **Credit(s): 3**
- SOC 201 - Introduction to Anthropology **Credit(s): 3**
- SOC 203 - Introduction to Diversity **Credit(s): 3**
- SOC 260 - Gender & Society **Credit(s): 3**
- SPE 110 - Interpersonal Communication **Credit(s): 3**
- SSC 110 - Global Issues **Credit(s): 3**
- THE 110 - Theatre Arts Appreciation **Credit(s): 3**

#### Residency Requirement - (Complete 15 semester hours at Sandburg)

#### GPA Required for Graduation - 2.0 on 4.0 scale

#### Total Hours Required For Degree: 61

\* 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

# Associate in Fine Arts

## Associate in Fine Arts, Art Emphasis, AFA

### Degree Requirements

#### I. General Education Requirements (31)

##### A. Communications (9)

- ENG 101 - Freshman Composition 1 **Credit(s): 3 \***
- ENG 102 - Freshman Composition 2 **Credit(s): 3 \*\***
- SPE 120 - Introduction to Public Speaking **Credit(s): 3**

##### B. Humanities (6)

Select one or more courses from two subject areas - no fine arts courses applicable:

- ENG 160 - Introduction to Fiction **Credit(s): 3**
- ENG 170 - Introduction to Drama **Credit(s): 3**
- ENG 180 - Introduction to Poetry **Credit(s): 3**
- ENG 221 - American Literature 1 **Credit(s): 3**
- ENG 222 - American Literature 2 **Credit(s): 3**
- ENG 231 - British Literature 1 **Credit(s): 3**
- ENG 232 - British Literature 2 **Credit(s): 3**
- ENG 240 - Women and Literature **Credit(s): 3**
- ENG 260 - Children's Literature **Credit(s): 3**
- MUS 205 - Music and Society **Credit(s): 3**
- PHL 100 - Logic **Credit(s): 3**
- PHL 101 - Introduction to Philosophy **Credit(s): 3**
- PHL 102 - Ethics **Credit(s): 3**

##### C. Social Sciences (6)

Select one or more courses from at least two different disciplines:

- ECO 101 - Introduction to Economics **Credit(s): 3**
- ECO 201 - Principles of Macro Economics **Credit(s): 3**
- ECO 202 - Principles of Micro Economics **Credit(s): 3**
- GEO 100 - Human Geography **Credit(s): 3**
- GEO 110 - World Regional Geography **Credit(s): 3**
- HIS 105 - American History to 1877 **Credit(s): 3**
- HIS 106 - American History From 1877 **Credit(s): 3**
- HIS 125 - Western Civilization 1 **Credit(s): 3**
- HIS 126 - Western Civilization 2 **Credit(s): 3**
- HIS 285 - History of Africa: 1500 to Present **Credit(s): 3**
- POS 122 - American Government & Politics **Credit(s): 3**
- POS 223 - State & Local Government **Credit(s): 3**
- POS 228 - International Relations **Credit(s): 3**
- POS 267 - Comparative Government **Credit(s): 3**
- PSY 101 - Introduction to Psychology **Credit(s): 3**
- PSY 204 - Social Psychology **Credit(s): 3**

- PSY 206 - The Social Psychology of Aging **Credit(s): 3**
- PSY 265 - Developmental Psychology **Credit(s): 3**
- SOC 101 - Introduction to Sociology **Credit(s): 3**
- SOC 102 - Contemporary Social Problems **Credit(s): 3**
- SOC 103 - Marriage and the Family **Credit(s): 3**
- SOC 105 - Intro to Cultural Anthropology **Credit(s): 3**
- SOC 201 - Introduction to Anthropology **Credit(s): 3**
- SOC 203 - Introduction to Diversity **Credit(s): 3**
- SOC 260 - Gender & Society **Credit(s): 3**
- SSC 110 - Global Issues **Credit(s): 3**

## **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 **Credit(s): 4**
- CHM 100 - Concepts of Chemistry **Credit(s): 3**
- CHM 110 - General Chemistry 1 **Credit(s): 4**
- PHY 130 - The Physical Universe **Credit(s): 3**
- PHY 151 - General Physics 1 **Credit(s): 5**

### Mathematics (3)

- MAT 109 - Concepts of Mathematics **Credit(s): 3**
- MAT 112 - Math Elementary Teaching 2 **Credit(s): 3**
- MAT 131 - Finite Mathematics **Credit(s): 3**
- MAT 135 - Calculus for Business/Social Sciences **Credit(s): 4**
- MAT 210 - Statistics **Credit(s): 3**
- MAT 240 - Calculus With Analytic Geometry 1 **Credit(s): 5**
- MAT 241 - Calculus With Analytic Geometry 2 **Credit(s): 5**
- MAT 242 - Calculus With Analytic Geometry 3 **Credit(s): 4**
- SSC 120 - Statistics for Social Science **Credit(s): 3**
- or MAT 110 - General Education Statistics **Credit(s): 3**

## **II. Art (33)**

### **Core Art Courses (21)**

- ART 112 - Art: Prehistoric to 1400 **Credit(s): 3**
- ART 113 - Art: 1400 to Present Day **Credit(s): 3**
- ART 121 - Two Dimensional Design **Credit(s): 3**
- ART 122 - Three Dimensional Design **Credit(s): 3**
- ART 131 - Drawing 1 **Credit(s): 3**
- ART 132 - Drawing 2 **Credit(s): 3**
- ART 133 - Life Drawing **Credit(s): 3**

### **Elective Art Courses (12)**

- ART 141 - Painting **Credit(s): 3**
- ART 142 - Advanced Painting **Credit(s): 3**
- ART 151 - Printmaking **Credit(s): 3**
- ART 162 - Digital Photography **Credit(s): 3**
- ART 163 - Digital Photography II **Credit(s): 3**

- ART 171 - Ceramics 1 **Credit(s): 3**
- ART 172 - Ceramics 2 **Credit(s): 3**
- ART 193 - Computer Art **Credit(s): 3**

### **III. Other Requirements**

**GPA Required for Graduation - 2.0 on 4.0 scale**

**Residency Requirement - (Complete 15 semester hours at Sandburg)**

**Total Hours Required For Degree 64**

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

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

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

# Associate in General Studies

## General Studies, AGS

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.

### Degree Requirements

#### I. General Studies Requirements (33)

##### A. Communications (6)

- ENG 101 - Freshman Composition 1 **Credit(s): 3 \***
- SPE 120 - Introduction to Public Speaking **Credit(s): 3**

##### B. Humanities (6)

- 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

#### II. Electives (31)

(May include both baccalaureate & career, technical and health education credits)

#### III. Other

**GPA Required for Graduation - 2.0 on 4.0 scale**

**Residency Requirement - (Complete 15 semester credit hours at Sandburg)**

**Total Hours Required For Graduation: 61**

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

# Associate of Applied Science

## Accounting, AAS

This program is designed for the student who desires to prepare for employment in the accounting function of many different types of organizations. Manufacturing, distribution, 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.

### Accounting AAS Program Goals

- Post-secondary preparation
- Entry level accounting skills
- Professional development for advancement opportunities
- Work as an assistant to an accountant, accounting professional, or in an accounting firm.

### 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.
4. Meet with an advisor/counselor to select classes and complete the registration process

### Department of Social & Business Sciences

2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
Phone: 309.341.5427

### For Additional Information Contact:

The Welcome Center  
Phone: 309.345.3500  
welcomecenter@sandburg.edu

### For Graduation Requirements:

See the graduation policies and procedures page for details.

## Degree Requirements

### First Year

#### Fall Semester

- ACC 101 - Principles of Financial Accounting **Credit(s): 3**
- AOP 101 - Keyboarding & Formatting 1 **Credit(s): 3**
- **or** BOC 107 - Tech Skills for Business Environment **Credit(s): 3**
- BOC 100 - Business Mathematics **Credit(s): 3**
- **or** MAT 131 - Finite Mathematics **Credit(s): 3**

- BUS 100 - Introduction to Business **Credit(s): 3**
- ENG 101 - Freshman Composition 1 **Credit(s): 3**

### **Spring Semester**

- ACC 102 - Principles of Managerial Accounting **Credit(s): 3**
- ACC 203 - Accounting Software **Credit(s): 3**
- SPE 120 - Introduction to Public Speaking **Credit(s): 3**
- ICT 110 - Computer Software Applications **Credit(s): 3**
  
- BOC 104 - Mathematics of Finance **Credit(s): 3**
- **or** MAT 135 - Calculus for Business/Social Sciences **Credit(s): 4**

### **Second Year**

#### **Fall Semester**

- ACC 201 - Intermediate Accounting 1 **Credit(s): 4**
- ACC 208 - Spreadsheet Applications for Business **Credit(s): 3**
  
- BLA 201 - Legal Environment of Business **Credit(s): 3**
- **or** BLA 202 - Business Law **Credit(s): 3**
  
- PSY 204 - Social Psychology **Credit(s): 3**
- BOC 102 - Business Communications **Credit(s): 3**

#### **Spring Semester**

- ACC 202 - Intermediate Accounting 2 **Credit(s): 4**
- ACC 205 - Cost Accounting **Credit(s): 3**
- ACC 206 - Federal Income Tax **Credit(s): 3**
- ACC 207 - Payroll Accounting **Credit(s): 3**
  
- ECO 101 - Introduction to Economics **Credit(s): 3**
- **or** ECO 201 - Principles of Macro Economics **Credit(s): 3**
- **or** ECO 202 - Principles of Micro Economics **Credit(s): 3**

**Total Semester Hours: 62**

### **Faculty**

**Mollisa Kurz**

Instructor, Accounting

**Lara Roemer**

Associate Dean of Social and Business Sciences

Assistant Professor, History/Political Science

## Administrative Office Professional, AAS

This curriculum prepares students with the efficient skill level needed to meet the fast-paced demands of administrative/executive work. Hardware installation and maintenance, windows networking and operating systems, business communications, and report writing courses are taken to build on the knowledge and skills acquired by completing the certificate. Graduates are qualified for positions as administrative/ executive assistants and office managers.

This degree is designed to build on the Administrative Office Assistant certificate.

### Administrative Office Professions Program Goals

- Achieve the skills and knowledge necessary to gain entry-level employment in careers in the administrative office professional discipline
- Achieve the skills and knowledge necessary for advancement in the career
- Achieve a general education background in business and in oral/written communication

### Admission to the Program: Open

#### First-time Enrollees

1. Complete an application for admission to the College 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.
4. Meet with an advisor/counselor to select classes and complete the registration process

### Department of Career and Technical Education

2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
309.345.3501

#### For Additional Information Contact:

The Welcome Center  
Phone: 309.345.3500  
welcomecenter@sandburg.edu

#### For Graduation Requirements:

See the graduation policies and procedures page for details.

### Degree Requirements

#### First Year

##### Fall Semester

- AOP 100 - Careers for the Office Professional **Credit(s): 1**
- AOP 101 - Keyboarding & Formatting **1 Credit(s): 3**
- BOC 100 - Business Mathematics **Credit(s): 3**
- BOC 120 - Customer Service **Credit(s): 2**
- ICT 120 - Computer Information Systems **Credit(s): 3**
  
- SPE 110 - Interpersonal Communication **Credit(s): 3**
- **or** SPE 120 - Introduction to Public Speaking **Credit(s): 3**

## Spring Semester

- ACC 101 - Principles of Financial Accounting **Credit(s): 3**
- AOP 102 - Keyboarding & Formatting 2 **Credit(s): 3**
- AOP 201 - Business English **Credit(s): 2**
- BOC 103 - Office Technology **Credit(s): 3**
- BOC 106 - Business Records Management **Credit(s): 3**
- BOC 112 - Microcomputer Spreadsheet App 1 **Credit(s): 2**

## Second Year

### Fall Semester

- AOP 203 - Office Procedures **Credit(s): 3**
- BOC 102 - Business Communications **Credit(s): 3**
- BOC 114 - Microcomputer Database App 1 **Credit(s): 2**
- ICT 170 - Hardware Installation & Maintenance **Credit(s): 3**
- ICT 181 - Windows Networking & Operating Systems **Credit(s): 3**

### Spring Semester

- AOP 216 - Advanced Word Processing **Credit(s): 3**
  
- AOP 291 - Professional Internship 1 **Credit(s): 3**
- or AOP 292 - Professional Internship 2 **Credit(s): 3**
  
- BUS 100 - Introduction to Business **Credit(s): 3**
- ENG 120 - Report Writing **Credit(s): 3**
  
- PSY 101 - Introduction to Psychology **Credit(s): 3**
- or PSY 107 - Positive Psychology **Credit(s): 3**
- or SOC 101 - Introduction to Sociology **Credit(s): 3**

## Total Semester Hours: 60

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

## Faculty

### Ellen Burns

Dean of Career and Technical Education

## Agribusiness, AAS

This degree program will train students for entry-level agribusiness positions and includes coursework to prepare graduates for advancement into supervisory or management positions in agriculture business areas including input retail, grain marketing operations, ethanol production, dealership operations, agronomic services, and livestock management. Positions could include: Ag Business Office Managers, Ag Operations Specialists and Managers, Customer Support Representatives and Managers, Ag Sales and Services Representatives and Managers, and Farm Managers.

### Agribusiness AAS Program Goals

- Explore career opportunities in the agribusiness sector
- Understand basic concepts of animal science, plant science, soil science, horticulture, agribusiness management, agricultural mechanics, and agricultural resources
- Demonstrate basic and advanced technological, mathematic, accounting, and supervisory skills commonly utilized in agribusiness
- Apply management skills to make sound planning and operational decisions in the multiple sectors of agribusiness
- Demonstrate knowledge to work safely and effectively in an agribusiness environment
- Develop basic employability and soft skills including accountability, work ethic, communication, conflict resolution, and customer service
- Demonstrate workplace skills through an agriculture internship experience

### 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.
4. Meet with an advisor/counselor to select classes and complete the registration process.

### Department of Career & Technical Education

2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
309.345.3501

#### For Additional Information Contact:

The Welcome Center  
Phone: 309.345.3500  
welcomecenter@sandburg.edu

#### For Graduation Requirements:

See the graduation policies and procedures page for details

### Degree Requirements

#### First Year

##### Fall Semester

- AGR 105 - Introduction to Agriculture Industry **Credit(s): 3**
- AGR 110 - Introduction to Agricultural Business Management **Credit(s): 3**

- AGR 170 - Agricultural Sales **Credit(s): 3**
- BOC 100 - Business Mathematics **Credit(s): 3**
- BOC 102 - Business Communications **Credit(s): 3**

### **Spring Semester**

- AGR 141 - Introduction to Agri Economics **Credit(s): 3**
- BOC 120 - Customer Service **Credit(s): 2**
- AOP 201 - Business English **Credit(s): 2**
- BOC 107 - Tech Skills for Business Environment **Credit(s): 3**
- AGR 160 - Agricultural Internship **Credit(s): 2**
- IND 100 - Career Skills for Industry **Credit(s): 1**

### **Second Year**

#### **Fall Semester**

- AGR 175 - Soil Fertility & Fertilizers **Credit(s): 3**
  
- AGR 155 - Agricultural Machinery & Technology **Credit(s): 3**
- or AGR 140 - Introduction to Precision Agriculture **Credit(s): 3**
  
- AGR 121 - Introduction to Animal Science **Credit(s): 4**
- ACC 101 - Principles of Financial Accounting **Credit(s): 3**
- AGR 131 - Introduction to Crop Science **Credit(s): 4**

#### **Spring Semester**

- AGR 150 - Crop Pest Management **Credit(s): 3**
  
- AGR 181 - Introduction to Horticultural Science **Credit(s): 3**
- or AGR 185 - Agricultural Power Systems **Credit(s): 3**
  
- ICT 110 - Computer Software Applications **Credit(s): 3**
- or ICT 120 - Computer Information Systems **Credit(s): 3**
  
- BOC 106 - Business Records Management **Credit(s): 3**
- BUS 112 - Supervision Fundamentals **Credit(s): 3**

**Total Semester Hours: 60**

### **Faculty**

**Ellen Burns**

Dean of Career and Technical Education

## **Agricultural Mechanization, AAS**

This degree program will train graduates for entry-level positions and includes coursework that supports career advancement in the agricultural mechanic profession represented in the agriculture career cluster pathway. Positions could include: Ag Equipment Mechanics, Customer Support Representatives, Ag Machinery Sales and Service Representatives, Farmhands, and Landscaping and Lawn Servicers.

### **Agricultural Mechanization Degree Program Goals**

- Explore career opportunities in the agricultural mechanization and technology sector
- Understand basic concepts of animal science, plant science, soil science, horticulture, agribusiness management, agricultural mechanics, and agricultural resources
- Demonstrate basic and advanced technical and mathematical skills commonly utilized in entry-level agricultural mechanization and related positions
- Understand the safe and proper operations of agricultural equipment
- Perform maintenance and repairs to agricultural electrical, mechanical, and hydraulic machines/equipment
- Understand the fundamental business and technical skills utilized in the workplace
- Develop basic employability and soft skills including accountability, work ethic, communication, conflict resolution, and customer service
- Demonstrate workplace skills through an agriculture internship experience

### **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.
4. Meet with an advisor/counselor to select classes and complete the registration process.

### **Department of Career & Technical Education**

2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
309.345.3501

#### **For Additional Information Contact:**

The Welcome Center  
Phone: 309.345.3500  
welcomecenter@sandburg.edu

#### **For Graduation Requirements**

See the graduation policies and procedures page for details

## Degree Requirements

### First Year

#### Fall Semester

- AGR 105 - Introduction to Agriculture Industry **Credit(s): 3**
- MFG 100 - Introduction to Welding **Credit(s): 3**
- MAT 101 - Technical Mathematics 1 **Credit(s): 3**
- ELT 100 - Electrical Fundamentals **Credit(s): 3**
- AGR 180 - Agricultural Machinery & Technology **Credit(s): 3**
- IND 100 - Career Skills for Industry **Credit(s): 1**

#### Spring Semester

- BOC 107 - Tech Skills for Business Environment **Credit(s): 3**
- BOC 120 - Customer Service **Credit(s): 2**
- AGR 160 - Agricultural Internship **Credit(s): 2**
- MAT 102 - Technical Mathematics 2 **Credit(s): 3**
- AGR 185 - Agricultural Power Systems **Credit(s): 3**
- MFG 130 - Industrial Safety **Credit(s): 2**

### Second Year

#### Fall Semester

- AGR 110 - Introduction to Agricultural Business Management **Credit(s): 3**
- ICT 120 - Computer Information Systems **Credit(s): 3**
- ELT 107 - Digital Logic & Circuits **Credit(s): 3**
- AGR 140 - Introduction to Precision Agriculture **Credit(s): 3**
- BOC 102 - Business Communications **Credit(s): 3**

#### Spring Semester

- ELT 212 - Industrial Electricity **Credit(s): 3**
- ELT 213 - Process Control & Instrumentation **Credit(s): 3**
- HYD 101 - Hydraulics and Pneumatics **Credit(s): 3**
- PHY 110 - Applied Physics **Credit(s): 3**
- MFG 125 - Industrial Blueprints **Credit(s): 3**
- DRF 100 - Basic Drafting **Credit(s): 2**

**Total Semester Hours: 63**

## Faculty

### Ellen Burns

Dean of Career and Technical Education

## Business Administration, AAS

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 prepared for occupations in management, supervision, or marketing. Satisfactory completion of this program will provide an adequate level of competency for entry-level positions in various organizational structures, including for profit and not-for-profit organizations.

### Business Administration Program Goals

- Post-secondary preparation
- Entry Level Business Skills
- Professional Development for Advancement Opportunities
- Work in business, management, sales, or marketing

### 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.
4. Meet with an advisor/counselor to select classes and complete the registration process.

### Department of Social & Business Sciences

2400 Tom L. Wilson Blvd.

Galesburg, IL 61401

Phone: 309.341.5427

### For Additional Information Contact:

The Welcome Center

Phone: 309.345.3500

welcomecenter@sandburg.edu

### For Graduation Requirements:

See the graduation policies and procedures page for details.

## Degree Requirements

### First Year

#### Fall Semester

- ACC 101 - Principles of Financial Accounting **Credit(s): 3**
- BUS 100 - Introduction to Business **Credit(s): 3**
- BOC 107 - Tech Skills for Business Environment **Credit(s): 3**
- **or** ICT 110 - Computer Software Applications **Credit(s): 3**
  
- ENG 101 - Freshman Composition 1 **Credit(s): 3**
  
- MAT 099 - Intermediate Algebra **Credit(s): 4**
- **or** MAT 130 - College Algebra **Credit(s): 4**
- **or** MAT 135 - Calculus for Business/Social Sciences **Credit(s): 4**

**Spring Semester**

- ACC 102 - Principles of Managerial Accounting **Credit(s): 3**
- BUS 205 - Management Fundamentals **Credit(s): 3**
- ENG 102 - Freshman Composition 2 **Credit(s): 3**
- BUS 101 - Marketing Fundamentals **Credit(s): 3**
- BOC 120 - Customer Service **Credit(s): 2**

**Second Year****Fall Semester**

- BOC 102 - Business Communications **Credit(s): 3**
- ECO 201 - Principles of Macro Economics **Credit(s): 3**
- or ECO 101 - Introduction to Economics **Credit(s): 3**
  
- PSY 204 - Social Psychology **Credit(s): 3**
  
- SPE 110 - Interpersonal Communication **Credit(s): 3**
- or SPE 120 - Introduction to Public Speaking **Credit(s): 3**
  
- BUS 212 - Human Resource Management **Credit(s): 3**

**Spring Semester**

- BLA 202 - Business Law **Credit(s): 3**
- BUS 206 - Principles of Finance **Credit(s): 3**
- BUS 112 - Supervision Fundamentals **Credit(s): 3**
- BUS 208 - Marketing Promotion **Credit(s): 3**
- ECO 202 - Principles of Micro Economics **Credit(s): 3**
- or BUS 291 - Professional Internship 1 **Credit(s): 3**
- or BUS 292 - Professional Internship 2 **Credit(s): 3**

**Total Semester Hours: 60**

**Faculty****Joshua Seifert**

Instructor, Economics/Business

**Lara Roemer**

Associate Dean of Social and Business Sciences

Assistant Professor, History/Political Science

## **Criminal Justice, AAS**

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 Program Goals**

- A student will have knowledge of the criminal justice system and how it operates within modern society;
- A student will have knowledge of current issues of modern criminal justice management agencies;
- Students will have in depth exposure to the American court system and how it operates within the field of criminal justice; to include sentencing, probation, courtroom activities and the stages of criminal trials;
- Students will have a basic understanding of both criminal law and procedural law used in criminal justice;
- Students will be exposed to the study of crime as a social phenomenon, through the examination of criminological theories on the causation of crime;
- Students will have a knowledge to the current issues of facing the criminal justice field to include an in-depth focus on police ethics, community relations and policy development;
- Students will gain valuable work experience within the field of criminal justice via an established internship program;
- Students will have a working knowledge of modern criminal investigative techniques as well as concepts of report writing, interpersonal communication and courtroom testimony.

## **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

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.
4. Meet with an advisor/counselor to select classes and complete the registration process.

## Department of Social & Business Sciences

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### For Graduation Requirements:

See the graduation policies and procedures page for details.

## Degree Requirements

### First Year

#### Fall Semester

- CRM 101 - Introduction to Criminal Justice **Credit(s): 3**
- CRM 102 - Police Administration & Management **Credit(s): 3**
- CRM 231 - Procedural Law for Police **Credit(s): 3**
- ENG 101 - Freshman Composition 1 **Credit(s): 3**
- SOC 205 - Social Problems-Professional Ethics **Credit(s): 3**

#### Spring Semester

- CRM 121 - Juvenile Justice **Credit(s): 3**
- CRM 261 - Criminal Law **Credit(s): 3**
- CRM 141 - Introduction to Corrections **Credit(s): 3**
  
- CRM 103 - Introduction to Crime Scene Technology **Credit(s): 3**
- or SOC 101 - Introduction to Sociology **Credit(s): 3**
  
- BOC 107 - Tech Skills for Business Environment **Credit(s): 3**

### Second Year

#### Fall Semester

- PSY 107 - Positive Psychology **Credit(s): 3**
- or PSY 204 - Social Psychology **Credit(s): 3**
- or CRM 211 - Criminology **Credit(s): 3**

- CRM 222 - Communication in Criminal Justice **Credit(s): 3**
- ICT 110 - Computer Software Applications **Credit(s): 3**
  
- SPE 110 - Interpersonal Communication **Credit(s): 3**
- or SPE 120 - Introduction to Public Speaking **Credit(s): 3**
  
- CRM 271 - Criminal Investigation **Credit(s): 3**

### **Spring Semester**

- POS 122 - American Government & Politics **Credit(s): 3**
- or POS 223 - State & Local Government **Credit(s): 3**
  
- CRM 151 - Criminal Justice & Community Relations **Credit(s): 3**
  
- CRM 172 - Introduction to Security **Credit(s): 3**
- or CRM 173 - Introduction to Homeland Security **Credit(s): 3**
  
- CRM 262 - Criminal Justice Internship **Credit(s): 3**
- SOC 203 - Introduction to Diversity **Credit(s): 3**

**Total Semester Hours: 60**

## **Faculty**

### **Christopher Barber**

Instructor, Criminal Justice  
Coordinator, Criminal Justice

### **Lara Roemer**

Associate Dean of Social and Business Sciences  
Assistant Professor, History/Political Science

## **Facilities**

The Criminal Justice Program has established a Crime Lab for the development of new curriculum and supplemental instruction. The lab is a multifunction room that consists of both lecture and lab stations for computer and practical use. The area allows for students to participate in active interview and interrogation simulations, mock processing and booking, crime scene software as well as mock crime scenes. Students are 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 employs practical applications to many core courses within the criminal justice program. It also allows for program growth in the area of crime scene technologies and practical presentations of contemporary investigative methods.

## Dental Hygiene, AAS

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 treatments. 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.

### Dental Hygiene Program Goals

- The dental hygiene student will complete all college requirements to attain an Associate in Applied Science degree.
- The dental hygiene student will gain the knowledge and skills necessary to be a competent entry-level dental hygienist.
- The dental hygiene student will exhibit the values and skills necessary for life-long learning and self-improvement.
- The dental hygiene student will manage the ethical and professional responsibilities of the dental hygiene profession.

### 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 projected to grow 9 percent from 2021 to 2031, faster than the average for all occupations. The demand for dental services will increase as the population ages and as research continues to link oral health to overall health. According to the U.S. Bureau of Labor Statistics, median annual wage for dental hygienists was \$77,810 in May 2021. 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)

### 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 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 program.

## Department of Health Professions

2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
Phone: 309.341.5299

### For Additional Information Contact:

The Welcome Center  
Phone: 309.345.3500  
welcomecenter@sandburg.edu

### For Graduation Requirements:

See the graduation policies and procedures page for details.

**Note:** Students must apply for admission to this program. Please refer to the program's page for admission requirements including coursework and pre-requisites prior to applying.

## Degree Requirements

### First Year

#### Fall Semester

- DHG 109 - Preclinic Laboratory **Credit(s): 1.5**
- DHG 110 - Fundamentals of Dental Hygiene **Credit(s): 2**
- DHG 112 - Dental Radiology **Credit(s): 3**
- DHG 113 - Preventive Dentistry **Credit(s): 2**
- DHG 114 - Head/Neck & Oral Anatomy **Credit(s): 3**
- DHG 115 - Dental Hygiene Practice 1 **Credit(s): 2**
- BIO 211 - Anatomy & Physiology 1 **Credit(s): 4**

#### Spring Semester

- DHG 118 - Oral Histology & Embryology **Credit(s): 1**
- DHG 119 - Periodontology 1 **Credit(s): 2**
- DHG 120 - Dental Hygiene 2 **Credit(s): 2**
- DHG 125 - Dental Hygiene Practice 2 **Credit(s): 4**
- BIO 212 - Anatomy & Physiology 2 **Credit(s): 4**
- SOC 101 - Introduction to Sociology **Credit(s): 3**
- ENG 101 - Freshman Composition 1 **Credit(s): 3**

#### Pre-Summer Session

- DHG 200 - Dental Hygiene 3 **Credit(s): 2**

#### Summer Session

- DHG 205 - Dental Hygiene Practice 3 **Credit(s): 3**
- BIO 200 - General Microbiology **Credit(s): 4**

## Second Year

### Fall Semester

- DHG 210 - Dental Hygiene 4 **Credit(s): 2**
- DHG 211 - Community Dental Health **Credit(s): 2**
- DHG 212 - Pathology **Credit(s): 2**
- DHG 213 - Pharmacology **Credit(s): 2**
- DHG 215 - Dental Hygiene Practice 4 **Credit(s): 5**
- NUT 100 - Introduction to Nutrition **Credit(s): 2**

### Spring Semester

- DHG 217 - Clinical Applications Pain/Anxiety Ctrl **Credit(s): 1**
- DHG 218 - Dental Office Management & Jurisprudence **Credit(s): 2**
- DHG 219 - Periodontology 2 **Credit(s): 2**
- DHG 220 - Dental Hygiene 5 **Credit(s): 2**
- DHG 225 - Dental Hygiene Practice 5 **Credit(s): 5**
- SPE 120 - Introduction to Public Speaking **Credit(s): 3**
- PSY 101 - Introduction to Psychology **Credit(s): 3**

### Total Semester Hours: 78.5

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.

## Faculty

### Carla Eagen

Assistant Professor, Dental Hygiene

### Stacy Kosier

Associate Professor, Dental Hygiene  
Coordinator, Dental Hygiene Program

### Reghan Merry

Instructor, Dental Hygiene

### Tiffany Viggiano

Dean, Department of Health Professions

## Facilities

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.

## Emergency Medical Services-Paramedic, AAS

**IMPORTANT NOTE:** EMS 101 may be of interest to you. Emergency Medical Services (EMS) - Paramedic is currently under review. Please contact your advisor for more information.

The Emergency Medical Services (EMS) - Paramedic program offers two paramedic training options, a 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. The EMS - Paramedic program at Carl Sandburg College is designed to prepare the graduate to administer emergency care to the critically ill or injured in pre-hospital settings, as well as inside emergency departments.

### Emergency Medical Services - Paramedic Program Goals

- Demonstrate integration of cognitive (knowledge), psychomotor (skills), and affective (behavior) as an entry level Paramedic.
- Apply therapeutic and professional communication skills when working with patients, patient's family members, colleagues, and other health care professionals and members of the community.
- Incorporate the professional attributes of integrity, empathy, self-motivation, self-confidence, communication, teamwork and diplomacy, time management, appearance and personal hygiene, respect, patient advocacy, and safe delivery of care into practice.
- Recognize the importance of research and evidence based practice to promote continuous, quality improvement in pre-hospital health care delivery.
- Recognize and acknowledge that the emerging roles and responsibilities of the Paramedic include public education, health promotion, and participation in injury and illness prevention programs.
- Assume the role of leadership as an advanced life support provider and role model for other EMS providers.

### Working Conditions

Paramedics work all shifts ranging 12-24 hours per shift, weekends, and holidays. Their work is physically strenuous and can be stressful, sometimes involving life-or-death situations. The Paramedic provides direct patient care and must be able to obtain the necessary knowledge (cognitive function), skills (psychomotor function), and demonstrate professionalism (affective function). Please refer to the Essential Skills & Abilities of a Paramedic to determine if you are able to meet these functions with or without reasonable accommodations.

### Employment

Graduates gain employment primarily with ambulance services, fire departments, helicopter flight crews and hospitals. It is projected employment of emergency medical technicians (EMTs) and paramedics will grow 6% from 2019 to 2029, much faster than the average for all occupations. Emergencies, such as acute illness, car crashes, natural disasters, and acts of violence, will continue to create demand for EMTs and paramedics. U.S. Department of Labor, Bureau of Labor Statistics.

### Accreditation/Approval

The Carl Sandburg College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs  
9355 - 113th St. N, #7709  
Seminole, FL 33775  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

**To contact CoAEMSP:**

8301 Lakeview Parkway  
Suite 111-312  
Rowlett, TX 75088  
214-703-8992  
www.coaemsp.org

Carl Sandburg College is accredited by the Higher Learning Commission

**Higher Learning Commission**

30 LaSalle Street,  
Suite 2400, Chicago, IL 60602-2504

**Licensure**

Graduates will be eligible to take the NREMT exam.

**Admission to the Program: Selective**

The Paramedic Program has limited enrollment and a selection process for admission into the program. Applicants need to refer to the Eligibility & Admission Requirements for this program to determine eligibility criteria and selection process. The online application deadline date for the Paramedic Program is June 30 for Fall enrollment.

Please note applicants who do not hold a current EMT license need to apply by December 1 for Spring enrollment into EMS 101-EMT course. Upon successful completion of the EMS 101 course and EMT state examination the student will progress into paramedic courses in the Fall. Applicants who have a current EMT license need to apply by June 30 for Fall enrollment. We notify applicants approximately two weeks after the application deadline date whether or not they have been accepted into the program. Applicants accepted into the Paramedic program must attend the required program orientation session.

Students accepted will be required to possess Healthcare Provider CPR certification throughout the program, show proof of immunizations and required titers, TB test, physical examination, criminal background check, and drug screen. Students are responsible for all fees incurred, in addition to tuition. Please refer to the EMS-Paramedic Program Cost Sheet. Please note findings on the criminal background check and drug screen may void 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**

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**For Graduation Requirements:**

See the graduation policies and procedures page for details.

**Note:** Students must apply for admission to this program. Please click here to view the program's page for admission requirements including coursework and prerequisites prior to applying.

## Degree Requirements

### First Year

#### Fall Semester

- ENG 101 - Freshman Composition 1 **Credit(s): 3**
- PSY 101 - Introduction to Psychology **Credit(s): 3**
- PHL 103 - Biomedical Ethics **Credit(s): 3**
- BIO 211 - Anatomy & Physiology 1 **Credit(s): 4**
- MDT 100 - Medical Terminology **Credit(s): 2**

#### Spring Semester

- EMS 112 - Paramedic Pharmacology **Credit(s): 2.5**
- EMS 120 - Paramedic I **Credit(s): 7**
- BIO 212 - Anatomy & Physiology 2 **Credit(s): 4**
- EMS 125 - Paramedic Practice 1 **Credit(s): 2.5**

#### Summer Session

- EMS 135 - Paramedic Practice II **Credit(s): 4**
- EMS 136 - Trauma Life Support **Credit(s): 1**
- EMS 137 - Advanced Cardiac Life Support **Credit(s): 1**

### Second Year

#### Fall Semester

- EMS 131 - Paramedic II Medical **Credit(s): 4**
- EMS 132 - Paramedic II Trauma **Credit(s): 4**
- EMS 138 - Pediatric Pre-Hospital Education **Credit(s): 1**
- EMS 210 - Paramedic III **Credit(s): 3**

#### Spring Semester

- SOC 101 - Introduction to Sociology **Credit(s): 3**
- EMS 220 - Paramedic Field Internship **Credit(s): 6**
- PSY 265 - Developmental Psychology **Credit(s): 3**

### Total Semester Hours: 61

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 Academic Information section in this catalog.)

## Facilities

The paramedic practice courses are designed for hands-on training in the Paramedic classroom, lab and practicum settings. Essential skills such as IV insertion, airway management, EKGs, administering medications, and performing advanced life support measures will be practiced on up-to-date equipment and simulated training manikins. 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, OSF St. Mary's Medical Center, Kewanee Fire & Rescue, and other surrounding community's fire & rescue agencies as needed.

## Industrial Maintenance, AAS

This degree program is designed for persons who want to prepare for employment as industry machinery mechanic, maintenance worker or stationary engineer, and boiler operator. The curriculum provides for a student to learn the skills which are necessary to industrial maintenance and gives the student the flexibility to choose the track where their aptitude lies - electricity or welding.

### Industrial Maintenance AAS Program Goals

#### Electrical Track

- Demonstrate comprehension of a block diagram of a digital system and a reasonably complex logic diagram.
- Describe industrial electronic control methods and the operating characteristics of solid state control devices.
- Discuss where and why VFD's are used in industry and the power flow through VFD.
- Identify the various methods of industrial process control.

#### Welding Track

- Demonstrate comprehension of a block diagram of a digital system and a reasonably complex logic diagram.
- Describe industrial electronic control methods and the operating characteristics of solid state control devices.
- Demonstrate proficiency in industrial applications for oxyacetylene cutting, plasma cutting and air arc welding processes.
- Discuss the dangers involved in the welding process and demonstrate the proper procedures.
- Demonstrate proficiency in striking an arc and running a quality weld bead.

### 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.
4. Meet with an advisor/counselor to select classes and complete the registration process.

