IECC offers the following programs and certificates.

Transfer Programs

Associate in Arts, Associate in Science, Associate in Science and Arts Degree, or Associate in Engineering Science leading to the following majors at a college or university:

Agriculture	Criminal Justice	Journalism	Pre-Dentistry	Secondary Education
Art	Early Childhood Education	Liberal Arts	Pre-Law	Social Work
Athletic Training	Elementary Education	Mathematics	Pre-Med	Sociology
Biological Sciences	Engineering	Music	Pre-Pharmacy	Special Education
Business	English	Physical Education	Pre-Physical Therapy	Speech Communication
Chemistry	Environmental Sciences	Physics	Pre-Veterinary Medicine	Speech Pathology
Computer Science	History	Political Science	Psychology	Theatre

The Associate in General Studies Degree and Certificate in General Studies are designed for students who wish to explore their individual interests within an academic structure.

Career and Technical Programs

FCC - AAS Degree

Associate Degree in Nursing*
Automotive Technology
Construction Technology
Executive Office Professional
Fire Science
Health Informatics
Industrial Quality Management
Information Systems Support
Paramedicine
Paraprofessional Educator

Certificate Programs of One Year or Less

A+ Certification
Advanced Suppression Specialist
Applications Specialist
Automotive Service Specialist
Auto Light Repair Tech
Basic Nurse Asst. Training Program
Basic Fire Suppression Tech
Basic Quality Manufacturing Skills
Carpentry Specialist
Construction Technician
Electrical Distribution Systems Certificate
Emergency Medical Responder
Emergency Prep – Vol. Firefighter II
EMT
Engine Performance Specialist
Fire Service Administrator
Graphic Arts & Design
Hardware Support Specialist
Health Careers
Health Informatics Technician
Industrial Quality Control
Industrial Quality Management
ISS Specialist
Light Vehicle Diesel Service
Medical Coding Specialist
Medical Quality Technician
Medical Receptionist
Microsoft Certified Applications
MS Office Specialist
Network+ Certification
Office Assistant
Paramedic
Paraprofessional Educator
Phlebotomy
Physician Office Assistant
Practical Nursing Certificate*
Receptionist
Service Maintenance

LTC – AAS Degree

Associate Degree in Nursing*
Certified Medical Assistant
Computer Telephony
Construction Technology
Corrections Parole Officer
Corrections/Youth Supervisor
Horticulture
Industrial Management
Office Management
Paraprofessional Educator
Process Technology
Telecommunications Technology

Certificate Programs of One Year or Less

Basic Nurse Asst. Training Program
CompTIA Hardware A+
CompTIA Network+
Computer Security & Forensics
Computer Telephony
Carpentry Specialist
Construction Technician
Electronic Medical Records
Emergency Management Systems
Health Careers
Horticulture
Interconnect Technician
Manufacturing Skills
Medical Assistant
MS Office Specialist
OSP Technician
Paraprofessional Educator
Petroleum Drilling Technology
Pharmacy Technician
Practical Nursing Certificate*
Process Technology
Sport Grounds Maintenance
Supervisory Skills
Welding
Workplace Skills

OCC – AAS Degree

Accounting
ADJ: Corrections
Administration of Justice
Associate Degree in Nursing*
Automotive Service Technology
Collision Repair Technology
Human Resource Assistant
Industrial Maintenance Technology
Information Systems Technology
Medical Office Assistant
Office Administration
Paraprofessional Educator
Radiography

Certificate Programs of One Year or Less

Auto Service Technology I & II
Basic Nurse Asst. Training Program
Cosmetology
Cosmetology Teacher
Entrepreneurship
Health Careers
IMT: Levels I, II, III
Industrial Maintenance HVAC I
Information Systems Technology
Light Vehicle Diesel Service
Massage Therapy
Medical Coding Associate
Medical Transcription
MS Office Specialist
Office Administration
Paraprofessional Educator
Phlebotomy
Practical Nursing Certificate* (also offered at FCC, LTC and WVC)
Professional Bookkeeper
Quickbooks
Welding and Cutting

*Olney Central College offers the Associate Degree in Nursing and the Practical Nursing Certificate at FCC, LTC, OCC and WVC.

WVC – AAS Degree

Advanced Manufacturing
Agricultural Technology/Business
Agricultural Technology/Production
Associate Degree in Nursing*
Coal Mining Technology
Construction: Trade Technology
Diesel Equipment Technology
Early Childhood Education
Energy Technology
Executive Office Professional
Gunsmithing
Marketing Business Management
Paralegal
Paraprofessional Educator
Radio-TV Broadcasting
Social Services Specialist

Certificate Programs of One Year or Less

Adv Industrial Technician
Advanced CNC Programming
Advanced Machining
Alternative Fuels
Automation
Basic Nurse Asst. Training Program
Coal Mining Maintenance I
Coal Mining Technology
Coal Mining Technology Production Management
Construction: Laborer
Entrepreneur
Gunsmithing
Health Careers
Industrial Leadership & Org
Industrial Technician
Inter Industrial Technician
Manufacturing Design
Mine Electrical Maintenance III
MS Office Specialist
Office Assistant
Paraprofessional Educator
Parenting
Practical Nursing Certificate*
Professional Ag Applicator
Quality Improvement
Real Estate
Receptionist
Reliability Maintenance
Sales
Truck Driving
Turf and Landscape Design

Catalog
2013 - 2014

Frontier Community College

Lincoln Trail College

Olney Central College

Wabash Valley College

Illinois Eastern Community Colleges

Frontier Community College
2 Frontier Drive
Fairfield, IL 62837-2601
618/842-3711
Toll Free: 877/464-3687

Lincoln Trail College
11220 State Highway 1
Robinson, IL 62454-5707
618/544-8657
Toll Free: 866/582-4322

Olney Central College
305 North West Street
Olney, IL 62450-1099
618/395-7777
Toll Free: 866/622-4322

Wabash Valley College
2200 College Drive
Mt. Carmel, IL 62863-2699
618/262-8641
Toll Free: 866/982-4322

IECC District Office
233 East Chestnut Street
Olney, IL 62450-2298
618/393-2982
Toll Free: 866/529-4322

To access the most current catalog information, go to www.iecc.edu/catalog.

MISSION AND VALUES

MISSION

Our mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

Purposes

The District is committed to high academic standards for pre-baccalaureate, career and technical education that sustain and advance excellence in learning. The mission is achieved through a variety of programs and services that include, but are not limited to:

- ❖educational programs, including pre-baccalaureate, career and technical degrees and certificates that prepare a diverse student body for transfer to a four-year institution of higher education or entry into a multicultural global workplace;
- ❖program, course and institutional goals that have identifiable and measurable learning outcomes that are clearly understood by students;
- ❖utilization of resource-sharing partnerships to expand, retrain, and strengthen the industrial base of southeastern Illinois;
- ❖development of partnerships with pre-K through high schools allowing for the smooth transition and progression of students through lifelong learning;
- ❖academic programs and institutional services that are reviewed and revised on a scheduled time frame with a focus on accountability relative to planning, student and program assessment, and learning outcomes;
- ❖adult and continuing education designed to meet the immediate and long-term needs of the residents in the District;
- ❖programs in remedial education, which assist District residents in attaining skills and abilities needed to enter and complete college-level programs;
- ❖student advisement, counseling, and placement services for the purpose of assisting students in choosing a program of study, transferring to a four-year institution, entering employment, or completing certificate or course goals;
- ❖curricula and services that are developed and updated, as necessary, to meet both short- and long-term needs of the residents of the District;
- ❖community education and community service activities that provide a cultural and intellectual resource center for the area as well as identifying and honoring multiculturalism and diversity within our communities;
- ❖professional enrichment and growth experiences for college, faculty, administrators, and staff which will improve and enhance instruction and service; and,
- ❖resources, facilities, staff, and equipment to support all program and service components of the college.

VALUES

*Illinois Eastern Community Colleges believe…*these values, which are the foundation of Illinois Eastern Community Colleges, have defined the District since its inception, and are affirmed by the faculty, students, staff, and administration. At IECC, we believe in and place value on:

- ❖**RESPONSIBILITY….**
  encouraging personal growth and learning through leadership, stewardship, and accountability.
- ❖**HONOR/TRUTH….**
  providing an environment where honesty, truth, and integrity are encouraged in our work, communications, and service to our community.
- ❖**FAIRNESS….**
  supporting freedom of expression and civility, justice and consistency.
- ❖**RESPECT/SELF-RESPECT….**
  recognizing and accepting diversity with mutual regard for others through activities and communications.
- ❖**Compassion….**
  promoting the well-being of students, employees, and constituents through a caring and concerned attitude.

CONTENTS

2013 – 2015 ACADEMIC CALENDAR

2013 Fall Semester

August 8-9	Faculty Workshop
August 12-14	Registration, Testing
August 15	First Day of Classes
September.....2	Colleges Closed. Labor Day
September....17	Constitution Observance Day. Classes in session
October 1	No Classes. District Faculty/Staff Professional Development Day
October 9	Midterm
October 14	Colleges Closed. Columbus Day
November 11	Colleges Closed. Veteran's Day
November28-29	Colleges Closed. Thanksgiving
December.....6	Last Day of Classes
December. 9-12	Final Exams
December.....13	Last Day of Semester.

(**Colleges closed December 19, 2013 – January 1, 2014. Winter Break)**

2014 Spring Semester

January.....2	Colleges Open. Faculty Workshop
January.....3	Registration, Testing
January.....6	First Day of Classes
January.....20	Colleges Closed. Martin Luther King, Jr. Day
February.....17	Colleges Closed. President's Day
February.....28	Midterm
March.....3	No Classes. Casimir Pulaski Holiday
March..... 4-7	No Classes. Spring Break
April.....18	Colleges Closed. Spring Holiday
May 2	Last Day of Classes
May 5-8	Final Exams
May 9	Last Day of Semester/Graduation

2014 Intersession

May 12	First Day of Classes
May 20	Midterm
May 26	Colleges Closed. Memorial Day
May 30	Last Day of Intersession

2014 Summer Semester

June 4	Faculty Workshop
June 5	First Day of Classes
July 1	Midterm
July 4	Colleges Closed. Independence Day
July 29	Last Day of Classes
July 30-31	Finals

2014 Fall Semester

August 14-15	Faculty Workshop
August 18-20	Registration, Testing
August 21	First Day of Classes
September.....1	Colleges Closed. Labor Day
September....17	Constitution Observation Day. Classes in Session
October 7	No Classes. District Faculty/Staff Professional Development Day
October 13	Colleges Closed. Columbus Day
October 16	Midterm
November 11	Colleges Closed. Veteran's Day Observed
November27-28	Colleges Closed. Thanksgiving.
December.....12	Last Day of Classes
December15-18	Finals
December.....19	Last Day of Semester

(Colleges Closed December 22, 2014 –January 2, 2015. Winter Break)

2015 Spring Semester

January.....5	Colleges Open.
January 7	Faculty Workshop
January..... 8-9	Registration, Testing
January.....12	First Day of Classes
January.....19	Colleges Closed. Martin Luther King, Jr. Day
February.....16	Colleges Closed. President's Day
March.....6	Midterm
March 9	No Classes. Casimir Pulaski Holiday Observed
March..... 10-15	No Classes. Spring Break
April.....3	Colleges Closed. Spring Holiday
May 8	Last Day of Classes
May 11-14	Final Exams
May 15	Last Day of Semester/Graduation

2015 Intersession

May 18	First Day of Classes
May 25	Colleges Closed. Memorial Day
May 27	Midterm
June 5	Last Day of Intersession

2015 Summer Semester

June 8	First Day of Classes
July 2	Midterm
July 3	Colleges Closed. Independence Day Observed
July 31	Last Day of Classes
August 3-4	Finals

BOARD OF TRUSTEES

The Board of Trustees* is charged with establishing policy for the financing, governance, operation, and administration of Illinois Eastern Community Colleges (IECC). Seven voting members are elected from the District at large and a non-voting student trustee is elected by student referendum during the fall semester to serve from April to April.

DR. G. ANDREW FISCHER (2015)
CHAIRMAN
MT. CARMEL

MARILYN WOLFE (2015)
VICE CHAIRMAN
ALBION

GARY CARTER (2017)
TRUSTEE
FAIRFIELD

MICHAEL CORRELL (2015)
TRUSTEE
ROBINSON

BRENDA CULVER (2017)
TRUSTEE
NOBLE

WILLIAM C. HUDSON, JR. (2019)
TRUSTEE
MT. CARMEL

JOHN D. BROOKS (2019)
TRUSTEE
HUTSONVILLE

*End of term appears in parenthesis after the name.

ADMINISTRATION

A message from IECC . . .

Terry L. Bruce
Chief Executive Officer

Welcome to Illinois Eastern Community Colleges. The IECC faculty and staff at Frontier, Lincoln Trail, Olney Central, and Wabash Valley are ready to help you achieve your student goals. Everyone at IECC is committed to providing high-quality instruction, personalized attention and excellent student support.

Whether you are a first-time student, updating your skills, or taking classes for self improvement, we want you to succeed. IECC is proud to offer traditionally taught classes and seven degrees and four certificates that can be completed entirely online. The online offerings of these degrees and certificates allow students to obtain an education while maintaining family and work responsibilities.

IECC offers five transfer degrees that ease your transfer to Illinois four-year universities and colleges. In addition, our partnership with Franklin University allows students to complete a four-year baccalaureate degree online. Finally, our career and technical programs offer training that is valued by employers throughout the region.

At Illinois Eastern Community Colleges, our first priority is service to our students and the communities in which they reside. The Board of Trustees and I wish you a positive and productive educational experience.

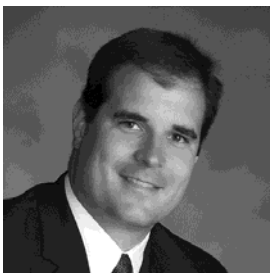
Sincerely,

Terry L. Bruce

Timothy L. Taylor, Ph. D.
FCC President

Kathryn Harris
LTC President

Rodney Ranes
OCC President



Matt Fowler, Ph. D.
WVC President

DISTRICT OFFICE

Roger Browning..... Chief Finance Officer/Treasurer
Tara Buerster..... Director of Human Resources
Chris Cantwell..... Dean, Academic and Student Support Services/Chief Academic Officer
Alex Cline..... Director of Information and Communications Technology
LeAnn Hartleroad ..... Associate Dean, Grants and Institutional Development
Mike Thomas..... Dean of Workforce Education

General Information

IECC General Education Mission Statement

General Education at Illinois Eastern Community Colleges provides students a foundation of values, attitudes, and skills necessary to become responsible and concerned citizens and life long learners possessing the ability to think critically, communicate effectively, and solve problems in a diverse global society.

IECC General Education Learning Outcomes

- Students will be able to read and comprehend college level work.
- Students will be able to explain and defend ideas orally and in writing.
- Students will be able to solve problems using critical thinking and/or quantitative reasoning.
- Students will be able to demonstrate information and technology literacy.
- Students will be prepared to engage in lifelong learning and to participate as responsible members of a culturally diversified global society.

General Information

Welcome!

Welcome to Illinois Eastern Community Colleges and the District's four colleges of Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College. This catalog is designed to help you make career choices that will guide you through the 21st century—whether you're a recent high school graduate or an older adult seeking a new career.

IECC offers a broad range of degree and certificate programs that can help you achieve your career goals, or you can simply take a course or two to improve your skills or explore new interests.

As one option, you can begin preparing for a career by completing an associate degree in a transfer program at IECC, then continuing at a senior institution to complete a bachelor's degree. This choice generally requires about four years of study for a full-time student—two years at IECC and two years at the senior institution. IECC's General Education Core Curriculum makes the transfer process to Illinois colleges and universities simple and reliable. IECC also has articulation agreements and dual admission programs with specific Indiana universities.

As another option, you can enter a career after just two years of study or less by enrolling in one of IECC's career and technical programs. Associate degree programs require two years of course work, and certificate programs generally require a year of study or less.

To review these options, check the programs listed in the Transfer, Allied Health, and Career and Technical Education Program sections. These programs are divided into career categories for both transfer and technical programs. Choose the category and program that match your career interests, then schedule an appointment with an advisor at one of the four colleges to select the courses you will need. Classes are taught traditionally, online and in a hybrid format to meet student needs.

