

New College-Level Credit Courses at Southlake for Spring 2010

ACC 213	Federal Tax Accounting II	This course represents an introduction to corporate, partnership, trust, estate and exempt entity taxation. The student will become familiar with various related subjects including Alternative Minimum Tax, Accumulated Earnings Tax, Gift and Estate Tax and International Taxation. The overall emphasis of the course will be on corporate taxation and related effects to shareholders.
ACC 222	Intermediate Accounting II	An intensive continuation of the study of financial accounting theory and procedures involving the topical areas of accounting for long term liabilities, shareholder equity, investments, revenue recognition, financial analysis, preparation of the Statement of Cash Flows, accounting for income taxes, pensions, leases, changes and errors, and disclosure.
AOS 214	Administrative Office Procedures	This course will prepare students for the role of the professional office manager in today's global job market. Topics to be covered include defining the administrative office manager, understanding basic forms of organizations, developing problem solving skills, recruiting and orienting a culturally diverse workforce, and analyzing office jobs, salaries, benefits, and workplace issues. Also covered will be resume writing, travel arrangements, planning meetings and conferences, telecommunications, time management, and mailing systems.
AOS 112	Computer Basics/Software	This course provides a comprehensive study of the use of computers and technologies. Class topics include computer hardware, software, operating systems, and electronic communications such as e-mail, the Internet, and networks. Students will have an opportunity to analyze computer-purchasing strategies, as well as acquire knowledge on data security and storage. Hands-on software experience will be provided utilizing Word, Excel, Access, the Internet, and e-mail.
CIT 111	Comprehensive Spreadsheets	Covers the advanced features of spreadsheet use and design. File building techniques, the creation of high-quality graphics, database features including query and table handling are also covered. Use of financial, date, and time functions will be included. Use of macros will cover automating operations, building and customizing spreadsheets with interactive macros, and improving macro performance including Visual Basic macros.

CRJ 121	Introduction to Criminal Justice	This course examines the legal process and the administration of justice in American society. Students will be exposed to the criminal process from the police function through adjudication, sentencing, and corrections, as well as the social, moral, and political issues involved in the administration of justice in a free society.
EDU 222	The Exceptional Child	This course is an overview of children and adolescents with exceptional cognitive, physical, social, and emotional characteristics, including learning disabilities. It includes assessment, screening, educational needs, family communication, community resources, and legal aspects.
ENG 224	Creative Writing II	Creative Writing II will emphasize the application of concepts presented in the first semester course in a workshop format. Class sessions will use the discussion of student and professional writing as the point of departure for an in-depth study of prosody and the formal elements of fiction. Individual conferences will supplement lectures and workshops to afford students a detailed response to their writing.
ENG 243	Introduction to Fiction	The course is designed to introduce students to a wide variety of English, American, and Continental short stories, both traditional and modern. At least two longer short stories will be read, and at least one novel will be selected later in the course. Emphasis will be on the relationship between meaning and form in individual stories and the novel, and class discussion will allow for student analysis, interpretation and critical evaluation.
ESC 127	Intro to Meteorology w/lab	For the non-science major or those who wish to gain a comprehensive overview of the science of meteorology. The primary goal of this course is to help students become better educated consumers of the massive amount of weather information now available to them. Topics will include high and low pressure systems, fronts, clouds, the jet stream, winter precipitation, thunderstorms and severe weather, hurricanes, air-ocean interactions (El Nino and La Nina), weather analysis, an introduction to weather forecasting, and human impacts on weather and climate. The student should be comfortable with interpreting maps, charts, and diagrams.
FST 273	Fire Science Business & Operations	The advanced study of management principles and techniques used by mid-level officers. These studies will include: management of resources; personnel, money, facilities, and time; principles of delegation, problem solving and motivation. Recognized by the Office of the State Fire Marshal toward Fire Officer 2/Management 3.

NAN 122	Fundamentals of Nanoscience II	This course covers nanoscience aspects as they relate to the fields of chemistry and physics. It emphasizes the impact of new developments in nanotechnology. Atomic structure, bonding, photonics, quantum effects, and wave/particle structure will be discussed with a focus on nanotechnology. Feasibility of implementation will be covered, as well as the development of a nanoscale understanding of properties such as color, magnetism, electrical forces, strength and rigidity
NUR 110	Nurse Assisting	Meets state requirements for preparation for employment in long-term care facilities. Participants must be at least 16 years of age, must speak and read English, and have at least an 8th grade education. The lecture portion of the course is held at the Lakeshore Campus or the Grayslake Campus, depending upon the section in which the student is enrolled. Clinical training for all students will be held on selected days throughout the course at various long-term care facilities in the community. Attendance at each scheduled class and clinical laboratory is mandatory. Students who fail to attend the first day of class will not be allowed to continue in the course AND MUST OFFICIALLY WITHDRAW THEMSELVES from the course by the refund dates listed in the current class schedule in order to cancel their financial obligations. The State of Illinois requires a UCIA Criminal Background Check on all enrolled students. Upon successful completion of this course, the student will be eligible to take the state mandated written competency examination for Nurse Assistant Certification.
PHI 123	Philosophy of Religion	A study of selected religious concepts and theories, such as the existence of God, the nature of good and evil, faith and reason, ethics and the afterlife. May include an examination of the nature of religious language and experience.
PLS 232	Probate Law	This course provides an overview of post-mortem estate administration and the role of the probate paralegal. The course examines the entire process of administering a decedent's estate, from opening the estate and appointment of a fiduciary to filing of final account and distribution of assets. The differences between the use of a will (testate succession) to ensure the orderly transfer of a decedent's property and the failure to have a will (intestate succession) are highlighted. The student will learn how to gather information and prepare documents for testate and intestate estates.

PSY 220	Lifespan Development	<p>The course integrates theory and research as they relate to neurobiological, cognitive, social and emotional development of individuals in cultural context from conception throughout adulthood. The course emphasizes normal developmental stages and patterns of adjustment to differing life-time demands. Students will gain an understanding of hereditary and environmental factors on development; prenatal development and the birth process; physical development; language and cognitive development; family relationships; friend and peer relations; school, college, and career experiences; self-identity; gender; sexuality and health and the aging process, as well as the research methods psychologists use to study development</p>
SWK 121	Introduction to Social Work	<p>This course provides an introduction to the knowledge, skills, and values necessary for generalist social work in contemporary society. Social welfare services, policies, and their historical origins will be presented along with the unique experiences of diverse and at-risk populations affected by various social problems. Provides an overview of the range of public and private social services available for meeting these problems.</p>