### Department of Career & Technical Education

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Phone:309.345.3500  
welcomecenter@sandburg.edu

#### For Graduation Requirements:

See the graduation policies and procedures page for details

## Degree Requirements

### First Year

#### Fall Semester

- ELT 100 - Electrical Fundamentals **Credit(s): 3**
- MAT 101 - Technical Mathematics 1 **Credit(s): 3**
- MFG 100 - Introduction to Welding **Credit(s): 3**
- MFG 130 - Industrial Safety **Credit(s): 2**
- MTL 101 - Machine Tool Fundamentals 1 **Credit(s): 3**
- MTL 103 - Manufacturing Processes **Credit(s): 2**

#### Spring Semester

- BOC 107 - Tech Skills for Business Environment **Credit(s): 3**
- DRF 100 - Basic Drafting **Credit(s): 2**
- MFG 125 - Industrial Blueprints **Credit(s): 3**
- HYD 101 - Hydraulics and Pneumatics **Credit(s): 3**
- MAT 102 - Technical Mathematics 2 **Credit(s): 3**

### Second Year

#### Fall Semester

- ELT 107 - Digital Logic & Circuits **Credit(s): 3**
- ELT 119 - Industrial Electronic Control **Credit(s): 3**
  
- SPE 110 - Interpersonal Communication **Credit(s): 3**
- or SPE 120 - Introduction to Public Speaking **Credit(s): 3**
  
- PSY 101 - Introduction to Psychology **Credit(s): 3**
- or PSY 107 - Positive Psychology **Credit(s): 3**
- or SOC 101 - Introduction to Sociology **Credit(s): 3**
  
- ICT 110 - Computer Software Applications **Credit(s): 3**

#### Spring Semester

- PHY 110 - Applied Physics **Credit(s): 3**
- BUS 100 - Introduction to Business **Credit(s): 3**
- ELT 212 - Industrial Electricity **Credit(s): 3**

**Total Semester Hours: 54**

### Select One Track to Complete:

#### Welding Track

- WEL 160 - Oxyacetylene Welding & Metal Preparation **Credit(s): 3**
- WEL 162 - Arc Welding Basics **Credit(s): 3**

#### Electrical Track

- ELT 209 - AC/DC Drives and Servos **Credit(s): 3**
- ELT 213 - Process Control & Instrumentation **Credit(s): 3**

**Total Degree Hours: 60**

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## **Faculty**

### **Ian Milligan**

Instructor, Manufacturing Technology

### **Ellen Burns**

Dean of Career and Technical Education

## **Facilities**

Building G offers classroom space, a computer lab, and houses Carl Sandburg College's industrial programs. The electrical lab features a host of components to aid in student learning including AC/DC trainers. Instruction is delivered by individuals with industry-specific expertise and includes specialized coursework using technical equipment. The College's welding lab offers 26 bay stations. The welding area offers two welding simulators, as well as state of the art multi-process welding machines. The CNC Program offers training in programming, setup, and operations while housing multiple lathe, mills, and CNC Machines as well as simulators to properly train students for a career in the machining industry.

## Information Technology & Cyber Security, AAS

This Cyber Security Certification program is designed to provide a comprehensive pathway to develop skilled workers in the emerging fields of cybersecurity. After completing this program, students will develop competencies in preventing, detecting, and responding to cyberattacks, the practice of digital forensics investigation, and the legal and ethical issues associated with information security. By completing this associate degree, students will gain technical skills and combined knowledge in multiple disciplines, including (but not limited to) business, law, policy, and critical thinking and problem-solving skills.

The program is based on information security concepts, principles, methods, techniques, and best practices to secure systems. Successful completion of the program will aid students in employment in fields such as I.T. security specialists, firewalls and VPN specialists, data assurance specialists, and a wide range of other careers in the field of cybersecurity.

By completing this program, students can earn up to four (4) stackable certificates: Computer Support Associate, from which students can proceed to obtain Computer Technician, Network Security, and CISCO Networking Security certificates. Embedded in these four certificates are six of our ten Information and Communication Technology (I.C.T.) courses accepted by multiple state universities as transfer credits.

Students completing this degree are also prepared to take industry-based certifications including CompTIA Security, Cisco Security (CCNA Security) Microsoft Technology Associate (M.T.A.) Security Fundamentals, GIAC Information Security Fundamentals (GISF), Certified Information Systems Security Professional (CISSP), and a wide range of other industry-based certifications.

Dual credit courses in this program are available to allow students to start the program while in high school.

### Information Technology & Cyber Security AAS Program Goals

- Identify and define a range of problems related to information technology and provide solutions through troubleshooting.
- Deploying and maintaining systems while meeting a specific set of computing requirements to meet organizational needs.
- Effectively communicate technological contexts to a wide range of audiences.
- Identify professional responsibilities and make informed decisions following professional and ethical standards specific to the field.
- Evaluate an enterprise's security configuration from a holistic perspective, including threat modeling and vulnerability assessments to secure systems from emerging threats.

### 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 Accuplacer placement exam.
4. 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 and Technical Education Programs or Program Coordinator.

### Department of Career & Technical Education

2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
309.345.3501

## For Additional Information Contact:

The Welcome Center  
Phone: 309.345.3500  
welcomecenter@sandburg.edu

## For Graduation Requirements:

See the graduation policies and procedures page for details

## Degree Requirements

### First Year

#### Summer Session

- SPE 110 - Interpersonal Communication **Credit(s): 3**
- or SPE 120 - Introduction to Public Speaking **Credit(s): 3**

#### Fall Semester

- BOC 107 - Tech Skills for Business Environment **Credit(s): 3**
- ICT 120 - Computer Information Systems **Credit(s): 3**
- ICT 160 - Introduction to Networking **Credit(s): 3**
- ICT 170 - Hardware Installation & Maintenance **Credit(s): 3**
- ICT 181 - Windows Networking & Operating Systems **Credit(s): 3**

#### Spring Semester

- BOC 120 - Customer Service **Credit(s): 2**
- ICT 135 - Mobile Technologies **Credit(s): 3**
- or ICT 131 - Fundamentals of Programming **Credit(s): 3**
- ICT 165 - Linux 1 **Credit(s): 3**
- ICT 183 - Implement Ms Network Infrastructure **Credit(s): 3**
- ICT 260 - Switching, Routing, and Wireless Essentials **Credit(s): 3**

#### Summer Session

- MAT 109 - Concepts of Mathematics **Credit(s): 3**
- or SSC 120 - Statistics for Social Science **Credit(s): 3**
- HIS 105 - American History to 1877 **Credit(s): 3**
- or GEO 100 - Human Geography **Credit(s): 3**

### Second Year

#### Fall Semester

- BOC 102 - Business Communications **Credit(s): 3**
- ICT 220 - Digital Forensic & Ethical Principle **Credit(s): 3**
- ICT 255 - Security + Fundamentals **Credit(s): 3**
- ICT 261 - Enterprise Networking, Security & Automation **Credit(s): 3**

### **Winter Session**

- PSY 101 - Introduction to Psychology **Credit(s): 3**
- or PSY 107 - Positive Psychology **Credit(s): 3**
- or SOC 101 - Introduction to Sociology **Credit(s): 3**

### **Spring Semester**

- ICT 226 - Sql Database Application **Credit(s): 4**
- ICT 276 - Virtualization **Credit(s): 3**
- ICT 278 - Iot Fundamentals **Credit(s): 3**
- ICT 280 - Cybersecurity Operations **Credit(s): 3**
  
- ICT 296 - Internship **Credit(s): 3**
- or ICT 284 - IT Risk Management Policy & Compliance **Credit(s): 3**

**Total Semester Hours: 69**

### **Cisco Networking Security Certificate**

\*Earned independently or upon completion of the Network Security Certificate.

- ICT 160 - Introduction to Networking **Credit(s): 3**
- ICT 260 - Switching, Routing, and Wireless Essentials **Credit(s): 3**
- ICT 261 - Enterprise Networking, Security & Automation **Credit(s): 3**

### **Faculty**

#### **Suvineetha Herath**

Instructor, Information and Communication Technology

#### **Ellen Burns**

Dean of Career & Technical Education

## Medical Assistant AAS

The Medical Assistant Program 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 Assisting Program Goals

- To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- Safely and effectively perform a variety of clinical and administrative tasks as an entry level medical assistant.
- Display professionalism in the workplace and communicate effectively both verbally and in writing within a work environment.
- Follow standards, policies and procedures of the physician's office within the medical assistant scope of practice demonstrating ethical and legal behaviors.

### Working Conditions

Medical assistants work closely with physicians, nurses, and other health care professionals 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. The medical assistant provides direct patient care and must be able to obtain the knowledge (cognitive function), skills (psychomotor function), and demonstrate professionalism (affective function).

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. Please refer to the Essential Skills & Abilities of a Medical Assistant to determine if you are able to meet these functions with or without reasonable accommodations.

### Employment

Employment of medical assistants is projected to grow 19% from 2019-2029, much faster than the average for all healthcare professions. Bureau of Labor Statistics, U.S. Department of Labor.

### Licensure

Upon successful completion of the program, the graduate will be eligible to take the certification exam offered by the American Medical Technologists (AMT) or American Association of Medical Assistants (AAMA).

### Program Requirements

Students will be required to show proof of immunizations and required titers, TB test, physical examination, criminal background check, and drug screen. Students are responsible for all fees incurred, in addition to tuition. Please refer to the Medical Assistant Program Cost Sheet. Please note findings on the criminal background check and drug screen may void 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: 309.341.5299

## **For Additional Information Contact:**

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welcomecenter@sandburg.edu

## **For Graduation Requirements:**

See the graduation policies and procedures page for details.

## **Degree Requirements**

### **First Year**

#### **Fall Semester**

- ALH 130 - Professionalism in Healthcare **Credit(s): 2**
- ALH 135 - Health Professionals Success Strategies **Credit(s): 1**
- ALH 140 - Human Body in Health & Illness **Credit(s): 3**
- MDA 114 - Administrative Procedures I **Credit(s): 3**
- MDA 116 - Clinical Procedures I **Credit(s): 3**
- MDT 100 - Medical Terminology **Credit(s): 2**

#### **Spring Semester**

- ALH 155 - Principles of Electrocardiography **Credit(s): 1**
- MDA 112 - Pharmacology & Medication Administration **Credit(s): 2**
- MDA 125 - Clinical Procedures II **Credit(s): 4**
- MDA 127 - Clinical Laboratory Procedures **Credit(s): 3**
- MDA 216 - Administrative Procedures II **Credit(s): 4**

#### **Summer Session**

- ALH 150 - Career Development for Health Professionals **Credit(s): 2**
- MDA 220 - Medical Assistant Externship **Credit(s): 4**

### **Second Year**

#### **Fall Semester**

- BIO 101 - General Biology **Credit(s): 4**
- ENG 101 - Freshman Composition 1 **Credit(s): 3**
- PSY 101 - Introduction to Psychology **Credit(s): 3**
- SOC 101 - Introduction to Sociology **Credit(s): 3**

#### **Spring Semester**

- ENG 102 - Freshman Composition 2 **Credit(s): 3**
- PHL 103 - Biomedical Ethics **Credit(s): 3**
- SPE 110 - Interpersonal Communication **Credit(s): 3**
- BIO 111 - Anatomy & Physiology Fundamentals **Credit(s): 4**

**Total Semester Hours: 60**

## **Faculty**

**Cathy Gebru, RN, CMA**

Instructor, Medical Assisting

**Tiffany Viggiano**

Dean, Department of Health Professions

## **Facilities**

The Medical Assistant 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 Assistant program will be gained with physician offices and clinics in the Galesburg area such as: OSF St. Mary's Medical Center and Clinics, and other surrounding community agencies as needed.

## Medical Office Professional, AAS

Medical office professionals perform office managerial tasks. They work with electronic health records software to schedule appointments, submit claims to insurance, and bill patients. They also utilize customer service, communication, and computer skills to work with customers and potentially oversee other staff. Carl Sandburg College offers an associate's degree program designed to build on the medical office assistant certificate. Courses in medical coding; insurance and billing; anatomy and physiology; biomedical ethics; and diversity are completed during the remaining two semesters.

### Medical Office Professional AAS Program Goals

This degree is designed to prepare the graduate for a position in a medical office. In addition to general office skills, a graduate will acquire expertise in medical coding, insurance and billing, transcription and electronic health records. Upon completion of this certificate the program completer will be able to:

- Be prepared for career opportunities within a medical office,
- Understand medical coding principles using the most current versions of ICD and CPT,
- Understand how to arrive at the correct coding assignments for both diagnosis and in-patient procedures,
- Understand medical terms from roots, combining forms, prefixes and suffixes,
- Be prepared to appropriately code procedures to medical records as well as assign any modifiers using the CPT book and concepts,
- Utilize skills in using software to record health records in a medical office, and
- Transcribe medical documents using transcription equipment and computers.

### 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 or medical billing/insurance assistants.

### 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.
4. Meet with an advisor/counselor to select classes and complete the registration process.

### Department of Career & Technical Education

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#### For Graduation Requirements:

See the graduation policies and procedures page for details.

## Degree Requirements

### First Year

#### Fall Semester

- AOP 100 - Careers for the Office Professional **Credit(s): 1**
- AOP 101 - Keyboarding & Formatting 1 **Credit(s): 3**
- AOP 130 - Electronic Health Records **Credit(s): 2**
- BOC 120 - Customer Service **Credit(s): 2**
- MDT 100 - Medical Terminology **Credit(s): 2**
  
- ACC 100 - Procedural Accounting **Credit(s): 3**
- or ACC 101 - Principles of Financial Accounting **Credit(s): 3**
  
- ICT 120 - Computer Information Systems **Credit(s): 3**

#### Spring Semester

- AOP 102 - Keyboarding & Formatting 2 **Credit(s): 3**
- AOP 201 - Business English **Credit(s): 2**
- AOP 231 - Advanced Electronic Health Records **Credit(s): 3**
- BOC 106 - Business Records Management **Credit(s): 3**
  
- SPE 110 - Interpersonal Communication **Credit(s): 3**
- or SPE 120 - Introduction to Public Speaking **Credit(s): 3**

### Second Year

#### Fall Semester

- AOP 203 - Office Procedures **Credit(s): 3**
- BIO 111 - Anatomy & Physiology Fundamentals **Credit(s): 4**
- BOC 102 - Business Communications **Credit(s): 3**
- MDC 102 - Medical Coding Cpt **Credit(s): 3**
  
- PSY 101 - Introduction to Psychology **Credit(s): 3**
- or SOC 101 - Introduction to Sociology **Credit(s): 3**

#### Spring Semester

- MDC 101 - Medical Coding Icd **Credit(s): 3**
- PHL 103 - Biomedical Ethics **Credit(s): 3**
- SOC 203 - Introduction to Diversity **Credit(s): 3**
- AOP 234 - Insurance & Billing in the Medical Office **Credit(s): 3**
  
- AOP 291 - Professional Internship 1 **Credit(s): 3**
- or AOP 292 - Professional Internship 2 **Credit(s): 3**

**Total Semester Hours: 61**

## Faculty

### Ellen Burns

Dean of Career and Technical Education

## Mortuary Science, AAS

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 and 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; especially the responsibilities of the funeral service profession to both the families and the communities that each will serve. 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.

## Department of Health Professions

2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
Phone: 309.341.5299

## For Additional Information Contact:

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Phone: 309.345.3500  
welcomecenter@sandburg.edu

## For Graduation Requirements:

See the graduation policies and procedures page for details.

**Note:** Students must apply for admission to this program. Please click here to view to the program's page for admission requirements.

## Degree Requirements

### First Year

#### Summer Session

- ENG 101 - Freshman Composition 1 **Credit(s): 3**

#### Fall Semester

- MTS 150 - Psychology of Grief & Death **Credit(s): 3**
- BIO 111 - Anatomy & Physiology Fundamentals **Credit(s): 4**
- CHM 100 - Concepts of Chemistry **Credit(s): 3**
- MTS 110 - History of Mortuary Science **Credit(s): 3**
- MTS 120 - Mortuary Law **Credit(s): 3**

#### Spring Semester

- MTS 130 - Introduction to Microbiology - Mort Sci **Credit(s): 2**
- MTS 131 - Introduction to Pathology-Mortuary Science **Credit(s): 2**
- MTS 210 - Funeral Service Counseling **Credit(s): 4**
- BUS 205 - Management Fundamentals **Credit(s): 3**
- BLA 202 - Business Law **Credit(s): 3**
- ACC 100 - Procedural Accounting **Credit(s): 3**

### Second Year

#### Fall Semester

- MTS 140 - Embalming 1 **Credit(s): 4**
- MTS 160 - Funeral Service Administration **Credit(s): 5**
- MTS 170 - Restorative Art **Credit(s): 4**
- MTS 215 - Introduction to Mass Fatalities Incidents **Credit(s): 2**
- MTS 225 - Thanatochemistry **Credit(s): 3**

## Spring Semester

- MTS 220 - Funeral Directing **Credit(s): 4** (First 8-Week Session)
- MTS 230 - Embalming 2 **Credit(s): 4** (First 8-Week Session)
- MTS 240 - Funeral Service Seminar **Credit(s): 1** (First 8-Week Session)
- MTS 250 - Funeral Service Practicum **Credit(s): 3** (Second 8-Week Session)
- MTS 260 - Restorative Arts/Embalming Practicum **Credit(s): 3** (Second 8-Week Session)
- MTS 270 - Exam Review Seminar **Credit(s): 1** (Second 8-Week Session)

## Total Semester Hours: 70

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.

## Faculty

### Matthew Kendall

Associate Professor, Mortuary Science

### Timothy Krause

Professor, Mortuary Science

Coordinator, Mortuary Science

### Tiffany Viggiano

Dean, Department of Health Professions

## Facilities

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.

The Mortuary Science program at Carl Sandburg College is accredited by the:

American Board of Funeral Service Education (ABFSE)

922 Mantua Pike,

Suite 108,

Woodbury Heights, NJ 08097

Phone: 816-233-3747

[www.abfse.org](http://www.abfse.org)

## **Mortuary Science, Accelerated Option, AAS**

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 and 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; especially the responsibilities of the funeral service profession to both the families and the communities that each will serve. 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.

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## For Additional Information Contact:

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welcomecenter@sandburg.edu

## For Graduation Requirements:

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**Note:** Students must apply for admission to this program. Please click here to view to the program's page for admission requirements.

## Degree Requirements

### First Year

#### Fall Semester

- MTS 150 – Psychology of Grief & Death **Credit(s): 3**
- MTS 110 – History of Mortuary Science **Credit(s): 3**
- MTS 120 – Mortuary Law **Credit(s): 3**
- MTS 140 – Embalming 1 **Credit(s): 4**
- MTS 160 – Funeral Service Administration **Credit(s): 5**
- MTS 170 – Restorative Art **Credit(s): 4**
- MTS 215 – Introduction to Mass Fatalities Incidents **Credit(s): 2**
- MTS 225 – Thanatochemistry **Credit(s): 3**

#### Spring Semester

- MTS 130 – Introduction to Microbiology – Mort Sci **Credit(s): 2** (First 8-Week Session)
- MTS 131 – Introduction to Pathology-Mortuary Science **Credit(s): 2** (First 8-Week Session)
- MTS 210 – Funeral Service Counseling **Credit(s): 4** (First 8-Week Session)
- MTS 220 – Funeral Directing **Credit(s): 4** (First 8-Week Session)
- MTS 230 – Embalming 2 **Credit(s): 4** (First 8-Week Session)
- MTS 240 – Funeral Service Seminar **Credit(s): 1** (First 8-Week Session)
- MTS 250 – Funeral Service Practicum **Credit(s): 3** (Second 8-Week Session)
- MTS 260 – Restorative Arts/Embalming Practicum **Credit(s): 3** (Second 8-Week Session)
- MTS 270 – Exam Review Seminar **Credit(s): 1** (Second 8-Week Session)

### Total Semester Hours: 51

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.

## **Faculty**

### **Matthew Kendall**

Associate Professor, Mortuary Science

### **Timothy Krause**

Professor, Mortuary Science

Coordinator, Mortuary Science

### **Tiffany Viggiano**

Dean, Department of Health Professions

## **Facilities**

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.

The Mortuary Science program at Carl Sandburg College is accredited by the:

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Suite 108,

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Phone: 816-233-3747

[www.abfse.org](http://www.abfse.org)

## Nursing (LPN to RN Articulation), AAS

Carl Sandburg College offers a two-year Associate in Applied Science Degree in Nursing. The Associate Degree Nursing program prepares the student for entry level positions as a Registered Nurse (RN). Successful graduates will be eligible to take the NCLEX-RN licensure examination.

Registered professional nurses work to promote health, prevent disease, and help patients recover from and cope with illness. Registered professional nurses 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.

### Associate Degree Nursing Program Goals

- Safety

Graduates will evaluate and analyze the client's and family's surroundings to identify safety concerns in order to establish and promote a safe environment for their patients/clients and others.

- Patient-Centered Care

The graduate will analyze their client's and family's needs and create a compassionate and culturally sensitive plan of care based on clients' physiological, psychological, sociological, spiritual, and cultural needs, preferences, and values.

- Teamwork/Collaboration

The graduate will contribute to, function within and, when appropriate, adopt a leadership role within multidisciplinary healthcare teams in order to create and foster open communication, mutual respect, and shared decision-making to achieve quality patient care.

- Critical Thinking and Clinical Judgement

The graduate will actualize critical thinking skills (interpretation, analysis, evaluation, inference, and explanation) to make professional clinical judgements regarding patient's/client's clinical responses.

- Evidence-Based Practice

The graduate will apply and integrate strategic knowledge of best evidence-based practice and standards of care with clinical expertise for the delivery of optimal health care, while maintaining client choice and preferences.

- Informatics

The graduate will effectively generate and apply current information and technology to communicate, manage knowledge, mitigate error, and support decision making.

### Working Conditions

Most health care facilities provide a safe and comfortable working environment. Care 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 offer more traditional work hours. The Registered Nurse provides direct patient care and must be able to obtain knowledge (cognitive function), skills (psychomotor function), and demonstrate professionalism (affective function). Please refer to the Essential Skills & Abilities of a Registered Nurse to determine if you are able to meet these functions with or without reasonable accommodations.

### Employment

Employment opportunities include, but are not limited to hospitals, clinics and physician offices, long-term care/rehabilitation facilities, home health agencies, public health facilities, schools, churches, informatics, correctional facilities, and insurance companies. The demand for registered professional nurses is very high and expected to increase. It is projected that employment of RNs will grow 7% from 2019 to 2029, much faster than the average for all occupations. Growth will occur for a number of reasons including an increased emphasis on preventive care; growing rates of chronic conditions, such as diabetes and obesity; and demand for healthcare services from the baby-boom population, as they live longer and more active lives. Bureau of Labor Statistics U.S. Department of Labor.

## Accreditation/Approval

The Associate Degree Nursing program at Carl Sandburg College located in Galesburg, Illinois, is accredited by the: Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326  
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>

Illinois State Board of Nursing (ISBN) and Illinois Department of Financial and Professional Regulation (IDFPR) has approved the Associate Degree Nursing program.

## Licensure

Graduates are eligible to take the National Council Licensing Examination (NCLEX-RN). Upon successful completion of this exam, the student is eligible to apply for Registered Nurse licensure. Graduates will need to complete a criminal background check at time of licensure application and will be evaluated by ISBN before licensure is granted or denied. Please be advised that the Illinois State Board of Nursing (ISBN) can deny nursing licensure and discipline those that are licensed. You can access all licensing and nursing scope of practice regulations at [www.idfpr.com](http://www.idfpr.com).

## Admission to the Program: Selective

The Associate Degree Nursing Program has limited enrollment and a selection process for admission into the program. Applicants need to refer to the Eligibility & Admission Requirements for this program to determine eligibility criteria and the selection process. Students can apply online to the Associate Degree Nursing Program October 1 – March 1. Application deadline date is March 1 for Fall enrollment. We notify applicants approximately two weeks after the application deadline date whether or not they have been accepted into the program. Applicants accepted into the nursing program must attend all program orientation sessions.

Students accepted will be required to possess Healthcare Provider CPR certification throughout the program, show proof of immunizations and required titers, TB test, physical examination, criminal background check, and a drug screen. Students are responsible for all fees incurred, in addition to tuition. Please refer to the Associate Degree Nursing Program Cost Sheet. Please note findings on the criminal background check and drug screen may void 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: 309.341.5299

## For Additional Information Contact:

The Welcome Center  
Phone: 309.345.3500  
[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu)

## For Graduation Requirements:

See the graduation policies and procedures page for details.

**Note: Students must apply for admission to this program. Please click [here](#) to view the program's page for admission requirements including coursework and prerequisites prior to applying**

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.

## **Degree Requirements**

### **First Year**

#### **Summer Session**

- NAD 180 - LPN to RN Transition **Credit(s): 4 \***

#### **Fall Semester**

- NAD 200 - Nursing 3 **Credit(s): 8**
- NAD 205 - Community & Mental Health Nursing **Credit(s): 3**
- PSY 265 - Developmental Psychology **Credit(s): 3**

#### **Spring Semester**

- NAD 210 - Nursing IV **Credit(s): 8**
- NAD 220 - Professional Issues **Credit(s): 2**
- PHL 103 - Biomedical Ethics **Credit(s): 3**

### **Total Semester Hours: 31**

\* 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.

\*\* 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 1
- PSY 101 – Introduction to Psychology
- BIO 211 – Anatomy & Physiology 1
- NUT 110 – Nutrition
- BIO 212 – Anatomy & Physiology 2
- BIO 200 – General Microbiology
- SOC 101 – Introduction to Sociology
- NAD 106 – Medication Principles for Nurses
- NAD 108 – Health Assessment & Clinical Reasoning
- NAD 130 – Pharmacology for Nurses

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](#)

## **Faculty**

**Stacy Bainter, MSN, RN**

Coordinator, Basic Nursing Assistant Program

Coordinator, Practical Nursing Program

Instructor, Nursing

**Christina Stone, MSN, RN**

Coordinator, Associate Degree Nursing

Assistant Professor, Nursing

**Tammi Lewis, MSN, RN**

Lab & Simulation Coordinator

Instructor, Nursing

**Tina Braun-Smith, MSN, RN**

Instructor, Nursing

**Nicole Lepper, MSN, RN**

Instructor, Nursing

**Cindy, Koepp, MSN, RN**

Instructor, Nursing

**Emily Schaeffer, DNP, MSN, RN**

Dean of Nursing Professions

**Facilities**

The College of Nursing building (building AA) has two classrooms, health assessment lab, skills lab, and faculty offices. The nursing program has classroom availability in building A and a skills lab and Simulation Center 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. The skills lab, A035, provides nursing skills learning experiences, featuring medical equipment and medium fidelity adult, child, and toddler manikins. The Simulation Center is equipped with a high fidelity SimMan©, and a high fidelity Noelle Birthing Simulator with Neonate Hal. 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: OSF St. Mary Medical Center, OSF Clinics, Knox County Health Department, and other surrounding facilities as needed.

## Nursing (RN), AAS

Carl Sandburg College offers a two-year Associate in Applied Science Degree in Nursing. The Associate Degree Nursing program prepares the student for entry level positions as a Registered Nurse (RN). Successful graduates will be eligible to take the NCLEX-RN licensure examination.

Registered professional nurses work to promote health, prevent disease, and help patients recover from and cope with illness. Registered professional nurses 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.

### Associate Degree Nursing Program Goals

- Safety

Graduates will evaluate and analyze the client's and family's surroundings to identify potential safety concerns in order to establish and promote a safe environment for their patients/clients and others.

- Patient-Center Care

The graduate will analyze their client's and family's needs and create a compassionate and culturally sensitive plan of care based on clients' physiological, psychological, sociological, spiritual, and cultural needs, preferences, and values.

- Teamwork/Collaboration

The graduate will contribute to, function within and, when appropriate, adopt a leadership role within multidisciplinary healthcare teams in order to create and foster open communication, mutual respect, and shared decision-making to achieve quality patient care.

- Critical Thinking and Clinical Judgement

The graduate will actualize critical thinking skills (interpretation, analysis, evaluation, inference, and explanation) to make professional clinical judgements regarding patient's/client's clinical responses.

- Evidence-Based Practice

The graduate will apply and integrate strategic knowledge of best evidence-based practice and standards of care with clinical expertise for the delivery of optimal health care, while maintaining client choice and preferences.

- Informatics

The graduate will effectively generate and apply current information and technology to communicate, manage knowledge, mitigate error, and support decision making.

### Working Conditions

Most health care facilities provide a safe and comfortable working environment. Care 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 offer more traditional work hours. The Registered Nurse provides direct patient care and must be able to obtain knowledge (cognitive function), skills (psychomotor function), and demonstrate professionalism (affective function). Please refer to the Essential Skills & Abilities of a Registered Nurse to determine if you are able to meet these functions with or without reasonable accommodations.

### Employment

Employment opportunities include, but are not limited to hospitals, clinics and physician offices, long-term care/rehabilitation facilities, home health agencies, public health facilities, schools, churches, informatics, correctional facilities, and insurance companies. The demand for registered professional nurses is very high and expected to increase. It is projected that employment of RNs will grow 7% from 2019 to 2029, much faster than the average for all occupations. Growth will occur for a number of reasons including an increased emphasis on preventive care; growing rates of chronic conditions, such as diabetes and obesity; and demand for healthcare services from the baby-boom population, as they live longer and more active lives. Bureau of Labor Statistics U.S. Department of Labor.

## Accreditation/Approval

The Associate Degree Nursing program at Carl Sandburg College located in Galesburg, Illinois, is accredited by the: Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326  
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>

Illinois State Board of Nursing (ISBN) and Illinois Department of Financial and Professional Regulation (IDFPR) has approved the Associate Degree Nursing program.

## Licensure

Graduates are eligible to take the National Council Licensing Examination (NCLEX-RN). Upon successful completion of this exam, the student is eligible to apply for Registered Nurse licensure. Graduates will need to complete a criminal background check at time of licensure application and will be evaluated by ISBN before licensure is granted or denied. Please be advised that the Illinois State Board of Nursing (ISBN) can deny nursing licensure and discipline those that are licensed. You can access all licensing and nursing scope of practice regulations at [www.idfpr.com](http://www.idfpr.com).

## Admission to the Program: Selective

The Associate Degree Nursing Program has limited enrollment and a selection process for admission into the program. Applicants need to refer to the Eligibility & Admission Requirements for this program to determine eligibility criteria and the selection process. Students can apply online to the Associate Degree Nursing Program October 1 - March 1. Application deadline date is March 1 for Fall enrollment. We notify applicants approximately two weeks after the application deadline date whether or not they have been accepted into the program. Applicants accepted into the nursing program must attend all program orientation sessions.

Students accepted will be required to possess Healthcare Provider CPR certification throughout the program, show proof of immunizations and required titers, TB test, physical examination, criminal background check, and a drug screen. Students are responsible for all fees incurred, in addition to tuition. Please refer to the Associate Degree Nursing Program Cost Sheet. Please note findings on the criminal background check and drug screen may void 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: 309.341.5299

## For Additional Information Contact:

The Welcome Center  
Phone: 309.345.3500  
[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu)

## For Graduation Requirements:

See the graduation policies and procedures page for details.

**Note:** Students must apply for admission to this program. Please click here to view the program's page for admission requirements including coursework and prerequisites prior to applying.

## Degree Requirements

### First Year

#### Summer Session

- ENG 101 - Freshman Composition 1 **Credit(s): 3**
- PSY 101 - Introduction to Psychology **Credit(s): 3**

#### Fall Semester

- NAD 105 - Nursing 1 **Credit(s): 7**
- NAD 106 - Medication Principles for Nurses **Credit(s): 2**
- NAD 108 - Health Assessment & Clinical Reasoning **Credit(s): 2**
- BIO 211 - Anatomy & Physiology 1 **Credit(s): 4**

#### Spring Semester

- NAD 125 - Nursing II **Credit(s): 8**
- NAD 130 - Pharmacology for Nurses **Credit(s): 2**
- BIO 212 - Anatomy & Physiology 2 **Credit(s): 4**
- NUT 110 - Nutrition **Credit(s): 3**

### Second Year

#### Summer Session

- BIO 200 - General Microbiology **Credit(s): 4**
- SOC 101 - Introduction to Sociology **Credit(s): 3**

#### Fall Semester

- NAD 200 - Nursing 3 **Credit(s): 8**
- NAD 205 - Community & Mental Health Nursing **Credit(s): 3**
- PSY 265 - Developmental Psychology **Credit(s): 3**

#### Spring Semester

- NAD 210 – Nursing IV **Credit(s): 8**
- NAD 220 – Professional Issues **Credit(s): 2**
- PHL 103 – Biomedical Ethics **Credit(s): 3**

**Total Semester Hours: 72**

## Faculty

### Stacy Bainter, MSN, RN

Coordinator, Basic Nursing Assistant Program

Coordinator, Practical Nursing Program

Instructor, Nursing

### Christina Stone, MSN, RN

Coordinator, Associate Degree Nursing

Assistant Professor, Nursing

**Tammi Lewis, MSN, RN**

Lab &amp; Simulation Coordinator

Instructor, Nursing

**Tina Braun-Smith, MSN, RN**

Instructor, Nursing

**Nicole Lepper, MSN, RN**

Instructor Nursing

**Cindy, Koepp, MSN, RN**

Instructor, Nursing

**Emily Schaeffer, DNP, MSN, RN**

Dean of Nursing Professions

**Facilities**

The College of Nursing building (building AA) has two classrooms, health assessment lab, skills lab, and faculty offices. The nursing program has classroom availability in building A and a skills lab and Simulation Center 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. The skills lab, A035, provides nursing skills learning experiences, featuring medical equipment and medium fidelity adult, child, and toddler manikins. The Simulation Center is equipped with a high fidelity SimMan©, and a high fidelity Noelle Birthing Simulator with Neonate Hal. 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: OSF St. Mary Medical Center, OSF Clinics, Knox County Health Department, and other surrounding facilities as needed.

## Radiologic Technology, AAS

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. The Radiologic Technologist (radiographer) is a member of the health care team who works directly with the patient and the physician who is responsible for accurately positioning patients, manipulating x-ray equipment, and ensuring that a high quality diagnostic image is produced.

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 a computer. They are educated in anatomy, patient positioning, radiographic techniques, equipment protocols, radiation safety, radiation protection, and basic patient care.

### Radiologic Technology Program Goals

- To prepare graduates to pass the ARRT certifying examination in radiography by providing thorough instruction in each content area identified in the ASRT Curriculum Guide.
- To provide a sufficient quantity and variety of clinical and laboratory experiences to allow graduate competency in those procedures identified as being required of an entry-level radiographer.
- To enhance students' interpersonal skills and understanding of human behavior by requiring a general education component that includes satisfactory completion of coursework in communication and the social sciences.
- To develop professionalism and promote life-long learning by supporting student participation in professional society activities at the local and state levels and assisting graduates who choose to continue their education in additional imaging modalities.
- To assist students in meeting the didactic and clinical requirements of the curriculum by offering academic support and/or counseling services as needed.
- To assist graduates in their search for employment by offering the services of the College's Job Placement Office.

### Working Conditions

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. The Radiologic Technologist provides direct patient care and must be able to obtain the knowledge (cognitive function), skills (psychomotor function), and demonstrate professionalism (affective function). 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. Please refer to the Essential Skills & Abilities of a Radiologic Technologist to determine if you are able to meet these functions with or without reasonable accommodations.

### Employment

With the life expectancy increasing, the demands of an aging population increases the need for health care providers. Employment of Radiologic Technologists is expected to increase by about 7% from 2019-2029, faster than the average for all occupations. U.S. Department of Labor, Bureau of Labor Statistics.

### Licensure

Graduates are eligible to apply to take the American Registry of Radiologic Technologists A.R.R.T examination for certification in Radiography-RT(R). This certification is nationally recognized and enables the student to pursue employment throughout the United States.

### Admission to the Program: Selective

The Radiologic Technology program has limited enrollment and a selection process for admission into the program. Students must apply and be formally accepted into the program prior to enrolling in any Radiologic Technology courses. Applicants need to refer to

the Eligibility & Admission Requirements for this program to determine eligibility criteria and selection process. Students can apply online to the Radiologic Technology program October 1 - February 1. Online application deadline date is February 1 for Summer enrollment. We notify applicants approximately two weeks after the application deadline date whether or not they have been accepted into the program. Applicants accepted into the Radiologic Technology program must attend the program orientation session.

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: Black Hawk and Spoon River. Applicants accepted into the program must attend the program orientation session.

Students accepted will be required to possess Healthcare Provider CPR certification throughout the program, show proof of immunizations and required titers, TB test, physical examination, criminal background check, and drug screen. Students are responsible for all fees incurred, in addition to tuition. Please refer to the Radiologic Technology Program Cost Sheet. Please note findings on the criminal background check and drug screen may void 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: 309.341.5299

### For Additional Information Contact:

The Welcome Center  
Phone: 309-345-3500  
welcomecenter@sandburg.edu

### For Graduation Requirements:

For the graduate requirements see the graduation policies and procedures page for details.