If you are undecided about your career choice, staff advisors at any of the colleges can help you make that decision. Whether you're a "decided" or "undecided" student, we suggest that you schedule an appointment with an advisor as early as possible. The fall semester begins in August, the spring semester begins in January, and the summer session begins in June. Intersession classes may be offered between semesters.

Location

Illinois Eastern Community Colleges District #529 (IECC) is located in a 3,000 square-mile area of southeastern Illinois near the Illinois-Indiana border. The multi-college District includes Frontier Community College at Fairfield, Lincoln Trail College at Robinson, Olney Central College at Olney, and Wabash Valley College at Mt. Carmel.

Bordered on the east by the Wabash River, the District is located in a scenic section of the state with wooded areas, golf courses and recreational lakes scattered throughout the region. The District includes all or parts of 12 counties and has a total population of 111,000.

Because the college District is one of 39 tax-supported community college districts in the State of Illinois, the cost is very affordable. In addition, the District has purposely held the line on costs to assure that all students have equal access to higher education. (IECC's tuition rate is one of the lowest in the tri-state area.)

A diversified base of agriculture, healthcare, manufacturing, processing, and distributing provides employment for citizens throughout southeast Illinois in such industries as Automotive Technology Systems, Marathon Petroleum Refining, Champion Laboratories, Hella Electronics, North American Lighting, Wal-Mart Distribution Center, and various healthcare centers.

Each of the colleges is located in a small-town setting, with convenient access to larger cities in Illinois and Indiana. The colleges serve as centers for educational and cultural excellence, attracting not only recent high school graduates but also many adult students who are upgrading their skills, earning the first two years of a four-year degree, or participating in plays, concerts, and seminars.

The college District also includes a highly successful Workforce Education program which provides short-term training for some 10,000 employees each year at plant sites throughout the State of Illinois and in other states and countries as well.

District and College History

Thousands of students have attended IECC since the formation of the four colleges in the 1960s and 70s. The first three colleges combined in 1969 to form what is now known as the Illinois Eastern Community Colleges District 529. A referendum authorizing construction of facilities at the first three sites was approved by a 4.5 to 1 margin later that year. Since its founding, the District has grown from an enrollment of a few hundred students to more than 25,000 per year. Approximately three-quarters of these students are enrolled part-time, in 12 credit hours or less.

Supported by local and state revenues, IECC is one of 39 community college districts in the state recognized by the Illinois Community College Board. Residents of the District may enroll at any of the four colleges at the in-District tuition rate.

Illinois Eastern Community Colleges Chief Executive's office is located at the District Office, 233 East Chestnut Street, in Olney. A president serves as chief administrator at each college site. Governance is provided through a seven-member Board of Trustees, elected at large by the residents of the District. A student member serves in an advisory capacity.

Accreditation

The District is accredited by The Higher Learning Commission (A Commission of the North Central Association of Colleges and Schools). The Commission may be contacted at the HLC website at www.ncahigherlearningcommission.org or by phone at 312.263.0456. IECC is also approved by the Illinois Board of Higher Education, State Board of Teacher Certification, U. S. Department of Justice for Training Foreign Students, State Approving Agency for Veterans' Education, Illinois Department of Financial and Professional Regulation, National League for Nursing Accrediting Commission, Joint Review Committee on Education in Radiologic Technology, and State Cosmetology Board.

Purpose of Catalog

The general catalog of Illinois Eastern Community Colleges District 529 is designed to help students achieve their academic goals. This material is for informational purposes only and does not constitute a contract between the student and the community college district. The student, alone, is ultimately responsible for completion of the requirements of a degree or certificate program.
To access the most current catalog information, go to www.iecc.edu/catalog.

A student handbook is available at each of the four colleges in the Illinois Eastern Community Colleges District. It should be consulted for requirements and further information about each institution, its procedures, and special programs. Students can access the college's student handbook online or request a copy from Student Services.

Admission Information

ADMISSION INFORMATION

ADMISSION PROCEDURES

Students can enroll in single courses or a specific program leading to a degree or certificate. These degree or certificate programs include:

- Associate in Applied Science
- Associate in Arts
- Associate in Engineering Science
- Associate in General Studies
- Associate in Science
- Associate in Science and Arts
- Certificate programs in a variety of career and technical fields

The Associate in Arts, Associate in Engineering Science, Associate in Science, and Associate in Science and Arts programs generally lead to transfer to a four-year university. Students can begin most major career fields at IECC before transferring. The Associate in General Studies program is designed for students who wish to explore their individual interests and abilities within an academic structure.

The Associate in Applied Science programs at IECC cover a wide range of Career and Technical Education areas and are designed to lead to employment.

Certificate programs in Career and Technical Education areas generally require one year of study or less, and can lead to entry level positions with employers.

A student may be admitted to a degree or certificate program at IECC upon meeting one or more of the following conditions:

1. Valid High School Diploma or General Education Development (GED) certificate.
2. Transfer from a college or university accredited by The Higher Learning Commission (A Commission of the North Central Association of Colleges and Schools) or comparable regional accrediting association. The Commission may be contacted at the HLC website at www.ncahigherlearningcommission.org or by phone at 312.263.0456.
3. For high school-age students, permission of the secondary school's chief officer or formal notification that the connection with the high school has been severed. Students currently enrolled in a secondary school program may be accepted into a college course(s), if such courses are offered during the regular school day established by the secondary school, prior approval of the chief executive officer of the public school must be received.

Parents should be aware that their students may be exposed to mature and/or controversial topics and conversations, not only within some classes, but also within the general college environment.

4. At least seventeen years of age.

High school and college transcripts received by IECC will be evaluated by Records/Advisement Office to verify that the transcript is valid. In cases where validity is questionable, the Record/Advisement Office will research the indicated organization and make a determination based on information found.

Admission to the college does not automatically ensure admittance into all courses or programs of study or ensure eligibility for federal/state financial aid.

To gain admittance, all students must:

1. Submit an admission application to the Admissions Office or at www.iecc.edu/admissions.

Students seeking admission to a degree program or a certificate program of 16 credits hours or more must follow these steps:

1. Submit the results of any required pre-entrance physical examination and/or background check.
2. Take a nationally standardized test such as ASSET, COMPASS, ACT, or SAT. The purpose of this testing is to assist the student in course selection and to improve the probability of student success in college-level work. Failure to submit test scores will not prevent admission to the first term of attendance but will limit course selection. Failure to submit test scores by the second term will prevent the student from registering in a degree program.
3. Submit official transcripts and appropriate course descriptions of all previous college work to the Admissions Office prior to registration.

After the college receives the admission application form, the applicant will receive a letter of acceptance. It is to the student's advantage to make application at least 30 days prior to the beginning of any term in order to be scheduled for pre-registration. However, applications will be accepted through late registration of any term. Late registration is generally a 10-day period following the last day of regular registration. All correspondence should be directed to the Student Services Office.

All entering freshmen should attend the new student orientation session scheduled by the college if they are enrolled in a degree or certificate program.

Some certificates of less than 16 credit hours may have placement testing requirements specific for their program.

Non-degree students who may later elect to seek a degree or certificate with more than 16 credit hours or more must meet all regular admission and placement requirements.

Classifications

Students will be admitted under one of the following classifications:

1. Unconditional – the student demonstrates required course-specific admission competencies.
2. Conditional – the student is admitted with the condition that deficiencies will be eliminated.
3. Provisional – the student meets course-specific competencies through non-traditional methods, which would include GED certification, international admission, or adult and continuing education enrollment
4. Special – the student enrolls prior to his or her high school graduation. (**See policy on *Secondary School-Age Students in this section.)***

Readmission

Students who have been dismissed from the college because of academic deficiency or misconduct may petition for readmission to the program or the college no sooner than one term following official notification of the dismissal. Petitions for readmission will be heard by an Academic Standards Committee appointed by the college president. The Committee will include members of the faculty, one member of the student personnel staff, and the chief student personnel officer. **(See special requirements for *Readmission of Nursing Students* in Allied Health section.)**

Readmission will be granted only to those students who have the required ability and can show that their previous academic problems were due to extraordinary and compelling circumstances that adversely affected their progress.

Petitioners must resubmit all the admission materials required in the first-time admission unless this requirement is waived by the chief student personnel officer. The Academic Standards Committee may allow the petitioner to appear before the Committee, if given timely notice.

If the Committee denies the request for readmission, the petitioner may appeal for a rehearing before the president of the college. The appeal for a rehearing must show:

1. That there are new or extraordinary circumstances, not known by or available to the petitioner at the time of the original petition for readmission, which adversely and severely affected the petitioner's ability to meet the academic standards, or
2. That the procedures employed by the Committee failed to give the petitioner a fair hearing.

The decision of the president is final and is not subject to review.

A petition for readmission must be made on a form obtained in the Student Services Office. The form must be signed by the academic advisor, the chief student personnel officer, and the dean of the college. The chief student personnel officer will route the petition to the proper committee for review.

A student in the Associate Degree in Nursing program who has been denied readmission may petition no sooner than three calendar years from the date of his/her original petition. If the nursing student is readmitted, then withdraws or fails, the student will not be allowed to petition again.

Every student who re-enters the college after an absence of one term or more may be required to submit to a physical, psychological, or psychiatric exam if it is in the best interest of the student and the District. The chief student personnel officer will be responsible for making this determination. The applicant will pay expenses related to the examination.

Readmission in Good Standing

Students, full- or part-time, degree- or non-degree seeking, who have left Illinois Eastern Community Colleges for reasons other than academic deficiency or misconduct may re-enter college by demonstrating the following:

1. The student must complete an application for readmission and submit it to the Student Services Office prior to the beginning of the term in which the student plans to return to school.
2. The student must be in good academic standing.
3. The student must not have been dismissed from college because of misconduct.
4. Students who return after an absence of more than two years and who had been enrolled in a career and technical certificate or degree program that has been withdrawn will be required to select a new program

of study **(see *TIME TO COMPLETION FOR CAREER AND TECHNICAL EDUCATION CURRICULA POLICY* in Appendix H)**.

The application for readmission will be evaluated by the standards in place at the time the application is submitted to the Student Services Office. At the District's discretion, the student may be required to complete all steps required for initial admission if such a requirement is considered in the best interest of the District and the student. Students who have been away from college for an extended period of time may be required to repeat courses in which content has changed significantly before being allowed to pursue a degree program or one-year certificate.

LIMITED ADMISSION PROGRAM

If space is not available in certain programs or courses, the college will accept those students best qualified, based on the following factors: (1) District residency; (2) rank in class; and (3) admission test scores. **Prospective allied health students should note special admission requirements in Allied Health section.** The District reserves the right to deny admission to any applicant when the college's standards of student conduct might be put in jeopardy by such admission. The college also reserves the right to require a physical, psychological, or psychiatric examination from any applicant if such action would be in the best interest of the student and the District. The applicant will be responsible for exam expenses.

NON-DISCRIMINATION

IECC complies with all state and federal laws to assure equal opportunity of education and services in admitting students. Race, color, religion, age, national origin, disability, gender, or veteran status will not be a consideration in admission. Discriminatory practices may be reported to the dean of the college or the president's designee.

RESIDENCY POLICY

Students must provide official documentation of residency at registration, or within 15 business days of class start date, to determine whether they qualify for in-District, out-of-District, out-of-State, or international tuition rates. (International students cannot establish Illinois residence status.)

I. To qualify for Illinois residency, the student must fulfill one of the following two requirements:

A. If under 18, document that at least one parent, stepparent, or appointed guardian is a legal resident of Illinois, or

B. If 18 or older, document residency in Illinois, in a capacity other than as a student at a post-secondary institution, for at least 30 days prior to the beginning date of class unless evidence is presented that the student has permanently relocated.

Evidence of legal residency must be based on occupancy of a dwelling in Illinois or a copy of one of the following:

1. An Illinois driver's license registration.
2. An Illinois automobile license registration.
3. An Illinois voter's registration card.
4. Employment in the State of Illinois.
5. Payment of Illinois income taxes.
6. A document pertaining to the student's past or existing status as an Illinois student (e.g., high school record).
7. Other non self-serving documentation providing verification of the student's address.
8. A statement by the student certifying his/her address and residency. The college shall verify the certification by sending correspondence to the address.
9. An affidavit signed by a staff member from the college who registered the student and personally evaluated one or more of the items listed in 1 through 8.

II. To qualify for in-District residency, the student, in addition to meeting conditions A or B above, must be a resident of Illinois Eastern Community Colleges District 529, which includes the following school districts:

Clay City Community Unit School District No. 10
East Richland Community Unit School District No. 1
Edwards County Community Unit District No. 1
Fairfield Community High School District No. 225
Flora Community Unit School District No. 35
Grayville Community Unit District No. 1
Hutsonville Community Unit School District No. 1
Lawrence County Community School Unit District No. 20
North Wayne Community Unit District No. 200
Oblong Community Unit School District No. 4
Palestine Community Unit School District No. 3
Red Hill Community Unit School District No. 10
Robinson Community Unit School District No. 2
Wabash Community Unit District No. 348
West Richland Community Unit School District No. 2

Students who live within the following public school districts may or may not be residents of Illinois Eastern Community Colleges District 529. Students from these districts should check their property tax

statement to determine community college district residency.

Carmi-White County Community Unit District No. 5
Jasper County Community Unit School District No. 1
North Clay Community Unit School District No. 25.

Students shall not be classified as residents of the District where attending, even though they may have met the general 30-day residency provision, if they are:

- Federal job corps workers stationed in the District;
- Members of the armed services stationed in the District;
- Inmates of state or federal correctional/ rehabilitation institutions located in the District;
- Full-time students attending a post-secondary educational institution in the District who have not demonstrated, through documentation, a verifiable interest in establishing permanent residency;
- Students attending under the provisions of a chargeback or contractual agreement with another community college.

III. **Illinois Out-of-District:** Any student who lives outside the Illinois Eastern Community Colleges District but who is a resident of the State of Illinois will be considered an out-of-District student. Students shall be classified as residents of the State without meeting the general 30-day residency provision and will be charged the rate established by the Board of Trustees if they are:

- Federal job corps workers stationed in Illinois;
- Members of the armed services stationed in Illinois; or
- Employed full-time in Illinois and will be charged the rate established by the Board of Trustees.

IV. **Out-of-State:** Any student who is a resident of another state will be considered an out-of-state student and will be charged the rate established by the Board of Trustees.

V. **Out-of-Country:** Any student who is a resident of a foreign country will be considered an out-of-country student and will be charged the rate established by the Board of Trustees.

International Students

To apply for admission to Illinois Eastern Community Colleges, the student must submit the following (the admission application form is accessible through the IECC homepage at www.iecc.edu):

1. a completed admission application;
2. financial statement;
3. letter or statement from the student sponsor's bank;
4. official academic records (translated into English); and
5. $100 admission fee by money order or credit card.

All documents must be sent to the following address:

Illinois Eastern Community Colleges/OCC
International Office
305 North West Street
Olney, IL 62450-1099 USA

The student does NOT need an official TOEFL score to apply, but will be tested for English proficiency upon arrival on campus. Students who do not have a score of 550 PBT or 79 IBT will be required to enroll in the intensive English as a Second Language (ESL) program. A minimum of 500 PBT or 61 IBT will be required to enroll in select academic classes.

Upon acceptance and approval of all completed and signed documents, IECC will issue an I-20 form. Please take the I-20 form, current passport, and all of the above forms to the nearest United States Consulate to obtain a student visa.

Health insurance must be purchased upon arrival on campus. All international students on F-1 visas must enroll in and maintain at least twelve (12) credit hours of class in order to stay in current visa status.

Students in Loan Default

Students who have defaulted on a loan will not be allowed to register for classes at IECC colleges. Any student who has fulfilled repayment requirements must provide documentation.

Required High School Subject Patterns

Students are required to have the following high school units and skills to enroll in an Associate in Engineering Science degree, Associate in Science degree, Associate in Arts degree or an Associate in Science and Arts degree, program:

1. Four years (units) of English, emphasizing written and oral communications and literature.
2. Three years (units) of mathematics, including introductory through advanced algebra, geometry, trigonometry or fundamentals of computer programming.
3. Reading, including the ability to read and comprehend at a level appropriate for college study.

