



**Industrial Technology Military Programs  
Schedule of courses for SPRING, 2010**

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**IT 470a Six Sigma Green Belt I** – Study of the principles & techniques of Six Sigma, a Quality Management System designed to achieve “six sigma” levels of quality, which has been adopted by many major businesses and organizations – introductory Green Belt level.

Instructor: **Jesse Stevenson**

**Class meeting dates:     January 9 & 10  
                                   January 23 & 24  
                                   February 6 & 7**

*Drop date for full refund: January 9, 2010*

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**IT 470b Six Sigma Green Belt II** – Further study of the knowledge areas of Six Sigma Green Belt.

Instructor: **Jesse Stevenson**

**Class meeting dates:     February 20 & 21  
                                   March 6 & 7  
                                   March 20 & 21**

*Drop date for full refund: February 20, 2010*

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**IT 480 Six Sigma Black Belt** – Study of advanced Six Sigma principles and techniques – Black Belt level.

Instructor: **Tim Myers**

**Class meeting dates:     March 27 & 28  
                                   April 10 & 11  
                                   April 24 & 25**

*Drop date for full refund: March 27, 2010*

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**Weekend classes meet Saturday and Sunday from 8:00 a.m. - 4:30 p.m. in room 98.**

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**SEMESTER-LONG INDEPENDENT STUDY COURSES:** (Students will take **one** of the following each semester.)

**IT 240 First-Line Supervision** - Analyze problems of first-line supervisors. Topics include leadership, motivation, communication, grievances, training, discipline, group and individual effectiveness, and labor relations.

**IT 305 Industrial Safety** - Principles of industrial accident prevention; accident statistics and costs; appraising safety performance; recognizing industrial hazards and recommending safeguards.

**IT 445 Computer Aided Manufacturing** – Introduction to the use of computers in the manufacturing of products.

**IT 395 Technology Design** - An elective project on a technical subject selected by the student with advice from the instructor - stimulates original thought and creativity.

Instructors: **Mr. Dennis Lithgow & Dr. Michael Costello**     Course dates: **January 9 – April 25, 2010**

*Drop date for full refund: January 24, 2010*

Exam dates and deadlines for independent study courses to be listed on syllabus.

## Drop/Withdrawal/Refund Policy

The following definitions may assist you with the details of the University's policies regarding drops, withdrawals, and refunds.

Withdrawal – Dropping to zero hours.

Drop – Reducing hours, but remaining enrolled for at least one (1) credit hour.

Grade of W – Authorized withdrawal – transcribed grade for a drop or withdrawal.

### **Withdrawal from a Three-Weekend Course:**

<u>Withdraw Prior To:</u>	<u>Refund</u>
First Saturday of course	100%
First Sunday	70%
Second Saturday	50%
Second Sunday	40%
Third Saturday	0

Note: All students who receive a pro-rata refund beyond the full-refund period may be assessed an administrative fee not to exceed the lesser of 5% of the assessed charges or \$100.00.

### **Drop a Three-Weekend course:**

<u>Drop On Or Before:</u>	<u>Refund</u>
First Saturday	100%
Second Saturday	0

Note: *Enrolling in courses and dropping courses is the student's responsibility.* To drop a class or withdraw for the semester, you must contact the program coordinator as soon as possible. Simply not attending class will not initiate the drop process.

## Applying for Graduation

The deadline for applying for graduation is Friday of the first week of the on-campus semester you plan to complete requirements. The deadline for Spring 2010 is **Friday, January 22, 2010**. A \$25.00 Graduation Application Fee is required of all applicants. *Do not include this fee with your application – it will appear on a future Bursar Statement.*

**It is your responsibility to notify the program coordinator when you plan to graduate.** If, for some reason, you do not complete degree requirements at the anticipated time, your application will be “rolled” to the next semester. If you do not complete degree requirements in the second semester, you will need to reapply for graduation and pay the \$25 fee. The deadline to reapply for graduation is also the Friday of the first week of the on-campus semester.

## Final Transfer Credit Transcripts

Transfer credit from other institutions must be submitted to Admissions and Records within five weeks after the end of the on-campus semester. For students requesting Spring 2010 graduation, all transcripts must be received in the SIUC Scott AFB Office by **Friday, June 11, 2010**. It is recommended that students request transcripts for their transfer work immediately after their final grades are posted.

Please have transcripts sent to:

SIUC ITMP  
375 FSS/FSDE  
404 W MARTIN ST  
BLDG 1650 RM 82  
SCOTT AFB IL 62225-1607