**Note:** Students must apply for admission to this program. Please click here to view the program's page for admission requirements including coursework and prerequisites prior to applying.

## Degree Requirements

### First Year

#### Summer Session

- ALH 105 - Introduction to Patient Care **Credit(s): 1.5**
- RDT 100 - Introduction to Radiologic Technology **Credit(s): 3**
- RDT 101 - Radiologic Technology Procedures 1 **Credit(s): 3**

#### Fall Semester

- ENG 101 - Freshman Composition 1 **Credit(s): 3**
- RDT 110 - Rad Tech Physics & Instrumentation 1 **Credit(s): 3**
- RDT 111 - Radiologic Technology Procedures 2 **Credit(s): 4.5**
- RDT 116 - Radiologic Tech Practicum 1 **Credit(s): 3**

#### Spring Semester

- RDT 120 - Rad Tech Physics and Instrumentation 2 **Credit(s): 3**
- RDT 121 - Radiologic Technology Procedures 3 **Credit(s): 4.5**

- RDT 126 - Radiologic Tech Practicum 2 **Credit(s): 3**
- SOC 203 - Introduction to Diversity **Credit(s): 3**

## **Second Year**

### **Summer Session**

- RDT 201 - Radiologic Technology Procedures 4 **Credit(s): 2.5**
- RDT 205 - Radiologic Technology Practicum 3 **Credit(s): 4**

### **Fall Semester**

- RDT 211 - Advanced Radiologic Technology Procedure **Credit(s): 3**
- RDT 212 - Radiologic Technology Image Critique **Credit(s): 3**
- RDT 213 - Rad Tech Physics and Instrumentation 3 **Credit(s): 3**
- RDT 216 - Radiologic Tech Practicum 4 **Credit(s): 4.5**
- PHL 103 - Biomedical Ethics **Credit(s): 3**

### **Spring Semester**

- RDT 220 – Radiologic Technology Capstone **Credit(s): 3**
- RDT 223 – Radiation Biology **Credit(s): 3**
- RDT 226 – Radiologic Tech Practicum 5 **Credit(s): 4.5**
- SPE 110 – Interpersonal Communication **Credit(s): 3**
- **or** SPE 120 – Introduction to Public Speaking **Credit(s): 3**

## **Total Semester Hours: 71**

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.

## **Faculty**

**Laura Rider, MSRS, R.T.(R)(CT)**

Instructor, Radiologic Technology

Coordinator, Diagnostic Imaging

**Tiffany Viggiano**

Dean, Department of Health Professions

## **Facilities**

The Radiologic 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 Radiologic Technology program will be gained with hospitals and medical clinics in the Galesburg and surrounding areas such as: OSF St. Mary's Medical Center, Graham Hospital, OSF Holy Family Medical Center, Hammond Henry Hospital, and OSF St. Luke Medical Center.

## Surgical Technology, AAS

This program is 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 Department  
Peoria Campus, Cedar 105  
Phone: 309.690.7530

### Required General Education Courses at Sandburg

- BIO 211 - Anatomy & Physiology 1 **Credit(s): 4 \***
- BIO 212 - Anatomy & Physiology 2 **Credit(s): 4 \***
- BIO 200 - General Microbiology **Credit(s): 4 \***
- ENG 101 - Freshman Composition 1 **Credit(s): 3**
- MDT 100 - Medical Terminology **Credit(s): 2**
- PSY 101 - Introduction to Psychology **Credit(s): 3**
- SOC 101 - Introduction to Sociology **Credit(s): 3**
- SPE 120 - Introduction to Public Speaking **Credit(s): 3**
- Humanities Elective (as approved by ICC) **Credit(s): 3**

**Total Semester Hours: 29**

### Required Program Courses at ICC

#### First Year

##### Fall Semester

- SURTK 120 - Introduction to Surgical Technology **Credit(s): 4**
- HLTH 110 - Fundamentals of Sterile Processing **Credit(s): 2**

##### Spring Semester

- SURTK 130 - Pharmacology for the Surgical Technologist **Credit(s): 1**
- HEOCC 114 - Introduction to Interdisciplinary Health Care **Credit(s): 1**
- SURTK 121 - Fundamentals of Surgical Technology **Credit(s): 7**

**Summer Session**

- SURTK 122 - Fundamentals of Surgical Technology II **Credit(s): 6**

**Second Year**

**Fall Semester**

- SURTK 210 - Surgical Technology III **Credit(s): 8**

**Spring Semester**

- SURTK 211 - Advanced Fundamentals of Surgical Technology **Credit(s): 7**

**Total Semester Hours: 36**

**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.

## Welding, AAS

The Welding AAS is designed to provide the graduate with skills needed to enter employment in local industry as an entry-level welding supervisor or floor foreman for construction firms, agricultural enterprises, and heavy machine or food manufacturing fabrication. This program is designed to provide students with a hands-on welding degree that emphasizes training and the mastery of welding techniques through lab projects and experiential activities in industry. The program includes essential components required for success in the industry today such as mathematics, communication, attendance, and productivity, and basic business skills.

### Welding AAS Program Goals

- Develop skills using hand and power tools used in industry
- Develop the ability to read and follow welding blueprints and related technical manuals to fabricate welding projects
- Understand the practical application of mathematical computations used in the welding industry
- Develop an awareness of the responsibility and need for safe procedures that must be followed in the lab and/or work environment
- Demonstrate torch cutting with gas applications and plasma cutting
- Demonstrate GMAW, Pulsed Spray/Spray and FCAW
- Demonstrate SMAW, GTAW
- Complete SMAW 2G and 3G V-groove
- Complete GMAW-S workmanship
- Complete FCAW-G workmanship
- Complete GTAW Stainless, Mild steel, and Aluminum Workmanship
- Understand employer expectations and skills for success in the workplace including hiring processes in industry, professionalism, communication, and accountability
- Demonstrate mastery of skills aligned with American Welding Society (AWS) level 1 competencies
- Obtain OSHA 10 safety certifications
- Understand the chemical and physical concepts of metallurgy and physical science components of welding
- Understand the fundamental business and technical skills utilized in the workplace

### 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.
4. Meet with an advisor/counselor to select classes and complete the registration process.

### Department of Career & Technical Education

2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
Phone: 309.345.3501

#### For Additional Information Contact:

The Welcome Center  
Phone: 309.345.3500  
welcomecenter@sandburg.edu

#### For Graduation Requirements:

See the graduation policies and procedures page for details.

## Degree Requirements

### First Year

#### Fall Semester

- MAT 101 - Technical Mathematics 1 **Credit(s): 3**
- WEL 128 - Metal Preparation **Credit(s): 2**
- WEL 168 - Gas Metal Arc Welding **Credit(s): 3**
- WEL 170 - Applications of GMAW & FCAW **Credit(s): 3**
- WEL 162 - Arc Welding Basics **Credit(s): 3**
- WEL 125 - Welding Blueprints **Credit(s): 2**

#### Spring Semester

- WEL 164 - Arc Welding Advanced **Credit(s): 3**
- WEL 166 - Gas Tungsten Arc Welding **Credit(s): 3**
- WEL 172 - Welding Applications **Credit(s): 3**
- WEL 126 - Weld Test Evaluation **Credit(s): 3**
- IND 100 - Career Skills for Industry **Credit(s): 1**
- MFG 130 - Industrial Safety **Credit(s): 2**

### Second Year

#### Fall Semester

- BUS 100 - Introduction to Business **Credit(s): 3**
- MTL 101 - Machine Tool Fundamentals 1 **Credit(s): 3**
- WEL 174 - Fabrication 1 **Credit(s): 3**
- ICT 110 - Computer Software Applications **Credit(s): 3**
- MET 100 - Metallurgy Fundamentals **Credit(s): 2**

#### Spring Semester

- WEL 149 – Automated Welding Applications **Credit(s): 2**
- TQM 101 – Total Quality Management **Credit(s): 2**
- WEL 176 – Fabrication 2 **Credit(s): 3**
- MTL 103 – Manufacturing Processes **Credit(s): 2**
- BOC 107 – Tech Skills for Business Environment **Credit(s): 3**
- PHY 110 – Applied Physics **Credit(s): 3**

### Total Semester Hours: 60

Students enrolled in the Welding AAS degree must complete all WEL, MFG, MET, and MTL courses with a grade of “C” or better to graduate.

## Faculty

### Ian Milligan

Instructor, Manufacturing Technology

### Ellen Burns

Dean of Career and Technical Education

## Facilities

The Center for Manufacturing Excellence (CME) offers classroom space, a computer lab, and houses Carl Sandburg College's welding program. The College's weld lab offers 26 bay stations. The welding area offers two welding simulators, as well as state of the art multi process welding machines.

# Certificates

## 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 an entry-level position as a bookkeeper or an assistant in an accounting department.

### Accounting Certificate Program Goals

- Post-secondary preparation
- Entry level accounting skills
- Professional development for advancement opportunities
- Work as a bookkeeper or an assistant to an accountant, accounting professional, or in an accounting firm.

### 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.
4. Meet with an advisor/counselor to select classes and complete the registration process

## Department of Social & Business Sciences

2400 Tom L. Wilson Blvd.

Galesburg, IL 61401

Phone: 309.341.5427

### For Additional Information Contact:

The Welcome Center

Phone: 309.345.3500

welcomecenter@sandburg.edu

### For Graduation Requirements:

See the graduation policies and procedures page for details.

## Certificate Requirements

### First Year

#### Summer Session

- AOP 101 - Keyboarding & Formatting 1 **Credit(s): 3**
- or BOC 107 - Tech Skills for Business Environment **Credit(s): 3**

#### Fall Semester

- ACC 101 - Principles of Financial Accounting **Credit(s): 3**
- BUS 100 - Introduction to Business **Credit(s): 3**

- BOC 100 - Business Mathematics **Credit(s): 3**
- or MAT 131 - Finite Mathematics **Credit(s): 3**
  
- ENG 101 - Freshman Composition 1 **Credit(s): 3**
- ICT 110 - Computer Software Applications **Credit(s): 3**

### **Spring Semester**

- ACC 102 - Principles of Managerial Accounting **Credit(s): 3**
  
- ACC 203 - Accounting Software **Credit(s): 3**
- or ACC 208 - Spreadsheet Applications for Business **Credit(s): 3**

### **Directed Electives**

Select two of the following:

- ACC 205 - Cost Accounting **Credit(s): 3**
- ACC 206 - Federal Income Tax **Credit(s): 3**
- ACC 207 - Payroll Accounting **Credit(s): 3**

**Total Semester Hours: 30**

### **Faculty**

**Mollisa Kurz**

Instructor, Accounting

**Lara Roemer**

Associate Dean of Social and Business Sciences

Assistant Professor, History/Political Science

## Administrative Office Assistant Certificate

This curriculum prepares students with the skills needed for office work. Courses include accounting, communications, office management, customer service, computer applications, and information management. Graduates are qualified for entry-level positions in a business where a wide variety of office skills are required.

This certificate is stackable, meaning the Administrative Office Professional AAS can be completed in just two additional semesters.

### Administrative Office Professions Program Goals

- Achieve the skills and knowledge necessary to gain entry-level employment in careers in the administrative office professional discipline
- Achieve the skills and knowledge necessary for advancement in the career
- Achieve a general education background in business and in oral/written communication

### Admission to the Program: Open

#### First-time Enrollees

1. Complete an application for admission to the College 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.
4. Meet with an advisor/counselor to select classes and complete the registration process

### Department of Career and Technical Education

2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
309.345.3501

#### For Additional Information Contact:

The Welcome Center  
Phone: 309.345.3500  
welcomecenter@sandburg.edu

#### For Graduation Requirements:

See the graduation policies and procedures page for details.

### Certificate Requirements

#### First Year

##### Fall Semester

- ACC 100 - Procedural Accounting **Credit(s): 3**
- or ACC 101 - Principles of Financial Accounting **Credit(s): 3**
- AOP 100 - Careers for the Office Professional **Credit(s): 1**
- AOP 101 - Keyboarding & Formatting 1 **Credit(s): 3**
- BOC 100 - Business Mathematics **Credit(s): 3**
- BOC 120 - Customer Service **Credit(s): 2**
- ICT 120 - Computer Information Systems **Credit(s): 3**

### **Spring Semester**

- AOP 102 - Keyboarding & Formatting 2 **Credit(s): 3**
- AOP 201 - Business English **Credit(s): 2**
- BOC 103 - Office Technology **Credit(s): 3**
- BOC 106 - Business Records Management **Credit(s): 3**
- BOC 112 - Microcomputer Spreadsheet App 1 **Credit(s): 2**
- SPE 110 - Interpersonal Communication **Credit(s): 3**
- or SPE 120 - Introduction to Public Speaking **Credit(s): 3**

### **Total Semester Hours: 31**

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

### **Faculty**

**Ellen Burns**

Dean of Career and Technical Education

## Advanced Agriculture Certificate

This two-semester program will train graduates for entry-level positions in the agriculture sector represented in the agriculture career cluster pathway with coursework leading into degree options to offer career advancement in the agriculture industry. Students will have flexibility to choose agriculture electives in their desired career field. Positions could include: Production Workers, Farmhands, Sales Representatives, Animal Caretakers, Landscaping and Lawn Servicers, Nursery and Greenhouse Workers, and Customer Service Representatives.

### Advanced Agriculture Certificate Program Goals

- Explore career opportunities in the agriculture career cluster pathway
- Understand basic concepts of animal science, plant science, soil science, horticulture, agribusiness management, agricultural mechanics, and agricultural resources
- Demonstrate basic and advanced technical and mathematical skills commonly utilized in entry-level agricultural positions
- Develop basic employability and soft skills including accountability, work ethic, communication, conflict resolution, and customer service
- Demonstrate workplace skills through an agriculture internship experience

### 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.
4. Meet with an advisor/counselor to select classes and complete the registration process.

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#### For Graduation Requirements:

See the graduation policies and procedures page for details

### Certificate Requirements

#### First Year

##### Fall Semester

- AGR 105 - Introduction to Agriculture Industry **Credit(s): 3**
- BOC 107 - Tech Skills for Business Environment **Credit(s): 3**
- MAT 101 - Technical Mathematics 1 **Credit(s): 3**
- IND 100 - Career Skills for Industry **Credit(s): 1**

Choose 2 Agriculture Electives:

- AGR 110 - Introduction to Agricultural Business Management **Credit(s): 3**
- AGR 170 - Agricultural Sales **Credit(s): 3**
- AGR 140 - Introduction to Precision Agriculture **Credit(s): 3**
- AGR 180 - Agricultural Machinery & Technology **Credit(s): 3**
- AGR 175 - Soil Fertility & Fertilizers **Credit(s): 3**
- AGR 121 - Introduction to Animal Science **Credit(s): 4**
- AGR 131 - Introduction to Crop Science **Credit(s): 4**

### **Spring Semester**

- ICT 110 - Computer Software Applications **Credit(s): 3**
- BOC 102 - Business Communications **Credit(s): 3**
- AGR 160 - Agricultural Internship **Credit(s): 2**
- MAT 102 - Technical Mathematics 2 **Credit(s): 3**

Choose 1 Agriculture Elective:

- AGR 151 - Introductory Soil Science **Credit(s): 4**  
\*Not to be taken if AGR.175 previously completed
- AGR 111 - Intro to Agriculture Mechanization **Credit(s): 4**  
\*Not to be taken if AGR.180 previously completed
- AGR 150 - Crop Pest Management **Credit(s): 3**
- AGR 181 - Introduction to Horticultural Science **Credit(s): 3**
- AGR 185 - Agricultural Power Systems **Credit(s): 3**
- AGR 141 - Introduction to Agri Economics **Credit(s): 3**

**Total Semester Hours: 30-33**

## **Faculty**

**Ellen Burns**

Dean of Career and Technical Education

## Advanced Industrial Maintenance Certificate

This certificate is designed for persons who want to prepare for initial or improved employment in the industry mechanical area. The curriculum provides for a student to learn the basic principles and skills which are necessary to industrial maintenance, such as drafting/blueprint reading, electricity, hydraulics and pneumatics, machine tool, mathematics, and fundamentals of welding.

### Advanced Industrial Maintenance Certificate Program Goals

- Demonstrate necessary electrical circuit measurements using a multimeter.
- Discuss electrical safety practices.
- Pass the OSHA 10 hour safety certificate test for general industry.
- Demonstrate aptitude to identify the various kinds of lines, scales, and symbols seen on various blueprints.
- Demonstrate knowledge of mathematics in electrical and hydraulics/pneumatics applications.

### 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.
4. Meet with an advisor/counselor to select classes and complete the registration process.

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#### For Graduation Requirements:

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### Certificate Requirements

#### First Year

##### Fall Semester

- ELT 100 - Electrical Fundamentals **Credit(s): 3**
- MAT 101 - Technical Mathematics 1 **Credit(s): 3**
- MFG 100 - Introduction to Welding **Credit(s): 3**
- MFG 130 - Industrial Safety **Credit(s): 2**
- MTL 101 - Machine Tool Fundamentals 1 **Credit(s): 3**
- MTL 103 - Manufacturing Processes **Credit(s): 2**

##### Spring Semester

- BOC 107 - Tech Skills for Business Environment **Credit(s): 3**
- DRF 100 - Basic Drafting **Credit(s): 2**

- MFG 125 - Industrial Blueprints **Credit(s): 3**
- HYD 101 - Hydraulics and Pneumatics **Credit(s): 3**
- MAT 102 - Technical Mathematics 2 **Credit(s): 3**

**Total Semester Hours: 30**

Note: 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.)

**Faculty**

**Ian Milligan**

Instructor, Manufacturing Technology

**Ellen Burns**

Dean of Career and Technical Education

**Facilities**

Building G offers classroom space, a computer lab, and houses Carl Sandburg College's industrial programs. The electrical lab features a host of components to aid in student learning including AC/DC trainers. Instruction is delivered by individuals with industry-specific expertise and includes specialized coursework using technical equipment. The College's welding lab offers 26 bay stations. The welding area offers two welding simulators, as well as state of the art multi process welding machines. The CNC Program offers training in programming, setup, and operations while housing multiple lathe, mills, and CNC Machines as well as simulators to properly train students for a career in the machining industry.

## Advanced Welding Certificate

The Advanced Welding Certificate is designed to provide students with opportunities to acquire knowledge and develop technical skills needed to progress in the welding industry beyond entry-level employment. The graduate will be proficient in SMAW, GMAW, FCAW, OAW, PAC, and GTAW procedures, mathematic calculations, reading blueprints, and safety operations.

### Advanced Welding Certificate Program Goals

- Develop skills using hand and power tools used in industry
- Develop the ability to read and follow welding blueprints and related technical manuals to fabricate welding projects
- Understand the practical application of mathematical computations used in the welding industry
- Develop an awareness of the responsibility and need for safe procedures that must be followed in the lab and/or work environment
- Demonstrate torch cutting with gas applications and plasma cutting
- Demonstrate GMAW, Pulsed Spray/Spray and FCAW
- Demonstrate SMAW, GTAW
- Complete SMAW 2G and 3G V-groove
- Complete GMAW-S workmanship
- Complete FCAW-G workmanship
- Complete GTAW Stainless, Mild steel, and Aluminum Workmanship
- Understand employer expectations and skills for success in the workplace including hiring processes in industry, professionalism, communication, and accountability
- Demonstrate mastery of skills aligned with American Welding Society (AWS) level 1 competencies
- Obtain OSHA 10 safety certifications

### 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.
4. Meet with an advisor/counselor to select classes and complete the registration process.

### Department of Career & Technical Education

2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
Phone: 309.241.5427

#### For Additional Information Contact:

The Welcome Center  
Phone: 309.245.3500  
welcomecenter@sandburg.edu

#### For Graduation Requirements:

See the graduation policies and procedures page for details.

## Certificate Requirements

### First Year

#### Fall Semester

- MAT 101 - Technical Mathematics 1 **Credit(s): 3**
- WEL 128 - Metal Preparation **Credit(s): 2**
- WEL 168 - Gas Metal Arc Welding **Credit(s): 3**
- WEL 170 - Applications of GMAW & FCAW **Credit(s): 3**
- WEL 162 - Arc Welding Basics **Credit(s): 3**
- WEL 125 - Welding Blueprints **Credit(s): 2**

#### Spring Semester

- WEL 164 - Arc Welding Advanced **Credit(s): 3**
- WEL 166 - Gas Tungsten Arc Welding **Credit(s): 3**
- WEL 172 - Welding Applications **Credit(s): 3**
- WEL 126 - Weld Test Evaluation **Credit(s): 3**
- IND 100 - Career Skills for Industry **Credit(s): 1**
- MFG 130 - Industrial Safety **Credit(s): 2**

### Total Semester Hours: 31

Students enrolled in the Advanced Welding Certificate must complete all WEL and MFG courses with a grade of "C" or better to graduate.

## Faculty

### Ian Milligan

Instructor, Manufacturing Technology

### Ellen Burns

Dean of Career and Technical Education

## Facilities

Building G offers classroom space, a computer lab, and houses Carl Sandburg College's welding program. The College's welding lab offers 26 bay stations. The welding area offers two welding simulators, as well as state of the art multi process welding machines.

## Agribusiness Certificate

This two-semester certificate program will train graduates for entry-level positions in the agribusiness industry and includes coursework to prepare students for employment in the agriculture career cluster pathway. Positions could include: Ag Business Office Personnel, Ag Operations Specialists, Customer Support Representatives, and Ag Sales and Service Representatives.

### Agribusiness Certificate Program Goals

- Explore career opportunities in the agribusiness sector
- Understand basic concepts of animal science, plant science, soil science, horticulture, agribusiness management, agricultural mechanics, and agricultural resources
- Demonstrate basic and advanced technological and mathematic skills commonly utilized in agribusiness
- Apply management skills to make sound planning and operational decisions in the multiple sectors of agribusiness
- Demonstrate knowledge to work safely and effectively in an agribusiness environment
- Develop basic employability and soft skills including accountability, work ethic, communication, conflict resolution, and customer service
- Demonstrate workplace skills through an agriculture internship experience

### 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.
4. Meet with an advisor/counselor to select classes and complete the registration process.

### Department of Career & Technical Education

2400 Tom L. Wilson Blvd.

Galesburg, IL 61401

309.345.3501

### For Additional Information Contact:

The Welcome Center

Phone: 309.345.3500

welcomecenter@sandburg.edu

### For Graduation Requirements:

See the graduation policies and procedures page for details

### Certificate Requirements

#### First Year

##### Fall Semester

- AGR 105 - Introduction to Agriculture Industry **Credit(s): 3**
- AGR 110 - Introduction to Agricultural Business Management **Credit(s): 3**
- AGR 170 - Agricultural Sales **Credit(s): 3**
- BOC 100 - Business Mathematics **Credit(s): 3**
- BOC 102 - Business Communications **Credit(s): 3**

### **Spring Semester**

- AGR 141 - Introduction to Agri Economics **Credit(s): 3**
- BOC 120 - Customer Service **Credit(s): 2**
- AOP 201 - Business English **Credit(s): 2**
- BOC 107 - Tech Skills for Business Environment **Credit(s): 3**
- AGR 160 - Agricultural Internship **Credit(s): 2**
- IND 100 - Career Skills for Industry **Credit(s): 1**

**Total Semester Hours: 28**

### **Faculty**

**Ellen Burns**

Dean of Career and Technical Education

## Agricultural Mechanization Certificate

This two-semester certificate program will train graduates for entry-level positions and includes coursework to prepare students for employment in the agricultural mechanic profession represented in the agriculture career cluster pathway. Positions could include: Ag Equipment Mechanics, Customer Support Representatives, Ag Machinery Sales and Service Representatives, Farmhands, and Landscaping and Lawn Servicers.

### Agricultural Mechanization Certificate Program Goals

- Explore career opportunities in the agricultural mechanization and technology sector
- Understand basic concepts of animal science, plant science, soil science, horticulture, agribusiness management, agricultural mechanics, and agricultural resources
- Demonstrate basic and advanced technical and mathematical skills commonly utilized in entry-level agricultural mechanization and related positions
- Understand the safe and proper operations of agricultural equipment
- Perform basic maintenance and repairs to agricultural electrical, mechanical, and hydraulic machines/equipment
- Develop basic employability and soft skills including accountability, work ethic, communication, conflict resolution, and customer service
- Demonstrate workplace skills through an agriculture internship experience

### 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.
4. Meet with an advisor/counselor to select classes and complete the registration process.

### Department of Career & Technical Education

2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
309.345.3501

#### For Additional Information Contact:

The Welcome Center  
Phone: 309.345.3500  
welcomecenter@sandburg.edu

#### For Graduation Requirements:

See the graduation policies and procedures page for details

### Certificate Requirements

#### First Year

##### Fall Semester

- AGR 105 - Introduction to Agriculture Industry **Credit(s): 3**
- MFG 100 - Introduction to Welding **Credit(s): 3**
- MAT 101 - Technical Mathematics 1 **Credit(s): 3**
- ELT 100 - Electrical Fundamentals **Credit(s): 3**

- AGR 180 - Agricultural Machinery & Technology **Credit(s): 3**
- IND 100 - Career Skills for Industry **Credit(s): 1**

### **Spring Semester**

- BOC 107 - Tech Skills for Business Environment **Credit(s): 3**
- BOC 120 - Customer Service **Credit(s): 2**
- AGR 160 - Agricultural Internship **Credit(s): 2**
- MAT 102 - Technical Mathematics 2 **Credit(s): 3**
- AGR 185 - Agricultural Power Systems **Credit(s): 3**
- MFG 130 - Industrial Safety **Credit(s): 2**

**Total Semester Hours: 31**

### **Faculty**

**Ellen Burns**

Dean of Career and Technical Education

## 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.

### Automotive Technology Program Goals

- Provide instructional material and learning experiences related to the tasks performed by individuals to be employed in the field of automotive technology service and repair
- Provide program completers with knowledge and specialization in the field of automotive technology that supplies them with technical and workplace skill sets marketable to the private sector

### 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

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.
4. Meet with an advisor/counselor to select classes and complete the registration process.

### Department of Career & Technical Education

2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
309.345.3501

#### For Additional Information Contact:

The Welcome Center  
Phone: 309.345.3500  
welcomecenter@sandburg.edu

## **For Graduation Requirements:**

See the graduation policies and procedures page for details.

## **Certificate Requirements**

### **First Year**

#### **Fall Semester**

- AUT 101 - Automotive Engine Repair and Rebuilding **Credit(s): 3**
- AUT 105 - Electrical Systems **Credit(s): 3**
- AUT 201 - Engine Management **Credit(s): 3**
- AUT 107 - Shop Practices 1 **Credit(s): 4**
- AUT 110 - Auto Math **Credit(s): 2**

#### **Spring Semester**

- AUT 103 – Braking Systems **Credit(s): 2**
- AUT 202 – Steering Suspension & Front Wheel Drive **Credit(s): 3**
- AUT 203 – Manual Transmission & Drive Trains **Credit(s): 2**
- AUT 204 – Automatic Transmissions **Credit(s): 3**
- AUT 206 – Heating and Air Conditioning **Credit(s): 2**
- AUT 209 – Shop Practices 2 **Credit(s): 2**

**Total Semester Hours: 29**

## **Faculty**

### **Michael Hagedorn**

Instructor, Automotive Technology

### **Ellen Burns**

Dean of Career and Technical Education

## **Facilities**

The Automotive Technology program is located in Building G. The facility includes classroom space, faculty offices, and a full-service automotive shop.

## Basic Agriculture Certificate

This one-semester program will train graduates for entry-level positions in the agriculture sector represented in the agriculture career cluster pathway. Students will have flexibility to choose agriculture electives in their desired career field. Positions could include: Production Workers, Farmhands, Sales Representatives, Animal Caretakers, Landscaping and Lawn Servicers, Nursery and Greenhouse Workers, and Customer Service Representatives.

### Basic Agriculture Certificate Program Goals

- Explore career opportunities in the agriculture career cluster pathway
- Understand basic concepts of animal science, plant science, soil science, horticulture, agribusiness management, agricultural mechanics, and agricultural resources
- Demonstrate basic technical and mathematical skills commonly utilized in entry-level agricultural positions
- Develop basic employability and soft skills including accountability, work ethic, communication, and conflict resolution

### 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.
4. Meet with an advisor/counselor to select classes and complete the registration process.

### Department of Career & Technical Education

2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
309.245.3501

#### For Additional Information Contact:

The Welcome Center  
Phone: 309.345.3500  
welcomecenter@sandburg.edu

#### For Graduation Requirements:

See the graduation policies and procedures page for details

### Certificate Requirements

#### First Year

##### Fall Semester

- AGR 105 - Introduction to Agriculture Industry **Credit(s): 3**
- BOC 107 - Tech Skills for Business Environment **Credit(s): 3**
- MAT 101 - Technical Mathematics 1 **Credit(s): 3**
- IND 100 - Career Skills for Industry **Credit(s): 1**

Choose 2 Agriculture Electives:

- AGR 110 - Introduction to Agricultural Business Management **Credit(s): 3**
- AGR 170 - Agricultural Sales **Credit(s): 3**
- AGR 140 - Introduction to Precision Agriculture **Credit(s): 3**

- AGR 180 - Agricultural Machinery & Technology **Credit(s): 3**
- AGR 175 - Soil Fertility & Fertilizers **Credit(s): 3**
- AGR 121 - Introduction to Animal Science **Credit(s): 4**
- AGR 131 - Introduction to Crop Science **Credit(s): 4**

**Total Semester Hours: 16-18**

## **Faculty**

**Ellen Burns**

Dean of Career and Technical Education

## Basic Industrial Maintenance 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.

The certificate is the first semester for the Industrial Maintenance A.A.S. degree.

### Basic Industrial Maintenance Certificate Program Goals

- Perform necessary electrical circuit measurements using industry-recognized equipment
- Understand and demonstrate workplace safety principles
- Know and use schematic symbols from various disciplines
- Differentiate between types of welding processes
- Demonstrate proper operation of different industrial machines, including a drill press, lathe and CNC

### 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.
4. Meet with an advisor/counselor to select classes and complete the registration process.

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#### For Graduation Requirements:

See the graduation policies and procedures page for details

### Certificate Requirements

#### First Year

##### Fall Semester

- ELT 100 - Electrical Fundamentals **Credit(s): 3**
- MAT 101 - Technical Mathematics 1 **Credit(s): 3**
- MFG 100 - Introduction to Welding **Credit(s): 3**
- MFG 130 - Industrial Safety **Credit(s): 2**
- MTL 101 - Machine Tool Fundamentals 1 **Credit(s): 3**
- MTL 103 - Manufacturing Processes **Credit(s): 2**

**Total Semester Hours: 16**

Note: 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.)

## **Faculty**

### **Ian Milligan**

Instructor, Manufacturing Technology

### **Ellen Burns**

Dean of Career and Technical Education

## **Facilities**

Building G offers classroom space, a computer lab, and houses Carl Sandburg College's industrial programs. The electrical lab features a host of components to aid in student learning including AC/DC trainers. Instruction is delivered by individuals with industry-specific expertise and includes specialized coursework using technical equipment. The College's welding lab offers 26 bay stations. The welding area offers two welding simulators, as well as state of the art multi process welding machines. The CNC Program offers training in programming, setup, and operations while housing multiple lathe, mills, and CNC Machines as well as simulators to properly train students for a career in the machining industry.

## Basic Welding Certificate

The Basic Welding Certificate is designed to provide students with opportunities to acquire knowledge and develop technical skills needed to progress in the welding industry as an entry-level welder in local industry with a focus on Gas Metal Arc Welding (GMAW). This basic certificate emphasizes welding skill proficiency through lab activities and projects as learning activities.

### Basic Welding Certificate Program Goals

- Develop skills using hand and power tools used in industry
- Develop the ability to read and follow welding blueprints and related technical manuals to fabricate welding projects
- Understand the practical application of mathematical computations used in the welding industry
- Develop an awareness of the responsibility and need for safe procedures that must be followed in the lab and/or work environment
- Demonstrate torch cutting with gas applications and plasma cutting
- Demonstrate GMAW, Pulsed Spray/Spray and FCAW
- Obtain OSHA 10 safety certification

### 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.
4. Meet with an advisor/counselor to select classes and complete the registration process.

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#### For Graduation Requirements:

See the graduation policies and procedures page for details

### Certificate Requirements

#### First Year

##### Fall Semester

- MAT 101 - Technical Mathematics 1 **Credit(s): 3**
- WEL 128 - Metal Preparation **Credit(s): 2**
- WEL 168 - Gas Metal Arc Welding **Credit(s): 3**
- WEL 170 - Applications of GMAW & FCAW **Credit(s): 3**
- WEL 125 - Welding Blueprints **Credit(s): 2**
- MFG 130 - Industrial Safety **Credit(s): 2**
- IND 100 - Career Skills for Industry **Credit(s): 1**

**Total Semester Hours: 16**

Students enrolled in the Basic Welding Certificate must complete all WEL and MFG courses with a grade of "C" or better to graduate.

## **Faculty**

### **Ian Milligan**

Instructor, Manufacturing Technology

### **Ellen Burns**

Dean of Career & Technical Education

## **Facilities**

Building G offers classroom space, a computer lab, and houses Carl Sandburg College's welding program. The College's welding lab offers 26 bay stations. The welding area offers two welding simulators, as well as state of the art multi process welding machines.

## CISCO Networking Security Certificate

The Cisco Networking Security certificate is designed to provide students with the 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.

### CISCO Networking Security Certificate Program Goals

- Apply to implement and administer Cisco solutions to emerging business problems.

### 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.
4. Meet with an advisor/counselor to select classes and complete the registration process.

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309.345.3501

#### For Additional Information Contact:

The Welcome Center  
Phone: 309.345.3500  
welcomecenter@sandburg.edu

#### For Graduation Requirements:

See the graduation policies and procedures page for details

### Certificate Requirements

#### First Year

##### Fall Semester

- ICT 160 - Introduction to Networking **Credit(s): 3**

##### Spring Semester

- ICT 260 - Switching, Routing, and Wireless Essentials **Credit(s): 3**

#### Second Year

##### Fall Semester

- ICT 261 - Enterprise Networking, Security & Automation **Credit(s): 3**

#### Total Semester Hours: 9

### Faculty

#### Suvineetha Herath

Instructor, Information and Communication Technology

#### Ellen Burns

Dean of Career and Technical Education

## CNC Operator Certificate

The program will train graduates for entry level positions in the machine tool area as represented in the Manufacturing career cluster, Production pathway. Positions could include: Grinding, Lapping and Buffing Machine Operator, Milling Machine Setter, Set-Up Operator and Machine Operator. The program is being proposed to address the anticipated immediate need for trained workers for the Galesburg and area manufacturing industries in computer numerical control operations with skills in machine tooling and blueprint reading.

### CNC Operator Certificate Program Goals

- Apply basic safety practices in the machine shop
- Interpret industrial/engineering drawings
- Apply precision measuring methods to part inspection
- Perform basic machine tool equipment set-up and operation
- Perform programming, set-up, and operations of CNC machine tools

The content of this course requires the student to work in an environment that requires communication and critical thinking to ensure the safety of themselves as well as classmates and the instructor. An understanding and demonstration of the skills and knowledge to function within the environment of the manufacturing machine tool sector will be challenged as new concepts and exercises are introduced. The student will develop the ability to solve problems while thinking through various pathways.

### Admission to the Program: Open

#### First-Time Enrollees

1. Complete an application for admission to the College 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.
4. Meet with an advisor/counselor to select classes and complete the registration process.

### Department of Career & Technical Education

2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
309.345.3501

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welcomecenter@sandburg.edu

#### For Graduation Requirements:

See the graduation policies and procedures page for details.

### Certificate Requirements

#### First Year

##### Spring Semester

- MFG 125 - Industrial Blueprints **Credit(s): 3**
- MFG 130 - Industrial Safety **Credit(s): 2**
- MTL 103 - Manufacturing Processes **Credit(s): 2**

- MTL 130 - CNC Machining Technology **Credit(s): 4**
- MTL 135 - Fundamentals of CNC Machine Applications **Credit(s): 4**

**Summer Session**

- MTL 295 - Operator Internship I **Credit(s): 2**
- or MTL 296 - Operator Internship II **Credit(s): 2**

**Total Semester Hours: 17****Faculty****Ian Milligan**

Instructor, Manufacturing Technology

**Ellen Burns**

Dean of Career and Technical Education

**Facilities**

Building G at Carl Sandburg College is home to multiple industrial training programs including the Computer Numerical Control program. Instruction is delivered by individuals with industry-specific expertise and includes specialized coursework utilizing technical equipment. The CNC Program offers training in programming, setup, and operations while housing multiple lathes, mills, and CNC Machines as well as simulators to properly train students for a career in the machining industry.