4. Three years (units) of science in laboratory sciences.
5. Three years (units) of social studies emphasizing history and government.
6. Two years (units) of electives from a choice of foreign language, music, art or vocational education.

A total of fifteen (15) units are required in the above areas. A student may subtract three (3) units from science, math, social studies, or electives and add these units to another category for the required fifteen (15) units. No more than one (1) unit can be subtracted from any category, and no units can be subtracted from English.

Students entering a transfer associate degree program who have not successfully completed a geometry class at the high school level will be required to complete a developmental geometry course prior to enrolling in transfer-level math courses.

Students are required to meet the following high school requirements to enroll in the Associate in Applied Science degree program or one-year certificate program:

1. Three years (units) of English emphasizing writing, oral communication, and literature.
2. Two years (units) of mathematics.
3. Reading**,** including the ability to read and comprehend at a level appropriate for college study.
4. One year (unit) of science.

COURSE PLACEMENT

All entering freshmen who are seeking a degree or a certificate with 16 credit hours or more are required to submit ACT or SAT scores, ASSET or COMPASS scores or scores from a similar nationally standardized test. Students can take the ASSET or COMPASS at any of the four college locations to fulfill this requirement. This is not a test you will either pass or fail; the placement test simply evaluates your skill level in math, reading and English to assist in course placement. Students who test at or below the 33rd national percentile in any given subject must successfully complete the appropriate developmental course.

Remedial and college preparatory courses are designed to bring basic skills in mathematics, English, science, and reading comprehension to a level generally expected of entering college students. Credits earned in remedial and college preparatory courses cannot be applied toward a certificate or an associate degree and are not calculated in the grade point average.

Remedial and college preparatory courses must be completed for certificates 16 hours or more and all degrees. Developmental courses must be completed prior to enrollment in a college-level course in the same area of study.

Remedial reading courses will be given priority over other remedial courses and must be taken first. Placement in other remedial courses will be based on the student's program of study. Non-degree students who may later elect to seek a degree or certificate with more than 16 credit hours must meet all regular admission and placement requirements.

Students enrolled in remedial courses must obtain the appropriate college officials approval if the student requests to take more than twenty (20) credit hours in the fall or spring terms and more than twelve (12) credit hours in the summer term. Students requiring remedial course work may require enrollment in an additional term to complete graduation requirements. In some cases, however, it may be possible for students to take remedial or college preparatory courses and degree or certificate courses in the same semester if all of the above conditions are met.

The following page shows the placement standards and required remedial or college preparatory courses in each subject area for transfer and technical programs.

REMEDIAL/COLLEGE PREPARATORY PLACEMENT FOR ALL DEGREE-SEEKING AND ONE-YEAR CERTIFICATE STUDENTS

Degree Discipline	Remedial/College Preparatory Courses+	Course Title	Placement Standards++
Reading	REM 0401 REM 0402	Basic Reading Skills I Basic Reading Skills II	A student scoring at or below the 33rd national percentile on the ACT/COMPASS READING section will be placed in the appropriate remedial course(s). +++
English	REM 0410 REM 0411	Remedial English I Remedial English II	A student scoring at or below the 33rd national percentile on the ACT/COMPASS ENGLISH section will be placed in the appropriate remedial course(s). +++
	PRE 0410	Preparatory English	A student scoring at a national test percentile of 34 through 50 on the ACT/COMPASS ENGLISH section who does not meet high school subject requirements will be placed in the appropriate college preparatory course. +++
Mathematics	REM 0420 REM 0421	Basic Mathematics Beginning Algebra	A student scoring at or below the 33rd national percentile on the ACT/COMPASS MATHEMATICS section will be placed in the appropriate remedial course(s). +++
	PRE 0415	Elementary Geometry	A student entering a transfer program who has not successfully completed a geometry class at the high school level will be required to complete a development geometry course prior to enrolling in transfer-level math courses.
	PRE 0420	Intermediate Algebra	A student scoring at a national test percentile of 34 through 50 on the ACT/COMPASS MATHEMATICS section who does not meet high school subject requirements will be placed in the appropriate college preparatory course. +++
Science	PRE 0810	Life Science	Required of vocational/technical students only if study in science is applicable to the program of study. A student whose high school transcript does not include one year of science must successfully complete the appropriate college preparatory course prior to enrolling in science discipline credit courses.
	PRE 0810	Life Science	A student whose high school transcript does not include three years of laboratory sciences must successfully complete the appropriate college preparatory courses prior to enrolling in science discipline credit courses.
Social Sciences	As determined by advisor		A student seeking a transfer degree whose high school transcript does not include three years of social sciences will be allowed entry into specific credit courses within the social science discipline with such credit applying as elective credit within the degree. After successful completion of the specific elective credit course(s), the student will be required to complete, in full, the social science general education degree requirements.
Electives	As determined by advisor		A student seeking a transfer degree whose high school transcript does not include two years of foreign language, music, art, or vocational education will be allowed entry into specific credit courses with such credit applying as elective credit within the degree. After successful completion of the specific elective credit course(s), the student will be required to complete the humanities/fine arts general education degree requirements.

+ Courses listed under the remedial/college preparatory column must be successfully completed with a minimum grade of *C* before the student may move on to the next level.

++ Appeals relating to placement may be made to the dean of the college and must include demonstration of a *C* or better average in course-specific work for the appropriate discipline.

+++ Student's scores on a comparable nationally-normed test may be used in place of ACT/COMPASS scores.

STUDENT INFORMATION CHECK SHEET

Date Completed

1. **Complete the Student Information Form**
   New students or returning students (those who have not been enrolled for a year) should complete a Student Information Form and submit it to the Student Services Office or apply online at www.iecc.edu and submit it to the Student Services Office. Admission packets may be picked up at the Student Services Office or may be requested by calling the college of your choice. _____

2. **Request Transcripts/GED Scores**
   New students should have an official copy of their high school transcript or GED scores sent to the Records Office. Official transcripts from any other college(s) attended must also be sent to the Records Office. _____

3. **Apply for Financial Aid**
   The Free Application for Federal Student Aid (FAFSA) should be submitted to the federal government as soon as possible after January 1 in order to begin the financial aid process. After filing the FAFSA, the student will receive a Student Aid Report (SAR). March 1 is the priority date for completion of a financial aid application for the next academic year. Students may apply electronically at www.fafsa.ed.gov. Students applying for scholarships or veteran's benefits should speak with a financial aid representative in the Financial Aid Office. _____

4. **Placement Testing**
   New students should obtain testing information by calling the college of their choice. There is no charge for the first test. A schedule of testing dates and times may be found in the current schedule of classes or on the advisement tab at www.iecc.edu. Testing is required of all new students and must be completed prior to registering for classes. Part-time students must test prior to enrolling in English or math. Contact your college for guidelines concerning placement tests. _____

5. **Register for Classes**
   New students should contact the college for an advisement and registration appointment. Dates and times for registration are published in the current schedule of classes and on our website at www.iecc.edu. _____

6. **Pay Tuition and Fees**
   The fee statement received by students with their schedule at the time of registration is their bill. Tuition and fees may be paid in person at the Business Office, mailed, or online using Entrata. VISA and MasterCard are accepted. Tuition and fees are determined annually. Visit www.iecc.edu for current tuition rates. _____

7. **Books**
   Students may purchase new and used books in the college bookstore or online. Contact your college bookstore for information related to when books are available To purchase textbooks online, or to check the book's ISBN go to www.iecc.edu/bookstore/. _____

FRONTIER COMMUNITY COLLEGE
618.842.3711
Toll Free: 877.464.3687

OLNEY CENTRAL COLLEGE
618.395.7777
Toll Free: 866.622.4322

LINCOLN TRAIL COLLEGE
618.544.8657
Toll Free: 866.582.4322

WABASH VALLEY COLLEGE
618.262.8641
Toll Free: 866.982.4322

Academic Information

ACADEMIC INFORMATION

CREDIT

IECC operates on the semester system, with classes offered in the fall, spring, and summer semesters. Credits are earned to indicate the student has fulfilled all the requirements of a course. Credits may be earned at the college, transferred from another college, or in some instances, awarded for knowledge and skills previously acquired outside the formal instructional process.

A semester hour is the unit used to measure credit, with one (1) semester credit hour equaling one (1) hour per week of lecture activity or two (2) hours per week of lab activity, over a sixteen-week (16) period.

Full-time students are enrolled in at least twelve (12) credit hours per semester in the fall or spring terms or six (6) hours in the summer term. (Students receiving financial aid should check with the Financial Aid Office for specific full-time/part-time guidelines affecting monetary awards.) A student is classified as a sophomore after earning thirty-two (32) semester hours or more of credit.

A normal course load is 16 credit hours in the fall and spring semesters. A student who wishes to carry an overload (more than twenty credit hours in the fall or spring) must obtain the appropriate college official's permission prior to registration. Students enrolled in remedial courses may not be permitted to take an overload. The granting of the overload permission will depend on the student's scholastic record.

Under certain circumstances, waivers or substitutions for associate degree requirements will be granted if the waiver or substitution serves to assist the student in meeting specific curriculum requirements.

DUAL CREDIT

Dual credit classes are offered in conjunction with area high schools, for enrolled juniors and seniors only, in the IECC District. Courses for dual credit must have been articulated and approved by both the IECC District and the individual high schools. Contact your high school counselor for more information and a list of approved dual credit classes.

STUDENTS TRANSFERRING TO IECC

Official transcripts of students transferring credit to IECC toward a degree or certificate can be evaluated if the credit was earned at institutions accredited by The Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools, or similar regional accrediting agencies. If the transcript indicates a cumulative grade-point average below *2.0*, only course grades of *C* or above will be considered. The Commission may be contacted at the HLC website at www.ncahigherlearningcommission.org or by phone at 312.263.0456. IECC's Policy on Transfer Credit (500.9) outlines the criteria used to make transfer decisions.

Students transferring to IECC must earn at least sixteen (16) semester hours at IECC to meet graduation requirements for a degree **(see *GRADUATION REQUIREMENTS*)**. For a certificate, sixteen (16) hours of college-level credit or 50% of the hours required, whichever is less. Only grades from IECC are used in determining a grade-point average for term honors and graduation honors. (See Transfer Credit Policy page 25.)

PROFICIENCY AND CLEP

Students may earn credit through an IECC proficiency examination. Proficiency applications must be approved by the instructor and the dean where you are enrolled. In order to take a proficiency examination, the student must pay a fee and submit the appropriate application form to the Student Services Office. Only grades of *A – C* will be considered as passing and entered on the transcript. A grade of *D – F* will not be computed in the grade average and will not appear on the transcript. The maximum amount of proficiency credit which may be earned is thirty-two (32) semester hours.

IECC will accept credit earned through CLEP (College Level Examination Program). However, students will receive a grade of *P* (Passing) and credits will only count for elective credit toward their program at IECC. According to IECC policy, a student may take a maximum of twelve (12) pass/fail hours.

Proficiency examinations may not be taken for courses in which the student has previously enrolled. The exams may be retaken after six (6) months should the student fail the initial attempt.

Credit Equivalency by Licensure or Certification

A student who has already obtained an industry recognized license or certification, for which the college offers a career and technical certificate or degree curriculum, may be granted credit for specific courses in the program of study listed in Appendix J.

Advanced Placement Testing

Students may also earn credit through the Advanced Placement Testing program. Students should check with the Student Services Office for a list of accepted courses and credit hour equivalents (see Appendix G).

Military Credit

Students may obtain credit for military service. No more than four (4) semester credit hours will be accepted for health or safety education and no more than three (3) semester credit hours will be accepted for physical education. Check with the Student Services Office or see Appendix E.

Grading

Grades are awarded to reflect the quality of student performance. Grade values are assigned on a 4.0 scale from *A* to *F*. At the discretion of the instructor, an incomplete grade (*I*) may be awarded for a course if the student has not completed all course requirements by the end of the semester. Incomplete grades for regular sixteen week courses should be completed by the fourth week of the next term or the incomplete grade will be changed to an *F.* Incomplete grades given for courses outside the regular sixteen week schedule must be finished within four weeks from the end date of the course or the incomplete grade will be changed to an *F.*

The grade point average (GPA) is determined by dividing the number of quality points earned by the total number of credit hours attempted. For example, if a student earned one hundred (100) quality points and attempted forty (40) semester hours of work, the quality points would be divided by forty (40) to arrive at a 2.5 grade point average. The following table shows the grades, symbols, and quality-point equivalents.

Grades are available through the online Entrata information system. For more information, please contact the Student Services Office at your college.

Earned Grade	Symbol Interpretation	Quality Points Earned
All grades are considered earned.		
A	Excellent	4 times the hrs. of credit
B	Good	3 times the hrs. of credit
C	Average	2 times the hrs. of credit
D	Passing	1 times the hrs. of credit
F	Failure	0 times the hrs. of credit
I	Incomplete	Determined by final grade
N	No grade submitted	Not computed
W	Withdrawal prior to completion	Not computed
AU	Audit	Not computed
P	Pass (pass/fail course)	Not computed
F*	Fail (pass/fail course)	Not computed
Grade Suffix		
G	Grade Forgiveness	Not computed
N	Competency-Based Course	Not computed
Q	Less than college level/not calculated in GPA	Not computed
R	Repeat	Not computed
S	Set Aside	Not computed
X	By Proficiency	Computed
Z	Administrative Withdrawal	Not computed

Academic Progress

All degree- and/or certificate-seeking students are expected to make satisfactory progress toward their declared objectives. During the full-time student's first term in college, the student is expected to maintain a minimum grade point average of 2.0 or *C* average. Part-time students are expected to have maintained a grade-point average of 2.0 after attempting twelve (12) credit hours.

Regular class attendance is necessary if a student is to receive maximum benefit from college enrollment. The student must make arrangements for makeup work and absences with the instructor, who will determine whether an absence can be excused. If absences or tardiness affect the quality of work, the instructor may recommend dropping the student from the course. Instructors will permit students to make up work missed because of field trips and activities approved by the college. **Also, see special requirements for allied health programs.**

Academic Probation

Any degree/certificate-seeking student whose cumulative grade-point average falls below a *C* (2.0), after attempting twelve (12) credit hours, will automatically be placed on academic probation.

A student on academic probation must earn at least a *C* (2.0) average in the term immediately following placement on academic probation or the student will be dismissed from the degree program. A student then must maintain a *C* (2.0) average in the term following such dismissal from the degree program to remain in the college.

A student on academic probation will remain on academic probation until such time as the student's cumulative grade-point average returns to *C* (2.0). When the student achieves a cumulative GPA of *C* (2.0), then he or she will be returned to academic good standing.

Notice of academic deficiency will appear on the student's transcript by semester and be noted in his/her Entrata records.

Pass/Fail Courses

Students exercising the pass/fail option must declare their intentions at registration and may not change to the traditional letter-grade option after the end of late registration. A grade of *F** (Fail) or *P* (Pass) will not be computed in the grade-point average. Regular tuition and fees will be charged.

Students planning to transfer to senior institutions are discouraged from taking courses under the pass/fail option and should consult with their advisor before selecting this alternative.

In addition:

1. A student may take a maximum of twelve (12) pass/fail credit hours, with certain exceptions.
2. A student enrolled in transfer degrees may not take general education requirements for pass/fail credit.
3. A student enrolled in an Associate in Applied Science degree or certificate program may not take degree/ certificate courses for pass/fail credit, except those requirements entitled "Internship," "Seminar," NUR 1206, or NUR 2205.
4. A student may take continuing education courses for pass/fail credit.

Repeating Courses

All courses and grades, including repeated courses, will appear on the student's transcript. In-District and Out-of-District students who repeat courses will be required to pay the Out-of-State tuition rate for the repeated course **unless** the course is being repeated for the following reasons:

1. The course is approved for repetition by ICCB. All grades for repeatable courses will be used to compute cumulative grade-point average;
2. The course is being repeated because the student received a *D* or below or withdrew after midterm (one time only). The higher grade will be computed in the cumulative grade-point average;
3. The course was taken more than four (4) years ago and is being repeated to upgrade skills in that area. All grades for repeatable courses will be used to compute cumulative grade-point average.