## CNC Programmer Certificate

The CNC Programmer certificate program gives an overview of essential machine shop practices including machine safety, blueprint reading and part inspection methods. CNC machine programming, set-up and operation will also be covered in-depth. Graduates of this program will have the skills necessary for entry-level employment in a machine shop setting. Special emphasis will be placed on learning the skills necessary to transform raw material into a finished part. Students will be able to apply the techniques learned in lectures within a machine shop setting. Overall, this program is intended to introduce students to many different aspects within a machine shop setting.

The CNC Programmer Certificate is conferred upon successful completion of the required courses and prerequisites. All required prerequisites are accomplished by successfully completing the CNC Operator Certificate.

### CNC Programmer Certificate Program Goals

- Apply basic safety practices in the machine shop
- Interpret industrial/engineering drawings
- Apply precision measuring methods to part inspection
- Perform basic machine tool equipment set-up and operation
- Perform programming, set-up, and operation on CNC milling centers
- Perform programming, set-up, and operation on the CNC turning centers

The content of this course requires the student to work in an environment that requires communication and critical thinking to ensure the safety of themselves as well as classmates and the instructor. An understanding and demonstration of the skills and knowledge to function within the environment of the manufacturing machine tool sector will be challenged as new concepts and exercises are introduced. The student will develop the ability to solve problems while thinking through various pathways.

### Admission to the Program: Open

#### First-Time Enrollees

1. Complete an application for admission to the College 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.
4. Meet with an advisor/counselor to select classes and complete the registration process.

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#### For Graduation Requirements:

See the graduation policies and procedures page for details.

## Certificate Requirements

### Second Year

#### Fall Semester

- MAT 101 - Technical Mathematics 1 **Credit(s): 3**
- MTL 150 - Fundamentals of CNC Turning Applications **Credit(s): 3**
- MTL 155 - Fundamentals of CNC Milling Applications **Credit(s): 3**
- MTL 160 - CNC Lathe Set-up **Credit(s): 3**
- MTL 165 - CNC Mill Set-up **Credit(s): 3**

#### Spring Semester

- MAT 102 - Technical Mathematics 2 **Credit(s): 3**
- MTL 200 - Fundamentals of Live Tooling **Credit(s): 3**
- MTL 205 - Live Tooling Set-Up & Orientation **Credit(s): 3**
- MTL 210 - CNC Lathe Process **Credit(s): 3**
- MTL 215 - CNC Mill Process **Credit(s): 3**

#### Summer Session

- MTL 297 - Programmer Internship I **Credit(s): 2**
- or MTL 298 - Programmer Internship II **Credit(s): 2**

**Total Semester Hours: 32**

## Faculty

### Ian Milligan

Instructor, Manufacturing Technology

### Ellen Burns

Dean of Career and Technical Education

## Facilities

Building G at Carl Sandburg College is home to multiple industrial training programs including the Computer Numerical Control program. Instruction is delivered by individuals with industry-specific expertise and includes specialized coursework utilizing technical equipment. The CNC Program offers training in programming, setup, and operations while housing multiple lathes, mills, and CNC Machines as well as simulators to properly train students for a career in the machining industry.

## Computed Tomography Certificate

Computed Tomography (CT) Advanced Certificate is a one-semester program that prepares radiographers to perform CT procedures in hospitals and imaging centers.

CT is an imaging modality that combines the use of x-rays and computer technology. Cross-sectional images of the body are produced by an x-ray beam and array of detectors that encircle the patient. These images can be reconstructed in multiple planes to display anatomical structures not otherwise visible on conventional radiographs. The curriculum covers all subjects identified in the American Registry of Radiologic Technologists (ARRT) content specifications for examination in Computed Tomography (CT).

### Computed Tomography Program Goals

- To prepare graduates to pass the ARRT post-primary examination in computed tomography by providing didactic instruction in each content area identified in the ARRT Content Specifications.
- To provide students with an opportunity to participate in a variety of CT procedures that will assist them in meeting the clinical experience requirements defined by ARRT.
- To promote professionalism and life-long learning among program graduates.

### Working Conditions

Computed Tomography Technologists may work in a variety of health care facilities, although most are employed in hospitals or imaging centers. Technologists typically work 40-hour weeks that may include evening, weekend or "on-call" hours dependent upon their employment setting. Please refer to the Essential Skills & Abilities of MRI technologist to determine if you are able to meet these functions with or without reasonable accommodations.

### Employment

As the cost of equipment declines and smaller units become available, CT and other radiologic procedures are increasingly being used in physicians' offices and walk-in clinics, which increases the demand for technologists to operate the machinery. With life expectancy increasing, the demands of an aging population increases the need for health care providers. It is projected that employment of Radiologic and CT technologists will increase by about 7% from 2019-2029, faster than average for all occupations. U.S. Department of Labor, Bureau of Labor Statistics.

### Licensure

Graduates are eligible to apply to take the American Registry of Radiologic Technologists A.R.R.T Post Primary Examination for Computed Tomography. This certification is nationally recognized and enables the student to pursue employment throughout the United States.

### Admission Requirements: Selective

The Computed Tomography (CT) Program has limited enrollment and a selection process for admission into the program. Students must apply and be formally accepted into the program prior to enrolling in any Computed Tomography courses. Students can apply online to the Computed Tomography (CT) Program February 15 - June 15. Application deadline date is June 15 for Fall enrollment. We notify applicants approximately two weeks after the application deadline date whether or not they have been accepted into the program.

1. If you have never attended Carl Sandburg College, complete a general application for admission to the College - <http://sandburg.edu/Admissions/Steps-to-Enroll/index.html>
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 online application for the Computed Tomography program.
6. Students admitted must attend the program orientation session.

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: Black Hawk, Heartland, Illinois Central, Illinois Valley, John Wood, Lincoln Land, Parkland, Richland, Sauk Valley, Scott (IA), Southeastern (IA), and Spoon River.

RDT 255 practicum requires immunizations with titers, TB skin test, current Healthcare Provider CPR certification, drug screen, background check and physical. Students are responsible for all fees incurred. Please refer to the Computed Tomography Program Cost Sheet. Please note that findings on the criminal background check and drug screen 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. Technologists employed in CT may seek enrollment in the online classroom-only portions of the program, if desired.

## Department of Health Professions

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welcomecenter@sandburg.edu

### For Graduation Requirements:

See the graduation policies and procedures page for details.

### Certificate Requirements

- RDT 262 – Sectional Anatomy for Diagnostic Imaging **Credit(s): 3**
- RDT 250 – CT Principles & Instrumentation **Credit(s): 3**
- RDT 252 – Computed Tomography Procedures **Credit(s): 4**
- RDT 255 – CT Practicum **Credit(s): 6**

### Total Program Requirement: 16

NOTE: In order to graduate, each student must complete all required courses with a grade of “C” or better. RDT 262, RDT 250 and RDT 252 are online courses.

## Faculty

**Laura Rider, MSRS, R.T.(R)(CT)**  
Instructor, Radiologic Technology  
Coordinator, Diagnostic Imaging

**Tiffany Viggiano**  
Dean, Department of Health Professions

## Computer Support Certificate

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. Students 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.

### Computer Support Certificate Program Goals

- Work with the help desk and other technicians to respond to IT support needs.
- Setup and troubleshoot computers and peripherals devices.

### 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.
4. Meet with an advisor/counselor to select classes and complete the registration process.

### Information and Communication Technology 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 and Technical Education Programs or Program Coordinator.

\*NOTE: Computer Support Certificate conferred upon successful completion of the required 15 hours contained in the first semester of this program.

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### For Graduation Requirements:

See the graduation policies and procedures page for details.

### Certificate Requirements

#### First Year

##### Fall Semester

- BOC 107 - Tech Skills for Business Environment **Credit(s): 3**
- ICT 120 - Computer Information Systems **Credit(s): 3**
- ICT 160 - Introduction to Networking **Credit(s): 3**
- ICT 170 - Hardware Installation & Maintenance **Credit(s): 3**
- ICT 181 - Windows Networking & Operating Systems **Credit(s): 3**

**Total Semester Hours: 15**

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

## **Faculty**

**Suvineetha Herath**

Instructor, Information and Communication Technology

**Ellen Burns**

Dean of Career and Technical Education

## Computer Technician Certificate

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. Students 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.

### Computer Technician Certificate Program Goals

- Work with the help desk and other technicians to respond to IT support needs.
- Setup and configure a network and devices.
- Apply technological solutions for business problems.

### 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.
4. Meet with an advisor/counselor to select classes and complete the registration process.

### Information and Communication Technology 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 and Technical Education Programs or Program Coordinator.

\*NOTE: Computer Technician Certificate conferred upon successful completion of the required 29 hours contained in the first and second semesters of this program. Computer Support Certificate conferred after successful completion of the first 15 hours.

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welcomecenter@sandburg.edu

### For Graduation Requirements:

See the graduation policies and procedures page for details.

## Certificate Requirements

### First Year

#### Fall Semester

- BOC 107 - Tech Skills for Business Environment **Credit(s): 3**
- ICT 120 - Computer Information Systems **Credit(s): 3**
- ICT 170 - Hardware Installation & Maintenance **Credit(s): 3**
- ICT 160 - Introduction to Networking **Credit(s): 3**
- ICT 181 - Windows Networking & Operating Systems **Credit(s): 3**

#### Spring Semester

- BOC 120 – Customer Service **Credit(s): 2**
- ICT 135 – Mobile Technologies **Credit(s): 3**
- or ICT 131 – Fundamentals of Programming **Credit(s): 3**
- ICT 165 – Linux 1 **Credit(s): 3**
- ICT 183 – Implement Ms Network Infrastructure **Credit(s): 3**
- ICT 260 – Switching, Routing, and Wireless Essentials **Credit(s): 3**

### Total Semester Hours: 29

Note: Successful completion of this Certificate also completes Computer Support Certificate.

## Faculty

### Suvineetha Herath

Instructor, Information and Communication Technology

### Ellen Burns

Dean of Career and Technical Education

## **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.

### **Criminal Justice Program Goals**

- A student will have knowledge of the criminal justice system and how it operates within modern society;
- A student will have knowledge of current issues of modern criminal justice management agencies;
- Students will have in depth exposure to the American court system and how it operates within the field of criminal justice; to include sentencing, probation, courtroom activities and the stages of criminal trials;
- Students will have a basic understanding of both criminal law and procedural law used in criminal justice;
- Students will be exposed to the study of crime as a social phenomenon, through the examination of criminological theories on the causation of crime;
- Students will have a knowledge to the current issues of facing the criminal justice field to include an in depth focus on political ethics, community relations and policy development;
- Students will gain valuable work experience within the field of criminal justice via an established internship program;
- Students will have a working knowledge of modern criminal investigative techniques as well as concepts of report writing, interpersonal communication and courtroom testimony.

## **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

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.
4. Meet with an advisor/counselor to select classes and complete the registration process.

## Department of Social & Business Sciences

2400 Tom L. Wilson Blvd.

Galesburg, IL 61401

Phone: 309.341.5427

## For Additional Information Contact:

The Welcome Center

Phone: 309.345.3500

welcomecenter@sandburg.edu

## For Graduation Requirements:

See the graduation policies and procedures page for details.

## Certificate Requirements

### First Year

#### Fall Semester

- CRM 101 - Introduction to Criminal Justice **Credit(s): 3**
- CRM 102 - Police Administration & Management **Credit(s): 3**
- CRM 231 - Procedural Law for Police **Credit(s): 3**
- ENG 101 - Freshman Composition 1 **Credit(s): 3**
- SOC 205 - Social Problems-Professional Ethics **Credit(s): 3**

#### Spring Semester

- CRM 121 - Juvenile Justice **Credit(s): 3**
- CRM 261 - Criminal Law **Credit(s): 3**
  
- CRM 103 - Introduction to Crime Scene Technology **Credit(s): 3**
- **or** SOC 101 - Introduction to Sociology **Credit(s): 3**
  
- BOC 107 - Tech Skills for Business Environment **Credit(s): 3**
- CRM 141 - Introduction to Corrections **Credit(s): 3**

**Total Semester Hours: 30**

## **Faculty**

### **Christopher Barber**

Instructor, Criminal Justice  
Coordinator, Criminal Justice

### **Lara Roemer**

Associate Dean of Social and Business Sciences  
Assistant Professor, History/Political Science

## **Facilities**

The Criminal Justice Program has established a Crime Lab for the development of new curriculum and supplemental instruction. The lab is a multifunction room that consists of both lecture and lab stations for computer and practical use. The area allows for students to participate in active interview and interrogation simulations, mock processing and booking, crime scene software as well as mock crime scenes. Students are 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 employs practical applications to many core courses within the criminal justice program. It also allows for program growth in the area of crime scene technologies and practical presentations of contemporary investigative methods.

## Emergency Medical Services - Paramedic Certificate

**IMPORTANT NOTE:** EMS 101 may be of interest to you. Emergency Medical Services (EMS) - Paramedic is currently under review. Please contact your advisor for more information.

The Emergency Medical Services (EMS) - Paramedic program offers two paramedic training options, a 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. The EMS - Paramedic program at Carl Sandburg College is designed to prepare the graduate to administer emergency care to the critically ill or injured in pre-hospital settings, as well as inside emergency departments.

### Emergency Medical Services - Paramedic Program Goals

- Demonstrate integration of cognitive (knowledge), psychomotor (skills), and affective (behavior) as an entry level Paramedic.
- Apply therapeutic and professional communication skills when working with patients, patient's family members, colleagues, and other health care professionals and members of the community.
- Incorporate the professional attributes of integrity, empathy, self-motivation, self-confidence, communication, teamwork and diplomacy, time management, appearance and personal hygiene, respect, patient advocacy, and safe delivery of care into practice.
- Recognize the importance of research and evidence-based practice to promote continuous, quality improvement in pre-hospital health care delivery.
- Recognize and acknowledge that the emerging roles and responsibilities of the Paramedic include public education, health promotion, and participation in injury and illness prevention programs.
- Assume the role of leadership as an advanced life support provider and role model for other EMS providers.

### Working Conditions

Paramedics work all shifts ranging 12-24 hours per shift, weekends, and holidays. Their work is physically strenuous and can be stressful, sometimes involving life-or-death situations. The Paramedic provides direct patient care and must be able to obtain the necessary knowledge (cognitive function), skills (psychomotor function), and demonstrate professionalism (affective function). Please refer to the Essential Skills & Abilities of a Paramedic to determine if you are able to meet these functions with or without reasonable accommodations.

### Employment

Graduates gain employment primarily with ambulance services, fire departments, helicopter flight crews and hospitals. It is projected employment of emergency medical technicians (EMTs) and paramedics will grow 6% from 2019 to 2029, much faster than the average for all occupations. Emergencies, such as acute illness, car crashes, natural disasters, and acts of violence, will continue to create demand for EMTs and paramedics. U.S. Department of Labor, Bureau of Labor Statistics.

### Accreditation/Approval

The Carl Sandburg College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs

9355 - 113th St. N, #7709

Seminole, FL 33775

727-210-2350

[www.caahep.org](http://www.caahep.org)

### To contact CoAEMSP:

8301 Lakeview Parkway

Suite 111-312

Rowlett, TX 75088  
214-703-8992  
www.coaemsp.org

Carl Sandburg College is accredited by the Higher Learning Commission

### **Higher Learning Commission**

30 LaSalle Street,  
Suite 2400, Chicago, IL 60602-2504

### **Licensure**

Graduates will be eligible to take the NREMT exam.

### **Admission to the Program: Selective**

The Paramedic Program has limited enrollment and a selection process for admission into the program. Applicants need to refer to the Eligibility & Admission Requirements for this program to determine eligibility criteria and selection process. The online application deadline date for the Paramedic Program is June 30 for Fall enrollment.

Please note applicants who do not hold a current EMT license need to apply by December 1 for Spring enrollment into EMS 101-EMT course. Upon successful completion of the EMS 101 course and EMT state examination the student will progress into paramedic courses in the Fall. Applicants who have a current EMT license need to apply by June 30 for Fall enrollment. We notify applicants approximately two weeks after the application deadline date whether or not they have been accepted into the program. Applicants accepted into the Paramedic program must attend the required program orientation session.

Students accepted will be required to possess Healthcare Provider CPR certification throughout the program, show proof of immunizations and required titers, TB test, physical examination, criminal background check, and drug screen. Students are responsible for all fees incurred, in addition to tuition. Please refer to the EMS-Paramedic Program Cost Sheet. Please note findings on the criminal background check and drug screen may void 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**

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### **For Additional Information Contact:**

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welcomecenter@sandburg.edu

### **For Graduation Requirements:**

See the graduation policies and procedures page for details.

**Note:** Students must apply for admission to this program. Please click here to view the program's page for admission requirements including coursework and prerequisites prior to applying.

## Certificate Requirements

### **\*\*FALL START\*\***

#### **First Year**

##### Fall Semester

- EMS 112 - Paramedic Pharmacology **Credit(s): 2.5**
- EMS 120 - Paramedic I **Credit(s): 7**
- EMS 125 - Paramedic Practice 1 **Credit(s): 2.5**

##### Spring Semester

- EMS 131 - Paramedic II Medical **Credit(s): 4**
- EMS 132 - Paramedic II Trauma **Credit(s): 4**
- EMS 135 - Paramedic Practice II **Credit(s): 4**

##### Summer Session

- EMS 136 - Trauma Life Support **Credit(s): 1**
- EMS 137 - Advanced Cardiac Life Support **Credit(s): 1**
- EMS 138 - Pediatric Pre-Hospital Education **Credit(s): 1**
- EMS 210 - Paramedic III **Credit(s): 3**

#### **Second Year**

##### Fall Semester

- EMS 220 - Paramedic Field Internship **Credit(s): 6**

**Total Semester Hours: 36**

### **\*\*SPRING START\*\***

#### **First Year**

##### Spring Semester

- EMS 112 - Paramedic Pharmacology **Credit(s): 2.5**
- EMS 120 - Paramedic I **Credit(s): 7**
- EMS 125 - Paramedic Practice 1 **Credit(s): 2.5**

##### Summer Session

- EMS 135 - Paramedic Practice II **Credit(s): 4**
- EMS 136 - Trauma Life Support **Credit(s): 1**
- EMS 137 - Advanced Cardiac Life Support **Credit(s): 1**

##### Fall Semester

- EMS 131 - Paramedic II Medical **Credit(s): 4**
- EMS 132 - Paramedic II Trauma **Credit(s): 4**
- EMS 138 - Pediatric Pre-Hospital Education **Credit(s): 1**
- EMS 210 - Paramedic III **Credit(s): 3**

#### **Second Year**

##### Spring Semester

- EMS 220 - Paramedic Field Internship **Credit(s): 6**

**Total Semester Hours: 36**

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.)

## **Facilities**

The paramedic practice courses are designed for hands-on training in the Paramedic classroom, lab and practicum settings. Essential skills such as IV insertion, airway management, EKGs, administering medications, and performing advanced life support measures will be practiced on up-to-date equipment and simulated training manikins. 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, OSF St. Mary's Medical Center, Kewanee Fire & Rescue, and other surrounding community's fire & rescue agencies as needed.

## Entrepreneurship and Small Business Management Certificate

The Entrepreneurship and 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.

### Entrepreneurship and Small Business Management Certificate Program Goals

- To provide organized subject matter and learning experiences related to the tasks performed by individuals who intend to own and operate their own small business enterprise and/or have primary responsibility for management a small business enterprise.
- To provide program completers in the Small Business Management program with the knowledge and skills to enable them to pursue their occupation to the best possible advantage.
- To provide training on the post-secondary level, to aid the high school graduate, the person presently employed, or unemployed in obtaining a position in the field of small business management.
- A minimum of 75% of students completing the program would obtain related employment (excluding students going on for further study, marriage or military).
- A minimum of 50% of the students not completing the program, but who would have three or more courses from within the major would obtain gainful employment in the area studied (excluding program change, marriage or service).

### 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.
4. Meet with an advisor/counselor to select classes and complete the registration process.

### Department of Social & Business Sciences

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#### For Additional Information Contact:

The Welcome Center  
Phone: 309.345.3500  
welcomecenter@sandburg.edu

#### For Graduation Requirements:

See the graduation policies and procedures page for details.

### Certificate Requirements

#### First Year

##### Summer Session

- AOP 101 - Keyboarding & Formatting 1 **Credit(s): 3**
- **or** BOC 107 - Tech Skills for Business Environment **Credit(s): 3**

### **Fall Semester**

- ACC 101 - Principles of Financial Accounting **Credit(s): 3**
- BUS 100 - Introduction to Business **Credit(s): 3**
- BOC 120 - Customer Service **Credit(s): 2**
- ICT 110 - Computer Software Applications **Credit(s): 3**
- BUS 212 - Human Resource Management **Credit(s): 3**

### **Spring Semester**

- BLA 202 - Business Law **Credit(s): 3**
- BUS 101 - Marketing Fundamentals **Credit(s): 3**
- BUS 114 - Skills for Business Careers **Credit(s): 1**
- BUS 216 - Entrepreneurship for Small Business **Credit(s): 3**
- BUS 205 - Management Fundamentals **Credit(s): 3**

**Total Semester Hours: 30**

### **Faculty**

#### **Joshua Seifert**

Instructor, Economics/Business

#### **Lara Roemer**

Assistant Professor, History/ Political Science

Associate Dean of Social and Business Sciences

## Magnetic Resonance Imaging Certificate

Magnetic Resonance Imaging (MRI) Advanced Certificate is a one semester program that prepares radiographers to perform MRI procedures in hospitals and imaging centers.

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. The curriculum covers all subject areas listed in the A.R.R.T Content Specifications to prepare for the examination in Magnetic Resonance Imaging.

### Magnetic Resonance Imaging Program Goals

- To prepare graduates to pass the ARRT post-primary examination in magnetic resonance imaging by providing didactic instruction in each content area identified in the ARRT Content Specifications and the ASRT Curriculum Guide.
- To provide students with an opportunity to participate in a variety of MRI procedures that will assist them in meeting the clinical experience requirements defined by ARRT.
- To develop professionalism and promote life-long learning among program graduates.

### Working Conditions

MRI technologists may work in a variety of health care facilities, although most are employed in hospitals or imaging centers. Technologists typically work 40-hour weeks that may include evening, weekend or "on-call" hours dependent upon their employment setting. Please refer to the Essential Skills & Abilities of a MRI technologist to determine if you are able to meet these functions with or without reasonable accommodations.

### Employment

As the cost of equipment declines and smaller units become available, MRI and other radiologic procedures are increasingly being used in physicians' offices and walk-in clinics, which increases the demand for technologists to operate the machinery. With the life expectancy increasing, the demands of an aging population increases the need for health care providers. It is expected that employment of Radiologic and MRI technologists will increase by about 7% from 2019-2029, faster than the average for all occupations. U.S. Department of Labor, Bureau of Labor Statistics.

### Licensure

Graduates are eligible to apply to take the American Registry of Radiologic Technologists (ARRT) Post Primary Examination in Magnetic Resonance Imaging. This certification is nationally recognized and enables the student to pursue employment throughout the United States.

### Admission Requirements: Selective

The Magnetic Resonance Imaging (MRI) Program has limited enrollment and a selection process for admission into the program. Students must apply and be formally accepted into the program prior to enrolling in any Magnetic Resonance Imaging courses. Students can apply online to the Magnetic Resonance Imaging (MRI) Program June 1 - October 1. The application deadline date is October 1 for Spring enrollment. We notify applicants approximately two weeks after application deadline date whether they have been accepted or not into the program.

1. If you have never attended Carl Sandburg College, complete a general application for admission to the College
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 online application for the Magnetic Resonance Imaging program.
6. Students admitted must attend the program orientation session.

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: Black Hawk, Heartland, Illinois Central, Illinois Valley, John Wood, Lincoln Land, Parkland, Richland, Sauk Valley, Scott (IA), Southeastern (IA), and Spoon River.

RDT 255 practicum requires immunizations with titers, TB skin test, current Healthcare Provider CPR certification, drug screen, background check and physical. Students are responsible for all fees incurred. Please refer to the Computed Tomography Program Cost Sheet. Please note that findings on the criminal background check and drug screen 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. Technologists employed in MRI may seek enrollment in the online classroom-only portions of the program, if desired.

## Department of Health Professions

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welcomecenter@sandburg.edu

### For Graduation Requirements:

See the graduation policies and procedures page for details.

### Certificate Requirements

- RDT 262 - Sectional Anatomy for Diagnostic Imaging **Credit(s): 3**
- MRI 250 - MRI Physics & Instrumentation **Credit(s): 4**
- MRI 252 - MR Imaging Procedures **Credit(s): 3**
- MRI 255 - MRI Practicum **Credit(s): 6**

### Total Program Requirement: 16

NOTE: In order to graduate, each student must complete all required courses with a grade of "C" or better.

NOTE: RDT 262, MRI 250 and MRI 252 are online courses.

## Faculty

### Laura Rider, MSRS, R.T.(R)(CT)

Instructor, Radiologic Technology  
Coordinator, Diagnostic Imaging

### Tiffany Viggiano

Dean, Department of Health Professions

## Medical Assisting Certificate

The Medical Assistant 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 Assisting Program Goals

- To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- Safely and effectively perform a variety of clinical and administrative tasks as an entry level medical assistant.
- Display professionalism in the workplace and communicate effectively both verbally and in writing within a work environment.
- Follow standards, policies and procedures of the physician's office within the medical assistant scope of practice demonstrating ethical and legal behaviors.

### Working Conditions

Medical assistants work closely with physicians, nurses, and other health care professionals 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. The medical assistant provides direct patient care and must be able to obtain the knowledge (cognitive function), skills (psychomotor function), and demonstrate professionalism (affective function).

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. Please refer to the Essential Skills & Abilities of a Medical Assistant to determine if you are able to meet these functions with or without reasonable accommodations.

### Employment

Employment of medical assistants is projected to grow 19% from 2019-2029, much faster than the average for all healthcare professions. Bureau of Labor Statistics, U.S. Department of Labor.

### Accreditation/Approval

The Carl Sandburg College Medical Assisting Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

CAAHEP

9355 - 113th St. N, #7709

Seminole, FL 33775

727-210-2350

### Licensure

Upon successful completion of the program, the graduate will be eligible to take the certification exam offered by the American Medical Technologists (AMT) or American Association of Medical Assistants (AAMA).

## Program Requirements

Students will be required to show proof of immunizations and required titers, TB test, physical examination, criminal background check, and drug screen. Students are responsible for all fees incurred, in addition to tuition. Please refer to the Medical Assistant Program Cost Sheet. Please note findings on the criminal background check and drug screen may void 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

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## For Graduation Requirements:

See the graduation policies and procedures page for details.

## Certificate Requirements

### First Year

#### Fall Semester

- MDT 100 - Medical Terminology **Credit(s): 2**
- ALH 130 - Professionalism in Healthcare **Credit(s): 2**
- ALH 140 - Human Body in Health & Illness **Credit(s): 3**
- MDA 114 - Administrative Procedures I **Credit(s): 3**
- MDA 116 - Clinical Procedures I **Credit(s): 3**
- ALH 135 - Health Professionals Success Strategies **Credit(s): 1**

#### Spring Semester

- MDA 112 - Pharmacology & Medication Administration **Credit(s): 2**
- ALH 155 - Principles of Electrocardiography **Credit(s): 1**
- MDA 125 - Clinical Procedures II **Credit(s): 4**
- MDA 127 - Clinical Laboratory Procedures **Credit(s): 3**
- MDA 216 - Administrative Procedures II **Credit(s): 4**

#### Summer Session

- ALH 150 - Career Development for Health Professionals **Credit(s): 2**
- MDA 220 - Medical Assistant Externship **Credit(s): 4**

**Total Semester Hours: 34**

## **Faculty**

**Cathy Gebru, RN, CMA**

Instructor, Medical Assisting

**Tiffany Viggiano**

Dean, Department of Health Professions

## **Facilities**

The Medical Assistant 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 Assistant program will be gained with physician offices and clinics in the Galesburg area such as: OSF St. Mary's Medical Center and Clinics, and other surrounding community agencies as needed.

## Medical Office Assistant Certificate

Medical Office Assistants perform routine clerical and organizational tasks. They organize files, draft messages, 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 electronic health records, document processing, medical terminology, customer service, and communication skills.

This certificate is stackable, meaning the Medical Office Professional AAS can be completed in just two additional semesters.

### Medical Office Assistant Certificate Program Goals

Upon completion of this certificate the program completer will be able to:

- Be prepared for career opportunities within a medical office,
- Understand medical terms from roots, combining forms, prefixes and suffixes,
- Utilize skills in using software to record health records in a medical office, and
- Transcribe medical document using transcription equipment and computers.

### 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 or medical billing/insurance assistants.

### 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.
4. Meet with an advisor/counselor to select classes and complete the registration process.

### Department of Career & Technical Education

2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
309.345.3501

#### For Additional Information Contact:

The Welcome Center  
Phone: 309.345.3500  
welcomecenter@sandburg.edu

#### For Graduation Requirements:

See the graduation policies and procedures page for details.

## Certificate Requirements

### First Year

#### Fall Semester

- AOP 100 - Careers for the Office Professional **Credit(s): 1**
- AOP 101 - Keyboarding & Formatting 1 **Credit(s): 3**
- AOP 130 - Electronic Health Records **Credit(s): 2**
- BOC 120 - Customer Service **Credit(s): 2**
- MDT 100 - Medical Terminology **Credit(s): 2**
  
- ACC 100 - Procedural Accounting **Credit(s): 3**
- or ACC 101 - Principles of Financial Accounting **Credit(s): 3**
  
- ICT 120 - Computer Information Systems **Credit(s): 3**

#### Spring Semester

- AOP 102 - Keyboarding & Formatting 2 **Credit(s): 3**
- AOP 201 - Business English **Credit(s): 2**
- AOP 231 - Advanced Electronic Health Records **Credit(s): 3**
- BOC 106 - Business Records Management **Credit(s): 3**
  
- SPE 110 - Interpersonal Communication **Credit(s): 3**
- or SPE 120 - Introduction to Public Speaking **Credit(s): 3**

**Total Semester Hours: 30**

## Faculty

### Ellen Burns

Dean of Career and Technical Education

## Network Security Certificate

This certificate provides students with entry-level skills for a profession in network security. Managing network 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.

### Network Security Certificate Program Goals

- Work with the help desk and other technicians to respond to IT support needs.
- Setup and configure a network and devices.
- Troubleshoot network components, devices, identify and resolve any hardware or network performance problems.
- Prepare and present technical documentation.

### 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.
4. Meet with an advisor/counselor to select classes and complete the registration process.

### Information and Communication Technology 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 and Technical Education Programs or Program Coordinator.

\*NOTE: Network Security Certificate conferred upon successful completion of the required 44 hours contained in the first, second, and third semesters of this program.

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welcomecenter@sandburg.edu

### For Graduation Requirements:

See the graduation policies and procedures page for details.

## Degree Requirements

### First Year

#### Fall Semester

- BOC 107 - Tech Skills for Business Environment **Credit(s): 3**
- ICT 120 - Computer Information Systems **Credit(s): 3**
- ICT 160 - Introduction to Networking **Credit(s): 3**

- ICT 170 - Hardware Installation & Maintenance **Credit(s): 3**
- ICT 181 - Windows Networking & Operating Systems **Credit(s): 3**

### **Spring Semester**

- BOC 120 - Customer Service **Credit(s): 2**
- ICT 135 - Mobile Technologies **Credit(s): 3**
- **or** ICT 131 - Fundamentals of Programming **Credit(s): 3**
- ICT 165 - Linux 1 **Credit(s): 3**
- ICT 183 - Implement Ms Network Infrastructure **Credit(s): 3**
- ICT 260 - Switching, Routing, and Wireless Essentials **Credit(s): 3**

### **Second Year**

#### **Fall Semester**

- BOC 102 - Business Communications **Credit(s): 3**
- ICT 220 - Digital Forensic & Ethical Principle **Credit(s): 3**
- ICT 255 - Security + Fundamentals **Credit(s): 3**
- ICT 261 - Enterprise Networking, Security & Automation **Credit(s): 3**

### **Total Semester Hours 41**

\*Note that completion of this certificate will also grant you the Computer Support & Computer Technician certificates.

### **Faculty**

#### **Suvineetha Herath**

Instructor, Information and Communication Technology

#### **Ellen Burns**

Dean of Career and Technical Education

## Practical Nursing Certificate

Carl Sandburg College offers a certificate in Practical Nursing. The Practical Nursing program prepares the student for basic nursing practice per the scope of practice. As a member of the health care team, the Licensed Practical Nurse works under the direction of a registered professional nurse or an advanced practice registered nurse or as directed by a physician assistant, physician, dentist, or podiatric physician in a variety of health care settings. The LPN collaborates with assessing conditions and interventions, developing a plan of care, provides teaching and counseling to patients, provides bedside care with skills of taking vital signs, prepares and administers medication and treatments, and therapeutic communication.

### Practical Nursing Program Goals

- Safety

The graduate will integrate a safe environment for patients, self, and others. Collaborate in situations that require knowledge or action beyond the scope of practice for the practical nurse to provide safe, quality care.

- Patient-Centered Care

The graduate will create a patient-centered environment with consideration for patient values, preferences, and needs by being culturally competent while evaluating physiological, psychological, and spiritual needs throughout the lifespan in a variety of healthcare settings.

- Teamwork/Collaboration

The graduate will collaborate within nursing and with the inter-professional team to promote continuity of patient care through mutual respect and share decision making.

- Critical Thinking/Clinical Judgement

The graduate will use critical thinking skills to analyze and evaluate clinical responses, using clinical judgement to competently make decisions on appropriate patient care within the legal and ethical scope of practice for the practical nurse.

- Evidence-Based Practice

The graduate will validate the best current evidence from research and other credible sources as a basis for nursing practice and clinical decision making with considering patient and family preferences and values for delivery of optimal health care.

- Informatics

The graduate will competently use information and technology to communicate, manage knowledge, mitigate error and support decision making.

### 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. The Licensed Practical Nurse provides direct patient care and must be able to obtain knowledge (cognitive function), skills (psychomotor function), and demonstrate professionalism (affective function). Please refer to the Essential Skills & Abilities of LPN to determine if you are able to meet these functions with or without reasonable accommodations.

### Employment

Employment opportunities include, but are not limited to hospitals, long-term care/rehabilitation facilities, clinics and physician offices, schools, home health agencies, and dialysis centers. It is projected that employment of LPNs will grow 9% from 2019 to 2029, much faster than the average for all occupations. As the baby-boom population ages, the overall need for healthcare services is expected to increase. There will be an increased need for LPNs in residential care facilities and in home health environments to care for older patients. Bureau of Labor Statistics, U.S. Department of Labor.

## Accreditation/Approval

The Practical Nursing program at Carl Sandburg College located Galesburg, Illinois, is accredited by the: Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326  
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Practical Nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>

Illinois State Board of Nursing (ISBN) and Illinois Department of Financial and Professional Regulation (IDFPR) has approved the Practical Nursing program.

## Licensure

Graduates are eligible to take the National Council Licensing Examination (NCLEX-PN). Upon successful completion of this exam, the student is eligible to apply for Practical Nurse licensure. Graduates will need to complete a criminal background check at time of licensure application and will be evaluated by ISBN before licensure is granted or denied. Please be advised that the Illinois State Board of Nursing (ISBN) can deny nursing licensure and discipline those that are licensed. You can access all licensing and nursing scope of practice regulations at [www.idfpr.com](http://www.idfpr.com).

## Admission to the Program: Selective

The Practical Nursing Program has limited enrollment and a selection process for admission into the program. Applicants need to refer to the Eligibility & Admission Requirements for this program to determine eligibility criteria and selection process. Students interested in this program must attend a Health Professions Informational Session prior to applying to the program. Students can apply online to the Practical Nursing Program October 1 - March 1. The application deadline date is March 1 for Fall enrollment. The applicant will be notified approximately two weeks after the application deadline date whether or not they have been accepted into the program. Applicants accepted into the Practical Nursing program must attend the program orientation session.

Students accepted will be required to possess Health Care Provider Basic Life Support CPR certification throughout the program, show proof of immunizations and required titers, TB test, physical examination, criminal background check, and drug screen. Students are responsible for all fees incurred, in addition to tuition. Please refer to the Practical Nursing Program Cost Sheet. Please note findings on the criminal background check and drug screen may void 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

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## For Additional Information Contact:

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

## For Graduation Requirements:

See the graduation policies and procedures page for details.

**Note:** Students must apply for admission to this program. Please click here to view the program's page for admission requirements including coursework and prerequisites prior to applying.

## Certificate Requirements

### First Year

#### Summer Session

- ENG 101 - Freshman Composition 1 **Credit(s): 3**
- PSY 101 - Introduction to Psychology **Credit(s): 3**

#### Fall Semester

- NUP 105 - Practical Nursing I **Credit(s): 9**
- NAD 106 - Medication Principles for Nurses **Credit(s): 2**
- NAD 108 - Health Assessment & Clinical Reasoning **Credit(s): 2**
- BIO 111 - Anatomy & Physiology Fundamentals **Credit(s): 4 \*\***

#### Spring Semester

- NUP 125 - Practical Nursing II **Credit(s): 9**
- NAD 130 - Pharmacology for Nurses **Credit(s): 2**
- PSY 265 - Developmental Psychology **Credit(s): 3**
- NUT 110 - Nutrition **Credit(s): 3**

### Second Year

#### Summer Session

- NUP 135 - Practical Nursing III **Credit(s): 6**

#### Total Semester Hours: 46

\* 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 LPN to RN Articulation into the 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.

## Faculty

### Stacy Bainter, MSN, RN

Coordinator, Basic Nursing Assistant Program

Coordinator, Practical Nursing Program

Instructor, Nursing

### Christina Stone, MSN, RN

Coordinator, Associate Degree Nursing

Assistant Professor, Nursing

### Tammi Lewis, MSN, RN

Lab & Simulation Coordinator

Instructor, Nursing

**Tina Braun-Smith, MSN, RN**

Instructor, Nursing

**Nicole Lepper, MSN, RN**

Instructor Nursing

**Cindy, Koepf, MSN, RN**

Instructor, Nursing

**Emily Schaeffer, DNP, MSN, RN**

Dean of Nursing Professions

**Facilities**

The College of Nursing building (building AA) has two classrooms, health assessment lab, and faculty offices. The nursing program has classroom availability, a skills lab and Simulation Center in building A. All nursing labs are used to demonstrate and practice essential nursing skills such as basic patient care skills, assessments skills, catheter insertion, administering medications, IV insertion, airway management, etc. The skills lab, A035, provides nursing skills learning experiences, featuring medical equipment and medium fidelity adult, child, and toddler manikins. The Simulation Center is equipped with a high fidelity SimMan and a high fidelity Noelle Birthing Simulator with Neonate Hal.

Clinical experience for the Practical Nursing program will be gained with acute care, long-term care and rehabilitative facilities, clinics and physician offices in the Galesburg and surrounding areas such as: Knox County Nursing Home, Monmouth Nursing Home, Seminary Manor, OSF Clinics, and other facilities as needed.

# Course Descriptions

Courses listed in this catalog are those Carl Sandburg College plans to offer. Inclusion of a course description does not obligate the College to offer the course in any particular semester. Students should review the appropriate class schedule each semester for specific and current course offerings.

## Explanation of Course Listings

The first few letters, or **course prefix**, indicate the department in which the class is offered. A unique **course number** is assigned to each course offered. Courses numbered below 100 are considered remedial and those 100 or above are college level. Per the Carl Sandburg College Board Policies on the Carl Sandburg College website [www.sandburg.edu](http://www.sandburg.edu) for lecture hours as follows:

"The college utilizes the Carnegie Unit as the basis for the **credit hour**. One semester credit hour equals 50 minutes of faculty instruction time per week for a minimum of 15 weeks along with a minimum of two hours of out of class student work each week during the semester for each credit hour. An equivalent amount of work is required for all forms of learning activities, such as online, blended, laboratory work, studio work, and courses meeting on a shortened schedule."

"Courses offered on a shortened schedule or in alternative formats, such as blended, independent study, internships, practicums, and laboratory classes and those with clinical experiences must meet the identified student learning outcomes and provide an equivalent amount of in-class and out-of-class time as the traditional lecture course in a 16-week format."

**Lab** hours per week refer to the normal number of 50 minute class meetings or equivalent for which the class meets in a laboratory setting each week during a 16-week semester.

Illinois Articulation Initiative (**IAI**) codes are included, where applicable, to indicate specific content areas for transferability. See Illinois Articulation Agreement (IAI) section in this academic catalog.

The **number in parentheses** indicates the academic level for which the course has been approved, based on the following:

1.1-Baccalaureate Transfer Course

1.2-Career and Technical Education (CTE) course not intended for transfer. Course may transfer subject to the transfer institution's policy.

1.4, 1.6-Developmental courses and Vocational Skills not intended for transfer and not applicable to CTE Certificates or degrees.

## Accounting

### ACC 100 - Procedural Accounting

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Summer

**General Education:** Not Applicable

### ACC 101 - Principles of Financial Accounting

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No.* BUS 903

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**Prerequisite(s):** ENG 097 with a grade of C or placement in ENG 101. MAT 080 with a grade of C or better (2) or placement into MAT 083 or higher (including BOC 100).

**General Education:** Not Applicable, Elective Only

**ACC 102 - Principles of Managerial Accounting****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No.* BUS 904  
Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate ; AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring**Prerequisite(s):** ACC 101**General Education:** Not Applicable, Elective Only**ACC 201 - Intermediate Accounting 1****Credit(s):** 4**Lecture/Lab Contact Hours:** 4, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall**Prerequisite(s):** ACC 102**General Education:** Not Applicable, Elective Only**ACC 202 - Intermediate Accounting 2****Credit(s):** 4**Lecture/Lab Contact Hours:** 4, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring**Prerequisite(s):** ACC 201**General Education:** Not Applicable, Elective Only**ACC 203 - Accounting Software****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring or as Needed**Prerequisite(s):** ICT 110 and concurrent enrollment in ACC 102**General Education:** Not Applicable**ACC 205 - Cost Accounting****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring**Prerequisite(s):** ACC 102**General Education:** Not Applicable, Elective Only**ACC 206 - Federal Income Tax****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring

**General Education:** Not Applicable

### **ACC 207 - Payroll Accounting**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

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. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring or as Needed

**Prerequisite(s):** ACC 100 or ACC 101, BOC 100 or MAT 099, and ICT 110

**General Education:** Not Applicable

### **ACC 208 - Spreadsheet Applications for Business**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

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. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or as Needed

**Prerequisite(s):** ACC 102 and concurrent enrollment in ICT 110

**General Education:** Not Applicable

## **Agriculture**

### **AGR 105 - Introduction to Agriculture Industry**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

This course focuses on: the organization of the agricultural industry and its major components, the economic influence of the industry on local, state, and national levels, the types of employment opportunities in the area, state, nation, and internationally, and also covers an overview of concepts in animal science, plant science, soil science, horticulture, agribusiness management, agricultural mechanics, and agricultural resources. Further, students will be presented an overview of agriculture at all levels: local, state, national, and international.

Applicable toward graduation at CSC where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable

### **AGR 110 - Introduction to Agricultural Business Management**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

This course will introduce the principles of agricultural business management. The role of Agribusiness manager will also be studied. Topics include business planning structure, budgeting, marketing, inventory/supply management, and human resource management.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Spring or Fall

**General Education:** Not Applicable

### **AGR 111 - Intro to Agriculture Mechanization**

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 3, 2

The major topics considered in this course include agricultural power and machinery, agricultural electrification and application, agricultural structures, and soil and water conservation.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall and Spring

**General Education:** Not Applicable, Elective Only

**AGR 115 - Introduction to Natural Resources****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

This course examines the importance of wildlife, conservation, and forestry, the management of outdoor recreational facilities, and ecological concepts. The current state of natural resource management issues, including biophysical, economic, social and political dimensions, is also discussed.

Applicable toward graduation at CSC where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Fall or Spring or Summer**General Education:** Not Applicable**AGR 120 - Agricultural Sciences I****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

This course focuses upon plant growth and management. Topics covered include germination, photosynthesis, absorption, respiration, translocation, and enzyme action. Further, the role of biotechnology in plant growth and management is discussed along with plant tissue and water quality. Different occupational areas in agricultural science are discussed. Finally, the use of greenhouses and chemicals is examined.

Applicable toward graduation at CSC where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Fall or Spring or Summer**General Education:** Not Applicable**AGR 121 - Introduction to Animal Science****Credit(s):** 4**Lecture/Lab Contact Hours:** 3, 2

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. *IAI Course No.* AG 902

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall**General Education:** Not Applicable, Elective Only**AGR 131 - Introduction to Crop Science****Credit(s):** 4**Lecture/Lab Contact Hours:** 3, 2

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. *IAI Course No.* AG 903

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring**General Education:** Not Applicable, Elective Only**AGR 135 - Agricultural Sciences II****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 1

This course includes an overview of livestock and animal processing, specifically the growth and development of livestock, animal processing and breeding, livestock feeds, computer applications, and occupations in the industry. Applicable toward graduation at CSC where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Fall or Spring or Summer**General Education:** Not Applicable**AGR 140 - Introduction to Precision Agriculture****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 1

This course is an introduction to the principles of precision agriculture used in crop production. Precision farming aspects of GPS, GIS, VRT, remote sensing, satellite imagery, and other tools will be studied. Hands on experiences will be provided through classroom exercises and live demonstrations.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**General Education:** Not Applicable**AGR 141 - Introduction to Agri Economics****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No.* AG 901

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall and Spring

**General Education:** Not Applicable, Elective Only

### **AGR 145 - Agricultural Welding**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 1, 2

This course focuses upon the different types of welding used in the agricultural industry. An overview of Safety, Oxy Cutting and welding equipment, Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW-TIG), Flux Core Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW-MIG) are provided along with lab projects in each type of welding relating to the agricultural industry.

Applicable toward graduation at CSC where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable

### **AGR 150 - Crop Pest Management**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 1

This course will focus on four principle objectives: Identification of weeds, insects, and diseases of common crops in Illinois; Control methods involving an integrated approach using mechanical, cultural, chemical, and biotechnology strategies; Impact of control strategies and their impact on the environment, farm operation, and society; Students will be prepared to take the tests for Private Pesticide Applicator, Commercial Pesticide Applicator, and Certified Crop Advisor.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Spring or Fall

**General Education:** Not Applicable

### **AGR 151 - Introductory Soil Science**

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 3, 2

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. *IAI Course No.* AG 904

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**General Education:** Not Applicable, Elective Only

### **AGR 155 - Agricultural Machinery & Technology**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 1

This course develops skills in the theory of operation in maintenance, repair, adjustment, and overhaul of small engines and motors. Further, the course will include basic principles of power transmissions, hydraulic systems, as well as gas and diesel engines, and operating agricultural equipment safely. An overview of agricultural welding, brazing, and power systems and their use in industry is provided.

Applicable toward graduation at CSC where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable

### **AGR 160 - Agricultural Internship**

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 0, 10

This course is a planned and supervised occupational work experience at a selected work site relevant to the student's chosen agriculture studies program. Job tasks are to be organized to include those of a beginning, intermediate and advanced nature so as to provide exposure to offer a comprehensive understanding of agricultural operations.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Spring or Summer or Fall

**General Education:** Not Applicable

### **AGR 165 - Computer Applications in Agriculture**

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 0, 2

This course focuses on the types of computer skills and types of programs being used in the agricultural industry. Different types of programs for record keeping, animal/livestock tracking, inventory, forecasting, supply chain management, and mechanization are discussed. Different examples of software are given. An overview of how technology and computers are changing the agriculture industry are discussed.

Applicable toward graduation at CSC where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable

### **AGR 170 - Agricultural Sales**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

This course is designed to develop the sales skills of an individual employed in the agricultural business, services, and supply sector. It provides the studying of the fundamental principles of selling principles and techniques, both directly and indirectly.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Spring or Fall

**General Education:** Not Applicable

### **AGR 175 - Soil Fertility & Fertilizers**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 1

This course provides an overview of the principles of soil fertility, plant nutrition, and nutrient management in crop production.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Spring or Fall

**General Education:** Not Applicable

### **AGR 180 - Agricultural Machinery & Technology**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

This course develops skills in the theory and application of the basic principles, safe operation, and repair of machinery and related technology systems relevant to the field of agriculture.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Spring or Fall

**General Education:** Not Applicable

### **AGR 181 - Introduction to Horticultural Science**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AAS, AGS, and Certificates where applicable. (1.1)

**Offered:** As Needed

**General Education:** Not Applicable, Elective Only

### **AGR 185 - Agricultural Power Systems**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

This course develops skills in the theory of operation in maintenance, repair, adjustment, and overhaul of power systems relevant to the field of agriculture. Further, the course will include basic principles, safe operations, and repairs of power transmissions, hydraulic systems, as well as gas and diesel engines.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Spring or Fall

**General Education:** Not Applicable

## **Administrative Office Professional**

### **AOP 100 - Careers for the Office Professional**

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 1, 0

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 and to discuss and report on the information presented. It is recommended that students take this course during the first semester of an office program.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring

**General Education:** Not Applicable

**AOP 101 - Keyboarding & Formatting 1****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring or Summer**General Education:** Not Applicable**AOP 102 - Keyboarding & Formatting 2****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring**Prerequisite(s):** AOP 101 with a minimum grade of C.**General Education:** Not Applicable**AOP 107 - Website Creation****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where

applicable (1.2)

**Offered:** Fall or as Needed**Prerequisite(s):** ICT 110**General Education:** Not Applicable**AOP 116 - Introduction to Word Processing****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring or Summer**Prerequisite(s):** AOP 101 with a minimum grade of C.**General Education:** Not Applicable**AOP 130 - Electronic Health Records****Credit(s):** 2**Lecture/Lab Contact Hours:** 1, 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 the challenges to privacy and security including HIPAA. Students will complete hands-on exercises working with electronic medical records software.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall**Prerequisite(s):** MDT 100 or concurrent enrollment**General Education:** Not Applicable**AOP 201 - Business English****Credit(s):** 2**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** The appropriate placement exam score or ENG 097 with a, grade of C or better.

**General Education:** Not Applicable

### **AOP 203 - Office Procedures**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall

**Prerequisite(s):** AOP 101 with grade of C or better.

**General Education:** Not Applicable

### **AOP 216 - Advanced Word Processing**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring or Summer

**Prerequisite(s):** AOP 102 with a grade of C or better or AOP 116.

**General Education:** Not Applicable

### **AOP 231 - Advanced Electronic Health Records**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** AOP 130 with a grade of C or better.

**General Education:** Not Applicable

### **AOP 234 - Insurance & Billing in the Medical Office**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** AOP 101 and MDC 102

**General Education:** Not Applicable

### **AOP 291 - Professional Internship 1**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 0, 15

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall or Spring

**General Education:** Not Applicable

### **AOP 292 - Professional Internship 2**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 0, 15

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall or Spring

**General Education:** Not Applicable

## Art

### ART 111 - Art Appreciation

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No.* F2 900

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer

**General Education:** Fine Arts, Human Relations

### ART 112 - Art: Prehistoric to 1400

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No.* F2 901

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall

**General Education:** Fine Arts

### ART 113 - Art: 1400 to Present Day

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

This course is a 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. *IAI Course No.* F2 902

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer

**General Education:** Fine Arts, Human Relations

### ART 121 - Two Dimensional Design

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 1.50, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall

**General Education:** Not Applicable, Elective Only

**ART 122 - Three Dimensional Design****Credit(s):** 3**Lecture/Lab Contact Hours:** 1.50, 3

This course introduces principles and media appropriate to the design and production of three-dimensional art forms. 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring**General Education:** Not Applicable, Elective Only**ART 131 - Drawing 1****Credit(s):** 3**Lecture/Lab Contact Hours:** 1.50, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer**General Education:** Not Applicable, Elective Only**ART 132 - Drawing 2****Credit(s):** 3**Lecture/Lab Contact Hours:** 1.50, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer**Prerequisite(s):** ART 131 or equivalent**General Education:** Not Applicable, Elective Only**ART 133 - Life Drawing****Credit(s):** 3**Lecture/Lab Contact Hours:** 1.50, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring**Prerequisite(s):** ART 131**General Education:** Not Applicable, Elective Only**ART 141 - Painting****Credit(s):** 3**Lecture/Lab Contact Hours:** 1.50, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring**General Education:** Not Applicable, Elective Only**ART 142 - Advanced Painting****Credit(s):** 3**Lecture/Lab Contact Hours:** 1.50, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**Prerequisite(s):** ART 141

**General Education:** Not Applicable, Elective Only

### ART 151 - Printmaking

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 1.50, 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 complete ART 131 before this course in order to enhance transferability as a baccalaureate art degree requirement. Studio safety will be emphasized.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed

**General Education:** Not Applicable, Elective Only

### ART 152 - Printmaking II

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 1.50, 3

Printmaking techniques such as relief, intaglio, and monotype are studied and practiced in this course to give the students 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. This is an expansion of Printmaking I, the students will be concentrating on a theme and work to create a body of work using the techniques acquired from Printmaking I. Studio Safety will be emphasized.

Prerequisite Printmaking I, but no other prerequisites are required. Art majors are advised to complete ART 131 before this course in order to enhance transferability as a baccalaureate art degree requirement.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AFA, AS, AAS, AGS, and Certificates where applicable. (1.1)

**Offered:** As Needed

**Prerequisite(s):** ART 151 with a grade of C or better.

**General Education:** Not Applicable, Elective Only

### ART 161 - Intro to Photography

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 1.50, 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. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AGS and Certificates where applicable. (1.1)

**Offered:** Fall or Spring

**General Education:** Not Applicable, Elective Only

### ART 162 - Digital Photography

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 1.50, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AFA, AS, AAS, AGS and Certificates where applicable (1.1)

**Offered:** As Needed

**General Education:** Not Applicable, Elective Only

### ART 163 - Digital Photography II

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 1.50, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed

**Prerequisite(s):** ART 162

**General Education:** Not Applicable, Elective Only

### **ART 171 - Ceramics 1**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 1.50, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable, Elective Only

### **ART 172 - Ceramics 2**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 1.50, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer

**Prerequisite(s):** ART 171

**General Education:** Not Applicable, Elective Only

### **ART 191 - Creativity for Graphic Design**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 1.50, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**Prerequisite(s):** ART 121 or ART 122 or ART 131 or ART 132

**General Education:** Not Applicable, Elective Only

### **ART 192 - Conceptual Skill-Graphic Designers**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 1.50, 3

This course is a continuation of skills and creativity introduced in Graphic Design ART 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall and Spring

**Prerequisite(s):** ART 191

**General Education:** Not Applicable, Elective Only

### **ART 193 - Computer Art**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 1.50, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall

**Prerequisite(s):** ART 121 or ART 131

**General Education:** Not Applicable, Elective Only

## Automotive Technology

### AUT 101 - Automotive Engine Repair and Rebuilding

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 1, 4

This course combines the theory behind the internal combustion engine operating principles with practical laboratory activities. Curriculum is focused on gasoline engine operation and the role of the various internal engine components on engine operation. Laboratory exercises involve the disassembly, inspection and measurement of internal engine components, and reassembly of a late-model automotive engine.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AGS and Automotive Technology Certificate (1.2)

**Offered:** Fall

**General Education:** Not Applicable

### AUT 103 - Braking Systems

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 1, 3

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AGS and Automotive Technology Certificate (1.2)

**Offered:** Spring

**General Education:** Not Applicable

### AUT 105 - Electrical Systems

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AGS and Automotive Technology Certificate (1.2)

**Offered:** Fall

**General Education:** Not Applicable

### AUT 107 - Shop Practices 1

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 2.50, 4.50

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AGS and Automotive Technology Certificate (1.2)

**Offered:** Fall

**General Education:** Not Applicable

### AUT 110 - Auto Math

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 1, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall

**Prerequisite(s):** Placement into MAT 083 or equivalent.

**General Education:** Not Applicable

**AUT 124 - Engine Performance Design****Credit(s):** 1**Lecture/Lab Contact Hours:** 0.50, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** As Needed**Prerequisite(s):** AUT 110**General Education:** Not Applicable**AUT 201 - Engine Management****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

This course includes design and operation of engine management system components and their role in overall engine performance. Topics of study include types of fuel injection systems, intake and exhaust systems, input sensors, ignition systems, emission control systems, computer systems and on-board diagnostic processes. Emphasis is placed on engine management diagnostic procedures with laboratory exercises allowing for the use of digital multimeters and automatic scan tools.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AGS and Automotive Technology Certificate (1.2)

**Offered:** Fall**General Education:** Not Applicable**AUT 202 - Steering Suspension & Front Wheel Drive****Credit(s):** 3**Lecture/Lab Contact Hours:** 1.50, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AGS and Automotive Technology Certificate (1.2)

**Offered:** Spring**General Education:** Not Applicable**AUT 203 - Manual Transmission & Drive Trains****Credit(s):** 2**Lecture/Lab Contact Hours:** 1, 3

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AGS and Automotive Technology Certificate (1.2)

**Offered:** Spring**General Education:** Not Applicable**AUT 204 - Automatic Transmissions****Credit(s):** 3**Lecture/Lab Contact Hours:** 1.50, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AGS and Automotive Technology Certificate (1.2)

**Offered:** Spring**General Education:** Not Applicable**AUT 206 - Heating and Air Conditioning****Credit(s):** 2**Lecture/Lab Contact Hours:** 1, 3

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AGS and Automotive Technology Certificate (1.2)

**Offered:** Spring**General Education:** Not Applicable

**AUT 209 - Shop Practices 2****Credit(s):** 2**Lecture/Lab Contact Hours:** 0, 6

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AGS and Certificates where applicable (1.2)

**Offered:** Spring**Prerequisite(s):** The completion of all technical courses in the automotive, technology certificate.**General Education:** Not Applicable**Biology****BIO 090 - Foundation for Biology****Credit(s):** 2**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Not Applicable (1.4)

**Offered:** Fall or Spring**General Education:** Not Applicable**BIO 095 - Foundation for Anatomy & Physiology****Credit(s):** 2**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Not Applicable (1.4)

**Offered:** Fall or Spring or Summer**General Education:** Not Applicable**BIO 101 - General Biology****Credit(s):** 4**Lecture/Lab Contact Hours:** 3, 2

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. *IAI Course No. L1 900L*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer**Prerequisite(s):** The appropriate placement exam score or ENG 097 with a grade of C or better.**General Education:** Science, Lab Science**BIO 102 - General Zoology****Credit(s):** 4**Lecture/Lab Contact Hours:** 3, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring**Prerequisite(s):** BIO 101 or equivalent**General Education:** Not Applicable, Elective Only**BIO 103 - General Botany****Credit(s):** 4**Lecture/Lab Contact Hours:** 3, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring**Prerequisite(s):** BIO 101 or equivalent**General Education:** Not Applicable, Elective Only

**BIO 111 - Anatomy & Physiology Fundamentals****Credit(s):** 4**Lecture/Lab Contact Hours:** 4, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer**Prerequisite(s):** The appropriate placement exam score or ENG 097 with a grade of C or better.**General Education:** Not Applicable, Elective Only**BIO 120 - Environmental Science****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No.* L1 905

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer**Prerequisite(s):** BIO 101 and CHM 100 recommended**General Education:** Science**BIO 200 - General Microbiology****Credit(s):** 4**Lecture/Lab Contact Hours:** 3, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring or Summer**Prerequisite(s):** BIO 101 and CHM 100 or equivalent as evaluated by Biology faculty, minimum grade C**General Education:** Not Applicable, Elective Only**BIO 205 - Human Biology****Credit(s):** 4**Lecture/Lab Contact Hours:** 3, 2

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.

Applicable toward graduation at Sandburg where program structure permits: AA, AS, ASA, AFA

Degree or Certificate: Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer**General Education:** Elective Only**BIO 211 - Anatomy & Physiology 1****Credit(s):** 4**Lecture/Lab Contact Hours:** 3, 2

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. *IAI Course No.* BIO 920

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall**Prerequisite(s):** BIO 101 and CHM 100 with a grade of C or better or the equivalent as evaluated by Biology faculty**General Education:** Not Applicable, Elective Only

**BIO 212 - Anatomy & Physiology 2****Credit(s):** 4**Lecture/Lab Contact Hours:** 3, 2

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. *IAI Course No.* BIO 920  
Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring**Prerequisite(s):** BIO 211**General Education:** Not Applicable, Elective Only**Business Administration****BUS 100 - Introduction to Business****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer**General Education:** Not Applicable, Elective Only**BUS 101 - Marketing Fundamentals****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

This course introduces the business activities involved in planning, pricing, promoting, and distributing want-satisfying goods and services to present and potential customers.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring**Prerequisite(s):** BUS 100**General Education:** Not Applicable, Elective Only**BUS 102 - Sales Fundamentals****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring**General Education:** Not Applicable**BUS 108 - Personal Finance****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

This course provides the foundation and skills necessary for effective personal financial decision making. Students will gain an understanding of financial products and strategies and will develop the tools needed to analyze and evaluate alternatives. Topics covered include money management, budgeting, consumer credit, banking services, savings, investments, insurance, securities, real estate, income taxes, and estate planning.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AGS, AAS, and Certificates where applicable. (1.1)

**Offered:** Fall or Spring**General Education:** Elective Only**BUS 111 - Small Business Principles****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Fall and Spring**General Education:** Not Applicable

## **BUS 112 - Supervision Fundamentals**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring

**General Education:** Not Applicable

## **BUS 114 - Skills for Business Careers**

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 1, 0

This course is designed to prepare students for entering a career in business. Topics include: business tools (spreadsheets), decision skills, employer expectations, success skills, basic business etiquette, and business professionalism. The course may include field site visits and guest speakers to provide students with the opportunity to interact with business professionals.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring

**General Education:** Not Applicable

## **BUS 205 - Management Fundamentals**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program

structure permits:

Degree or Certificate : AAS, AGS, and Certificates where applicable. (1.1)

**Offered:** Spring

**Prerequisite(s):** BUS 100 or equivalent background as evaluated by instructor

**General Education:** Elective Only

## **BUS 206 - Principles of Finance**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

This course provides students the fundamentals of financial management of a firm. Principles and methods of obtaining, managing, controlling and using capital in the operation of a business are studied. Topics include Time Value of Money, financial analysis, financial institutions, cost of capital, return on investment, and short-term and long term financing.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, & Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** ACC 101 with a grade of C or better.

**General Education:** Not Applicable

## **BUS 208 - Marketing Promotion**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

Students will study the promotion and communication element of Marketing, which includes: Advertising, Public Relations, Personal Selling, and Sales Promotion.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, & Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** BUS 101

**General Education:** Not Applicable

## **BUS 212 - Human Resource Management**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Fall

**General Education:** Not Applicable

### **BUS 216 - Entrepreneurship for Small Business**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

This course is designed to provide students with the needed skills to succeed as an entrepreneur. It will cover skills that entrepreneurs possess, the basics of starting and operating a business, developing a business plan, evaluating feasibility, finding financing, learning the fundamentals of marketing, creating an accounting system, managing growth, and comparing harvest strategies.

Applicable toward graduation at CSC where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** As Needed

**Prerequisite(s):** ACC 101 with a grade of C or better; BUS 111 with a grade of C or better; BUS 101 with a grade of C or better or concurrent enrollment; BUS 205 with a grade of C or better or concurrent enrollment

**General Education:** Not Applicable

### **BUS 291 - Professional Internship 1**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 0, 15

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall or Spring

**General Education:** Not Applicable

### **BUS 292 - Professional Internship 2**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 0, 15

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 (1.2)

**Offered:** Fall or Spring

**General Education:** Not Applicable

## **Business Law**

### **BLA 201 - Legal Environment of Business**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

This course is the study of the economic, business, political, and social values or forces which cause laws 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall

**General Education:** Not Applicable, Elective Only

### **BLA 202 - Business Law**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring

**General Education:** Not Applicable, Elective Only

## **Business Occupations**

### **BOC 100 - Business Mathematics**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall

**Prerequisite(s):** The appropriate placement exam score or MAT 080 with a grade of C or better.

**General Education:** Not Applicable

## **BOC 102 - Business Communications**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall

**Prerequisite(s):** The appropriate placement exam score or ENG 097 with a grade of C or better or AOP 201.

**General Education:** Not Applicable

## **BOC 103 - Office Technology**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** AOP 101 with a grade of C or better

**General Education:** Not Applicable

## **BOC 104 - Mathematics of Finance**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** BOC 100

**General Education:** Not Applicable

## **BOC 106 - Business Records Management**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 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 be presented. In addition, records and information management technology will be studied including the application of records management principles using a computer database.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable

## **BOC 107 - Tech Skills for Business Environment**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable

### **BOC 109 - Voice Recognition I**

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 0.50, 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. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** As Needed

**Prerequisite(s):** BOC 107

**General Education:** Not Applicable

### **BOC 112 - Microcomputer Spreadsheet App 1**

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 1, 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, sharing and protecting workbooks, and will be covered. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring

**General Education:** Not Applicable

### **BOC 114 - Microcomputer Database App 1**

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 1, 2

This course is an introduction to the management of data in a database. It covers the database operations that allow a personal computer user to create and update files; order and search files; generate reports; use memory variables for more complex data manipulation; and produce input and output forms.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall

**General Education:** Not Applicable

### **BOC 120 - Customer Service**

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring

**General Education:** Not Applicable

### **BOC 201 - Professional Internship 1**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 0, 15

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring

**General Education:** Not Applicable

### **BOC 202 - Professional Internship 2**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 0, 15

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 required.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring

**General Education:** Not Applicable

## Chemistry

### CHM 100 - Concepts of Chemistry

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

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. *IAI Course No.* P1 902L

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer

**Prerequisite(s):** MAT 083 or MAT 085 with a grade of C or better.

**General Education:** Science, Lab Science

### CHM 110 - General Chemistry 1

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 3, 2

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. *IAI Course No.* P1 902L

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall

**Prerequisite(s):** One year of high school chemistry or CHM 100 and MAT 099 or its equivalent

**General Education:** Science, Lab Science

### CHM 120 - General Chemistry 2

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 3, 2

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. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring

**Prerequisite(s):** CHM 110

**General Education:** Not Applicable, Elective Only

### CHM 140 - Organic and Biochemistry

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 3, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring

**Prerequisite(s):** CHM 100 or CHM 110

**General Education:** Not Applicable, Elective Only

### CHM 210 - Organic Chemistry 1

**Credit(s):** 5

**Lecture/Lab Contact Hours:** 4, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall

**Prerequisite(s):** CHM 110

**General Education:** Not Applicable, Elective Only

## CHM 220 - Organic Chemistry 2

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 3, 2

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. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring

**Prerequisite(s):** CHM 210

**General Education:** Not Applicable, Elective Only

## Child Development

### CHD 100 - Observation & Guidance of the Young Child

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall

**General Education:** Not Applicable

### CHD 101 - Introduction to Early Childhood

**Credit(s):** 3.5

**Lecture/Lab Contact Hours:** 3, 1

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall

**General Education:** Not Applicable, Elective Only

### CHD 102 - Child Growth & Development 1

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall

**General Education:** Not Applicable, Elective Only

### CHD 103 - Curriculum for Early Childhood

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 2, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring

**Prerequisite(s):** CHD 100 and CHD 102

**General Education:** Not Applicable, Elective Only

## **CHD 204 - Exceptional Children**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed

**General Education:** Not Applicable, Elective Only

## **Criminal Justice**

### **CRM 101 - Introduction to Criminal Justice**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No.* CRJ 901

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or as Needed

**General Education:** Not Applicable, Elective Only

### **CRM 102 - Police Administration & Management**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or as Needed

**General Education:** Not Applicable, Elective Only

### **CRM 103 - Introduction to Crime Scene**

#### **Technology**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 1

An in-depth study of the nature of physical evidence including techniques and methods for proper collection and preservation of evidence. This course will place an emphasis on the analysis of forensics as it relates to physical and biological evidence found at crime scenes. This course examines the general principles and methodologies used in collecting and documenting particular types of evidence. Classes are held in a crime lab environment and students will use practical hands-on exercises to demonstrate competencies of presented material.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Summer

**General Education:** Not Applicable

### **CRM 121 - Juvenile Justice**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No.* CRJ 914

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring or as Needed

**General Education:** Not Applicable, Elective Only

**CRM 141 - Introduction to Corrections****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No. CRJ 911*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring**General Education:** Not Applicable, Elective Only**CRM 151 - Criminal Justice & Community Relations****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring or as Needed**General Education:** Not Applicable, Elective Only**CRM 172 - Introduction to Security****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or as Needed**General Education:** Not Applicable**CRM 173 - Introduction to Homeland Security****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

This course will present a broad overview of the policies, organization, and administrations that fall under Homeland Security at the federal, state, and local level. The course incorporates both key concepts and the role of the criminal justice system, as well as the role of the police and the courts when implementing homeland security. Students will come away with a solid understanding of the central issues surrounding homeland security, including policy concepts, political, and legal responses.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificate where applicable (1.1)

**Offered:** As Needed**General Education:** Not Applicable**CRM 211 - Criminology****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

This course will provide an overview to the study of crime as a social phenomenon through the examination of numerous theories as to the causes of crime and criminal behavior. This course provides all of the key principles of the most researched theories in the field of criminology.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, and Certificate where applicable (1.1)

**Offered:** As Needed**Prerequisite(s):** ENG 101 and CRM 101 or concurrent enrollment**General Education:** Not Applicable**CRM 222 - Communication in Criminal Justice****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program

structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring or as Needed

**Prerequisite(s):** CRM 101 or concurrent enrollment and ENG 101 or concurrent enrollment.

**General Education:** Not Applicable

### **CRM 231 - Procedural Law for Police**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or as Needed

**Prerequisite(s):** CRM 101 or concurrent enrollment and ENG 101 or concurrent enrollment.

**General Education:** Not Applicable, Elective Only

### **CRM 261 - Criminal Law**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring

**Prerequisite(s):** CRM 101 or concurrent enrollment and ENG 101 or concurrent enrollment.

**General Education:** Not Applicable, Elective Only

### **CRM 262 - Criminal Justice Internship**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 0, 15

This work experience in criminal justice provides the student an opportunity for practical application of the fundamentals and techniques studied in the classroom. The student will be required to spend 200 hours or more within the 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. (1.2)

**Offered:** As Needed

**Prerequisite(s):** ENG 101 and CRM 101; 9 program hours and a GPA of at least 2.0; Permission of the Criminal Justice Coordinator.

**General Education:** Not Applicable

### **CRM 271 - Criminal Investigation**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

In the in-depth study of the nature of physical evidence including descriptions of forensic analysis, techniques for proper collection and preservation of evidence, and interpreting the significance of scientifically evaluated evidence.

Specifically, the use of such techniques as they relate to violent and property crimes, evidentiary processes, police personnel response to crime scenes, the gathering of information from witnesses, victims, and suspects, and the preparation of cases for presentation in court.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall

**Prerequisite(s):** CRM 101 or concurrent enrollment and ENG 101 or concurrent enrollment.

**General Education:** Not Applicable, Elective Only

## **Dental Hygiene**

### **DHG 109 - Preclinic Laboratory**

**Credit(s):** 1.5

**Lecture/Lab Contact Hours:** 0, 3

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall

**General Education:** Not Applicable

**DHG 110 - Fundamentals of Dental Hygiene****Credit(s):** 2**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall**Prerequisite(s):** Admission to the Dental Hygiene program**General Education:** Not Applicable**DHG 112 - Dental Radiology****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall**General Education:** Not Applicable**DHG 113 - Preventive Dentistry****Credit(s):** 2**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall**General Education:** Not Applicable**DHG 114 - Head/Neck & Oral Anatomy****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall**General Education:** Not Applicable**DHG 115 - Dental Hygiene Practice 1****Credit(s):** 2**Lecture/Lab Contact Hours:** 0, 6

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall**General Education:** Not Applicable

## DHG 118 - Oral Histology & Embryology

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 1, 0

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. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** Successful completion of first year, fall semester dental hygiene courses.

**General Education:** Not Applicable

## DHG 119 - Periodontology 1

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** Successful completion of first year, fall semester dental hygiene courses.

**General Education:** Not Applicable

## DHG 120 - Dental Hygiene 2

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** Successful completion of first year, fall semester dental hygiene courses.

**General Education:** Not Applicable

## DHG 125 - Dental Hygiene Practice 2

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 0, 12

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. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** Successful completion of first year, fall semester dental hygiene courses.

**General Education:** Not Applicable

## DHG 200 - Dental Hygiene 3

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Summer

**Prerequisite(s):** Successful completion of first year, spring semester dental hygiene courses.

**General Education:** Not Applicable

### **DHG 205 - Dental Hygiene Practice 3**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 0, 9

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, nutritional 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. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Summer

**Prerequisite(s):** Successful completion of first year, spring semester dental hygiene courses.

**General Education:** Not Applicable

### **DHG 210 - Dental Hygiene 4**

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program

structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall

**Prerequisite(s):** Successful completion of dental hygiene courses and BIO 200, BIO 211, and BIO 212.

**General Education:** Not Applicable

### **DHG 211 - Community Dental Health**

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 2, 0

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. Other: Successful completion of second summer session dental hygiene courses. Applicable toward graduation at CSC where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall

**Prerequisite(s):** Successful completion of summer session dental hygiene courses.

**General Education:** Not Applicable

### **DHG 212 - Pathology**

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall

**Prerequisite(s):** Successful completion of summer session dental hygiene courses, BIO 211, and BIO 212.

**General Education:** Not Applicable

**DHG 213 - Pharmacology****Credit(s):** 2**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall

**Prerequisite(s):** Successful completion of summer session dental hygiene courses and BIO 211, BIO 212, and BIO 200 with a grade of C or better.