Students who are repeating a course under the ***Educational Guarantee Policy*** must follow the policy guidelines outlined in Appendix A.

Grade Forgiveness

After three years, students may petition the Academic Standards Committee to "forgive" grades of *F* or *WF* (Withdrawal Failing) previously earned in a certificate or degree program. "Forgiven grades" will not be calculated by IECC in the student's cumulative grade-point average, but will remain on the transcript. If a student transfers to another college or university, the receiving institution may recalculate the GPA to include forgiven grades. (*WP*

and *WF* grades have not been awarded by IECC since the 1998 summer semester.)

Students must maintain a 2.0 cumulative grade point average to graduate from IECC. They should also check with the Financial Aid Office to determine the academic requirements for maintaining eligibility for financial aid.

The Academic Standards Committee may waive the three-year limitation for grade forgiveness but may not grant a student more than one petition for grade forgiveness. Approval of the grade forgiveness will be granted by the IECC institution into which the student is admitted for re-entry.

Auditing

A student who wishes to audit a course must obtain permission from the Student Services Office. Registration procedures and tuition charges are the same as when enrolling for credit. Auditing students are not required to take examinations. Audited courses cannot be counted toward graduation requirements, but credit is counted as a part of the total student load. Students may change from audit to credit or credit to audit during the first five (5) class days for courses meeting three (3) or more times per week.

Late Registration

Late registration is available at all four colleges. See the schedule of classes for details or contact the Student Services Office at the college where the course is offered.

Course/College Withdrawal

To withdraw from a course or all courses, a student must complete a withdrawal form. Failure to follow the official withdrawal procedure will result in a grade of *F* for the course. Check with the Student Services Office for withdrawal procedures.

Withdrawals must be accomplished seven (7) calendar days prior to the official semester closing date for regular sixteen-week courses. Contact the Student Services Office for class dates which are outside the regular term. A grade of *W* will be recorded on the student's permanent record but will not be included in the student's grade point average.

Graduation Requirements

Upon recommendation from the faculty, staff and chief executive officer, students who meet the general requirements and curriculum requirements of a program will be granted the designated degree or certificate. It is the student's responsibility to know and follow the requirements of the curriculum and the rules governing academic work. No IECC official or faculty member can relieve a student of this responsibility.

To graduate, all students must:

1. Successfully complete all of the prescribed requirements in the selected program of study.
2. Earn the required number of hours for the degree or certificate.
3. Earn a cumulative grade-point average of at least 2.0 for all IECC coursework.
4. Clear all school accounts and records.
5. Earn at least sixteen (16) hours of college-level credit at Illinois Eastern Community Colleges for a degree. For a certificate, sixteen (16) hours of college-level credit or 50% of the hours required, whichever is less, must be earned at IECC.
6. Make application for graduation and pay the required fee.

Term Honors (Fall & Spring Terms Only)

Pre-college, pass/fail and dual-credit courses are not used in calculation of Honors.

Full-time students who have attained a semester grade point average of 3.90 or greater for GPA hours will receive the Chief Executive Officer's Academic Honors.

Full-time students attaining a semester grade-point average from 3.75 to 3.89 for GPA hours will receive the President's Academic Honors.

Full-time students attaining a semester grade-point average from 3.50 to 3.74 for GPA hours will receive the Dean's Academic Honors.

The names of Fall and Spring honors recipients will be published.

Graduation Honors

For graduation ceremony purposes each student who has attained an IECC cumulative grade-point average of 3.90 or greater for college-level course work completed through the term prior to graduation shall be recognized with high honors.

For graduation ceremony purposes, those students attaining an IECC cumulative grade-point average of 3.50 to 3.89 for college-level course work completed through the term prior to graduation shall be recognized with honors.

An appropriate entry regarding graduation honors, based upon the student's final cumulative grade-point average, will be made on the student's transcript at the end of the graduation term.

ISSUANCE OF TRANSCRIPTS

The Admissions and Records Office at each college issues transcripts for a fee. An official transcript will be released only at the student's written request. A transcript request form can be printed online at www.iecc.edu. Most colleges and universities require official transcripts be sent directly from the college issuing the transcript. Transcripts issued directly to the student will be stamped, "Issued to Student."

TRANSFER CREDIT POLICY

The acceptance of credits earned at post-secondary institutions outside Illinois Eastern Community Colleges District No. 529 shall be determined by an evaluative process administered by the Dean of Instruction.

All grades and cumulative grade point averages of students transferring from post-secondary institutions outside of Illinois Eastern Community Colleges will be excluded in determining the final cumulative grade point average. Only grades from IECC will be included in determining the final grade point average.

All credits earned outside Illinois Eastern Community Colleges (IECC) will be evaluated for possible application toward the degree or certificate program chosen by the student. Passing credits earned at institutions accredited by the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools, or similar regional accrediting agencies may be accepted by IECC provided the courses meet the expectations of the faculty and staff at IECC for academic content and rigor. For a student transcript indicating a cumulative grade point average of less than "C," only credits will be considered for those courses which have a grade of "C" or better.

Any transfer credit from institutions on probation with the Higher Learning Commission or other regional accrediting agencies may not be accepted as transfer credit. Acceptance of the transfer credit will require verification whether or not the student's experience at the other institution is appropriately commensurate with the expectations in similar IECC courses with respect to academic content, rigor, scope and relevance. (IECC Policy Manual 500.9)

Student's Right to Know and Student Conduct

STUDENT'S RIGHT TO KNOW AND STUDENT CONDUCT

A comprehensive listing of Consumer and Student Right to Know Information is available online at http://www.iecc.edu/consumer/.

ACADEMIC FREEDOM POLICY

Illinois Eastern Community Colleges recognizes the principles of academic freedom and is committed to freedom of expression and the pursuit of truth in teaching and learning. In the development of knowledge, research endeavors and creative activities, Illinois Eastern Community Colleges faculty, students, and staff are free to cultivate a spirit of inquiry and scholarly criticism.

IECC shall likewise require the exercise of responsible judgment on the part of the District's faculty and staff as they exercise academic freedom in accomplishing the mission of Illinois Eastern Community Colleges. Faculty are entitled to freedom in the classroom in discussing their subjects, but should be careful not to introduce teaching matters which have no relation to their fields. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs. (IECC Policy Manual 800.6)

ACADEMIC INTEGRITY POLICY

Illinois Eastern Community Colleges is committed to Academic Integrity and believes in responsibility, honor/truth, fairness, respect/self-respect, and compassion free from fraud or deception. This implies that students are expected to be responsible for their own work and that faculty and academic support services staff members will take reasonable precaution to prevent the opportunity for academic dishonesty.
See Appendix I.

AMERICANS WITH DISABILITIES ACT

IECC supports the terms of the Americans with Disabilities Act (ADA) of 1990 and according to the rules and regulations of the state of Illinois and the federal government, will make reasonable accommodations to ensure that college facilities are accessible and in compliance with employment practices. The college provides a range of services to allow persons with disabilities to participate in educational programs and activities. You may contact the ADA officer at the college or the District Office for further details.(IECC Policy Manual 100.12)

BLOODBORNE PATHOGENS

Illinois Eastern Community Colleges adopts the Federal OSHA Bloodborne Pathogens Standard, 29CRF 1910.1030. The administration will publish procedures designed to prevent or minimize the occupational exposure of employees to bloodborne pathogens and other potentially infectious materials. (IECC Policy Manual 100.11)

CAMPUS SAFETY AND SECURITY – STUDENT'S RIGHT TO KNOW

The Illinois Eastern Community Colleges (IECC) Board of Trustees recognizes the importance of a college environment that is safe and free of crime. Programs of crime prevention, college security procedures, and programs to prevent drug and alcohol abuse have been implemented to promote a crime-free environment. Information regarding these programs is available from your college Student Services Office. The college environment includes all students, employees and other persons participating in IECC classes, programs, services, and other activities and events.

IECC encourages all students and employees to report all on-campus **INCIDENTS** of criminal activity, including but not limited to, murder, rape, sexual assault, robbery, aggravated assault, burglary, and motor vehicle theft, along with on-campus **ARRESTS** for liquor law violations, drug law violations, and weapons possessions to the President or his/her designee. Students and employees are encouraged to report all crimes considered to be a threat to students and employees so that IECC can determine if preventive measures can be implemented to prevent recurrence of a particular crime. Reporting is also requested for evening classes and college events occurring at places other than college property.
IECC custodial and maintenance staff or other college personnel are responsible for the security, access, and maintenance of all college buildings and grounds. As such, custodial and maintenance staff or other college personnel will be present on campus during all times that classes are in session. IECC administration monitors and evaluates campus safety on an ongoing basis.

The possession and/or use of firearms, ammunition, fireworks, dangerous materials, or combustible materials, except by law enforcement officials or used for approved course work, is strictly prohibited on campuses and in any IECC building. Violators will be reported to local law

enforcement agencies and can face immediate expulsion or dismissal from the college.

The possession, use, and sale of alcoholic beverages or illegal drugs by anyone while participating in IECC classes, programs, services, and other activities and events is strictly prohibited. Violators will be reported to local law enforcement agencies and can face immediate expulsion or dismissal from the college.

IECC will monitor and cooperate with law enforcement agencies in an effort to keep students and employees apprised of reported crimes and arrests of students and employees which occur in the college community. Upon request, IECC will provide appropriate disciplinary information to victims of violent crimes. Campus crime statistics will be made available upon request to all students, employees, and the college community, as well as to student applicants and prospective employees. (IECC Policy Manual 500.17)

An annual report can be accessed on the IECC web site at www.iecc.edu. Information regarding sexual offenders is available online at the Illinois Department of Corrections website at http://www.isp.state.il.us or from local law enforcement agencies.

Chronic Communicable Diseases

Any case of communicable disease reported to the administration will be investigated. Appropriate action will be taken to protect students and college personnel on the basis of qualified medical advice. Contractors to IECC District 529 will be expected to cooperate in implementing this policy. (IECC Policy Manual 100.10)

Concealed Firearms Policy

It is the policy of the Board of Trustees to comply with the provisions of the Firearm Concealed Carry Act. PA 98-63. Under that Act, and the Board hereby adopts the definitions contained therein, “Concealed firearm" means a loaded or unloaded handgun carried on or about a person completely or mostly concealed from view of the public or on or about a person within a vehicle. "Handgun" means any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand. See Appendix J in Appendices Section for complete Concealed Firearms Policy. (IECC Policy Manual 100.28)

Drug-Free Schools and Communities Act

The IECC Board of Trustees recognizes the importance of a college environment that is free of substance abuse. The college environment includes students, employees, and other persons participating in IECC District 529-sponsored classes, programs, services, and other activities or events. Substance abuse is defined as the unauthorized possession, sale, transfer, purchase or use of alcohol, unlawful narcotics, cannabis, or any other controlled substance. Substance abuse within the college environment is prohibited. Students and employees involved in substance abuse within the college environment are subject to disciplinary action. Any illegal substance abuse will result in involvement of law enforcement officials.

Contractors to IECC District 529 are expected to comply with the Drug-Free Workplace Act of 1988. (IECC Policy Manual 400.19)

Educational Guarantees

IECC backs its commitment to student success with specific guarantees. All students graduating and meeting the requirements for an Associate in Applied Science degree or certificate will have the competencies expected by his or her employer, and all students who successfully complete an Associate in Arts, an Associate in Engineering Science, an Associate in Science, or an Associate in Science and Arts degree will be able to transfer their credit courses to parallel credit courses at the baccalaureate-university level in Illinois.

Students who demonstrate they do not have the competencies required or have not been able to transfer parallel course credits can file for a refund or repeat the course work, under specific guidelines stipulated in IECC's "Technical Degree/Certificate Educational Guarantee" and the "Transfer Degree Educational Guarantee." See Appendix A for rules regarding educational guarantees.

Family Educational Rights and Privacy

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, only directory information about students or former students will be disclosed to any person or agency without the written permission of the student except to: (1) IECC administrators and instructors; (2) certain federal officials specified in the Act; (3) stated educational authorities; (4) accrediting agencies; (5) upon receipt of proper judicial orders; or (6) officials of other schools in which the student seeks to enroll or has enrolled. At the request of the student, even directory information can be withheld.

Upon written request, the student may inspect information in his or her official file and will be given the opportunity to challenge any information which he or she

considers inaccurate. Details on confidentiality rules can be obtained from the Admissions Office See Appendix C.

IECC Appropriate Use of Information Technology Resources Policy

See Appendix D for IECC's Appropriate Use of Information Technology Resources Policy.

Non-Discrimination

Illinois Eastern Community Colleges does not discriminate against anyone on the basis of race, color, religion, gender, age, disability, national origin, or veteran status and adheres to applicable law and regulations under the Title VII Civil Rights Act of 1964; Title IX Regulations of 1972; Section 504 of the Social Rehabilitation Act of 1973; Section 402 of the Vietnam Era Readjustment Act of 1974; and the Americans with Disabilities Act (ADA) of 1990. (IECC Policy Manual 100.8)

Persistence and Degree Completion

Illinois Eastern Community Colleges recognizes the diverse needs of students for educational opportunities for lifelong learning. It is the goal of IECC to assist students and support statewide initiatives for the completion of educational goals. IECC has developed and employed strategies for improving persistence and degree completion that are appropriate for IECC's mission and students served. See Appendix F.

Sexual Harassment

IECC strongly believes the classroom and workplace should be free of sexual harassment, including unwelcome sexual advances, request for sexual favors and other verbal or physical conduct or communications of a sexual nature. Sexual harassment is prohibited by federal and state law, as well as Board of Trustees policy. If you have questions or believe that you have been subjected to sexual harassment, you should refer to the Sexual Harassment Policy in Appendix B.

Student Complaint Policy

This policy applies to all formal student complaints at Illinois Eastern Community Colleges District 529, except for complaints regarding sexual harassment (see Appendix B) or student readmission petitions (see Admission section).

Students are entitled to due process and have the right to their own legal counsel at any time they are being questioned by the administration or Board of Trustees. They shall have the right to appeal a decision made by an administrative officer to the next higher authority, and through appropriate successive steps, to the chair of the Board of Trustees or his/her designee. Participants in the process shall not be subjected to reprisals or retaliation because of such participation.

Days are defined as days in which the District Office and the colleges are normally open to conduct business. The time limits prescribed for each step shall be observed unless the time limit is extended by mutual agreement of the complainant and the administrator. If the administrator fails to meet the specified time limit, the complainant can proceed to the next step. If the complainant fails to appeal the decision to the next step within the specified time limits, the complaint will be dropped.

Students shall follow the steps defined below for complaints including, but not limited to, academic, grading, and institutional decisions that directly affect a student.

1. Within ten (10) days of the incident causing the complaint, the complainant shall attempt to resolve the matter informally with the instructor or service provider in a meeting. If the matter is not resolved within ten (10) days from the date of the meeting, the complainant may file a formal written complaint.
2. Within five (5) days from the expiration of days under Step 1, the complainant shall file a formal written complaint. The complainant shall file his/her complaint with the dean of the college/instruction. If the complaint is against the administrative officer defined in any step, the complainant shall advance to the next step. A written response shall be provided within five (5) days of receipt of the complaint. If the matter is not resolved, then Step 3 shall apply.
3. Within five (5) days of receipt of the response under Step 2, the complainant shall file an appeal with the president. The president shall appoint an appeal committee composed of two (2) students, two (2) faculty members, and one (1) administrator. The committee's recommendation will be forwarded to the president within ten (10) days. The president will provide a written decision concerning the appeal within five (5) days from receiving the committee's recommendations. If the matter is not resolved, then Step 4 shall apply.
4. Within five (5) days of receipt of the response under Step 3, the complainant may file an appeal with the chief executive officer. A written response will be provided within five (5) days of receipt of the appeal. If the matter is not resolved, then Step 5 shall apply.
5. Within five (5) days of receipt of the response under Step 4, the complainant may file an appeal with the

chair of the Board of Trustees or his/her designee. The chair, or his/her designee in consultation with members of the Board of Trustees, shall provide a written response within five (5) days of receipt of the appeal. The chair, or his/her designee, of the Board of Trustees is the final appeal authority within Illinois Eastern Community Colleges.

Inquiries may be directed to the Student Services Office.

STUDENT CONDUCT POLICY

Illinois Eastern Community Colleges' students are considered to have reached an age of responsible citizenship and are expected to conduct themselves in a responsible manner both on and off campus. Through the act of registration at one of the Illinois Eastern Community Colleges, students agree to obey all rules and regulations which the institution formulates and publishes in the college catalog or student handbook. Copies may be obtained in all Student Services Offices. These documents contain specific disciplinary rules and regulations as well as procedures followed if infractions occur.

The Student Senate, faculty, and administration of each of the colleges will share in developing and implementing specific regulations to encourage desirable conduct.

It is the responsibility of the student to obtain publications outlining these regulations and to become familiar with the District's standard of conduct. The following general policies shall apply to student conduct throughout the Illinois Eastern Community Colleges District:

1. Students shall maintain standards of conduct which are in accordance with the policies noted above and the specific rules and regulations developed at each of the college campuses.
2. The Student Senate(s) shall accept primary responsibility for governing student conduct at college-sponsored social activities and functions.
3. The District reserves the right to request, for good cause, a physical, psychological, or psychiatric examination or drug test from any student at any time when this would be in the best interest of the student and/or the college. Expenses incident to such an examination are the responsibility of the student.
4. A Committee for Student Discipline will be appointed by the college president in the fall of each academic year. Student misconduct will be handled by appropriate college officials who may call the Committee for Student Discipline if they desire. The Committee for Student Discipline shall consist of five members, two elected from the Student Senate and three faculty members appointed by the president of the college. The committee shall submit its recommendations to the president of the college. The president's decision is final.
5. In instances where student misconduct results in the involvement of civil law enforcement authorities, the statutes of the State of Illinois or the ordinances of local municipal and county governments shall take precedence over any action recommended or contemplated by Illinois Eastern Community Colleges.
6. **Allied health students who may for any reason appear to be unsafe in the clinical area or who may compromise client safety may be required to submit to a psychiatric or psychological examination at any time. Expenses incident to such an examination are the responsibility of the student.**
7. Information gathered in the Behavioral Incident Report in connection with the District's Violence Prevention Plan may also be considered in determining appropriate disciplinary actions. (IECC Policy Manual 500.8)

TOBACCO POLICY

The Board of Trustees of Illinois Eastern Community Colleges recognizes the importance of providing a healthy environment for students and staff in compliance with the Illinois Clean Indoor Air Act.

Use of tobacco products is prohibited in any IECC District 529 facility that is open and available to the general public. Use of tobacco products is prohibited in any vehicle owned or leased by IECC District 529.

The prohibition on use of tobacco products shall include the prohibition on the use of electronic cigarettes or e-cigarettes, electronic vaporizing devices, personal vaporizers, or electronic nicotine delivery systems, or any electronic inhaler that is meant to stimulate and substitute for tobacco smoking.

Colleges shall make reasonable efforts to prevent use of tobacco products in public places outside established smoking areas by posting signs or by appropriate warnings in catalogs and schedules.

Students, staff, contractors, and visitors to the college are subject to compliance with this policy. Persons who purposely violate this policy shall be subject to appropriate disciplinary actions. (IECC Policy Manual 100.15)

Student Services

STUDENT SERVICES

SERVICES

Advisement
Students planning to transfer to another college or university, regardless of the program in which they are enrolled, should be aware that the receiving institution makes the final decision regarding transfer of credit. The advisor will assist the student concerning transferability of classes. However, the student will need to maintain contact with the transfer institution to facilitate the transfer process.

Before enrolling in a degree or certificate program, students must schedule an advisement appointment through the Student Services Office.

Career Planning and Placement
Each college offers career planning and placement assistance through the Student Services Office. Academic advisors, career advisors and faculty are well prepared to help students identify their career aptitudes and find job placement.

Child Care
Child care facilities are available at Wabash Valley College and Olney Central College for children of parents who wish to return to school to continue their education. These programs are licensed by the Department of Children and Family Services with approved pre-school programs. For information, call OCC or WVC.

Internships
Each college provides opportunities for on-the-job experience in selected programs.

Entrata
Entrata is the online information system at Illinois Eastern Community Colleges and is accessible by students, faculty, and employees. Entrata provides a portal to information, course listing, email, rosters, grades, transcripts, registration, and more. To access Entrata, you will need to obtain a PIN password from Student Services. Once you have done this, you can log in by going to the Entrata link on the IECC website at www.iecc.edu.

Distance Education
Distance Education at IECC involves any formal approach to student learning in which the majority of instruction occurs while the instructors and learners interact synchronously or asynchronously online. This is done by employing technology to facilitate the educational experience. IECC provides academic and learning resources, student support services, technical and administrative support, for all forms of distance-delivered programs and courses.

Hybrid Courses
Illinois Eastern Community Colleges offer hybrid courses which combine online and traditional face-to-face classroom instruction to facilitate student learning. In a hybrid course, a significant part of the course learning is online and as a result, the amount of classroom seat-time is reduced. The face-to-face hours are replaced by online activities, assignments and exams. Hybrid courses are designed for students who can be successful in online courses but wish to maintain personal contact with the instructor and other students. Students should refer to the course syllabus or contact the instructor to learn more about the hybrid aspect of a specific course.

Online Courses
Illinois Eastern Community Colleges understands that time constraints due to work or family obligations can limit a student's ability to attend classes. Online classes can make it possible for students to take many of the courses that are offered in a traditional classroom setting. Online courses are 100% fully online classes that can be completed at home, work, or anywhere the student has an Internet-connected computer. For specific system requirements visit www.iecc.edu/tech. Students may be able to use a computer lab at one of our four colleges. Please check with the college for availability. Students may also check with a local library as many in the area have computers available for public use. Online courses earn the same credits as traditionally taught classes and require students to spend an average of 4-15 hours a week to complete.

To check our schedule for online classes and to learn more about online learning, go to www.iecc.edu/online.

IECC Alerts


IECC has a notification system that enables the colleges and the District Office to send urgent news to your cell phone. Once you sign up for the IECC Alerts service, the college can text your cell phone with timely information about emergencies and class cancellations. Depending on your personal cell phone plan, there may be a nominal fee from your carrier to receive text messages, but there is no charge from the college to use the service. The service is available to all current students, faculty and staff of IECC. To sign up for IECC Alerts, log into your Entrata account and click on the IECC Alerts link.

Tutoring
Students can obtain free tutoring assistance in a variety of areas by contacting the Learning Skills Center or Academic Assistance Center at their college.

Veteran's Services
The U.S. Department of Veterans Affairs administers a variety of education benefit programs. There may also be state grants available to those who qualify through the Illinois Student Assistance Commission. Please refer to the Student Financial Aid section of the catalog for a description of the veteran's benefits available.

Federal TRIO Programs

The TRIO programs, funded by the federal government and administered through the U.S. Department of Education, include outreach and support programs targeted to help students progress from middle school through post-secondary education.

TRIO Educational Talent Search (ETS)
IECC's Talent Search Program is a federally funded TRIO Program that encourages and inspires its participants to think college early. Talent Search serves more than 500 middle and high school students in seventeen schools throughout the IECC District as well as individuals between the ages of 11 and 27 who have not yet completed high school or college programs. All services are free to those accepted into the program and include at-school activities and workshops during the regular school year and day camps, activities and educational/college trips during the summer. Talent Search is available to participants who meet program requirements at target schools in Clay, Crawford, Edwards, Jasper, Lawrence and Richland counties. For more information about Talent Search, contact Olney Central College at 618.395.7777, ext. 5804 or visit www.iecc.edu/trio/

TRIO Student Support Services (SSS)
This federally funded TRIO program, available at all four IECC colleges since 1993, offers tutoring, academic and career advisement, study skills enhancement and special enrichment programs. The program's goals are to help participants achieve their educational, career and life goals. The program helps students to persist in college, to graduate, and to transfer to a four-year institution. Students may be eligible by meeting one of the following criteria: 1) neither parent received a four-year college degree; 2) financially limited resources (according to federal guidelines); or 3) be an individual with a documented disability. Students must apply for acceptance and meet program requirements. The TRIO Student Support Services serves 190 eligible students and has maintained an impressive record of success since its inception in the District. For more information or to apply for services, call the SSS counselors at any one of the four IECC colleges; Frontier Community College; Lincoln Trail College; Olney Central College; or Wabash Valley College. Interested students may also go to www.iecc.edu/trio/.

Upward Bound
IECC's Upward Bound Program was the first TRIO Program established at IECC and has continued to provide services to eligible high school students for more than 20 years. Upward Bound provides academic tutoring, college/career counseling, cultural enrichment, social awareness and other services to over 100 high school students in eight high schools. Students participate in after school tutorial sessions and attend workshops, educational/college trips and a six week summer program at Olney Central College. All services are free to those accepted into the program. Upward Bound is available to participants who meet program requirements at target high schools in Crawford, Edwards, Jasper, Lawrence, Richland and Wayne counties. For more information about Upward Bound, contact Olney Central College at 866.622.4322, ext. 2282, Lincoln Trail College at 866.582.4322, ext. 1471 or visit www.iecc.edu/trio/

Franklin University Alliance

IECC and Franklin University have established the Alliance Program, where a bachelor's degree can be earned on-line. Students earn their associate degree at Frontier Community College, Lincoln Trail College, Olney Central College, or Wabash Valley College. Their junior and senior year course work includes 24 credits of IECC courses integrated with 40 credit hours via an accredited on-line bachelor's degree program delivered by Franklin University. For program updates go to www.alliance.franklin.edu.

Learning Resource Centers

A variety of print, online, course-specific resources and tutorials are available at each of the four IECC colleges in the Learning Resource Centers. Students have access to online research tools such as CQ Researcher, EbscoHost Electronic Journal Service, Facts on File, Lexis-Nexis, and CINAHL via the Internet on campus and via Entrata off campus. The LRC's are members of the Consortium of Academic and Research Libraries in Illinois (CARLI) which gives IECC students free access to over 36 million items from 76 Illinois academic and special libraries, including Eastern Illinois University, Southern Illinois University, and the University of Illinois. IECC students also have access to the AskAwayIllinois virtual reference service that provides free chat and email reference service to students 24/7/365.

Small Business Development Center

The Small Business Development Center offers small businesses the necessary tools and services to maintain the competitive edge of existing businesses and assists in the development of new businesses. The Center provides assistance with one-on-one business counseling, business planning, loan structuring, marketing, management, and workshops. The Center serves the Illinois Eastern Community Colleges District, which includes Clay, Crawford, Edwards, Jasper, Lawrence, Richland, Wabash, Wayne, and White counties as well as the Lake Land College district, which includes Clark, Coles, Cumberland, Douglas, Edgar, Effingham, Moultrie, and Shelby counties. For more information, call 618.395.3011 or toll free at 866.529.4322, or go to www.ieccsbdc.com.

Special Programs

Adult Education

Adults who need assistance with basic skills in reading, writing, and math can enroll in Adult Basic or Adult Secondary courses. Tuition and books for Adult Education courses are free to student through the Adult Education Grant from the Illinois Community College Board. The Completition of ASE courses may lead to the GED (high school equivalency) and they also help prepare students for pursuit of certificates and degrees.

Adult Education Human Services Program

The Adult Education Human Services Program provides employment opportunities to welfare recipients by offering free training in selected courses plus assistance in job search methods and job placement. These services are offered throughout the Illinois Eastern Community Colleges District.

Job Location Development

JLD coordinators at Olney Central, Lincoln Trail, and Wabash Valley provide students with assistance in finding jobs off campus to offset college costs. The Employment Placement Center at Frontier provides similar services.

Literacy Program

Free tutoring is available for adult residents of the District who want to improve reading, spelling, math and life skills and who read under a 9th grade level. Tutoring for those learning English as a Second Language is also available. No grades are given and scheduling is flexible. To register for free tutoring, or to volunteer as a literacy tutor, call Frontier at 618.842.3711, or toll-free at 877.464.3687.

Perkins

Perkins IV provides quality CTE programs that facilitate the academic achievement of CTE students by:

- Strengthening the connections between secondary and postsecondary education;
- Restructuring the way stakeholders – high schools, community colleges, universities, business and parents – work together; and
- Increasing state and local accountability standards.

IECC has a Perkins Coordinator at each college to assist and support the needs of career and technical students as well as focus on special populations students enrolled in career and technical programs. Students who have any of the following should contact the Special Populations Office: students with disabilities; students with limited English proficiency; economically disadvantaged students; non-traditional students (such as men in nursing, women in welding, etc.); single parents and displaced homemakers. IECC is committed to helping special populations students meet their career and technical objectives. Perkins support helps ensure that CTE students achieve academic success.

Single Parent and Displaced Homemaker Program

The Single Parent and Displaced Homemaker Program is funded by Perkins which is a federally funded grant program. The purpose of the Single Parent/Displaced Homemaker Program is to provide support services that assist students in gaining marketable skills. A participant in the program must (a) be single, divorced, widowed, or legally separated; (b) have custody or joint custody of his/her minor child/children; and (c) be enrolled in a career and technical education certificate or degree program; or (d) be a displaced homemaker. Services provided include education and career exploration, financial assistance to cover tuition, fees, transportation, books, and other support services. If you feel you qualify for this program, please contact the IECC Transition Center Office at 618.395.7777, ext. 2238. The Transition Center Office is located at Olney Central College.

Student Organizations and Athletics

Each college offers a variety of clubs and organizations, including Student Senate and Phi Theta Kappa, an honorary scholastic organization which promotes student academic excellence and community service. Students may also participate in intramural sports and a range of music and program-related clubs including the FCC Electrical Distribution Systems and Science Clubs; the LTC Health Careers and Process Technology clubs; the OCC Student Nurses Association, Radiography Club, and the Business Club; the WVC Diesel Tech and Advanced Manufacturing Clubs, along with many others.

Three of the colleges — LTC, OCC, and WVC — offer intercollegiate athletics and are members of the National Junior College Association and the Great Rivers Athletic Conference. Teams are fielded in men's basketball and baseball and women's basketball and softball.

WORKFORCE EDUCATION

This program provides industrial training for business and industry both inside and outside the college district in such subject areas as blueprint reading, hydraulics, electricity, continuous quality improvement, health and safety, hazardous material handling, supervisory management skills, welding, computer skills, QS9000 standards, and all types of OSHA training. Many of the courses are provided at the industrial site and are customized to meet specific business needs. Approximately 16,500 employees were trained in FY12 through the District's Workforce Education Program. For information, call 618.985.2828 ext. 8372 or 8378.

Financial Information

FINANCIAL INFORMATION

TUITION*

In-District ..... $77.00 per credit hour
All of Crawford, Edwards, Lawrence, Richland, and Wabash Counties; most of Wayne County; and limited areas of Clark, Clay, Cumberland, Hamilton, Jasper, and White Counties qualify for in-District tuition rate.

Special Out-of-District..... $89.00 per credit hour
Includes portions of the following counties: Clark, Clay, Cumberland, Hamilton, Jasper, Wayne and White.

Indiana students in designated counties ..... $110.00 per credit hour
(Clay, Daviess, Dubois, Gibson, Greene, Knox, Martin, Owen, Parke, Pike, Posey, Putnam, Spencer, Sullivan, Vanderburgh, Vermillion, Vigo, and Warrick)

Out-of-District ..... $261.97 per credit hour
Students living outside the District may be eligible for the in-District tuition rate (or "chargeback"), if a particular program is not offered in the student's home district. Students seeking this "chargeback" must present the form, "Authorization for Partial Student Support," to the receiving institution to be eligible for this lower rate.

Out-of-State ..... $322.52 per credit hour

International Student ..... $322.52 per credit hour

Variable Tuition for Allied Health Students*

is 150% of the tuition rates based on residency. It will be applied to Practical Nursing Certificate, Associate Degree in Nursing, and Radiography Program courses. See Allied Health Section for designated courses.