**General Education:** Not Applicable**DHG 215 - Dental Hygiene Practice 4****Credit(s):** 5**Lecture/Lab Contact Hours:** 0, 15

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall

**Prerequisite(s):** Successful completion of summer session dental hygiene courses.

**General Education:** Not Applicable**DHG 217 - Clinical Applications Pain/Anxiety Ctrl****Credit(s):** 1**Lecture/Lab Contact Hours:** 0, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** Successful completion of second year, fall semester dental hygiene courses.

**General Education:** Not Applicable**DHG 218 - Dental Office Management & Jurisprudence****Credit(s):** 2**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** Successful completion of second year, fall semester dental hygiene courses.

**General Education:** Not Applicable

**DHG 219 - Periodontology 2****Credit(s):** 2**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring**Prerequisite(s):** Successful completion of second year, fall semester dental hygiene courses.**General Education:** Not Applicable**DHG 220 - Dental Hygiene 5****Credit(s):** 2**Lecture/Lab Contact Hours:** 1, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring**Prerequisite(s):** Successful completion of second year, fall semester dental hygiene courses.**General Education:** Not Applicable**DHG 225 - Dental Hygiene Practice 5****Credit(s):** 5**Lecture/Lab Contact Hours:** 0, 15

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring**Prerequisite(s):** Successful completion of second year, fall semester dental hygiene courses.**General Education:** Not Applicable**Drafting****DRF 100 - Basic Drafting****Credit(s):** 2**Lecture/Lab Contact Hours:** 1, 3

This introductory course in drafting is for students who either did not have a previous drafting course or wish a review of previous work taken. Students will have the opportunity to obtain proficiency and skill in lettering, geometric construction, object visualization, sectional views, auxiliary views and revolutions. (1.2)

**Offered:** Spring**General Education:** Not Applicable**DRF 200 - Descriptive Geometry****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

This course presents a comprehensive study of graphic analysis and accurate solutions based on the principles of orthographic projection. Applicable toward graduation at Sandburg where program structure permits: Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** As Needed**General Education:** Not Applicable**Earth Science****ESC 100 - Introduction to Earth Science****Credit(s):** 4**Lecture/Lab Contact Hours:** 3, 2

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. *IAI Course No. P1 905L*  
Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring or as Needed

**Prerequisite(s):** The appropriate placement exam score or ENG 097 with a grade of C or better.

**General Education:** Science, Lab Science

## Economics

### ECO 101 - Introduction to Economics

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No. S3 900*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. (1.1)

**Offered:** Fall or as Needed

**General Education:** Social Science

### ECO 201 - Principles of Macro Economics

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No. S3 901*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**Prerequisite(s):** The appropriate placement exam score or ENG 097 with a grade of C or better, and MAT 083 with a grade of C or better.

**General Education:** Social Science

### ECO 202 - Principles of Micro Economics

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No. S3 902*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**Prerequisite(s):** The appropriate placement exam score or ENG 097 with a grade of C or better, and MAT 083 with minimum grade of C or better.

**General Education:** Social Science

## Education

### EDU 101 - Introduction to Education

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 3, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**General Education:** Not Applicable, Elective Only

**EDU 201 - Educational Psychology****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer**Prerequisite(s):** PSY 101**General Education:** Not Applicable, Elective Only**Electricity****ELT 100 - Electrical Fundamentals****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall**General Education:** Not Applicable**ELT 104 - Industrial Electrical Control****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring**Prerequisite(s):** ELT 100**General Education:** Not Applicable**ELT 107 - Digital Logic & Circuits****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

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 trouble-shooting techniques using a logic probe will be employed.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall**General Education:** Not Applicable**ELT 119 - Industrial Electronic Control****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall**General Education:** Not Applicable**ELT 120 - Electrical/Electronics Troubleshooting****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 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.  
Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall

**General Education:** Not Applicable

### **ELT 200 - National Electrical Code**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall

**Prerequisite(s):** ELT.110

**General Education:** Not Applicable

### **ELT 207 - Electrohydra Process Control**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** HYD 101

**General Education:** Not Applicable

### **ELT 208 - Programmable Controllers**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

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. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** ELT.102

**General Education:** Not Applicable

### **ELT 209 - AC/DC Drives and Servos**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** ELT 104

**General Education:** Not Applicable

### **ELT 212 - Industrial Electricity**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 3

This course provides a basic overview of various industrial topics such as distribution, wiring methods, and enclosures. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** ELT 119

**General Education:** Not Applicable

**ELT 213 - Process Control & Instrumentation****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring**Prerequisite(s):** ELT 100 with a grade of C or better.**General Education:** Not Applicable**ELT 214 - Advanced Program Controllers****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring**Prerequisite(s):** ELT 208**General Education:** Not Applicable**ELT 215 - Design of Industrial Control Systems****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall**Prerequisite(s):** ELT 104 and ELT 208**General Education:** Not Applicable**ELT 216 - Data Acquisition Systems Program & Apps****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring**Prerequisite(s):** ELT 119, ELT 213**General Education:** Not Applicable**ELT 219 - Industrial Automation Applications****Credit(s):** 3**Lecture/Lab Contact Hours:** 1, 4

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall**Prerequisite(s):** ELT 208, ELT 215**General Education:** Not Applicable**Emergency Medical Services****EMS 101 - Emergency Medical Technician****Credit(s):** 8**Lecture/Lab Contact Hours:** 7.50, 1

This is an entry level course in the field of Emergency Medical Services. The course emphasizes the development of student skills in recognition of illnesses and injuries and proper procedures of emergency care. The training promotes an assessment based approach to identifying illness and injury and developing an appropriate plan of treatment within the limitations of basic life support practices, including the use of prehospital patient care and rescue equipment. The roles, responsibilities and skills required by state and national standards are defined. The student will develop skills to provide

basic emergency care, communication and interpersonal relationships, handling and positioning, documentation, transportation methods, and extrication of the critically ill and injured person. This course includes 120 hours of classroom and laboratory instruction plus 16 hours of clinical in-hospital experience. Upon completion of this course students are eligible to take the Illinois EMT licensure exam. Licensure is required for employment as an EMT. (1.2)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable

### **EMS 110 - Fundamentals of Paramedic**

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall

**General Education:** Not Applicable

### **EMS 112 - Paramedic Pharmacology**

**Credit(s):** 2.5

**Lecture/Lab Contact Hours:** 2, 1

This course provides the paramedic student with the comprehensive knowledge of emergency pharmacology, pharmacokinetics, and pharmacodynamics related to paramedic practice, includes cardiovascular, respiratory, analgesic, gastrointestinal, antibiotic and central nervous system medications. 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. The student will gain the knowledge and psychomotor skills required to safely and precisely prepare and administer drugs that a paramedic may commonly administer according to local protocol. The student will learn proper procedures for the administration of medications, equipment needed, techniques used with various routes of administration and how to calculate drug doses utilizing mathematical principles. This course provides 32 theory hours and 16 lab hours.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where program structure permits. (1.2)

**Offered:** Fall

**Prerequisite(s):** EMS 101 with grade of C or better and active EMT-B, License.

**General Education:** Not Applicable

### **EMS 115 - Paramedic Practice 1**

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 0, 6

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall

**General Education:** Not Applicable

### **EMS 120 - Paramedic I**

**Credit(s):** 7

**Lecture/Lab Contact Hours:** 6, 2

This course is designed to introduce and prepare the students to develop proficiency in the roles, responsibilities, and skill level required by state and national standards for licensing as a Paramedic. This course will familiarize the paramedic student with the EMS systems, legal and regulatory issues, professionalism, therapeutic communication, documentation, critical thinking, safety, and quality care standards. The paramedic student will be provided with relevant anatomy and physiology and lifespan development as is applies to the various medical situations for which EMS is summoned. The student will learn basic patient assessment skills to begin pre-hospital assessment and treatment for each type of medical situation(s) discussed in this course. Emphasis is placed on emergency pharmacology, medication administration and intravenous access, patient monitoring technology, pathophysiology and patient assessment, cardiac management, and airway management. The course closely integrates theory with laboratory practice, thus providing the foundational base from which the learner may develop psychomotor skills, knowledge and judgment of the paramedic by studying the different

medical situations to gain a high level of understanding through discussion, learning activities, case studies, skills, and simulation in the class and lab environment. This course provides 96 theory hours and 32 laboratory hours. Other: Admission to the EMS-Paramedic program  
Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall and Spring

**Prerequisite(s):** EMS 101 with a grade of C or better and/or Active, EMT-B License. Corequisite EMS 125.

**General Education:** Not Applicable

### EMS 125 - Paramedic Practice 1

**Credit(s):** 2.5

**Lecture/Lab Contact Hours:** 0, 7.50

Paramedic Practice I, EMS 125 is a paramedic practicum that will provide students the opportunity to complete a minimum of 90 hours clinical experience and a minimum of 30 hours field experience under the supervision of preceptors. Paramedic Practice I is designed to provide the student with the opportunity to build upon cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains from EMS 120 - Paramedic I. Student-instructor conferences are scheduled throughout the practicum to evaluate progress. Students will gain these clinical and field experiences through observation and hands-on experiences at Galesburg Cottage Hospital, OSF St. Mary's Medical Center, and Galesburg Hospitals Ambulance Service. EMS 120 - Paramedic I provides the student with the opportunity to become familiar with equipment and procedures used in the profession as well develop assessment skills.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall

**Prerequisite(s):** EMS 101 with a grade of C or better, Corequisite EMS 120 minimum grade C

**General Education:** Not Applicable

### EMS 131 - Paramedic II Medical

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 3.50, 1

This course will build on information learned in EMS 120 - Paramedic I, and EMS 125 - Paramedic Practice 1, as the student will continue studying the different medical emergencies for which EMS is summoned and care is provided by pre-hospital personnel to help reduce morbidity and mortality. The student will also learn the acute management of medical emergencies for the pediatric, obstetric, geriatric, and the

challenged patient(s). A high level of understanding will be developed for situations involving systems such as pulmonology, cardiology, neurology, endocrine, immunology, hematology, gastrointestinal, genitourinary, musculoskeletal, and integumentary, including disorders of those systems. The student will also learn about infectious and communicable diseases, and psychiatric and behavioral disorders. A brief review of important anatomy and physiology as it applies to the different medical emergencies 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. Students will gain this high level of understanding for patient(s) with medical emergencies based on the body systems involved through discussion, learning activities, laboratory activities, and case studies. This course provides 56 theory hours and 16 laboratory hours.

Applicable toward graduation at CSC where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall and Spring

**Prerequisite(s):** EMS 120 and EMS 125 with a grade of C or Higher

**General Education:** Not Applicable

### EMS 132 - Paramedic II Trauma

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 3.50, 1

This course will build on information learned in EMS 120 - Paramedic I, and EMS 125 - Paramedic Practice 1, as the student will continue studying the different trauma emergencies for which EMS is summoned and care is provided by pre-hospital personnel to help reduce morbidity and mortality. A high level of understanding will be developed for situations involving systems such as pulmonology, cardiology, neurology, endocrine, immunology, hematology, gastrointestinal, genitourinary, musculoskeletal, and integumentary, including disorders of those systems. The student will also learn about infectious and communicable diseases, psychiatric and behavioral disorders. A brief review of important anatomy and physiology as it applies to the different trauma emergencies 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 trauma emergency discussed. Students will gain this high level of understanding for patient(s) with trauma emergencies based on the body systems involved through discussion, learning activities, laboratory activities, and case studies. This course provides 56 theory hours and 16 laboratory hours.

Applicable toward graduation at CSC where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall and Spring

**Prerequisite(s):** EMS 120 and EMS 125 with a grade of "C" or Higher

**General Education:** Not Applicable

### **EMS 135 - Paramedic Practice II**

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 0, 12

Paramedic Practice II, EMS 135 is a paramedic practicum that will provide students the opportunity to complete a minimum of 150 hours clinical experience and a minimum of 60-130 hours field experience under the supervision of preceptors. Paramedic Practice II is designed to provide the student with the opportunity to build upon cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains from Paramedic I, EMS 120 and Paramedic II, EMS 130. Students will gain experience in the delivery of prehospital advanced life support patient care. Student-instructor conferences are scheduled throughout the practicum to evaluate progress.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Spring

**Prerequisite(s):** EMS 120 with a grade of C or better and EMS 125 with a grade of C or better. Take EMS.130

**General Education:** Not Applicable

### **EMS 136 - Trauma Life Support**

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 0.50, 1

This course will enhance and expand the student's existing knowledge and training in the treatment of a trauma victim. Emphasis will be placed on patient assessment and management. Lecture and lab activities focus on rapid assessment, resuscitation, stabilization and transportation of trauma victims. Students successfully completing the course will earn certification in trauma life support by certifying agency. This course is intended for students pursuing first-time certification in trauma life support.

Applicable toward graduation at CSC where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Summer

**Prerequisite(s):** Unrestricted State Approved EMT-Basic, EMT-Intermediate, or EMT-Paramedic License or other licensed health care provider with department approval.

**General Education:** Not Applicable

### **EMS 137 - Advanced Cardiac Life Support**

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 0.50, 1

This course will provide instruction in the management of cardiovascular-related emergencies and to prepare appropriate healthcare professionals to provide evidence-based treatment for a cardiovascular emergency. Upon successful completion of the course, the student will be issued an American Heart Association Advanced Cardiac Life Support (ACLS) provider card. Students will use this course for both first-time certification and subsequent updated course for continuing education/re-certification.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Summer

**Prerequisite(s):** Current American Heart Association - Healthcare Provider CPR certification; physician, nursing, EMT, paramedic, respiratory therapy, or other appropriate allied/clinical health personnel; department approval

**General Education:** Not Applicable

### **EMS 138 - Pediatric Pre-Hospital Education**

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 0.50, 1

This course provides specialized instruction for the health care provider in the assessment and management of pediatric emergencies. Instruction will focus on child and family interaction and communication, assessment and treatment of medical and traumatic emergencies, as well as patient stabilization and transport. Students successfully completing the course will earn certification in pediatric resuscitation by certifying agency. Students will use this course for both first-time certification and subsequent updated course for continuing education/re-certification.

Applicable toward graduation at CSC where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Summer

**Prerequisite(s):** Current American Heart Association - Healthcare Provider CPR certification; physician, nursing, EMT, paramedic, respiratory therapy, or other appropriate allied/clinical health personnel; department approval

**General Education:** Not Applicable

### **EMS 200 - Paramedic IV**

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring

**General Education:** Not Applicable

### **EMS 205 - Paramedic Practice 4**

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 0, 6

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring

**General Education:** Not Applicable

### **EMS 210 - Paramedic III**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2.50, 1

This course prepares the graduating paramedic student with the knowledge and principles associated with the acute management of medical or traumatic emergencies for the pediatric, obstetric, geriatric, and the challenged patient(s). Coupled with EMS 215, Paramedic Field Internship, a high level of understanding for the pediatric, obstetric, and geriatric patient(s) with traumatic

emergencies based on the body systems involved will be gained through discussion, learning activities, laboratory activities, and case studies. Students will learn about operations of an ambulance as well as medical incident management, environmental emergencies, rescue awareness and operations, hazardous material incidents, crime scene awareness, and terrorism. Preparation for entry level paramedic practice will be supported with discussion of contemporary paramedic practice and current Illinois laws related to the paramedic profession. The student will be prepared to take the state or national examination upon completion of this course and EMS 215 Paramedic Field Internship. This course provides 40 theory hours and 16 laboratory hours.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Summer

**Prerequisite(s):** EMS 130 with a grade of C or better and EMS 135 with a grade of C or better. Corequisite: Take EMS 215

**General Education:** Not Applicable

### **EMS 220 - Paramedic Field Internship**

**Credit(s):** 6

**Lecture/Lab Contact Hours:** 0, 18

In Paramedic Field Internship, EMS 220, will provide students the opportunity to work 450-550 field internship hours under the supervision of an Illinois licensed EMT-Paramedic preceptor, gaining experience in the delivery of prehospital advanced life support patient care. Students get ambulance experience and must meet a minimum of 40 ALS patient contacts, and must be documented as the Team Leader in 20 of those patients. Student-instructor conferences are scheduled throughout the internship to evaluate progress. On successful completion of EMS 220, students are eligible to take the state or national examination.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall and Spring

**General Education:** Not Applicable

## English

### ENG 095 - Essentials of Reading & Writing Strategies

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

This course is the first course in a two-part preparatory sequence that precedes transfer-level composition courses. This course is designed to help students improve their comprehension, vocabulary, and critical reading skills through intensive writing assignments. It introduces students to the connection between the reading and writing processes. Students will participate in a variety of activities and projects to become more successful in reading and writing for college-level courses. These activities and projects include but are not limited to group discussions, reading responses, peer workshops, and essays. Placement in ENG 095 is based upon the student's entrance exam score.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Not Applicable (1.4)

**Offered:** Fall

**Prerequisite(s):** Appropriate Placement Score

**General Education:** Not Applicable

### ENG 097 - Introduction to Composition

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

This course 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 develop his or her voice and to write and read at the college level. It provides a solid foundation in grammar, mechanics, and organizational skills. The course requires substantial practice in writing coherent essays about readings in order to demonstrate critical thinking skills. Placement in ENG 097 is based upon completion of ENG 095 with a grade of "C" or higher or upon the student's entrance exam score.

Applicable toward graduation at CSC where program structure permits:

Degree or Certificate: Not Applicable (1.4)

**Offered:** Fall, Spring & Summer

**Prerequisite(s):** ENG 095 with a grade of C or better or the appropriate placement score.

**General Education:** Not Applicable

### ENG 099 - Writing Lab

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 0, 2

This course is part of an Accelerated Learning Program (ALP) for students who have scored appropriately on the placement exam and are taking ENG 101 concurrently. This course will foster students' successful completion of ENG 101. Course topics focus on word processing essays, essay structure and development, grammar, mechanics, and revision techniques. Applicable toward graduation at CSC where program structure permits:

Degree or Certificate: Not Applicable (1.4)

**Offered:** As Needed

**Prerequisite(s):** Appropriate Placement Score

**General Education:** Not Applicable

### ENG 101 - Freshman Composition 1

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No. C1 900*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer

**Prerequisite(s):** The appropriate placement exam score or ENG 097 with a grade of C or better.

**General Education:** Communications

### ENG 102 - Freshman Composition 2

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

This course is second in a sequence of two freshman composition and rhetoric courses. Emphasis is on reading and discussing various types of prose to generate ideas for writing critical and persuasive papers, including one documented research paper. *IAI Course No. C1 901*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer

**Prerequisite(s):** ENG 101 with a grade of C or better

**Other:** At least a "C" must be earned to count this course

toward an AA, AS, AFA, or AAS and to earn IAI credit. Students must also earn a "D" or higher on the Semester Research Paper in order to earn a "C" in this course.

**General Education:** Communications

### **ENG 120 - Report Writing**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** The appropriate placement exam score or ENG 097 with a grade of C or better.

**General Education:** Not Applicable

### **ENG 130 - Introduction to Journalism**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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 (College Newspaper).

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed

**General Education:** Not Applicable, Elective Only

### **ENG 132 - Introduction to Mass Communication**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

This course provides an overview of the nature, functions, and responsibilities of the mass communication industries in a global environment with an emphasis on the media's role in American society. This course is an introduction to how the mass media are organized and how they function in modern society, their technological bases, economic and political foundations, and social implications. *IAI Course No. MC 911* Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer

**General Education:** Elective Only

### **ENG 140 - College Newspaper**

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 0, 2

This course provides training in news reporting and writing, feature writing, make-up, and editorial work. In addition, the development of policy for publication and the implementation of that policy are included. Course work is directly concerned with publication of the College newspaper. This course allows students who work on the College newspaper staff an opportunity to receive credit for one semester of such participation, up to a maximum of four semester hours. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**Prerequisite(s):** ENG 130 or concurrent enrollment

**General Education:** Not Applicable, Elective Only

### **ENG 141 - College Literary Magazine**

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 0, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring

**General Education:** Not Applicable, Elective Only

**ENG 151 - Introduction to Film Art****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

This course examines film as an art form. This examination includes the historical development of film, its aesthetic importance, and its social impact, as well as technical aspects of film and production methods. Students will be introduced to film theory and critique, and they will learn how to evaluate and critically analyze film. *IAI Course No.* F2 908

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable (1.1)

**Offered:** As Needed**General Education:** Fine Arts**ENG 160 - Introduction to Fiction****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No.* H3 901

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall**Prerequisite(s):** ENG 101**General Education:** Humanities, Human Relations**ENG 170 - Introduction to Drama****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

This course presents a study of drama as literature. It will give the student a reading knowledge of diverse selections throughout theatre history from Ancient Greece to Contemporary American Theatre. Genres include; comedy, tragedy, tragicomedy, and theatre of the absurd. *IAI Course No.* H3 902

Applicable toward graduation at CSC where program structure permits:

Degree or Certificate: AA, AS, AAS, AFA, AGS, and Certificates where applicable. (1.1)

**Offered:** Fall, Spring & Summer**Prerequisite(s):** ENG 101**General Education:** Humanities, Human Relations**ENG 180 - Introduction to Poetry****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No.* H3 903

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring**General Education:** Humanities, Human Relations**ENG 211 - Creative Writing 1****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring**General Education:** Not Applicable, Elective Only**ENG 212 - Creative Writing 2****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

This is a second course in creative writing. Again, the student's writing is 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring**Prerequisite(s):** ENG 211**General Education:** Not Applicable, Elective Only

**ENG 216 - Creative Nonfiction****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

Creative Nonfiction will help students learn to appreciate the various techniques involved in effective nonfiction writing and will give them the opportunity to improve their own writing.

Topics covered will include the writing of memoir, personal essays, and literary journalism. Time will be spent reading about the craft of nonfiction writing, analyzing a variety of published works, learning about how and where to publish nonfiction, participating in workshops of classmates' original works, and, of course, writing.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS and

Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable, Elective Only

**ENG 221 - American Literature 1****Credit(s):** 3**Lecture/Lab Contact Hours:** 3,

This course surveys the major literary works by American authors from Colonial times to and including the Transcendentalists. *IAI Course No.* H3 914

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and

Certificates where applicable (1.1)

**Offered:** As Needed

**Prerequisite(s):** ENG 101

**General Education:** Humanities, Human Relations

**ENG 222 - American Literature 2****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No.* H3 915

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and

Certificates where applicable (1.1)

**Offered:** As Needed

**Prerequisite(s):** ENG 101

**General Education:** Humanities, Human Relations

**ENG 231 - British Literature 1****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

This course is a survey of the great literary works by British authors from the beginning to the 19th century. *IAI Course No.* H3 912

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed

**Prerequisite(s):** ENG 101

**General Education:** Humanities

**ENG 232 - British Literature 2****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

This course is a survey of the great literary works by British authors from the 19th century to the present. *IAI Course No.* H3 913

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed

**Prerequisite(s):** ENG 101

**General Education:** Humanities

**ENG 240 - Women and Literature****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

This course focuses on literature written primarily by, but not limited to, women from various historical and literary periods. It will explore significant historical, societal conditions and contributions through readings, film, and other mediums with specific emphasis on how women have presented themselves and have been presented by others. *IAI Course No.* H3 911D

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**Prerequisite(s):** ENG 101

**General Education:** Humanities

**ENG 250 - African American Literature****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed**Prerequisite(s):** ENG 101**General Education:** Human Relations**ENG 260 - Children's Literature****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

This course focuses on the scholarly study of literature for children and young adults. Students will learn to critically read and analyze texts such as fables, fairy tales, nursery rhymes, picture books, novels, and graphic novels. Course content is particularly relevant to teachers, librarians, publishers, booksellers, creative writers, and child psychologists. *IAI Course No.* H3 918

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer**Prerequisite(s):** Grade of C or better in ENG 101**General Education:** Humanities, Human Relations**French****FRE 101 - Elementary French 1****Credit(s):** 4**Lecture/Lab Contact Hours:** 4, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, and Certificates where applicable (1.1)

**Offered:** As Needed**General Education:** Not Applicable, Elective Only**FRE 102 - Elementary French 2****Credit(s):** 4**Lecture/Lab Contact Hours:** 4, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, and Certificates where applicable (1.1)

**Offered:** As Needed**Prerequisite(s):** FRE 101**General Education:** Not Applicable, Elective Only**Geography****GEO 100 - Human Geography****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No.* S4 900

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall**General Education:** Social Science, Human Relations**GEO 110 - World Regional Geography****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No.* S4 901

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring**General Education:** Social Science, Human Relations

## German

### GER 101 - Elementary German 1

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 4, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed

**General Education:** Not Applicable, Elective Only

### GER 102 - Elementary German 2

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 4, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed

**Prerequisite(s):** GER 101

**General Education:** Not Applicable, Elective Only

## Health

### HTH 120 - Health

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable, Elective Only

### HTH 130 - First Aid

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**General Education:** Not Applicable, Elective Only

### HTH 140 - Wellness

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 1, 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 KIN 140, KIN 141, KIN 142, KIN 143 or KIN 145 is prohibited.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed

**General Education:** Not Applicable, Elective Only

### HTH 150 - Drug Use and Abuse

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program

structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable, Elective Only

## Health Careers

### ALH 100 - Exploring Health Careers

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 1, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring

**General Education:** Not Applicable

### ALH 105 - Introduction to Patient Care

**Credit(s):** 1.5

**Lecture/Lab Contact Hours:** 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 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable

### ALH 110 - Introduction to Pharmacology

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable

### ALH 115 - Basic Health Statistics

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall

**Prerequisite(s):** The appropriate placement exam score or take MAT 080 with a grade of C or better or one year of high school Algebra completed in the last three years with a minimum grade of C.

**General Education:** Not Applicable

### ALH 120 - Medical Law and Ethics

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AGS, AAS and Certificates where applicable (1.2)

**Offered:** Fall or Spring

**General Education:** Not Applicable

**ALH 130 - Professionalism in Healthcare****Credit(s):** 2**Lecture/Lab Contact Hours:** 2, 0

The purpose of this course is to build a professional foundation for those who are entering college-level health care programs or for those who may be interested in pursuing a career in health care. This course will provide topics essential for today's learner and tomorrow's health care professional. Students will learn about the health care system, personal traits of the health care professional, relationships, teamwork, and communication in the health care setting, cultural competence and patient care, and the business of caring. The student will gain cognitive (knowledge), psychomotor (skills) and affective (behaviors) of the following fundamental concepts in health care: communication; cultural diversity; personal and professional traits of a health care worker; infection control; critical thinking; healthcare technology; ethical and legal responsibilities; and safety in healthcare. The student should develop and strengthen the professional traits and behaviors needed for today's health care industry. The student will have the basic knowledge of occupations in health care as it pertains to therapeutic, diagnostic, environmental, and information systems of the health care industry. This course is composed of 32 theory hours.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable

**ALH 135 - Health Professionals Success Strategies****Credit(s):** 1**Lecture/Lab Contact Hours:** 1, 0

This course provides an engaging foundation that will ensure student success in their chosen health care career and establish them along a pathway as a lifelong learner. This course focuses on exploring the student's strengths and identify areas for improvement of their personal lifestyle management and behaviors for success to work in a health care setting, work with patients, and work with other health care professionals. The student will gain cognitive (knowledge) and affective (behaviors) of the following soft skills: study skills, test taking, self-confidence, attitude and behavior, organization and time management skills, medical language, math skills, critical thinking and reasoning skills, stress management, emotional skills, and professional image in health care setting and after hours. The student will learn to develop action plans and achievable goals to improve their chance of success in school and at work. This course is composed of 16 theory hours. Applicable toward graduation at Sandburg where program

structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable

**ALH 140 - Human Body in Health & Illness****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

This course is an exploration of the complex human body for health professionals to truly, understand both the normal and abnormal structure and function of the human body. The course provides an introduction into anatomy and physiology to understand the efficiency of a healthy, human body, and what happens when something goes wrong with structure and function of the human body. This course will provide health & well-being information related to issues and problems, facts and trends related to disease processes and therapies, infuses important medical terminology and essential concepts of major diseases/disorders to help students apply the material to real-life situations and ways to describe the body that are essential for effective patient care. This course is composed of 48 theory hours.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable

**ALH 150 - Career Development for Health Professionals****Credit(s):** 2**Lecture/Lab Contact Hours:** 2, 0

This course provides career development for health professionals focusing on how to achieve and maintain career success to assist students in finding the right jobs. This course will introduce the student to professionalism in healthcare to gain an understanding of the personal traits of health care professionals in their role, work ethic and performance, the practicum experience, employment and professional development. The student will learn about working in health care and making a commitment to the job, maintaining a professional image, building professional references, creating a resume, creating a professional portfolio, interviewing, and developing leadership skills. This course is composed of 32 theory hours.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable

### **ALH 155 - Principles of Electrocardiography**

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 0.55, 1

This course provides the student with an introductory overview of the anatomy and physiology of the heart and explores the normal electrical conduction as well as common variations as evidenced by changes in the waveform on the cardiac monitoring device. The course will also focus on the student's ability to interpret the resting normal and abnormal ECG and the student's ability to properly perform 3-lead and 12-lead cardiac monitoring. Students will practice with equipment including introduction to the function and proper use of the ECG machine and proper lead placement utilizing simulation and hands-on practice in lab. This course is composed of 12 theory hours and 8 lab hours.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** As Needed

**Prerequisite(s):** ALH 140

**General Education:** Not Applicable

## **History**

### **HIS 105 - American History to 1877**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No. S2 900*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall

**General Education:** Social Science

### **HIS 106 - American History From 1877**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No. S2 901*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring

**General Education:** Social Science

### **HIS 125 - Western Civilization 1**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No. S2 902*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall

**General Education:** Social Science, Human Relations

### **HIS 126 - Western Civilization 2**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No. S2 903*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring

**General Education:** Social Science, Human Relations

**HIS 217 - History of New York****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable (1.1)

**Offered:** Summer**General Education:** Not Applicable, Elective Only**HIS 260 - US History-The Sixties****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable (1.1)

**Offered:** Fall or Spring**General Education:** Not Applicable, Elective Only**HIS 270 - World War II and the Holocaust****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS AAS, AGS and Certificates where applicable (1.1)

**Offered:** Fall or Spring**Prerequisite(s):** HIS 106**General Education:** Not Applicable, Elective Only**HIS 285 - History of Africa: 1500 to Present****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No. S2 920N*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed**General Education:** Social Science, Human Relations**HIS 294 - American Military History****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

This course is a survey of American military history from the colonial period through Vietnam. The course examines the evolution of America's 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed**General Education:** Not Applicable, Elective Only**Hydraulics****HYD 101 - Hydraulics and Pneumatics****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall or Spring

**General Education:** Not Applicable

## Information and Communication Technology

### ICT 110 - Computer Software Applications

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer

**Prerequisite(s):** AOP 101 or BOC 107

**General Education:** Not Applicable, Elective Only

### ICT 115 - Website Support

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 1, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** As Needed

**General Education:** Not Applicable

### ICT 120 - Computer Information Systems

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or as Needed

**General Education:** Not Applicable, Elective Only

### ICT 131 - Fundamentals of Programming

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring

**General Education:** Not Applicable, Elective Only

**ICT 135 - Mobile Technologies****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring**General Education:** Not Applicable**ICT 160 - Introduction to Networking****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

This provides 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, covering the architecture, structure, functions and components of the Internet and other computer networks. Students achieve a basic understanding of how networks operate and how to build simple local area networks (LAN), perform basic configurations for routers and switches, and implement Internet Protocol (IP). The course includes activities using Packet Tracer, hands-on lab work, and a wide array of assessment types and tools. Emphasis is given to decision-making and problem-solving techniques in applying scientific, mathematical, communication and social studies skills and concepts to network problems.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall**General Education:** Not Applicable**ICT 165 - Linux 1****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

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. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificate where applicable (1.2)

**Offered:** Spring**Prerequisite(s):** ICT 181**General Education:** Not Applicable**ICT 170 - Hardware Installation & Maintenance****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Fall**Prerequisite(s):** ICT 181 previous or concurrent enrollment.**General Education:** Not Applicable**ICT 181 - Windows Networking & Operating Systems****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

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. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall**Prerequisite(s):** ICT 120 or ICT 125 with a grade of C or better, previously or enrolled concurrently.**General Education:** Not Applicable, Elective Only

**ICT 183 - Implement Ms Network Infrastructure****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring**Prerequisite(s):** ICT 181**General Education:** Not Applicable, Elective Only**ICT 184 - Managing Ms Windows Network Servers****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates were applicable. (1.2)

**Offered:** As Needed**Prerequisite(s):** ICT.180 or have consent of Instructor.**General Education:** Not Applicable**ICT 190 - Presentation Graphics & Multimedia****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, or Certificates were applicable. (1.2)

**Offered:** As Needed**Prerequisite(s):** ICT 110**General Education:** Not Applicable**ICT 205 - Visual Basic Programming****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Spring**Prerequisite(s):** ICT.130 prior to or concurrently.**General Education:** Not Applicable**ICT 210 - Advanced Microcomputer Software Applications****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certification: AAS, AGS, and Certificates were applicable. (1.2)

**Offered:** Spring**Prerequisite(s):** ICT 110**General Education:** Not Applicable**ICT 212 - Microcomputer Spreadsheet App 2****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

In this course students will apply the concepts learned in BOC 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.

Applicable toward graduation at Sandburg where program structure permits:

Degrees and Certifications: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** As Needed**Prerequisite(s):** BOC 112**General Education:** Not Applicable

**ICT 214 - Microcomputer Database Applications  
2****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

This course is a continuation of BOC 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree and Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** As Needed**Prerequisite(s):** BOC 114**General Education:** Not Applicable**ICT 220 - Digital Forensic & Ethical Principle****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

This course covers the fundamental concepts of examining, investigating, retrieving, analyzing, and presenting digital evidence as it relates to both civil and criminal investigations. Participants will learn how to use various forensic tools to retrieve digital evidence from a crime scene, analyze data, and present the evidence to comply with the legal process in an ethical manner.

Applicable toward graduation at CSC where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring**Prerequisite(s):** ICT 181**General Education:** Not Applicable, Elective Only**ICT 226 - Sql Database Application****Credit(s):** 4**Lecture/Lab Contact Hours:** 3, 2

This course is designed to teach the use of Structured 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring**Prerequisite(s):** ICT 120**General Education:** Not Applicable, Elective Only**ICT 251 - Ethical Hacking & Networking Defense****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring**Prerequisite(s):** ICT 181**General Education:** Not Applicable**ICT 255 - Security + Fundamentals****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates were applicable. (1.2)

**Offered:** Fall**Prerequisite(s):** ICT 181**General Education:** Not Applicable**ICT 260 - Switching, Routing, and Wireless Essentials****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

This course provides 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, WANs, WLANs and VLANs,

additional discussion of the OSI model, 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. Students learn how to configure and troubleshoot routers and switches for advanced functionality using security best practices and resolve common issues with protocols in both IPv4 and IPv6 networks.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** ICT 160

**General Education:** Not Applicable

## **ICT 261 - Enterprise Networking, Security & Automation**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

This course is 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, and LAN segmentation. The course emphasizes network security concepts and introduces network virtualization and automation. Students will also learn how to configure, troubleshoot and secure enterprise network devices.