In District	$115.50 per credit hour
Special Out of District	$133.50 per credit hour
Indiana Students in Designated Counties	$165.00 per credit hour
Out-of-District	$368.94 per credit hour
U.S. Resident/Out-of-State	$465.08 per credit hour
Non U.S. Resident	$465.08 per credit hour

ONLINE TUITION*

In-District	$77.00 per credit hour
Special Out-of-District	$89.00 per credit hour
Indiana Students in Designated Counties	$110.00 per credit hour
Out-of-District	$110.00 per credit hour
U.S. Resident/Out-of-State	$110.00 per credit hour
Non-U.S. Resident	$110.00 per credit hour

MISCELLANEOUS FEES*

ASSET or COMPASS (retest fee) $5.00
Ceramics Course Fee (per course) $20.00
Computer Course/Lab Fee ..... $10.00 per credit hour (maximum per term = $60)
Conceal Carry Course Fee (EPP 1203) $75.00
Cost Recovery Fee[1] .....variable
Course Drop/Add Fee ..... $1.00 per course
Dual Credit CTE On-Campus ..... $25.00 per course Course Fee
Facilities Usage Fee..... $5.00 per semester (6 hours or more)
Fitness Center Lab Fee ..... $30.00 per course (LTC, OCC, WVC)
Graduation Fee..... $30.00
Fee includes cap, gown, and diploma, and is payable at the time the graduation application is submitted.
Second Diploma Charge $10.00
Ladder/Certificate Program..... $60.00
Students taught on-site at businesses and industries will be assessed a $30 fee for the first-level certificate; no charge at the second- and third-certificate levels, and a $30 graduation fee for the AAS degree.
Late Registration Fee $5.00
Military Services Recruiting Fee $50.00
Music (Applied) Course Fee..... $60.00
Natatorium Fee (LTC)..... $15.00
Proctoring Test Fee..... $15.00
Proficiency Examination Fee .....$70.00 per exam
Student Support Fee ..... $10.00 per credit hour
Technology Fee..... $5.00 per credit hour
Textbook Rental Fee (FCC)... 33% of net price of new book (excluding dual credit and industrial training courses)
Transcript Fee $5.00

Auto Mechanics
AUM 1201, 1255, 1270, 2270..... $25.00 per course

Collision Repair
AUB 1202, 1204, 2200, 2202..... $25.00 per course

Cosmetology
Program Liability Insurance Fee ..... $15.00 per year

Diesel Technology
Uniform Purchase Fee ..... $285 per academic year

Health Information Management
HIS Exam Fee for HIM 2220 Clinical Practicum.... $168.00

Health Informatics Technology Program
Certified Medical Administrative Assistant (CMAA)..... Actual Cost
Certified Billing and Coding Specialist (CBCS) .. Actual Cost
Certified Electronic Health Records Specialist (CEHRS)..... Actual Cost

International Student

Admission Fee (one-time, non-refundable) $100.00
Transportation Fee ..... $250.00 per semester

Information Systems Support

A+Exam ISS 1206
A+ Essentials Exam..... Actual Cost
Practical Applications Exam ..... Actual Cost
Microsoft MCITP ISS 2203
Microsoft Certified Technology Specialist Exam ..... Actual Cost
Microsoft Certified IT Professional Exam..... Actual Cost
Net+Exam ISS 2205
CompTIA Network + Exam..... Actual Cost

Massage Therapy

Course Lab Fees..... $20.00 per course
THM 1210 Massage Therapy Techniques I
THM 1215 Massage Therapy Techniques II
THM 1220 Massage Therapy Techniques III
THM 1250 Massage Therapy Student Clinical I
THM 1255 Massage Therapy Student Clinical II
Program Liability Insurance Fee .....$15.00 per year
Student Handbook Fee..... $5.00

Medical Assistant

Lab Fee ..... $10.00 per lab hour
HEA 1208 Clinical Procedures
Program Liability Insurance Fee .....$15.00 per year
National Health Association Testing Fee $205.00
HEA 2298 Internship
Student Handbook Fee..... $5.00

Nursing

Module Fees
NUR 1203, 1204, 1205, 1207 ..... $9.00 per course
NUR 1201, 1202, 2201, 2202 ..... $16.00 per course
PNC 1211, 1212, 1213, 1214, ... $8.00 per course
PNC 1215..... $9.00
Course Lab Fees
NUR 1201, 1202, 1203, 1204 ..... $50.00 per course
NUR 1207..... $20.00
NUR 2201, 2202 ..... $50.00 per course
PNC 1211, 1212, 1213, 1214 ..... $25 per course
PNC 1215..... $50
Course Review Fees
NUR 1201, 1202, 1203, 1204 ..... $50.00 per course
NUR 2201, 2202 ..... $50.00 per course
NUR 1206, 2205 ..... $75.00 per course
PNC 1211, 1212, 1213, 1214 ..... $25 per course
PNC 1215..... $50
PNC 1216..... $75.00
Nursing Student Handbook Fee.....$5.00 per year (payable on admission to the program)
Program Liability Insurance Fee .....$12.00 per year

Nursing Assistant

Program Liability Insurance Fee $7.50 per course

Paramedicine and EMT

Uniform Fee.....$38.00 program fee
Program Liability Insurance Fee ..... $10.00 per semester

Pharmacy Technician

Lab Fee .....$10.00 per lab hour
Program Liability Insurance Fee ..... $15.00 per year
Student Handbook Fee..... $5.00

Phlebotomy

Course Lab Fees
PHB 1220, 1222 ..... $20.00 per course
PHB 1224 ..... $40.00 per course
Program Liability Insurance Fee ..... $12.00 per year
Student Handbook Fee.....$5.00 one-time fee

Radiography

Course Lab Fees..... $10.00 per credit hour
RAD 1206 Applied Clinical Radiography I
RAD 1208 Radiology Patient Care
RAD 1226 Applied Clinical Radiology II
RAD 1236 Applied Clinical Radiology III
RAD 1246 Applied Clinical Radiology IV
RAD 1256 Applied Clinical Radiology V
Program Enrichment Fee..... $60.00 per semester
Clinical Fees $20.00 per course
RAD 1206 Applied Clinical Radiography I
RAD 1226 Applied Clinical Radiology II
RAD 1236 Applied Clinical Radiology III
RAD 1246 Applied Clinical Radiology IV
RAD 1256 Applied Clinical Radiology V
Course Review Fees..... $30 per course
RAD 1201 Introduction to Radiography
RAD 1206 Applied Clinical Radiology I
RAD 1226 Applied Clinical Radiology II
RAD 1236 Applied Clinical Radiology III
RAD 1246 Applied Clinical Radiology IV
RAD 1256 Applied Clinical Radiology V
Program Liability Insurance Fee .....$15.00 per year

Real Estate Broker Course Fee

BUS 2608 ..... $65.00 per course

Science Lab Fees

LSC 1101, 1102, 2110, 2111, 2112 $10 per course
CHM 1120, 1130, 1132 $10 per course
PHY 1120, 1122, 2110, 2112, 2114.....$10 per course

Telecommunications Course Fees

TEL 1266 ..... $31.00 per course
TEL 1271 ..... $366.00 per course
TEL 1272 ..... $94.00 per course
TEL 1274 ..... $24.00 per course
TEL 1276 ..... $52.00 per course
TEL 2264 ..... $178.00 per course
TEL 2282 ..... $94.00 per course
TEL 2288 ..... $46.00 per course
TEL 2291 ..... $90.00 per course
TEL 2292 ..... $39.00 per course

TEL 2298 ..... $55.00 per course
TEL 2299 ..... $242.00 per course

Truck Driving Course Fee ..... $50.00 per driving hour

Welding Lab Fee..... $30.00 per course

[1]For courses requiring the rental of non-college facilities or for student supplies required and provided by the college for the course, a variable fee may be charged to recover actual cost.

Tuition and fees may be added to or altered only by action of the Board of Trustees of Illinois Eastern Community Colleges. The Board of Trustees reserves the right to change the above fees at any time without prior notice.

Refund Policy

A refund of 100% of the tuition and fees will be made to a student who withdraws during the first 10 days of a 16-week class period. No refunds will be given after the 10th day of the semester for regular 16-week courses.
For courses which are offered outside the regular 16-week schedule, contact the Records Office to determine the refund period.

Textbook Policy

Textbook buy back will be held at times and dates set by the bookstore. Full refunds will be given for texts that are not defaced in any way if the text is returned in the first 10 days of the academic term, excluding weekends. The student must have a valid drop slip and/or the bookstore must receive official notice that the class has been administratively canceled.

In-District Tuition Waivers

After 6 p.m.; before 6 p.m. – Tuition of $20 per semester hour will be charged for students enrolled in four semester hours or less per semester if the course(s) begins **after** 6 p.m. Tuition of $20 per semester hour will be charged for students enrolled in four semester hours or less **before** 6 p.m. if the student works a night shift on a full-time basis.
Discretionary – Other tuition waivers may be granted for recommendation by the president of the college with the approval of the chief executive officer or his designee.
Full-time Employees – Refer to IECC Procedures Manual 500.14 for current tuition waiver information.

Part-time Faculty – Refer to IECC Procedures Manual 500.14 for current tuition waiver information.
Part-time Non-Faculty Employees – Refer to IECC Procedures Manual 500.14 for current tuition waiver information. This tuition waiver does not apply to work-study students.
Senior Citizens – Tuition is waived for residents of the District who are 60 years or older. Non-credit course fees are not waived.
Tuition Cap - Tuition for in-District students will be waived for credit hours taken over 19 per semester.
Unemployed Tuition Waiver - This is a special tuition waiver program offered by Illinois Eastern Community Colleges as a pilot program during the 2013-2014 and 2014-2015 academic years. Tuition will be waived for unemployed residents of District 529 during the 2013-2014 and 2014-2015 academic years on a space-available basis subject to the following conditions and appropriate documentation:

- be considered a resident of District 529;
- meet all college requirements for admission and enrollment;
- have been in the labor market (full-time employment) for at least two of the last three years;
- be receiving unemployment benefits, in receipt of a layoff notice, or have exhausted their unemployment benefits during the last 12 months;
- be enrolled in a minimum of six semester hours;
- complete an Unemployed Tuition Waiver Form; and,
- complete and submit a Free Application for Federal Student Aid (FAFSA) within two weeks of enrollment.

This waiver is for tuition only and does not cover textbooks, course supplies, or other applicable fees. This tuition waiver is offered only if federal and/or state financial aid or other tuition assistance resources do not cover tuition costs.

This tuition waiver is for a maximum of 36 semester hours of credit towards a certificate program which can be completed in 12 months. Enrollment must be completed within five calendar days after the first day of class.

Student Financial Aid

Students enrolled in an eligible degree or certificate program may qualify for grants, loans, scholarships, or work study. Financial Aid will be paid based on enrollment in courses required for the student's current major. The financial aid academic year is defined as 32 credit hours. Loans must be repaid, while grants and scholarships do not have to be repaid.

The Free Application for Federal Student Aid (FAFSA) should be submitted to the federal government as soon as possible after **January 1** in order to begin the process for establishing need for financial aid. After filing the

FAFSA, the student will receive a Student Aid Report (SAR).

An important date is:

March 1 – Priority date for completion of financial aid application for the next academic year.

EMPLOYMENT

- **Federal Work-Study Program**
  The Federal Work-Study (FWS) Program employs students for 5-20 hours weekly in college-based jobs. To apply, request Federal Work-Study on the Financial Aid Data Sheet after filing the Free Application for Federal Student Aid (FAFSA).

FEDERAL GRANTS AND LOANS

- **Federal Pell Grant**
  This grant is designed to provide the foundation for all financial aid that is awarded on a need basis. Students may apply online at www.fafsa.gov. The amount awarded is based on the student's need, eligibility, enrollment status, and length of enrollment. A student must be enrolled in an eligible degree or certificate program to qualify.
- **Federal Supplemental Educational Opportunity Grant (FSEOG)**
  The purpose of this grant is to provide additional aid to students who exhibit exceptional financial need. To become eligible, the student must file the Free Application for Federal Student Aid (FAFSA) form and have a valid Student Aid Report (SAR) on file indicating eligibility for a Federal Pell Grant.
- **William D. Ford Federal Direct Loan (Subsidized)**
  Direct Loans are low-interest loans for students to help pay for the cost of education after high school. The lender is the U.S. Department of Education. Repayment begins six months after the student ceases to be enrolled on at least a half-time basis. Subsidized loans are based on need and other eligibility requirements. The loan amount may not be more than the educational expenses, less financial aid, less family contributions. With a subsidized loan, the government pays the interest while the student is enrolled at least half-time.
- **William D. Ford Federal Direct Loan (Unsubsidized)**
  This low interest, non-need based loan is available to students who are enrolled at least half time in an eligible program. Students may choose to make quarterly interest payments while in school. Repayment will begin six months after the student ceases to be enrolled on at least a half-time basis.
- **Federal Direct PLUS Loan**
  The Federal Direct PLUS Loan for dependent students is available for parents who wish to borrow to help pay for their children's education. Federal Direct PLUS borrows obtain these loans through the U.S. Department of Education rather than a lending institution and do not have to demonstrate need. Borrowers have the option to begin repayment either 60 days after the loan is fully disbursed or six months after the student ceases to be enrolled on at least a half-time basis.
- **Veterans' Programs** for veterans who wish to use their benefits:
  The Post-9/11 Bill
  Montgomery GI Bill – Active Duty (MGIB-AD)
  Montgomery GI Bill – Selected Reserve (MGIB-SR)
  Reserve Educational Assistance Program (REAP)
  Veterans Educational Assistance Program (VEAP)
  Veteran Retraining Assistance Program (VRAP)
  Educational Assistance Test Program (Section901)
  Survivor' and Dependents' Educational Assistance Program (DEA)
  National Call to Service Program

Contact the college Financial Aid Office for more information on loans, grants, or work study. Student eligibility will be determined by the US Department of Education.

STATE GRANTS

Illinois Student Assistance Commission

- **Monetary Award Program (MAP)**
  This grant pays partial tuition and fees for qualified Illinois residents who attend approved Illinois institutions and does not require repayment. Applicants must file a Free Application for Federal Student Aid (FAFSA), demonstrate need, and reapply each year.
- **Illinois Veterans Grant** for Illinois residents who have at least one (1) year of active duty in the U.S. Armed Forces with an honorable discharge. The recipient must also have resided in and returned to Illinois within six (6) months of entry and separation from the service.
- **National Guard or Naval Militia Benefit Program** is available to members and officers of the Illinois National Guard or Naval Militia. Applications must be filed each year prior to deadlines.
- **Other Programs**
  Programs such as the Police/Fire Officer Survivor Grant, and Grant for Dependents of Correction Officers, Robert C. Byrd Honors Scholarship, Minority Teachers of Illinois Scholarship, and Special Education Teacher Tuition Waiver Program.

As funding may be limited, it is important that students adhere to program deadlines. Additional sources of

financial aid are available. For more information, log on to www.collegeillinois.org or contact the Financial Aid Office.

Academic Standards for Financial Aid

In accordance with U.S. Department of Education regulations, Illinois Eastern Community Colleges is required to establish satisfactory standards for federal and state financial aid recipients. The minimum and maximum standards to receive financial aid are monitored at the end of every semester. There are two minimum standards that must be monitored, cumulative grade-point average (CGPA) and completion rate (cumulative completed/attempted hours). The maximum standard is 150% of the cumulative attempted hours of the student's program requirements. Courses from other colleges that have been accepted for credit by Illinois Eastern Community Colleges are also included in the evaluations. Students who have not previously received financial aid may not be notified of their status until they apply for financial aid.

Veterans' programs follow the academic standards set for satisfactory academic progress.

Financial Aid Satisfactory Academic Progress Requirements

A student is considered to be making financial aid satisfactory academic progress if **both** of the following conditions are met:

1. Cumulative GPA is at least 2.0.
2. Successful cumulative completion rate (hours earned divided by hours attempted) is 67%.

A student who fails to maintain the required cumulative GPA or successful cumulative completion rate, or both, will be placed on financial aid warning if the financial aid coordinator feels the student can achieve all standards of satisfactory progress in the next semester. In the event that the financial aid coordinator feels it is unlikely that the student can achieve all standards of satisfactory progress the student will be placed on financial aid suspension.

Financial Aid Warning

If, after the financial aid warning semester, the student achieves a cumulative GPA of 2.0 or above and a successful cumulative completion rate of at least 67%, the student will be making financial aid satisfactory academic progress.

If, after the financial aid warning semester, the student does not return to financial aid satisfactory academic standing the student will be placed on financial aid suspension.

Financial Aid Suspension

Students may regain financial aid satisfactory academic progress after they have enrolled in, paid for, and successfully completed enough courses to bring their cumulative GPA up to a 2.0 and their successful cumulative completion rate up to 75%. Students may appeal financial aid suspension status if extenuating circumstances contributed to their lack of academic progress.

Completion of Classes

Courses graded with *A*, *B*, *C*, *D,* or *P* are considered successfully completed with credit awarded.

Courses graded with *I*, *W*, *F*, or *N* are considered not successfully completed and no credit is awarded. These grades are included in hours attempted. All *F*s are considered as an earned grade.

Grades so noted with an * or *Q* (i.e., developmental classes) will be omitted from the CGPA calculation. However, they will be included in the successful cumulative completion rate.

Students applying for and receiving grade forgiveness may benefit from an adjusted CGPA. However, their successful cumulative completion rate will not be adjusted.

Courses that have been repeated remain in attempted hours but the original grades are excluded from the GPA. Financial aid will pay for only one retake of a previously passed course.

Time Frame for Eligibility

Students who have exceeded 150% of their program requirements, including those hours from other schools, will be suspended and must file an appeal for reinstatement. Students who have received a bachelor's degree have exceeded the maximum time frame for completion at IECC and must file an appeal.

Students who have changed programs and/or have obtained prior degree(s) or certificate(s) may request re-evaluation of their maximum time frame.

Students may receive Pell Grants for up to 12 semesters. The Pell payments are measured in LEU (Lifetime Eligibility Units) and calculated by the Department of Education based on the Pell awarded to the student.

Appeals and Procedures

Students who are denied financial aid are entitled to an explanation for the basis of a denial. The student may file a written appeal with the Financial Aid Office. The

Financial Aid Officer will make a decision to accept or deny the appeal based on professional judgment. If the appeal is denied, the student has the right to appeal the denial to the Financial Aid Appeals Committee. The student or the committee may request the student's appearance before the committee. The chairperson of the Financial Aid Appeals Committee shall convene the committee to hear the appeal, and report the committee's findings to the dean of the college within three working days of the committee's recommendation regarding the appeal. The dean shall review the recommendations of the Financial Aid Appeals Committee and make a determination as to the findings. The student will be notified by mail. If the student successfully appeals suspension status, they will regain financial aid eligibility on a probationary status. The student will be required to maintain a 2.0 term GPA, a term completion rate of 75%, an academic plan and may have additional stipulations, i.e. limited hours per semester or limited classes. Failure to do so will result in financial aid suspension.

WITHDRAWALS

Students who drop out of college must notify the Financial Aid Office. Full or partial repayments of financial aid may be required of these students. For additional information, contact the Financial Aid Office.

General Program Information

General Program Information

Transfer Programs

Illinois Eastern Community Colleges offers excellent transfer programs for students who wish to continue their education at a four-year college or university. Students who plan to transfer usually enroll in the Associate in Arts (AA), Associate in Engineering Science (AES), Associate in Science (AS), or Associate in Science and Arts (ASA) degree program. After successfully completing one of the associate degrees, the student can generally transfer to a four-year university with junior status.

If you began college in the summer of 1998 or later, the Illinois Articulation Initiative (IAI) makes transfer to a four-year university a smooth process. Just remember these key steps:

1. *Follow the IAI road map and check the IAI website at www.iTransfer.org.*
2. *u.select website at www.iecc.edu/advisement.*
3. *Get advice from your college advisor.*

A primary part of the IAI was the development of the General Education Core Curriculum which is transferable among more than 100 participating colleges and universities.

The General Education Core Curriculum (GECC) is the starting point for students pursuing an associate transfer degree or a bachelor's degree. These students must take a set of core courses considered an essential foundation for a well-rounded education. This core consists of 12 to 13 courses, or 37 to 41 credits, as displayed in the General Education Core Curriculum following this section. The IAI codes can be explained further by an academic advisor or through the IAI website.

All participating colleges and universities have agreed to accept this general education "package" from transfer students in place of their own general education requirements for associate or bachelor degrees.

In addition to being able to transfer general education courses, students can also transfer courses that will apply to specific baccalaureate majors. Community college students are encouraged to complete an associate transfer degree.

Illinois Eastern Community Colleges has transfer agreements with the following Indiana schools: Indiana State University, St. Mary-of-the-Woods College, University of Evansville, and University of Southern Indiana. Contact an advisor for specific transfer information.

Career and Technical Programs

IECC currently offers an extensive selection of Career and Technical Education (CTE) degrees and certificates. The IECC nursing program, administered through Olney Central College, is available at all four colleges.

Advisory Councils, comprised of representatives from business and industry, support each career and technical program with advice and recommendations for improvements. These councils ensure that IECC's career and technical programs are current with "best practices" in the workplace.

Students who successfully complete a Career and Technical Education (CTE) degree program will earn the Associate in Applied Science (AAS) degree.

Associate in Applied Science

The Associate in Applied Science (AAS) degree requires that the general education component represent at least 15 semester credit hours. **The general education courses must include:**

Communications and Science and/or Math ..... 9 sem. hrs. (A minimum of **one** communications course and **one** science or math course must be included in the 9 hours.)

Additional General Education ..... 3 sem. hrs.

Social Science and/or Humanities ..... 3 sem. hrs.
Total General Education Hours ..... 15 sem. hrs.

College Orientation (highly recommended) ..... 1 sem. hr.

The remaining hours for the Associate in Applied Science degree come from technical courses. Total hours for the AAS degree vary from 60 to 74 hours.

A minimum of 37 hours of general education course work is required for all AAS (Associate in Applied Science) degree-seeking students who are planning to transfer to an Illinois university. Students that plan to transfer to SIU-C Capstone Program will need to see an advisor for minimum General Education requirements.
Students may also choose to enroll in certificate programs in certain fields. These programs generally require one year of study or less.

IAI General Education Core Curriculum

General Education Core Courses ..... 37-41 semester credits
IAI equivalents are listed in the right-hand column.

Communications ..... 9 semester credits
Must include a **two-course** sequence in writing and **one** course in oral communication.

ENG	1111	-	Composition I[1] (3-3-0)	C1	900
ENG	1121	-	Composition and Analysis[1] (3-3-0)	C1	901R
SPE	1101	-	Fundamentals of Effective Speaking (3-3-0)	C2	900

[1]Must be completed with a grade of "C" or better.

Mathematics ..... 3-6 semester credits

MTH	1103	-	Liberal Arts Math (3-3-0)	M1	904
MTH	1122	-	Geometry for Elementary Majors[2] (3-3-0)	M1	903
MTH	1131	-	Introduction to Statistics (3-3-0)	M1	902
MTH	1151	-	Finite Mathematics (3-3-0)	M1	906
MTH	1152	-	Applied Calculus (4-4-0)	M1	900
MTH	1153	-	Statistics (3-3-0)	M1	905
MTH	1171	-	Calculus and Analytic Geometry I (5-5-0)	M1	902
MTH	1172	-	Calculus and Analytic Geometry II (5-5-0)	M1	900-2
MTH	2173	-	Calculus and Analytic Geometry III (4-4-0)	M1	900-3

[2]Only Elementary Education major students receive IAI credit.

Physical and Life Sciences ..... 7-8 semester credits
Must include **one** course selected from the life sciences and **one** course from the physical sciences. Must include **one** laboratory course. An "L" at the end of the number indicates a laboratory course.

Life Sciences

LSC	1101	-	General Biology I (4-3-2)	L1	900L
LSC	1102	-	General Biology II (4-3-2)	L1	900L
LSC	1105	-	Environmental Biology (4-4-0)	L1	905
LSC	1106		Introduction to Biology (4-3-2)	L1	900L
LSC	2111	-	Human Anatomy & Physiology (4-3-2)	L1	904L

Physical Sciences

CHM	1120	-	Introductory Chemistry (5-4-2)	P1	902L
CHM	1130	-	General Chemistry (5-4-2)	P1	902L
GEG	1101	-	Introduction to Physical Geography (3-3-0)	P1	909
GEG	1103	-	Introductory Meteorology (3-3-0)	P1	905
GEL	1110	-	General Geology (3-2-2)	P1	907L
GEL	1112	-	Physical Geology (4-3-2)	P1	907L
GEL	2111	-	Environmental Geology (4-3-2)	P1	908L
PHY	1110	-	Survey of Physics (4-3-2)	P1	901L
PHY	1120	-	Physics I (5-4-2)	P1	900L
PHY	2110	-	General Physics I (5-4-2)	P2	900L
PSC	1101		Introduction to Physical Science(4-3-2)	P1	900L
PSC	1111	-	Introduction to Astronomy (3-3-0)	P1	906
PSC	1112	-	Introduction to Astronomy Lab (1-0-2)	P1	906L

Humanities/Fine Arts ..... 9 semester credits
Must include **one** course selected from humanities and **one** course from the fine arts. Any course with a "D" or "N" suffix to the IAI code would fulfill the human diversity requirement. D = courses which examine aspects of human diversity within the United States. N = courses which examine aspects of human diversity from a non-U.S./non-European perspective.

Humanities

LIT	2101	-	Introduction to Literature (3-3-0)	H3	900
LIT	2111	-	American Literature to 1855 (3-3-0)	H3	914
LIT	2112	-	American Literature Since 1855 (3-3-0)	H3	915
LIT	2121	-	English Literature to 1800 (3-3-0)	H3	912
LIT	2122	-	English Literature Since 1800 (3-3-0)	H3	913
LIT	2131	-	World Literature to 1620 (3-3-0)	H3	906
LIT	2132	-	World Literature Since 1620 (3-3-0)	H3	907
LIT	2135		Women in Literature (3-3-0)	H3	911D
LIT	2141	-	Understanding Poetry (3-3-0)	H3	903
LIT	2142	-	Understanding Drama (3-3-0)	H3	902
LIT	2143	-	Understanding the Short Story (3-3-0)	H3	901
LIT	2145		Children's Literature	H3	918
LIT	2151	-	Shakespeare (3-3-0)	H3	905
LIT	2181	-	Mythology (3-3-0)	H9	901
PHI	1111	-	Introduction to Philosophy (3-3-0)	H4	900
PHI	2101	-	Introduction to Ethics (3-3-0)	H4	904
PHI	2111	-	Introduction to Logic (3-3-0)	H4	906
PHI	2121	-	Philosophy of Religion (3-3-0)	H4	905
SPN	2121	-	Intermediate Spanish II (4-3-2)	H1	900

Humanities/Fine Arts

HUM	2151	-	Introduction to Asian Culture (3-3-0)	HF	904N
HUM	2161	-	Forging the American Character (3-3-0)	HF	906D

Fine Arts

ART	1141	-	Cinema Appreciation (3-2-2)	F2	908
ART	1181	-	Art History I	F2	901
ART	2101	-	Understanding Art (3-3-0)	F2	900
ART	2181	-	Art History II	F2	902
ART	2191	-	Non-Western Art (3-3-0)	F2	903N
DRA	1111	-	Introduction to Theatre (3-3-0)	F1	907
HUM	1111	-	Introduction to Art, Music, & Theatre (3-3-0)	F9	900
MUS	1101	-	Music Appreciation (3-3-0)	F1	900
MUS	1102	-	History of American Music (3-3-0)	F1	904
MUS	1103	-	Music in Multicultural America (3-3-0)	F1	905D
MUS	1104	-	World Music (3-3-0)	F1	903N
MUS	2131	-	Music History I (4-3-2)	F1	901
MUS	2132	-	Music History II (4-3-2)	F1	902

Social and Behavioral Sciences ..... 9 semester credits
Selected courses from at least **two** disciplines. Any course with a "D" or "N" suffix to the IAI code would fulfill the human diversity requirement.

ANT	2101	-	Introduction to Anthropology (3-3-0)	S1	900N
ANT	2102	-	Cultural Anthropology (3-3-0)	S1	901N
ECN	1101		Introduction to Economics (3-3-0)	S3	900
ECN	2101	-	Principles of Macroeconomics (3-3-0)	S3	901
ECN	2102	-	Principles of Microeconomics (3-3-0)	S3	902
GEG	1102	-	World Geography (3-3-0)	S4	900N
HIS	1104	-	History of Eastern Civilizations I (4-4-0)	S2	908N
HIS	1105	-	History of Eastern Civilizations II (4-4-0)	S2	909N
HIS	1111	-	Western Civilization Before 1600 AD (3-3-0)	S2	902
HIS	1112	-	Western Civilization After 1600 AD (3-3-0)	S2	903
HIS	2101	-	U.S. History to 1877 (3-3-0)	S2	900
HIS	2102	-	U.S. History Since 1877 (3-3-0)	S2	901
HUM	2131	-	Introduction to Latin American Culture (3-3-0)	S2	911N
PLS	2101	-	Government of the U.S. (3-3-0)**	S5	900D
PLS	2103	-	State & Local Government (3-3-0)	S5	902
PLS	2106		Intro to Intl Relations	SS	904
PSY	1101	-	General Psychology I (3-3-0)**	S6	900D
PSY	1108	-	Psychological Aspects of Aging (3-3-0)	S6	905
PSY	2104	-	Child Psychology (3-3-0)	S6	903
PSY	2105	-	Adolescent Psychology (3-3-0)	S6	904
PSY	2107	-	Social Psychology (3-3-0)	S8	900
PSY	2109	-	Human Growth & Development (3-3-0)	S6	902
SOC	1107	-	The Sociology of Sex & Gender (3-3-0)	S7	904D
SOC	1108		Race and Ethnic Relations (3-3-0)	S7	903D
SOC	2101	-	Principles of Sociology (3-3-0)**	S7	900D
SOC	2102	-	Social Problems & Trends (3-3-0)**	S7	901D
SOC	2103	-	Marriage and Family (3-3-0)	S7	902

**IECC courses that fulfill the human diversity requirement.
This list will be updated periodically to reflect additions and deletions. Please check with an advisor for most current information.

ASSOCIATE IN SCIENCE (AS) – D110*

I. Communication — Required 3 courses (9 hours)

Must include a **two-course** sequence in writing and **one** course in oral communication.

____ENG 1111 Composition I[1] ____ENG 1121 Comp & Analysis[1] ____SPE 1101 Fund of Eff Speaking

[1] *Must be completed with "C" or better.*

II. Mathematics — Required (6 hours)

____MTH 1102 College Algebra ____MTH 1151 Finite Mathematics ____MTH 1171 Calc & Analyt Geo I

____MTH 1103 Liberal Arts Math ____MTH 1152 Applied Calculus ____MTH 1172 Calc & Analyt Geo II

____MTH 1122 Geo for Ele Majors[2] ____MTH 1153 Statistics ____MTH 2173 Calc & Analyt Geo III

____MTH 1131 Intro to Statistics

[2] *Only Elementary Education major students receive IAI credit.*

III. Physical and Life Sciences — Required (8 hours)

Must include **one** course selected from the life sciences and **one** course from the physical sciences **and** one laboratory course.

Life Sciences

____LSC 1101Gen Biology I[3] ____LSC 1105 Environ Biology ____LSC 2111 Human Anat & Phys[3]

____LSC 1102 Gen Biology II[3] ____LSC 1106 Intro to Biology

Physical Sciences

____CHM 1120 Intro Chemistry[3] ____GEL 1110 Gen Geology[3] ____PHY 1120 Physics I[3]

____CHM 1130 Gen Chemistry[3] ____GEL 1112 Phys Geology[3] ____PHY 2110 Gen Physics I[3]

____GEG 1101 Intro to Phys Geog ____GEL 2111 Environ Geology[3] ____PSC 1101 Into to Physical Science[3]

____GEG 1103 Intro Meteorology ____PHY 1110 Survey of Physics[3] ____PSC 1111 Intro to Astronomy

[3] *Indicates a laboratory course.* ____PSC 1112 Intro to Astronomy Lab[3]

IV. Humanities / Fine Arts — Required (9 hours)

Must include **one** course selected from humanities and **one** course from the fine arts.