Application toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Fall

**Prerequisite(s):** ICT 260

**General Education:** Not Applicable

## **ICT 262 - Introduction to Wide Area Networks**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

This is the fourth of four 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, Network Connectivity including WAN terminology and protocols, WAN services such as frame relay, and high-

level data link control, ATM, Ethernet WAN, MPLS, VSAT, point to point protocol, and PPPoE. Emphasis will also be given to the use of VPNs, GRE, eBGP, IPv4 and IPv6 Access Control Lists and Network Security and Monitoring. Students will also explore QoS Mechanisms, Network Evolution to the Internet of Things including Cloud and Virtualization and Network Programming.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall

**Prerequisite(s):** ICT 261

**General Education:** Not Applicable

## **ICT 265 - Linux 2**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

This course is the second course in the 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. (1.2)

**Offered:** Spring

**Prerequisite(s):** ICT 165

**General Education:** Not Applicable

## **ICT 276 - Virtualization**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable (1.1)

**Offered:** Spring

**Prerequisite(s):** ICT 183

**General Education:** Not Applicable, Elective Only

**ICT 278 - Iot Fundamentals****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

Cisco Networking Academy's IoT Fundamentals curriculum provides students with a comprehensive understanding of the Internet of Things (IoT). It develops foundational skills using hands-On lab activities that stimulate the students in applying creative problem-solving and rapid prototyping in the interdisciplinary domain of electronics, networking, security, data analytics and business. The student-centric approach translates into the student being able to ideate, design, prototype and present an IoT solution for an identified business or society need. Using this interdisciplinary approach, the IoT Fundamentals curriculum aims to equip students with a Global Problem Solver mindset and skillset, and to fuel their imagination through a deeper understanding of the transformative impact IoT, Big Data, and analytics technologies are having on business and our ability to solve social issues. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring**General Education:** Not Applicable, Elective Only**ICT 280 - Cybersecurity Operations****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

Cybersecurity Operations (Cyber Ops) introduces the core security concepts and skills needed to monitor, detect, analyze and respond to cybercrime, cyberespionage, insider threats, advanced persistent threats, regulatory requirements, and other cybersecurity issues facing organizations. It emphasizes the practical application of the skills needed to maintain and ensure security operational readiness of secure networked systems. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring**Prerequisite(s):** ICT 160, ICT 165, ICT 181**General Education:** Not Applicable, Elective Only**ICT 282 - Cloud Security****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

This course covers fundamental concepts of the field of Cloud Computing, cloud security, addressing known risks and vulnerabilities and focuses on sound architectural design for secure cloud environment. The course directed at four major areas: cloud infrastructures, cloud security, cloud platforms, and

cloud management. Students will gain hands-on experience through projects utilizing public cloud infrastructures.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring**General Education:** Not Applicable, Elective Only**ICT 284 - IT Risk Management Policy & Compliance****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

The course explores concepts of information technology risk management strategies in security perspectives. It will teach students both qualitative and quantitative risk assessment methodologies to identify, mitigate, and manage IT risks. In addition, students will learn about compliance with IT risk management policies and procedures. The course also emphasizes the needs of Contingency Planning, Incident Response, Disaster Recovery and Business Continuity planning. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring**Prerequisite(s):** ICT 255**General Education:** Not Applicable, Elective Only**ICT 296 - Internship****Credit(s):** 3**Lecture/Lab Contact Hours:** 0, 15

This course is a planned and supervised occupational 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring or Summer**General Education:** Not Applicable

## Independent Studies

### ISP 199 - Independent Study Project

**Credit(s):** 1-4

**Lecture/Lab Contact Hours:** 0, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed

**General Education:** Not Applicable, Elective Only

## Industrial

### IND 100 - Career Skills for Industry

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 1, 0

This course is an introduction to skills necessary for success in an industrial workplace environment. Representatives from areas such as: transportation, manufacturing, agriculture and similar industries will present on career skills and employment opportunities. Students will be required to participate in a career shadow experience with a mentor from the field they are pursuing and will report on the information gleaned from their experience. Topics include: employer expectations, success skills, basic business etiquette, and professionalism. The course will include field site visits and guest speakers to provide students with the opportunity to interact with business representatives from industry.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Spring or Fall

**General Education:** Not Applicable

## International Studies

### INS 100 - Introduction to International Studies

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable (1.1)

**Offered:** Fall

**General Education:** Not Applicable, Elective Only

### INS 299 - Topics in International Studies

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AGS, AAS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable, Elective Only

## Kinesiology & Exercise

### KIN 106 - Muscle Conditioning

**Credit(s):** 0.5

**Lecture/Lab Contact Hours:** 0, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**General Education:** Not Applicable, Elective Only

### **KIN 108 - Pilates 1**

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 0,

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**General Education:** Not Applicable, Elective Only

### **KIN 140 - Physical Fitness 1**

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 0, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall

**General Education:** Not Applicable, Elective Only

### **KIN 141 - Physical Fitness 2**

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 0, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring

**General Education:** Not Applicable, Elective Only

### **KIN 142 - Physical Fitness 3**

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 0, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall

**General Education:** Not Applicable, Elective Only

### **KIN 143 - Physical Fitness 4**

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 0, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring

**General Education:** Not Applicable, Elective Only

**KIN 145 - Physical Fitness 5****Credit(s):** 0.5**Lecture/Lab Contact Hours:** 0, 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. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer**General Education:** Not Applicable, Elective Only**KIN 201 - Introduction to Kinesiology****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

This course is to give students a comprehensive overview of the discipline and to inspire them to pursue a major career related to it. This course will provide students with an orientation to the field of kinesiology along with the field's other disciplines and practices. Many sub-disciplines of kinesiology are considered as possible career opportunities. The historical foundations of the field and an overview of some disciplines are also discussed. The course will explore how professionals can be leaders and advocates and also looks into the future of kinesiology.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed**General Education:** Not Applicable, Elective Only**KIN 202 - Sports in Society****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring**General Education:** Not Applicable, Elective Only**KIN 220 - Coaching Basketball****Credit(s):** 2**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer**General Education:** Not Applicable, Elective Only**KIN 260 - Coaching Principles & Sports First Aid****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer**General Education:** Not Applicable, Elective Only

## Machine Tool

### MTL 101 - Machine Tool Fundamentals 1

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall

**General Education:** Not Applicable

### MTL 103 - Manufacturing Processes

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring

**General Education:** Not Applicable

### MTL 130 - CNC Machining Technology

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 2, 4

This course provides an introduction to Computer Numerical Control (CNC) machining processes and the technology that supports them. Some of the processes covered are gauging, quality control, spot drilling, drilling, reaming, tapping, counter-boring, countersinking, defining and calculating speed and feed rates, screw thread identification, and drill sharpening. Students will perform these processes on manual equipment prior to observing them on CNC equipment. Occupational computer skills are also covered in this course.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** MFG 125 previous or concurrent enrollment

**General Education:** Not Applicable

### MTL 135 - Fundamentals of CNC Machine Applications

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 2, 4

This course is designed to give students a familiarization with the necessary practices and techniques used to operate Computer Numerical Controlled (CNC) machines. Some of the topics covered include CNC machine introduction, safe practices and techniques used to remove burrs, basic CNC machine operator maintenance, and production support equipment use and operation. Topics such as machine homing, tooling used, an understanding of offsets, setting offsets, and the application of offsets in the CNC machine will also be covered. Actual run time in the lab will be provided for hands-on machine operation. Students will work in groups and as individuals to gain experience in machine operation during a production run, applying theories learned to the production process.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** MTL 130

**General Education:** Not Applicable

### MTL 150 - Fundamentals of CNC Turning Applications

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

This course provides an introduction to Computer Numerical Control (CNC) turning processes and their proper application. Some of the topics covered include lathe set-up and operation, lathe safety, types of lathes, lathe work-holding devices, lathe cutting tools, grinding and sharpening of lathe cutters, and a review of lathe machining speeds and feeds. In this course, you will perform O.D. and I.D. turning operations on engine lathes as well as facing, drilling, reaming, tapping, grooving, chamfering, boring, knurling, tapering, and thread cutting operations.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall

**Prerequisite(s):** MTL 130 or Proficiency-based Exam

**General Education:** Not Applicable

## MTL 155 - Fundamentals of CNC Milling

### Applications

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

This course provides an introduction to Computer Numerical Control (CNC) milling processes and their proper application. Some of the topics covered include machine set-up and operation, machine safety, types of milling machines, use and care of various cutting tools, and a review of milling speeds and feeds. The student will perform face and end milling operations as well as drilling, reaming, tapping, and slotting operations on manual milling machines. The proper use and care of accessories, such as edge finders, digital readouts, dial indicators, and boring heads, and an introduction to a CNC milling machine are also covered.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall

**Prerequisite(s):** MTL 130 or Proficiency-based Exam

**General Education:** Not Applicable

## MTL 160 - CNC Lathe Set-up

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

Students will produce and troubleshoot Computer Numerical Control (CNC) lathe set-ups from job packets and machine parts to blueprint specifications. Students will learn simple G and M codes, download programs to machines, graphically verify programs, and prove out parts on 2-axis turning center utilizing various CNC controllers. Set-ups will include faceting, turning, drilling, grooving, and thread operations. Students will also learn to produce some simple tooling necessary to complete various set-ups.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** As Needed

**General Education:** Not Applicable

## MTL 165 - CNC Mill Set-up

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

Students will produce and troubleshoot Computer Numerical Control (CNC) mill set-ups from job packets and machine parts to blueprint specifications. Students will learn simple G and M codes, download programs to machines, graphically verify programs, and prove out parts on 3-axis machining centers using various CNC controllers. Set-ups will include face, end, and

profile milling and drilling, slotting, boring, and tapping operations. Students will also learn to produce some simple tooling necessary to complete various set-ups.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where Applicable (1.2)

**Offered:** Fall

**Prerequisite(s):** MTL 155

**General Education:** Not Applicable

## MTL 200 - Fundamentals of Live Tooling

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

The course provides the specific skills required to efficiently and effectively operate machines employing multi-axis part processing to maximize machine productivity. This course covers concepts of Computer Numerical Control (CNC) machining, setup and operations, tooling and work-holding systems, and basics of manual part programming for drilling, milling, and tapping, as well as boring operations by utilizing G codes. Hands-on practice is an integral part of the class.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** MTL 160 and MTL 165

**General Education:** Not Applicable

## MTL 205 - Live Tooling Set-Up & Orientation

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

The course provides the knowledge and skills required to translate the part drawing into a finished product. Part programs will be created with a consistent focus on identifying those specific part features that readily lend themselves to 4-axis structured programming, and simultaneous machining. The individual will be capable of defining the list of required processes and their optimum sequential order, create the complete CNC part program, install the appropriate tools correctly, establish the program zero points, and perform corresponding tool offsets and related machine safety procedures.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** MTL 160 and MTL 165

**General Education:** Not Applicable

**MTL 210 - CNC Lathe Process****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

This course is designed to provide the knowledge and skills required to create a Computer Numerical Control (CNC) program that will convert stock material into a finished product. The student will be capable of defining the list of required processes, their optimum sequence, create the complete CNC part program, install the appropriate tools correctly, establish the program zero point, and perform corresponding tool offsets. This course is also an advanced, hands-on study of Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) theory and applications using CAD/CAM software. Emphasis is placed on generating programs using advanced modeling techniques for the CNC lathe at an intermediate level under moderate instructor supervision. The course is structured to include classroom instructional theory and hands-on operation of a CNC turning center.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** MTL 160 and MTL 165

**General Education:** Not Applicable

**MTL 215 - CNC Mill Process****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

This course is designed to provide the knowledge and skills required to create a Computer Numerical Control (CNC) program that will convert stock material into a finished product on a vertical machining center. The students will be capable of defining the list of required processes, their logical / optimum sequence, create the complete CNC part program, install the appropriate tools correctly, establish the program zero point, and perform corresponding tool offsets. This course is also an advanced hands-on study of Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) theory and applications using CAD/CAM software. Emphasis is placed on generating programs using advanced modeling techniques for the CNC mill at an intermediate level under moderate instructor supervision. The course is structured to include classroom instructional theory and hands on operation of a CNC vertical machining center.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** MTL 160 and MTL 165

**General Education:** Not Applicable

**MTL 295 - Operator Internship I****Credit(s):** 2**Lecture/Lab Contact Hours:** 0, 10

The objective of this course is to integrate classroom theory with industry practice. All students will receive on-the-job training with selected area industry 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. 160 hours required for course completion.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall or Spring or Summer

**Prerequisite(s):** MFG 125, MFG 130, MTL 103, MTL 130, and MTL 135

**General Education:** Not Applicable

**MTL 296 - Operator Internship II****Credit(s):** 2**Lecture/Lab Contact Hours:** 0, 10

Students who are currently employed in the industry will perform a special 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. (1.2)

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall or Spring or Summer

**Prerequisite(s):** MFG 125, MFG 130, MTL 103, and MTL 135

**General Education:** Not Applicable

**MTL 297 - Programmer Internship I****Credit(s):** 2**Lecture/Lab Contact Hours:** 0, 10

The objective of this course is to integrate classroom theory with industry practice. All students will receive on-the-job training with selected area industry 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. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall or Spring or Summer

**Prerequisite(s):** MAT 101, MTL 150, MTL 155, MTL 160, MTL 165, MAT 102, MTL 200, MTL 205, MTL 210, and MTL 215

**General Education:** Not Applicable

## **MTL 298 - Programmer Internship II**

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 0, 10

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall or Spring or Summer

**Prerequisite(s):** MAT 101, MTL 150, MTL 155, MTL 160, MTL 165, MAT 102, MTL 200, MTL 205, MTL 210, and MTL 215

**General Education:** Not Applicable

## **Magnetic Resonance Imaging**

### **MRI 250 - MRI Physics & Instrumentation**

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 4, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring

**General Education:** Not Applicable

### **MRI 252 - MR Imaging Procedures**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring

**General Education:** Not Applicable

### **MRI 255 - MRI Practicum**

**Credit(s):** 6

**Lecture/Lab Contact Hours:** 1, 25

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring

**General Education:** Not Applicable

## **Manufacturing**

### **MFG 100 - Introduction to Welding**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2.50, 1

This class provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: safety and health practices, hand tool and power machine use, measurement, laboratory operating procedures, welding power sources, weld simulator practice, investigate welding career potentials, and introduction to welding codes and standards.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall or Spring

**Prerequisite(s):** Appropriate placement exam scores.

**General Education:** Not Applicable

**MFG 125 - Industrial Blueprints****Credit(s):** 3**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificate where applicable (1.2)

**Offered:** Fall or Spring**General Education:** Not Applicable**MFG 130 - Industrial Safety****Credit(s):** 2**Lecture/Lab Contact Hours:** 1.50, 0.50

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall or Spring or Summer**General Education:** Not Applicable**Mathematics****MAT 080 - Basic Mathematics W/Geometry****Credit(s):** 4**Lecture/Lab Contact Hours:** 4, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Not Applicable (1.4)

**Offered:** Fall or Spring or Summer**Prerequisite(s):** The appropriate placement exam score and a high school diploma or equivalent.**General Education:** Not Applicable**MAT 083 - Beginning Algebra W/ Geometry****Credit(s):** 4**Lecture/Lab Contact Hours:** 4, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Not Applicable (1.4)

**Offered:** Fall or Spring or Summer**Prerequisite(s):** The appropriate placement exam scores or MAT 080 with a grade of C or better.**General Education:** Not Applicable**MAT 085 - College Math Fundamentals****Credit(s):** 4**Lecture/Lab Contact Hours:** 4, 0

This is a preparatory course to equip students for college-level general education mathematics and statistics courses. The content of the course is relevant for non-STEM majors. Topics in this course incorporate real-life applications while teaching fractions, decimals, percent; algebraic concepts; geometry & measurement; and an introduction to probability and statistics. Applicable toward graduation at CSC where program structure permits:

Degree or Certificate: Not Applicable (1.4)

**Offered:** Fall, Spring & Summer**Prerequisite(s):** MAT 080 with a minimum grade of "C" or better.**General Education:** Not Applicable**MAT 088 - Concepts of Statistics Fundamentals****Credit(s):** 1**Lecture/Lab Contact Hours:** 1, 0

This course is to be taken concurrently with MAT 110. Math skills which are necessary for a student to successfully complete the general education math course will be covered. Emphasis will be on number theory and estimation; basic operations; ratios, proportions, and percent; geometric and measurement

concepts; algebraic expressions, equations, and formulas; graphing; set theory; summation notation; and study skills for math. Other topics may be visited, as needed, to be successful in a liberal arts math course.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Not Applicable (1.4)

**Offered:** Fall, Spring, and Summer

**Prerequisite(s):** Completion of MAT 080 with a grade of "C" or higher or an appropriate placement score. Take concurrent with MAT 110 Elementary Statistics.

**General Education:** Not Applicable

### **MAT 089 - Concepts of Math Fundamentals**

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 1, 0

This course is to be taken concurrently with MAT 109. Math skills which are necessary for a student to successfully complete the general education math course will be covered. Emphasis will be on number theory and estimation; basic operations; ratios, proportions, and percent; geometric and measurement concepts; algebraic expressions, equations, and formulas; and study skills for math. Other topics may be visited, as needed, to be successful in a liberal arts math course.

Applicable toward graduation at CSC where program structure permits:

Degree or Certificate: Not Applicable (1.4)

**Offered:** Fall, Spring & Summer

**Prerequisite(s):** The appropriate placement exam scores or MAT 080 with a grade of "C" or better. Take MAT 109;

**General Education:** Not Applicable

### **MAT 098 - Gen Ed Preparatory Math**

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 4, 0

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 Mathematics and/or MAT 110 - General Education Statistics (Note: STEM and education majors cannot use this to substitute for Intermediate Algebra.) The course focuses on problem solving, critical thinking, and data analysis. Linear equations, quadratics, functions, basic 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Not applicable (1.4)

**Offered:** Fall or Spring

**Prerequisite(s):** Appropriate placement exam score or MAT 083 with a grade of C or better.

**General Education:** Not Applicable

### **MAT 099 - Intermediate Algebra**

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 4, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.4)

**Offered:** Fall or Spring or Summer

**Prerequisite(s):** One year of high school algebra and one year of high school geometry with grades of C or better; or the appropriate placement exam score; or take MAT 083 with a grade of C or better.

**General Education:** Not Applicable

### **MAT 101 - Technical Mathematics 1**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall

**Prerequisite(s):** Appropriate placement exam score or MAT 080 with a grade of C or better.

**General Education:** Math, AGS Only

**MAT 102 - Technical Mathematics 2****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring**Prerequisite(s):** MAT 101**General Education:** Math, AGS Only**MAT 109 - Concepts of Mathematics****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No.* M1 904

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer

**Prerequisite(s):** Two years of high school algebra and one year of high school geometry with grades of C or better; or an ACT Math score of 25; or a score of 4 or 5 on the PARCC exam; or the appropriate placement exam score; or take MAT.086 with a grade of C or better; or MAT 098 with a grade of C or better; or MAT 099 with a grade of C or better.

**General Education:** Math**MAT 110 - General Education Statistics****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No.* M1 902

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring or Summer

**Prerequisite(s):** Two years of high school algebra and one year of high school geometry with grades of C or better; or an ACT Math score of 25; or a score of 4 or 5 on the PARCC exam; or appropriate placement exam score; or take MAT.086 with a grade of C or better or MAT 098 with a grade of C or better or MAT 099 with a grade of C or better.

**General Education:** Math**MAT 111 - Math Elementary Teaching 1****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

This course is designed primarily for those students who intend to become elementary school teachers. The emphasis in this course is on mathematical reasoning, problem solving. Topics include: whole numbers, prime numbers, divisibility, rational numbers, arithmetic operations, place value, percents and ratios. Students will use different representations of concepts.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall

**Prerequisite(s):** MAT 099 with a grade of C or better or two years of high school algebra and one year of high school geometry C or better.

**General Education:** Not Applicable-Elective Only**MAT 112 - Math Elementary Teaching 2****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

This course is designed primarily for those students planning to become elementary school teachers. The course content includes the study logic, set theory, the metric system and measurement, probability, descriptive statistics and geometry. Problem solving will be emphasized and calculators will be used extensively. *IAI Course No.* M1 903

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring

**Prerequisite(s):** MAT 111 with a grade of C or better.

**General Education:** Mathematics, Elementary Education Majors Only

**MAT 130 - College Algebra****Credit(s):** 4**Lecture/Lab Contact Hours:** 4, 0

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, MAT 241, MAT 242) should also enroll in MAT 140 (Trigonometry).

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer

**Prerequisite(s):** Take MAT 099 with a grade of C or better or two years of high school algebra and one year of geometry with grades of C or better and a satisfactory score on the department's Gateway Examination.

**General Education:** Not Applicable, Elective Only**MAT 131 - Finite Mathematics****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No.* M1 906

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Summer**Prerequisite(s):** MAT 130 with a grade of C or better**General Education:** Math**MAT 135 - Calculus for Business/Social Sciences****Credit(s):** 4**Lecture/Lab Contact Hours:** 4, 0

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. (Not open to students who have credit for MAT 240.) *IAI Course No.* M1 900-B

Applicable toward graduation at Sandburg where program structure permits

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring or Summer**Prerequisite(s):** MAT 130; Minimum grade C**General Education:** Math**MAT 140 - Trigonometry****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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, MAT 241, MAT 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall

**Prerequisite(s):** MAT 130 with a grade of C or better or concurrent enrollment

**General Education:** Not Applicable, Elective Only**MAT 210 - Statistics****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No.* M1 902

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring or Summer**Prerequisite(s):** MAT 130 with a grade of C or better**General Education:** Math**MAT 240 - Calculus With Analytic Geometry 1****Credit(s):** 5**Lecture/Lab Contact Hours:** 5, 0

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.

**IAI Course No. M1 900-1**

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring

**Prerequisite(s):** MAT 130 and MAT 140 with a grade of C or better in each.

**General Education:** Math

**MAT 241 - Calculus With Analytic Geometry 2**

**Credit(s):** 5

**Lecture/Lab Contact Hours:** 5, 0

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. *IAI Course No. M1 900-2*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall

**Prerequisite(s):** MAT 240 with a grade of C or better.

**General Education:** Math

**MAT 242 - Calculus With Analytic Geometry 3**

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 4, 0

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. *IAI Course No. M1 900-3*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring

**Prerequisite(s):** MAT 241 with a grade of C or better

**General Education:** Math

**MAT 260 - Differential Equations**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed

**Prerequisite(s):** MAT 242 with a grade of C or better

**General Education:** Not Applicable, Elective Only

**Medical Assisting****MDA 112 - Pharmacology & Medication Administration**

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 1.50, 1

This course provides the cognitive (knowledge), psychomotor (skills), and affective (behavior) competencies of medication administration typically performed by medical assistants; and introduces the student to the principles of pharmacology: classifications of medications, indications for use, desired effects, side effects, and adverse reactions of commonly prescribed drugs. The student will learn the professional role and legal responsibilities of the medical assistant in administration of medication. The student will learn abbreviations and symbols used in calculating medication dosages, systems of measurement, how to convert among measurement systems, how to calculate medication dosages, guidelines for preparation and administration of medication, routes of administration, and techniques of administration. This course is composed of 24 theory hours and 16 laboratory hours. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Medical Assistant Certificate, AAS Degree (1.2)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable

**MDA 114 - Administrative Procedures I**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 1.50

This course is the first part of the administrative component of the Medical Assistant's cognitive (knowledge), psychomotor (skills), and affective (behavior) competencies that introduces the student to the professional role and responsibilities of a medical assistant within the health care system. Emphasis on verbal and written communication skills and interpersonal relationships will take place as the students learn to perform the following administrative procedures: reception techniques, telephone techniques, medical office computerization, scheduling appointments, and medical record management utilizing a simulated medical office environment. The student will also learn about legal and ethical issues related to medical practice; medical assistant's scope of practice; patient privacy

and confidentiality; office policies and procedures; and safety and liability considerations as they relate to the operation of a medical office. This course is composed of 40 theory hours and 16 laboratory hours.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Medical Assistant Certificate, AAS Degree (1.2)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable

### **MDA 116 - Clinical Procedures I**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

This course introduces the clinical component of the Medical Assistant's cognitive (knowledge), psychomotor (skills), and affective (behavior) competencies 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, emergency preparedness protection practices, and emergency medical procedures and first aid. Patient education and clinical documentation will also be emphasized. The student will acquire CPR certification healthcare provider level during this course. This course is composed of 32 theory hours and 32 laboratory hours.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Medical Assistant Certificate, AAS Degree (1.2)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable

### **MDA 125 - Clinical Procedures II**

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 3, 2

This course is the second part of the clinical component of the Medical Assistant's cognitive (knowledge), psychomotor (skills), and affective (behavior) competencies of a medical office environment. The student will learn how to assist the physician in specialized areas of practice. The student will learn about specialty examinations and procedures. The course will cover principles of sterilization and disinfection, minor office surgery procedures, wounds, sterile dressing changes, and instruments used in minor office surgery. The student will also learn disorders and diseases relevant to each medical specialty or associated body system and introduction to nutrition. This course is composed of 48 theory hours and 32 laboratory hours. Applicable toward graduation at Sandburg where program

structure permits:

Degree or Certificate: Medical Assistant Certificate, AAS Degree (1.2)

**Offered:** Fall or Spring or Summer

**Prerequisite(s):** MDA 116

**General Education:** Not Applicable

### **MDA 127 - Clinical Laboratory Procedures**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

This course provides the cognitive (knowledge), psychomotor (skills), and affective (behavior) competencies of clinical laboratory procedures typically performed by medical assistants. The student will learn about Clinical Laboratory processes; collecting, handling, and transporting specimens; CLIA waived laboratory testing; quality control; and laboratory safety. The student will learn and perform phlebotomy venipunctures and capillary punctures. This course includes an introduction to hematology, blood chemistry and immunology, and medical microbiology. This course is composed of 32 theory hours and 32 laboratory hours.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Medical Assistant Certificate, AAS Degree (1.2)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable

### **MDA 216 - Administrative Procedures II**

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 3, 2

This course is the second part of the administrative component of the Medical Assistant's cognitive (knowledge), psychomotor (skills), and affective (behavior) competencies that covers the financial aspects of a medical office and develops an understanding of coding, billing and third party reimbursement processes. A basic introduction to the daily financial activities and office accounting procedures, learning how to compile a patient charge slip, post patient charges, post patient payments, and other banking activities. Emphasis is placed on performing current procedural coding (CPT) codes, and diagnosis coding ICD-9 and ICD-10 CM Manual. Students will be introduced to health insurance, health insurance reimbursement, types of insurance, submitting insurance claim forms, and tracking insurance reimbursement. Students will also learn about billing and collections procedures. This course is composed of 48 theory hours and 32 laboratory hours.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Medical Assistant Certificate, AAS  
Degree (1.2)

**Offered:** Fall or Spring or Summer

**Prerequisite(s):** MDA 114

**General Education:** Not Applicable

### **MDA 220 - Medical Assistant Externship**

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 1, 15

This course provides students with the opportunity to participate in a clinical externship. Students will experience a minimum of 180 hours of clinical experience under the supervision of a clinical preceptor. Students will gain experience in a local medical facility allowing practical application of medical assistant principles (knowledge), psychomotor (skills), and affective (behavior) attained throughout the Medical Assistant program. This course also includes an orientation to the medical facility and a medical assistant exam review. The student will be required to take an exit competency exam at completion of the course. This course is composed of 16 theory hours and a minimum of 180 clinical/laboratory hours.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: Medical Assistant Certificate, AAS  
Degree (1.2)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable

## **Medical Coding**

### **MDC 101 - Medical Coding Icd**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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).

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** MDT 100 with a minimum grade of C or instructor approval.

**General Education:** Not Applicable

### **MDC 102 - Medical Coding Cpt**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall

**Prerequisite(s):** MDT 100 or instructor approval

**General Education:** Not Applicable

## **Medical Lab Technician**

### **MLT 100 - Phlebotomy & Clinical Laboratory**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

This course provides the cognitive (knowledge), psychomotor (skills), and affective (behavior) competencies to competently, perform venipuncture and capillary puncture for blood collection purposes and clinical laboratory procedures typically performed by health care professionals. The student will learn about Clinical Laboratory processes; collecting, handling, and transporting specimens; CLIA waived laboratory testing; quality control; and laboratory safety. The student will learn how to safely, perform phlebotomy venipunctures and capillary punctures. Topics emphasized include infection control, legal and ethical responsibilities, professionalism, and interpersonal communication skills. This course is composed of 32 theory hours and 32 laboratory hours.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring or Summer

**Prerequisite(s):** The appropriate placement exam score or ENG 097 with a grade of C or better.

**General Education:** Not Applicable

## Medical Terminology

### MDT 090 - Introduction to Medical Terminology

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.6)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable

### MDT 100 - Medical Terminology

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 2, 0

This course provides a solid foundation and understanding of the medical language used by healthcare professionals. A systematic, word building approach is used to study medical word parts including prefixes, suffixes, and combining forms. Emphasis placed on word building, definition and use of terms related to all areas of health science, analysis of parts of the word, abbreviations, spelling, and correct pronunciation to enable health care workers to communicate in an accurate, articulate and concise manner. The course includes but is not limited to terms related to anatomy of the human body, functions of health and disease, medical processes and procedures. Students will also become proficient in using a medical dictionary. This course is useful to anyone considering a health care profession. Students entering nursing, emergency medical services - paramedic/EMT, radiologic technology, medical assistant, medical office assistants, medical coders, etc. will find Medical Terminology a great asset to understanding lectures and textbooks, making their learning easier.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable

## Metallurgy

### MET 100 - Metallurgy Fundamentals

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 1, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable General Education: Not Applicable (1.2)

**Offered:** Fall or Spring

**General Education:** Not Applicable

## Mortuary Science

### MTS 110 - History of Mortuary Science

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall

**General Education:** Not Applicable

### MTS 120 - Mortuary Law

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. Applicable toward graduation at Sandburg where program

structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall

**General Education:** Not Applicable

### **MTS 130 - Introduction to Microbiology - Mort Sci**

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 2, 0

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.)

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** BIO 111 and CHM 100 with grades of C or better

**General Education:** Not Applicable

### **MTS 131 - Introduction to Pathology-Mortuary Science**

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 2, 0

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.)

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** BIO 111 and CHM 100 with grades of C or better

**General Education:** Not Applicable

### **MTS 140 - Embalming 1**

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 3.50, 1

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.)

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall

**Prerequisite(s):** BIO 111 and CHM 100 with grades of C or better

**General Education:** Not Applicable

### **MTS 150 - Psychology of Grief & Death**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.)

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall

**General Education:** Not Applicable

### **MTS 160 - Funeral Service Administration**

**Credit(s):** 5

**Lecture/Lab Contact Hours:** 5, 0

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.)

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall

**Prerequisite(s):** MTS 120 and BUS.201 with a grade of C or better

**General Education:** Not Applicable

### **MTS 170 - Restorative Art**

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 3, 2

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.)

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall

**Prerequisite(s):** BIO 111 with a grade of C or better

**General Education:** Not Applicable

### **MTS 210 - Funeral Service Counseling**

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 4, 0

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.)

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring

**General Education:** Not Applicable

### **MTS 215 - Introduction to Mass Fatalities Incidents**

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 2, 0

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. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall

**General Education:** Not Applicable

### **MTS 220 - Funeral Directing**

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 4, 0

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.)

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** MTS 150 and MTS 160 with grades of C or better

**General Education:** Not Applicable

**MTS 225 - Thanatochemistry****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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.)

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall**Prerequisite(s):** CHM 100 with a grade of C or better, MTS 140**General Education:** Not Applicable**MTS 230 - Embalming 2****Credit(s):** 4**Lecture/Lab Contact Hours:** 3.50, 1

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring**Prerequisite(s):** MTS 140 with a grade of C or better**General Education:** Not Applicable**MTS 240 - Funeral Service Seminar****Credit(s):** 1**Lecture/Lab Contact Hours:** 1, 0

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.)

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring**Prerequisite(s):** MTS 160 with a grade of C or better**General Education:** Not Applicable**MTS 250 - Funeral Service Practicum****Credit(s):** 3**Lecture/Lab Contact Hours:** 0, 15

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring**General Education:** Not Applicable**MTS 260 - Restorative Arts/Embalming Practicum****Credit(s):** 3**Lecture/Lab Contact Hours:** 0, 15

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring

**General Education:** Not Applicable

### **MTS 270 - Exam Review Seminar**

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 1, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring

**General Education:** Not Applicable

## **Music**

### **MUS 100 - Music in the Western World**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No.* F1 900

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer

**General Education:** Fine Arts, Human Relations

### **MUS 101 - Introduction to American Music**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

This course traces the origins and changes in our folk, religious, classical and popular music. It is open to all students. *IAI Course No.* F1 904

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**General Education:** Fine Arts, Human Relations

### **MUS 105 - Non-Western Music**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No.* F1 903N

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed

**General Education:** Fine Arts, Human Relations

### **MUS 107 - Music in the Theatre**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

This course is a survey of western traditions and elements of music in the theatre including opera, operetta, and Broadway musicals. Students will examine text, music, and performance media as methods for communicating the philosophic and aesthetic movements of composers, lyricists, performers, and their eras. No previous music experience is required. *IAI Course No.* F1 910

Applicable toward graduation at CSC where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed

**General Education:** Fine Arts

### **MUS 122 - Instrumental Ensemble**

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 0, 2

Instrumental Ensemble performs a wide variety of music that encompasses jazz, big band, wind ensemble, orchestral, and concert band literature. Students explore the language, skills, and materials of instrumental music through performing a variety of repertoire. It may be taken two times for credit. An audition is required.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS and Certificates where applicable (1.1)

**Offered:** As Needed

**General Education:** Not Applicable, Elective Only

### **MUS 123 - Sandburg Choir**

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 0, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**General Education:** Not Applicable, Elective Only

### **MUS 125 - Small Vocal Ensemble**

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 0, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**General Education:** Not Applicable, Elective Only

### **MUS 150 - Applied Music I**

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 0.50, 1

This course provides a one half-hour private lesson each week and is open to all students. Students will learn the basics of the instrument and/or method. This course is intended for non-music majors and music majors studying an instrument other than their primary one. It may be repeated once for up to a maximum of two semester hours of credit.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable

### **MUS 151 - Applied Music I**

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 1, 2

This course provides a one-hour private lesson each week and is open to all students. Students will learn the basics of the instrument and/or method. This course is intended for music majors on their primary instrument and non-music majors desiring more in-depth musical study. It may be repeated once for up to a maximum of four semester hours of credit. (1.1)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable

### **MUS 205 - Music and Society**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No. HF 900*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**General Education:** Humanities, Human Relations

### **MUS 222 - Instrumental Ensemble**

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 0, 2

Instrumental Ensemble performs a wide variety of music that encompasses jazz, big band, wind ensemble, orchestral, and concert band literature. Students explore the language, skills, and materials of instrumental music through performing a variety of repertoire. It may be taken two times for credit. An audition is required.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS and Certificates where applicable (1.1)

**Offered:** As Needed

**Prerequisite(s):** Take 2 semesters of MUS 122

**General Education:** Not Applicable, Elective Only

**MUS 223 - Sandburg Choir****Credit(s):** 1**Lecture/Lab Contact Hours:** 0, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring**Prerequisite(s):** Take 2 semesters of MUS 123**General Education:** Not Applicable, Elective Only**MUS 225 - Small Vocal Ensemble****Credit(s):** 1**Lecture/Lab Contact Hours:** 0, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AFA, AS, AAS, AGS and Certificates where applicable (1.1)

**Offered:** Fall or Spring**Prerequisite(s):** Take 2 semesters of MUS 125 or instructor permission**General Education:** Not Applicable, Elective Only**MUS 250 - Applied Music 2****Credit(s):** 1**Lecture/Lab Contact Hours:** 0.50, 1

This course provides a one half-hour private lesson each week and is open to all students. Students will learn intermediate techniques of the instrument and/or method. This course is intended for non-music majors and music majors studying an instrument other than their primary one. It may be repeated once for up to a maximum of two semester hours of credit. (1.1)

**Offered:** Fall or Spring**Prerequisite(s):** Take two semesters of MUS 150 or Consent of Instructor.**General Education:** Not Applicable**MUS 251 - Applied Music 2****Credit(s):** 2**Lecture/Lab Contact Hours:** 1, 2

This course provides a one-hour private lesson each week and is open to all students. Students will learn the intermediate techniques of the instrument and/or method. This course is intended for music majors on their primary instrument and non-music majors desiring more in-depth musical study. It may be repeated once for up to a maximum of four semester hours of credit. (1.1)

**Offered:** Fall or Spring**Prerequisite(s):** Take two semesters of MUS 151**General Education:** Not Applicable**Nursing Assistant****NUA 105 - Basic Nursing Assistant Training****Credit(s):** 8**Lecture/Lab Contact Hours:** 6.50, 3

This course will provide the student with the cognitive (knowledge), psychomotor (skills), and affective (behaviors) necessary to perform basic patient care in a variety of healthcare settings. It prepares the student to function in the role of nursing assistant under the supervision of a Registered Nurse (RN) or Licensed Practical Nurse (LPN). This course meets the Illinois Department of Public Health (IDPH) guidelines for Basic Nursing Assistant Training Program (BNATP) curriculum. This course is highly recommended for students interested in a nursing career or wanting an entry-level position in the health care field. Coursework includes development of basic nursing skills through lecture, simulation skills laboratory, and supervised clinical experiences at a long-term health care facility. After students successfully complete the Basic Nursing Assistant Training Program (BNATP), they are eligible to take the State Nursing Aide Competency Exam. Upon passing the Nurse Aide Competency Examination, students are added to the Healthcare Worker Registry, and then can be employed as a Certified Nursing Assistant (CNA). (1.2)

**Offered:** Fall or Spring or Summer**Prerequisite(s):** Provide high school transcript with completion of Freshman English with a grade of C or higher or College placement exam equivalent to eligibility for entrance to ENG 095 with a grade of "C" or higher.**General Education:** Not Applicable

## Nursing Associate Degree

### NAD 105 - Nursing 1

**Credit(s):** 7

**Lecture/Lab Contact Hours:** 5, 8

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Fall

**Prerequisite(s):** Admission to the Associate Degree Nursing Program, ENG 101 & PSY 101. Corequisites: NAD 106, NAD 108, and BIO 211 with a grade of C or better. All prerequisites and corequisites must be passed with a C or better to progress in the program.

**General Education:** Not Applicable

### NAD 106 - Medication Principles for Nurses

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable. (1.2)

**Offered:** Fall

**Prerequisite(s):** Admission to the Associate Degree Nursing Program or Practical Nursing Program, ENG 101 & PSY 101. Corequisites: 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.

**General Education:** Not Applicable

### NAD 108 - Health Assessment & Clinical Reasoning

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 2, 0

This course provides the framework for preparing students to perform comprehensive health assessments on adult clients 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 client. 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable. (1.2)

**Offered:** Fall

**Prerequisite(s):** Admission to the Associate Degree Nursing Program or Practical Nursing Program, ENG 101 & PSY 101. Corequisites: NAD 105 or NUP 105; NAD 106; BIO 111 or BIO 211. All corequisites must be completed with a grade of C or better to progress in the program.

**General Education:** Not Applicable

## NAD 125 - Nursing II

**Credit(s):** 8

**Lecture/Lab Contact Hours:** 5, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Spring

**Prerequisite(s):** 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.

**General Education:** Not Applicable

## NAD 130 - Pharmacology for Nurses

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable. (1.2)

**Offered:** Spring

**Prerequisite(s):** NAD 105 or NUP 105, NAD 106 or NAD 108, BIO 211 or BIO 111, or Licensed Practical Nurse with an active Illinois Nursing License. All prerequisites must be completed with a grade of C or better. Take NAD 125 or NUP 125 and BIO 212 or Licensed Practical Nurse with an active Illinois Nursing License. All corequisites must be completed with a grade of C or better to progress in the program.

**General Education:** Not Applicable

## NAD 180 - LPN to RN Transition

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 3, 3

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. This course includes theory, lab, and simulation 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable. (1.2)

**Offered:** As Needed

**Prerequisite(s):** Licensed Practice Nurse with current Illinois Nursing License and admission into the Associate Degree Nursing Program, NAD 106, NAD 108, NAD 130, BIO 211, and BIO 212, Corequisites: BIO 200, NAD 130, ENG 101, and PSY 101 with a grade of C or better. All corequisites must be passed with a C or better to progress in the program.

**General Education:** Not Applicable

### **NAD 190 - Nursing Student Internship**

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 1, 3

This nursing student internship is a collaborative education experience that will enhance the development of their professional nursing role, critical thinking skills, and technical skills to help student nurses to begin to "think like a nurse." Students have the opportunity to use previously learned nursing knowledge and skills in cooperating acute care facilities. The course will have a weekly online component that will discuss "thinking in action" topics related to safe patient care, patient outcomes, delivery of nursing care, assessment, documentation, inter-professional collaboration, communication, and evidenced based practice. The internship is designed to provide students with additional socialization into nursing opportunities and clinical practice in either medical-surgical nursing, psychiatric care, critical care, obstetrics, emergency care, perioperative care or pediatrics. The student will work along with a RN preceptor for approximately 24 hours a week for an eight-week commitment, during the summer between the first year and second year of the Associate Degree Nursing Program. The nursing student internship is an elective nursing course that will be either paid or unpaid based on the nurse intern program of cooperating acute care facilities. In addition to completion of the prerequisites, students must have a minimum 2.5 GPA, complete the nursing internship application, submit the application with two nursing faculty references, and complete selection interviews. The nursing internship has limited enrollment based on cooperating acute care facilities and how many nursing student interns they can accommodate. The selection process is 100% ownership of each facility. Those students selected will have additional requirements to complete, including facility orientations and preparation for the internship. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable. (1.2)

**Offered:** Summer

**Prerequisite(s):** NAD 105, NAD 106, NAD 108, NAD 125, NAD 130, BIO 211, and BIO 212

**General Education:** Not Applicable

### **NAD 200 - Nursing 3**

**Credit(s):** 8

**Lecture/Lab Contact Hours:** 5, 8.5

This course will focus on the care of individual adult patients and families with selected complex medical/surgical health alterations. 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 will be placed on the care of patients and families with health alterations in neurosensory, cardiovascular, endocrine, hematology, immune, and oncology 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 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Fall

**Prerequisite(s):** 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.

**General Education:** Not Applicable

### **NAD 205 - Community & Mental Health Nursing**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 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 the 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. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable. (1.2)

**Offered:** Fall

**Prerequisite(s):** 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.

**General Education:** Not Applicable

## NAD 210 - Nursing IV

**Credit(s):** 8

**Lecture/Lab Contact Hours:** 5, 8.5

This course will focus on the care of the individual adult patients and families with selected complex, multisystem alterations in health and childrearing women, family 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 while functioning in a leadership role. Emphasis is placed on reproduction and prenatal period, normal and high-risk pregnancies during the intrapartum and postpartum periods, high risk conditions of infant and newborn assessment, family dynamics and the promotion of health behaviors in patients. 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. 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Spring

**Prerequisite(s):** 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.

**General Education:** Not Applicable

## NAD 220 - Professional Issues

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Spring

**Prerequisite(s):** 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.

**General Education:** Not Applicable

## Nursing - Practical

### NUP 104 - LPN IV Certification

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 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 IDFPR (Illinois Department of Professional Regulation) is required to enroll in this course. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** As Needed

**General Education:** Not Applicable

### NUP 105 - Practical Nursing I

**Credit(s):** 9

**Lecture/Lab Contact Hours:** 6, 9

This course is an introduction to nursing and the roles of the practical nurse. It focuses on patient care concepts. The nursing process is introduced and serves as the foundation for the development of critical thinking and clinical judgement. A unit will focus on the issues and implications associated with caring for patients with diverse and cultural backgrounds. 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 performance of at least a 1.6 in clinical and skills lab and a minimum grade of "C" in theory are required in order to pass the course.

Applicable toward graduation at CSC where program structure permits:

Degree or Certificate: AAS, AGE, All Certificates (1.2)

**Offered:** Fall

**Prerequisite(s):** Admission into the Practical Nursing program, ENG 101 & PSY 101; **Corequisites:** NAD 106, NAD 108, BIO 111 or BIO 211; Minimum grade C or better in order to progress in the program

**General Education:** Not Applicable

### NUP 125 - Practical Nursing II

**Credit(s):** 9

**Lecture/Lab Contact Hours:** 6, 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, respiratory, cardiac, vascular, endocrine, immunological, hematological, gastrointestinal, genitourinary and neurosensory systems and oncology content. 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, including the potential physical and mental adjustments, as well as restorative care. Learning experiences are provided in the classroom, as well as through audio-visuals tutorials, skills lab, simulations 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 in the acute care, outpatient, community and/or long-term care and rehabilitation settings. Satisfactory performance of at least a 1.6 in clinical and skills lab and a minimum grade of "C" in theory are required in order to pass the course.

Applicable toward graduation at CSC where program structure permits:

Degree or Certificate: AAS, AGS, All Certificates (1.2)

**Offered:** Spring

**Prerequisite(s):** Take NUP 105 or NAD 105 with minimum grade of C. Take NAD 106, NAD 108 with a minimum grade of C. Take BIO 111 or BIO 211 with a grade of C or better. All prerequisites and corequisites must be passed with a C or better to progress in the program. Corequisite: NAD 130 with the minimum grade of C.

**General Education:** Not Applicable

### **NUP 135 - Practical Nursing III**

**Credit(s):** 6

**Lecture/Lab Contact Hours:** 4, 6

Practical Nursing III is an intensive eight-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 management, leadership, and transitional issues to prepare the student to transition into the role of Licensed Practical Nurse at the entry level and prepare the student to take the NCLEX-PN licensing examination. The clinical component of this course allows the student practice in the clinical setting and clinical simulation with childbearing and pediatrics in a variety of healthcare settings. Satisfactory performance of at least a 1.6 in clinical and a minimum grade of "C" in theory are required in order to pass the course.

Applicable toward graduation at CSC where program structure permits:

Degree or Certificate: AAS, AGS, All Certificates (1.2)

**Offered:** Summer

**Prerequisite(s):** NUP 125, NAD 130

**General Education:** Not Applicable

## **Nutrition**

### **NUT 100 - Introduction to Nutrition**

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program

structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable

### **NUT 110 - Nutrition**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable, Elective Only

## **Occupational Special Problems**

### **OSP 199 - Occupational Special Problems**

**Credit(s):** 0.5-4

**Lecture/Lab Contact Hours:** 0.5-4, 0.5-4

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS, and Certificates where applicable (1.2)

**Offered:** As Needed

**General Education:** Not Applicable

## Philosophy

### PHL 100 - Logic

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No.* H4 906

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS and Certificates where applicable (1.1)

**Offered:** Fall or as Needed

**Prerequisite(s):** ENG 101

**General Education:** Humanities

### PHL 101 - Introduction to Philosophy

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

*IAI Course No.* H4 900

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AGS and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**General Education:** Humanities

### PHL 102 - Ethics

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

This course is for students who want to become more aware of the standards of principles which are appealed to when they judge themselves or 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. *IAI Course No.* H4 904

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**General Education:** Humanities, Human Relations

### PHL 103 - Biomedical Ethics

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AAS, AGS and Certificates where applicable. (1.1)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable, Elective Only

### PHL 104 - Philosophy of Religion

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS and Certificates where applicable (1.1)

**Offered:** As Needed

**General Education:** Not Applicable, Elective Only

**PHL 105 - Comparative Religions****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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 toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS and Certificates where applicable (1.1)

**Offered:** As Needed**General Education:** Not Applicable, Elective Only**PHL 110 - Introduction Critical Thinking****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS and Certificates where applicable (1.1)

**Offered:** Fall or Spring**General Education:** Not Applicable, Elective Only**Physics****PHY 110 - Applied Physics****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring**Prerequisite(s):** MAT 101**General Education:** AGS Only**PHY 130 - The Physical Universe****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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.

*IAI Course No.* P1 906

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring**General Education:** Science**PHY 151 - General Physics 1****Credit(s):** 5**Lecture/Lab Contact Hours:** 4, 2

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. *IAI Course No.* P1 900L

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall**Prerequisite(s):** MAT 140 or concurrent enrollment**General Education:** Science, Lab Science**PHY 152 - General Physics 2****Credit(s):** 5**Lecture/Lab Contact Hours:** 4, 2

This course is a continuation of PHY 151. Topics covered include electricity and magnetism, electromagnetic waves, optics and an introduction to modern physics.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring**Prerequisite(s):** PHY 151**General Education:** Not Applicable, Elective Only

**PHY 161 - Engineering Physics 1****Credit(s):** 5**Lecture/Lab Contact Hours:** 4, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall**Prerequisite(s):** MAT 240 or concurrent enrollment**General Education:** Not Applicable, Elective Only**PHY 162 - Engineering Physics 2****Credit(s):** 5**Lecture/Lab Contact Hours:** 4, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring**Prerequisite(s):** PHY 161, MAT 241 or the equivalent as evaluated by the physics department**General Education:** Not Applicable, Elective Only**Political Science****POS 122 - American Government & Politics****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No. S5 900*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring**General Education:** Social Science**POS 223 - State & Local Government****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No. S5 902*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring**General Education:** Social Science**POS 228 - International Relations****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No. S5 904N*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring**Prerequisite(s):** POS 122**General Education:** Social Science**POS 267 - Comparative Government****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No. S5 905*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed

**Prerequisite(s):** POS 122

**General Education:** Social Science

## Psychology

### PSY 100 - Freshman Orientation

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 1, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed

**General Education:** Not Applicable, Elective Only

### PSY 101 - Introduction to Psychology

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No. S6 900*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer

**Prerequisite(s):** ENG 097 with a grade of C or better or placement into ENG 101 or Consent of Instructor

**General Education:** Social Science

### PSY 107 - Positive Psychology

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS AGS and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**General Education:** Not Applicable, Elective Only

### PSY 152 - Career and Life Planning

**Credit(s):** 1

**Lecture/Lab Contact Hours:** 1, 0

This course is designed to assist the undecided student with the process of making a well-informed and insightful career decision. Personality assessments, interest inventories and values assessments will be administered to generate insightful career options and to assist students as they clarify and coordinate their career and personal goals. Common decision making obstacles will also be explored. In addition, guided occupational research, individualized career counseling sessions and academic-planning activities will be utilized to enable students to produce tangible career and academic plans upon completion of the course.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS and AGS (1.1)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable

### PSY 202 - Psychology of Personality

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed

**Prerequisite(s):** The appropriate placement exam score, or take ENG 097 with a grade of C or better, or consent of instructor.

**General Education:** Not Applicable, Elective Only

**PSY 204 - Social Psychology****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No.* S8 900

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**Prerequisite(s):** The appropriate placement exam score, or ENG 097 with a grade of C or better, or an ACT Reading score of 20 or higher.

**General Education:** Social Science, Human Relations**PSY 205 - Human Sexuality****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed

**Prerequisite(s):** The appropriate placement exam score, or ENG 097 with a grade of C or better, or an ACT Reading score of 20 or higher.

**General Education:** Not Applicable, Elective Only**PSY 206 - The Social Psychology of Aging****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No.* S6 905

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed

**Prerequisite(s):** The appropriate placement exam score, or ENG 097 with a minimum grade of C, or an ACT Reading score of 20 or higher.

**General Education:** Social Science**PSY 221 - Child Psychology****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed

**Prerequisite(s):** The appropriate placement exam score, or ENG 097 with a grade of C or better, or an ACT Reading score of 20 or higher.

**General Education:** Not Applicable, Elective Only**PSY 265 - Developmental Psychology****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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.

*IAI Course No.* S6 902

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed

**Prerequisite(s):** The appropriate placement exam score, or ENG 097 with a, grade of C or, better, or an ACT Reading score of 20 or higher.

**General Education:** Social Science

## PSY 294 - Abnormal Psychology

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer

**Prerequisite(s):** PSY 101

**General Education:** Not Applicable, Elective Only

## Radiologic Technology

### RDT 100 - Introduction to Radiologic Technology

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** Admission to Radiologic Technology program, Take 1 group; Take BIO 205 Minimum grade C or BIO 211, BIO 212 Minimum grade C

**General Education:** Not Applicable

### RDT 101 - Radiologic Technology Procedures 1

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 2, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Summer

**Prerequisite(s):** Admission to the Radiologic Technology program, Take 1 group; Take BIO 205 Minimum grade C or BIO 211

**General Education:** Not Applicable

### RDT 110 - Rad Tech Physics & Instrumentation 1

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall

**Prerequisite(s):** Admission to Radiologic Technology program and RDT 100, RDT 101 and ALH 105, Take 1 group; Take BIO 205 Minimum grade C or BIO 211, BIO 212 Minimum grade C

**General Education:** Not Applicable

### RDT 111 - Radiologic Technology Procedures 2

**Credit(s):** 4.5

**Lecture/Lab Contact Hours:** 3, 3

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable. (1.2)

**Offered:** Fall

**Prerequisite(s):** RDT 100, RDT 101, and ALH 105

**General Education:** Not Applicable

**RDT 116 - Radiologic Tech Practicum 1****Credit(s):** 3**Lecture/Lab Contact Hours:** 0, 16

This first course in clinical practice involves approximately 240 hours 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall**Prerequisite(s):** Admission to Radiologic Technology program.**General Education:** Not Applicable**RDT 120 - Rad Tech Physics and Instrumentation 2****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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, scatter radiation, and pathological effects on imaging are analyzed extensively with emphasis on the factors that control and influence them. Other topics include collimation, grid use, and PACS systems for image storage and transfer (1.2)

**Offered:** Spring**Prerequisite(s):** Admission to the Radiologic Technology program and ALH 105, RDT 100, RDT 101, RDT 110, RDT 111, and RDT 116, Take 1 group; Take BIO 205 Minimum grade C or BIO 211, BIO 212 Minimum grade C**General Education:** Not Applicable**RDT 121 - Radiologic Technology Procedures 3****Credit(s):** 4.5**Lecture/Lab Contact Hours:** 3, 3

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring**Prerequisite(s):** Admission to the Radiologic Technology program and ALH 105, RDT 100, RDT 101, RDT 110, RDT 111, and RDT 116, Take 1 group; Take BIO 205 Minimum grade C or BIO 211, BIO 212 Minimum grade C**General Education:** Not Applicable**RDT 126 - Radiologic Tech Practicum 2****Credit(s):** 3**Lecture/Lab Contact Hours:** 0, 16

This second clinical practicum involves approximately 240 hours 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring**Prerequisite(s):** Take ALH 105, RDT 100, RDT 101, RDT 110, RDT 111, RDT 116; Admission to Radiologic Technology program**General Education:** Not Applicable**RDT 201 - Radiologic Technology Procedures 4****Credit(s):** 2.5**Lecture/Lab Contact Hours:** 1, 2

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable (1.2)

**Offered:** Summer

**Prerequisite(s):** RDT 100, RDT 101, RDT 110, RDT 111, RDT 116, RDT 120, RDT 121, RDT 126, ALH 105

**General Education:** Not Applicable

### **RDT 205 - Radiologic Technology Practicum 3**

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 0, 20

This third course in clinical practice involves an average of 32 hour 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 Western Illinois Cancer Treatment Center is incorporated into this course to enable students to observe patients receiving radiation therapy.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable (1.2)

**Offered:** Summer

**Prerequisite(s):** RDT 100, RDT 101, RDT 110, RDT 111, RDT 116, RDT 120, RDT 121, RDT 126, ALH 105

**General Education:** Not Applicable

### **RDT 211 - Advanced Radiologic Technology Procedure**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. Special, surgical and interventional procedures will be presented, along with an exploration of other medical imaging modalities.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall

**Prerequisite(s):** ALH 105, RDT 100, RDT 101, RDT 110, RDT 111, RDT 116, RDT 120, RDT 121, RDT 126, RDT 201, RDT 205

**General Education:** Not Applicable

### **RDT 212 - Radiologic Technology Image Critique**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall

**Prerequisite(s):** ALH 105, RDT 100, RDT 101, RDT 110, RDT 111, RDT 116, RDT 120, RDT 121, RDT 126, RDT 201, RDT 205

**General Education:** Not Applicable

### **RDT 213 - Rad Tech Physics and Instrumentation 3**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

This course presents an advanced study of the technology used in acquiring, displaying and managing diagnostic images. Content is designed to establish an understanding of recorded detail and distortion, as well as automatic exposure control, mobile radiography, image-intensified fluoroscopic units, quality control and quality assurance. This course also includes information on the physics and instrumentation of computed tomography imaging.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable Offered: Fall 2020 (1.2)

**Offered:** Fall

**Prerequisite(s):** ALH 105, RDT 100, RDT 101, RDT 110, RDT 111, RDT 116, RDT 120, RDT 121, RDT 126, RDT 201, RDT 205

**General Education:** Not Applicable

### **RDT 216 - Radiologic Tech Practicum 4**

**Credit(s):** 4.5

**Lecture/Lab Contact Hours:** 0, 24

Course Description: This fourth Practicum involves an average of 24 hours per week of clinical experience. Emphasis is placed on developing competency in the performance of both general and special radiographic procedures.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall

**Prerequisite(s):** ALH 105, RDT 100, RDT 101, RDT 110, RDT 111, RDT 116, RDT 120, RDT 121, RDT 126, RDT 201, RDT 205, Admission to Radiologic Technology program

**General Education:** Not Applicable

### **RDT 220 - Radiologic Technology Capstone**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

Course designed to re-examine knowledge, skills and attitudes required of the radiographer. Students will also prepare for AART Registry Examination through use of review modules and practice examinations.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** ALH 105, RDT 100, RDT 101, RDT 110, RDT 111, RDT 116, RDT 120, RDT 121, RDT 126, RDT 201, RDT 205, RDT 211, RDT 216, RDT 223

**General Education:** Not Applicable

### **RDT 223 - Radiation Biology**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

This course focuses on the biological effects of radiation and the radiographer's professional role in radiation monitoring and limiting radiation exposure to self, peers, and patients.

Discussion topics include radiosensitivity and the factors influencing it, risks versus benefits of the use of radiation from the patient and operator standpoint, as well as radiation quantities & units of measurement and computer & digital imaging considerations along with understanding regulatory standards and recommendations. The students will also learn importance of employment preparedness, maintenance of professional credentials and proper recording of radiation exposure for the length of their career.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGE and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** ALH 105, RDT 100, RDT 101, RDT 110, RDT 111, RDT 116, RDT 120, RDT 121, RDT 126, RDT 201, RDT 205, RDT 211, RDT 212, RDT 216, RDT 213, Admission to Radiologic Technology program

**General Education:** Not Applicable

### **RDT 226 - Radiologic Tech Practicum 5**

**Credit(s):** 4.5

**Lecture/Lab Contact Hours:** 0, 24

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2)

**Offered:** Spring

**Prerequisite(s):** ALH 105, RDT 100, RDT 101, RDT 110, RDT 111, RDT 116, RDT 120, RDT 121, RDT 126, RDT 201, RDT 205, RDT 211, RDT 212, RDT 216, RDT 223

**General Education:** Not Applicable

### **RDT 250 - CT Principles & Instrumentation**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate -AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall

**General Education:** Not Applicable

### **RDT 252 - Computed Tomography Procedures**

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 4, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall

**General Education:** Not Applicable

### **RDT 255 - CT Practicum**

**Credit(s):** 6

**Lecture/Lab Contact Hours:** 1, 25

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall

**General Education:** Not Applicable

### **RDT 262 - Sectional Anatomy for Diagnostic Imaging**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate - AAS, AGS and Certificates where applicable (1.2)

**Offered:** Fall or Spring or Summer

**Prerequisite(s):** BIO 205 or equivalent

**General Education:** Not Applicable

## **Social Science**

### **SSC 110 - Global Issues**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

This course introduces students to contemporary global issues and international relations. These diverse, complex issues stem from the synergistic interaction of economic, socio-cultural, and political factors. This course examines various influences that

impact global issues, such as nation-states and; governmental and non-governmental organizations as well as issues relating to gender, ethnicity; and power. The course also explores causes of conflicts and reviews potential solutions to contemporary global crises. (1.1) *IAI Course No. S5 904*

**Offered:** Fall or Spring

**General Education:** Social Science, Human Relations

### **SSC 120 - Statistics for Social Science**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No. M1 902*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring or as Needed

**Prerequisite(s):** An ACT Math score of 25 and two years of high school algebra and one year of high school geometry or Geometry and Intermediate Algebra. MAT 083 with a grade of C or better and MAT 099 with a grade of C or better, or two years of high school algebra and one year of geometry with grades of C or better, or MAT.086 with a grade of C or better, or MAT 098 with a grade of C or better.

**General Education:** Math

### **SSC 201 - Ethnic Studies**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed

**General Education:** Not Applicable, Elective Only

## SSC 202 - Perspectives of Social Science

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

This course is designed to introduce students to basic research methods and theory bases used in the Social Sciences. The instructional approach is that of a seminar. Students will be introduced to a variety of methods used to study social research. A brief introduction to methodology of any one or combination of the following will be covered: History, Political Science, Sociology, Psychology, Geography, and Economics. Although there may be different disciplines highlighted, students are only allowed to take this course once.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed

**General Education:** Not Applicable, Elective Only

## Sociology

### SOC 101 - Introduction to Sociology

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No. S7 900*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate; AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer

**General Education:** Social Science, Human Relations

### SOC 102 - Contemporary Social Problems

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No. S7 901*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring

**Prerequisite(s):** SOC 101

**General Education:** Social Science, Human Relations

### SOC 103 - Marriage and the Family

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

This course 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. *IAI Course No. S7 902*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**General Education:** Social Science

### SOC 105 - Intro to Cultural Anthropology

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No. S1 901N*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed

**General Education:** Human Relations, Social Science

### **SOC 201 - Introduction to Anthropology**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No. S1 900N*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed

**General Education:** Social Science, Human Relations

### **SOC 203 - Introduction to Diversity**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No. S7 903D*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer

**General Education:** Social Science, Human Relations

### **SOC 205 - Social Problems-Professional Ethics**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or as Needed

**Prerequisite(s):** ENG 101 or concurrent enrollment

**General Education:** Not Applicable, Elective Only

### **SOC 260 - Gender & Society**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No. S7 904D*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable. (1.1)

**Offered:** As Needed

**General Education:** Social Science, Human Relations

## **Spanish**

### **SPN 101 - Elementary Spanish 1**

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 4, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**Prerequisite(s):** The appropriate placement exam score or ENG 097 with a grade of C or better.

**General Education:** Not Applicable, Elective Only

## SPN 102 - Elementary Spanish 2

**Credit(s):** 4

**Lecture/Lab Contact Hours:** 4, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**Prerequisite(s):** SPN 101 with a grade of C or better

**General Education:** Not Applicable, Elective Only

## SPN 120 - Spanish for Professionals 1

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**General Education:** Not Applicable, Elective Only

## SPN 121 - Spanish for Professionals 2

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**Prerequisite(s):** SPN 120 with a grade of C or better

**General Education:** Not Applicable, Elective Only

## SPN 201 - Intermediate Spanish 1

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**Prerequisite(s):** SPN 102 with a grade of C or better

**General Education:** Not Applicable, Elective Only

## SPN 202 - Intermediate Spanish 2

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Spring

**Prerequisite(s):** SPN 201 with a grade of C or better

**General Education:** Not Applicable

## Speech

### **SPE 110 - Interpersonal Communication**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring or Summer

**General Education:** Not Applicable, Elective Only, Human Relations

### **SPE 120 - Introduction to Public Speaking**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No. C2 900*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall and Spring and Summer

**General Education:** Communications

## Theatre

### **THE 110 - Theatre Arts Appreciation**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No. F1 907*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring

**General Education:** Fine Arts, Human Relations

### **THE 111 - Theatre History**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No. F1 908*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** As Needed

**General Education:** Fine Arts

### **THE 120 - Introduction to Acting**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 3, 0

This course is designed to supply the student with introductory experience in both the theory and practice of the art of acting. In addition to lectures and discussions, the individual student's scene and monologue work will be appraised by both professor and peers. 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. *IAI Course No. TA 914*

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable (1.1)

**Offered:** As Needed

**General Education:** Not Applicable, Elective Only

**THE 121 - Acting Workshop 1****Credit(s):** 1.5**Lecture/Lab Contact Hours:** 0, 3

This course provides the student an opportunity for intensive work in the development of monologues for use in auditions. Special concern is given to character analysis and creation, vocal and physical development of characters, script choices, audition etiquette, preparation of contrasting monologues and musical score selections, and the development of an actor's head shot and resume.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AFA, AGS and Certificates where applicable (1.1)

**Offered:** As Needed**Prerequisite(s):** THE 120**General Education:** Not Applicable, Elective Only**THE 128 - Theatre Construction & Stagecraft****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

This course places primary emphasis on a practical application of the techniques used in scenery construction and lighting design for the stage. Students in Theatre Construction and Stagecraft will be required to work on one college play during the semester of their enrollment.

Applicable toward graduation at CSC where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable (1.1)

**Offered:** Fall and Spring**General Education:** Not Applicable, Elective Only**THE 129 - College Play Production****Credit(s):** 1**Lecture/Lab Contact Hours:** 0, 2

The primary activity of this course is the production of a play. Student will work in various 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 all production-week activities which may include evenings, weekends, and travel. May be repeated a maximum of three times their enrollment.

Applicable toward graduation at CSC where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS and Certificates where applicable (1.1)

**Offered:** Fall and Spring**General Education:** Not Applicable, Elective Only**THE 130 - Theatre Practice****Credit(s):** 1.5**Lecture/Lab Contact Hours:** 0, 3

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. Prerequisite: Consent of Instructor!

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGS, and Certificates where applicable (1.1)

**Offered:** Fall or Spring**General Education:** Not Applicable, Elective Only**THE 140 - Oral Interpretation****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

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. *IAI Course No.* TA 916

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AFA, AAS, AGS and Certificates where applicable (1.1)

**Offered:** As Needed**General Education:** Not Applicable, Elective Only**THE 150 - Play Directing****Credit(s):** 3**Lecture/Lab Contact Hours:** 3, 0

This course is designed to teach the inexperienced director to make choices about script, 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 for public performance. Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AA, AS, AAS, AGE and Certificates where applicable (1.1)

**Offered:** As Needed**Prerequisite(s):** THE 120 or acting experience**General Education:** Not Applicable, Elective Only

## Total Quality Management

### TQM 101 - Total Quality Management

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 2, 0

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Summer

**General Education:** Not Applicable

## Welding

### WEL 125 - Welding Blueprints

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 1.50, 1

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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring

**General Education:** Not Applicable

### WEL 126 - Weld Test Evaluation

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 1, 4

This is a course designed to prepare students for employment by allowing them to practice skills already learned in preparation for acceptable completion of entry level qualification tests given in various welding processes at local welding businesses. Must pass this course with a grade of "C" or better to obtain credit toward welding program completion.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring

**General Education:** Not Applicable

### WEL 128 - Metal Preparation

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 1, 2

This course is designed to develop technical proficiency in fundamental welding safety, metal preparation, cutting techniques, and basic welding skills. Students will learn to select the correct process directly related to the metal being cut and/or welded. Emphasis will be placed upon:

- Welding shop safety, basic welding equipment setup and use, and weld quality control
- Oxy-fuel cutting (OFC), plasma arc-cutting (PAC), carbon arc-cutting (CAC-A) processes
- Nomenclature specific to these processes

Mus pass this course with a grade of "C" or better to obtain credit toward welding program completion.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Spring or Fall

**General Education:** Not Applicable

### WEL 149 - Automated Welding Applications

**Credit(s):** 2

**Lecture/Lab Contact Hours:** 1, 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.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Spring

**General Education:** Not Applicable

### WEL 160 - Oxyacetylene Welding & Metal Preparation

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 1, 4

This course is designed to develop proficiency in metal preparation and cutting techniques, as well as develop basic welding skills. Information provides aid in selecting the correct

process since this is directly related to the metal being cut and/or welded. Emphasis will be placed upon: Oxy-fuel cutting (OFC), plasma arc-cutting (PAC), carbon arc-cutting (CAC-A) and oxy-acetylene welding (OAW) processes, Nomenclature specific to these processes, and safety, weld quality control, and other related welding information.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring

**General Education:** Not Applicable

## WEL 162 - Arc Welding Basics

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 1, 4

This course 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 to welding mild steel in the down hand positions. Areas of concentration will include:

- Shielded Metal Arc Welding (SMAW) process,
- Nomenclature and definitions specific to this process, and
- Safety, weld quality control, and other related welding information.

Must pass this course with a grade of "C" or better to obtain credit toward welding program completion.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring

**General Education:** Not Applicable

## WEL 164 - Arc Welding Advanced

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 1, 4

This course is a continuation of WEL 162 and provides information that is needed by all persons advancing in the field of welding. The focus of this course is correctly matching the welding process 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:

- Shielded Metal Arc Welding (SMAW) process and advanced welding techniques,
- Nomenclature and definitions specific to this process, and

- Safety, weld quality control, and other related welding information.

Must pass this course with a grade of "C" or better to obtain credit toward welding program completion.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring

**Prerequisite(s):** WEL 162 with a grade of C or better.

**General Education:** Not Applicable

## WEL 166 - Gas Tungsten Arc Welding

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 1, 4

This course provides information that is needed by all persons going into the field of welding. The focus of this course is correctly matching the welding process 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:

- Gas tungsten arc welding (GTAW) process,
- Nomenclature and definitions specific to this process, and
- Safety, weld quality control, and other related welding information.

Must pass this course with a grade of "C" or better to obtain credit toward welding program completion.

Applicable toward graduation at CSC where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring

**General Education:** Not Applicable

## WEL 168 - Gas Metal Arc Welding

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 1, 4

This course provides 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:

- Gas Metal Arc Welding (GMAW) process,
- Nomenclature and definitions specific to this process, and
- Safety, weld quality control, and other related welding information.

Must pass this course with a grade of "C" or better to obtain credit toward welding program completion.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring

**General Education:** Not Applicable

## **WEL 170 - Applications of GMAW & FCAW**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 1, 4

This course provides information that is needed by all persons going into the field of welding. The focus of this course is correctly matching the welding process 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 Gas Metal Arc Welding (GMAW) and Flux Cored Arc Welding (FCAW) processes,
- Nomenclature and definitions specific to this process, and
- Safety, weld quality control, and other related welding information.

Must pass this course with a grade of "C" or better to obtain credit toward welding program completion.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring

**General Education:** Not Applicable

## **WEL 172 - Welding Applications**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 1, 4

This course provides information that is needed by all persons going into the field of welding. The focus of this course is correctly matching the welding process 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:

- Fabrication and layout,
- Nomenclature and definitions specific to this process, and

- Safety, weld quality control, and other related welding information.

Must pass this course with a grade of "C" or better to obtain credit toward welding program completion.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2)

**Offered:** Fall or Spring

**General Education:** Not Applicable

## **WEL 174 - Fabrication 1**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 1, 4

This is a course designed to prepare students for employment by allowing them to practice skills already learned. Throughout this course students will be given welding blueprints and fabricate the parts to print. Students will perform structure welds with SMAW and GMAW process. Students will be tested on their skills and abilities to fabricate a part within 1/16th tolerance and laying a weld bead with no discontinuities. Students will participate in a required fabrication job shadow experience in local industry during this course.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Spring or Fall

**General Education:** Not Applicable

## **WEL 176 - Fabrication 2**

**Credit(s):** 3

**Lecture/Lab Contact Hours:** 1, 4

This is a course designed to prepare students for employment by allowing them to practice skills already learned. Throughout this course students will be given welding blueprints and fabricate the parts to print. Students will perform structure welds with GTAW process. Students will be tested on their skills and abilities to fabricate a part within 1/16th tolerance and laying a weld bead with no discontinuities. Students will participate in a required fabrication job shadow experience in local industry during this course.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable. (1.2)

**Offered:** Spring or Fall

**General Education:** Not Applicable

# Directories

## Reference Guide

Inquiries concerning specific aspects of the College should be addressed to the appropriate office listed below:

Carl Sandburg College's Main Campus is located in Galesburg, Illinois, with a Branch Campus located in Carthage. The Main Campus phone number in Galesburg is (309) 344-2518. The Branch Campus phone number in Carthage is (217) 357-3129.

### Main Campus Offices & Departments-Galesburg (309) 344-2518

Academic Advising/Registration	E100	(309) 341-5237
Admissions Office	E100	(309) 341-5233
Art Department	F101	(309) 341-5303
Academic Support Services/Tutoring	B068	(309) 341-5262
Auto Tech Shop	B127	(309) 341-5263
Automotive Tool Room	B111	(309) 341-5263
Bookstore	B057	(309) 341-5259
Business Office	E100	(309) 341-5210
Loft Cafe	E123	(309) 341-5284
Career & Technical Education	G113	(309) 341-5274
Counseling	E100	(309) 341-5237
Cyber Cafe	B067	(309) 341-5459
Dental Hygiene, The Annex	AN102	(309) 344-2595
Disability Support Services	B068	(309) 341-5262
Dispatch Phone	D201	(309) 341-5304
Career Development Office	C200 / G112	(309) 341-5246
Faculty Teaching & Learning Center	E233A	(309) 341-5438
Financial Aid Office	E101	(309) 341-5283
Fitness Center	F142	(309) 341-5460
Foundation Office/Scholarships	E210	(309) 341-5215
Tech Help	E233	(309) 341-5446
Humanities & Fine Arts	C109	(309) 341-5427
Human Resources	D202	(309) 341-5223
Information Booth/Student Center	B101	(309) 345-5319

Information Technology Services	E244	(309) 341-5294
Library	E240	(309) 341-5257
Mailroom/Copy Center	E121	(309) 341-5240/5482
Maintenance Building	MN001	(309) 341-5302
Marketing & Public Relations	A009	(309) 341-8513
Math & Natural Science Office	C214	(309) 341-5363
College of Nursing Office	A103	(309) 341-5299
Records Office	E100	(309) 341-5260
Security/Public Safety	D201	(309) 341-5304
Security Emergencies	D201	(309) 341-5499
Shipping & Receiving	E140	(309) 341-5293
Social & Business Sciences	C109	(309) 341-5427
Student Government Office	B060	(309) 341-5295
Student Life	B056	(309) 341-5332
Student Services	E100	(309) 341-5237
Testing Center	B006	(309) 341-5323
Transcripts	E100	(309) 341-5260
TRIO Student Support Services	E136	(309) 341-5362
TRIO Upward Bound	E136	(309) 341-5268
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