Humanities

____LIT 2101 Intro to Literature ____LIT 2135 Women in Literature[4] ____PHI 1111 Intro to Philosophy

____LIT 2111 Amer Lit to 1855 ____LIT 2141 Understanding Poetry ____PHI 2101 Intro to Ethics

____LIT 2112 Amer Lit Since 1855 ____LIT 2142 Understanding Drama ____PHI 2111 Intro to Logic

____LIT 2121 English Lit to 1800 ____LIT 2145 Children's Literature ____PHI 2121 Philos of Religion

____LIT 2122 Eng Lit Since 1800 ____LIT 2143 Understanding the Short Story ____SPN 2121 Interm Spanish II

____LIT 2131 World Lit to 1620 ____LIT 2151 Shakespeare

____LIT 2132 World Lit Since 1620 ____LIT 2181 Mythology

Humanities / Fine Arts

____HUM 2151 Intro to Asian Cult[4] ____HUM 2161 Forging the Am Char[4]

Fine Arts

____ART 1141 Cinema Apprec ____DRA 1111 Intro to Theatre ____MUS 1104 World Music[4]

____ART 1181 Art History I ____HUM 1111 Intro to Art, Music, & Thea ____MUS 2131 Music History

____ART 2101 Understanding Art ____MUS 1101 Music Appreciation ____MUS 2132 Music History II

____ART 2181 Art History II ____MUS 1102 History of Amer Music

____ART 2191 Non-Western Art[4] ____MUS 1103 Music in Multicult America[4]

[4] *Indicates a human diversity course.*

V. Social and Behavioral Sciences — Required (9 hours)

Selected courses from at least **two** disciplines.

____ANT 2101 Intro to Anthrop[4] ____HIS 1112 Western Civ After 1600 ____PSY 2104 Child Psychology

____ANT 2102 Cultural Anthrop[4] ____HIS 2101 U.S. History to 1877 ____PSY 2105 Adolescent Psych

____ECN 1101 Intro to Economics ____HIS 2102 U.S. History Since 1877 ____PSY 2107 Social Psychology[4]

____ECN 2101 Princ of Macroeco ____HUM 2131 Intro to Latin Am Culture[4] ____PSY 2109 Hum Growth & Dev

____ECN 2102 Princ of Microeco ____PLS 2101 Govmnt of the U.S.[4] ____SOC 1107 Soc of Sex & Gender[4]

____GEG 1102 World Geography[4] ____PLS 2103 State & Local Govmnt ____SOC 1108 Race and Ethnic Relations[4]

____HIS 1104 Hist of East Civ I[4] ____PLS 2106 Intro to Intl Relations ____SOC 2101 Prin of Sociology[4]

____HIS 1105 Hist of East Civ II[4] ____PSY 1101 General Psychology I[4] ____SOC 2102 Soc Prob & Trends[4]

____HIS 1111 Wst Civ Bfr 1600 AD ____PSY 1108 Psych Aspects of Aging ____SOC 2103 Marriage and Family

[4] *Indicates a human diversity course.*

VI. Human Diversity Requirement — Required (1 course)

Select a humanity or social science with a [4] to meet this requirement.

VII. P.E. / Health / Nutrition — Required (2 hours)

____EDU 1107 Health ____EDU 1111 Multimedia First Aid ____HEC 1101 Nutrition

____EDU 1108 Stan Red Crs Frst Aid ____EDU 2108 Drug and Alcohol Ed *Any PEG, PEI, PTE Course*

VIII. Major / Elective Credit — 21 semester hours

IX. College Orientation (highly recommended) — 1 semester hour

It is the student's responsibility to work closely with an advisor so that electives are appropriate, transferable, and applicable toward the student's major at the transfer college or university. ***A majority of these courses are offered online.**

ASSOCIATE IN ARTS (AA) – D100

I. Communication — Required 3 courses (9 hours)

Must include a **two-course** sequence in writing and **one** course in oral communication.

____ENG 1111 Composition I[1]
____ENG 1121 Comp & Analysis[1]
____SPE 1101 Fund of Eff Speaking

[1] Must be completed with "C" or better.

II. Mathematics — Required (3 hours)

Any IAI Math Course.

____MTH 1103 Liberal Arts Math
____MTH 1122 Geo for Ele Majors[2]
____MTH 1131 Intro to Statistics
____MTH 1151 Finite Mathematics
____MTH 1152 Applied Calculus
____MTH 1153 Statistics
____MTH 1171 Calc & Analyt Geo I
____MTH 1172 Calc & Analyt Geo II
____MTH 2173 Calc & Analyt Geo III

[2] Only Elementary Education major students receive IAI credit.

III. Physical and Life Sciences — Required (7 hours)

Must include **one** course selected from the life sciences and **one** course from the physical sciences and **one** laboratory course.

Life Sciences

____LSC 1101 Gen Biology I[3]
____LSC 1102 Gen Biology II[3]
____ LSC 1105 Environ Biology
____LSC 1106 Intro to Biology
____ LSC 2111 Human Anat & Phys[3]

Physical Sciences

____CHM 1120 Intro Chemistry[3]
____CHM 1130 General Chemistry[3]
____GEG 1101 Intro to Phys Geog
____GEG 1103 Intro Meteorology
____GEL 1110 Gen Geology[3]
____GEL 1112 Phys Geology[3]
____GEL 2111 Environ Geology[3]
____PHY 1110 Survey of Physics[3]
____PHY 1120 Physics I[3]
____PHY 2110 General Physics I[3]
____PSC 1101 Into to Physical Science[3]
____PSC 1111 Intro to Astronomy
____PSC 1112 Intro to Astronomy Lab[3]

[3] Indicates a laboratory course.

IV. Humanities / Fine Arts — Required (9 hours)

Must include **one** course selected from humanities and **one** course from the fine arts.

Humanities

____LIT 2101 Intro to Literature
____LIT 2111 Amer Lit to 1855
____LIT 2112 Amer Lit Since 1855
____LIT 2121 English Lit 1800
____LIT 2122 English Lit Since 1800
____LIT 2131 World Lit to 1620
____LIT 2132 World Lit Since 1620
____LIT 2135 Women in Literature[4]
____LIT 2141 Understanding Poetry
____LIT 2142 Understanding Drama
____LIT 2143 Understand the Short Story
____LIT 2145 Children's Literature
____LIT 2151 Shakespeare
____LIT 2181 Mythology
____PHI 1111 Intro to Philosophy
____PHI 2101 Intro to Ethics
____PHI 2111 Intro to Logic
____PHI 2121 Phil of Religion
____SPN 2121 Interm Spanish II

Humanities / Fine Arts

____HUM 2151 Intro to Asian Cult[4]
____HUM 2161 Forging the Am Char[4]

Fine Arts

____ART 1141 Cinema Apprec
____ART 1181 Art History I
____ART 2101 Understanding Art
____ART 2181 Art History II
____ART 2191 Non-Western Art[4]
____DRA 1111 Intro to Theatre
____HUM 1111 Intro to Art, Music, & Theatre
____MUS 1101 Music Appreciation
____MUS 1102 History of Am Music
____MUS 1103 Music in Multicult America[4]
____MUS 1104 World Music[4]
____MUS 2131 Music History
____MUS 2132 Music History II

[4] Indicates a human diversity course.

V. Social and Behavioral Sciences — Required (9 hours)

Selected courses from at least **two** disciplines.

____ANT 2101 Intro to Anthropology[4]
____ANT 2102 Cult Anthropology[4]
____ECN 1101 Intro to Economics
____ECN 2101 Prin of Macroeco
____ECN 2102 Prin of Microeco
____GEG 1102 World Geography[4]
____HIS 1104 History of East Civ I[4]
____HIS 1105 History of East Civ II[4]
____HIS 1111 West Civ Bfr 1600 AD
____HIS 1112 Western Civ After 1600
____HIS 2101 U.S. History to 1877
____HIS 2102 U.S. History Since 1877
____HUM 2131 Intro to Latin Am Culture[4]
____PLS 2101 Government of the U.S.[4]
____PLS 2103 State & Local Govmnt
____PSY 1101 General Psychology I[4]
____PSY 1108 Psych Aspects of Aging
____PSY 2104 Child Psychology
____PSY 2105 Adolescent Psych
____PSY 2107 Social Psych
____PSY 2109 Human Grow & Dev
____SOC 1107 Soc of Sex & Gender[4]
____SOC 1108 Race and Ethnic Relations[4]
____SOC 2101 Princ of Sociology[4]
____SOC 2102 Social Prob & Trends[4]
____SOC 2103 Marriage and Family

[4] Indicates a human diversity course.

VI. Human Diversity Requirement — Required (1 course)

Select a humanity or social science with a [4] to meet this requirement.

Fine Arts

____ART 2191 Non-Western Art
____MUS 1103 Multicultural America
____MUS 1104 World Music

Social and Behavioral Sciences

____ANT 2101 Intro to Anthropology
____ANT 2102 Cult Anthro
____GEG 1102 World Geography
____HIS 1104 History of East Civ I
____HIS 1105 History of Eastern Civ II
____HUM 2131 Intro to Latin Am Culture
____PLS 2101 Government of the U.S.
____PLS 2106 Intro to Intl Relations
____PSY 1101 General Psychology I
____SOC 1107 Soc of Sex & Gender
____SOC 2101 Princ of Sociology
____SOC 2102 Social Prob & Trends

VII. Foreign Language — Required (8 hours)

Two semesters of the same language.

VIII. P.E. / Health / Nutrition — Required (2 hours)

____EDU 1107 Health
____EDU 1108 Stand Red Cross First Aid
____EDU 1111 Multimedia First Aid
____EDU 2108 Drug and Alcohol Ed
____HEC 1101 Nutrition

Any PEG, PEI, PTE Course

IX. Major / Elective Credit — 17 semester hours

X. College Orientation (highly recommended) — 1 semester hour

**It is the student's responsibility to work closely with an advisor so that electives are appropriate, transferable, and applicable toward the student's major at the transfer college or university.*

ASSOCIATE IN SCIENCE AND ARTS (ASA) – D111*

I. Communication — Required 3 courses (9 hours)

Must include a **two-course** sequence in writing and **one** course in oral communication.

____ENG 1111 Composition I[1] ____ENG 1121 Comp & Analysis[1] ____SPE 1101 Fund of Eff Speaking

[1] *Must be completed with "C" or better.*

II. Mathematics — Required (3 hours)

Any IAI Math Course.

____MTH 1103 Liberal Arts Math ____MTH 1151 Finite Mathematics ____MTH 1171 Calc & Analyt Geo I
____MTH 1122 Geo for Ele Majors[2] ____MTH 1152 Applied Calculus ____MTH 1172 Calc & Analyt Geo II
____MTH 1131 Intro to Statistics ____MTH 1153 Statistics ____MTH 2173 Calc & Analyt Geo III

[2] *Only Elementary Education major students receive IAI credit.*

III. Physical and Life Sciences — Required (7 hours)

Must include **one** course selected from the life sciences and **one** course from the physical sciences and **one** laboratory course.

Life Sciences

____LSC 1101Gen Biology I[3] ____LSC 1105 Environ Biology ____LSC 2111 Human Anat & Phys[3]
____LSC 1102 Gen Biology II[3] ____LSC 1106 Intro to Biology

Physical Sciences

____CHM 1120 Intro Chemistry[3] ____GEL 1110 Gen Geology[3] ____PHY 1120 Physics I[3]
____CHM 1130 Gen Chemistry[3] ____GEL 1112 Physical Geology[3] ____PHY 2110 Gen Physics I[3]
____GEG 1101 Intro to Phys Geog ____GEL 2111 Environ Geology[3] ____PSC 1101 Into to Physical Science[3]
____GEG 1103 Intro Meteorology ____PHY 1110 Survey of Physics[3] ____PSC 1111 Intro to Astronomy
____PSC 1112 Intro to Astronomy Lab[3]

[3] *Indicates a laboratory course.*

IV. Humanities / Fine Arts — Required (9 hours)

Must include **one** course selected from humanities and **one** course from the fine arts.

Humanities

____LIT 2101 Intro to Literature ____LIT 2132 World Liter Since 1620 ____LIT 2151 Shakespeare
____LIT 2111 Amer Lit to 1855 ____LIT 2135 Women in Literature ____LIT 2181 Mythology
____LIT 2112 Amer Lit Since 1855 ____LIT 2141 Understand Poetry ____PHI 1111 Intro to Philosophy
____LIT 2121 English Lit to 1800 ____LIT 2142 Understand Drama ____PHI 2101 Intro to Ethics
____LIT 2122 English Lit Since 1800 ____LIT 2143 Understand the Short Story ____PHI 2111 Intro to Logic
____LIT 2131 World Lit to 1620 ____LIT 2145 Children's Literature ____PHI 2121 Philos of Religion
____SPN 2121 Intermed Spanish II

Humanities / Fine Arts

____HUM 2151 Intro to Asian Cult[4] ____HUM 2161 Forging the Am Character[4]

Fine Arts

____ART 1141 Cinema Apprec ____DRA 1111 Intro to Theatre ____MUS 1104 World Music[4]
____ART 1181 Art History I ____HUM 1111 Intro to Art, Music, & Theatre ____MUS 2131 Music History
____ART 2101 Understanding Art ____MUS 1101 Music Appreciation ____MUS 2132 Music History II
____ART 2181 Art History II ____MUS 1102 History of Am Music
____ART 2191 Non-Western Art[4] ____MUS 1103 Music in Multicult America[4]

[4] *Indicates a human diversity course.*

V. Social and Behavioral Sciences — Required (9 hours)

Selected courses from at least **two** disciplines.

____ANT 2101 Intro to Anthro[4] ____HIS 1112 Western Civ After 1600 ____PSY 2104 Child Psychology
____ANT 2102 Cult Anthropology[4] ____HIS 2101 U.S. History to 1877 ____PSY 2105 Adolescent Psych
____ECN 1101 Intro to Economics ____HIS 2102 U.S. History Since 1877 ____PSY 2107 Social Psych
____ECN 2101 Prin of Macroeco ____HUM 2131 Intro to Latin Am Culture[4] ____PSY 2109 Human Grow & Dev
____ECN 2102 Princ of Microeco ____PLS 2101 Government of the U.S.[4] ____SOC 1107 Soc of Sex & Gender[4]
____GEG 1102 World Geography[4] ____PLS 2103 State & Local Govmnt ____SOC 1108 Race and Ethnic Relations[4]
____HIS 1104 History of East Civ I[4] ____PLS 2106 Intro to Intl Relations ____SOC 2101 Princ of Sociology[4]
____HIS 1105 History of East Civ II[4] ____PSY 1101 General Psych I[4] ____SOC 2102 Social Prob & Trends[4]
____HIS 1111 West Civ Bfr 1600 AD ____PSY 1108 Psych Aspects of Aging ____SOC 2103 Marriage & Family

[4] *Indicates a human diversity course.*

VI. Human Diversity Requirement — Required (1 course)

Select a humanity or social science with a [4] to meet this requirement.

Fine Arts

____ART 2191 Non-Western Art ____MUS 1103 Multicult America ____MUS 1104 World Music

Social and Behavioral Sciences

____ANT 2101 Intro to Anthropology ____HIS 1105 History of Eastern Civ II ____SOC 1107 Soc of Sex & Gender
____ANT 2102 Cult Anthropology ____HUM 2131 Intro to Latin Amer Cult ____SOC 2101 Princ of Sociology
____GEG 1102 World Geography ____PLS 2101 Government of the U.S. ____SOC 2102 Social Prob & Trends
____HIS 1104 History of East Civ I ____PSY 1101 General Psych I

VII. Major / Elective Credit — 27 semester hours

VIII. College Orientation (highly recommended) — 1 semester hour

It is the student's responsibility to work closely with an advisor so that electives are appropriate, transferable, and applicable toward the student's major at the transfer college or university. *** A majority of these courses are offered online.**

Associate in Engineering Science (AES) D103

Program Information

- The program is designed for students working towards a bachelor's degree in engineering.
- Completion of the AES degree does not fulfill the requirements of the IAI General Education Core Curriculum. Students will need to complete the remaining requirements for the IAI GECC after transfer to an Illinois IAI participating institution or complete the institutions general education requirements required for general graduation purposes.
- Students should plan their engineering transfer program with an advisor and the catalog of the four-year college or university they plan to attend. Students should give careful consideration to the requirements of their prospective transfer college when selecting electives.
- Admission into 4-year engineering programs is very competitive and completion of the AES alone does not guarantee admission to an engineering bachelor's degree program.

Freshman – Fall Semester			
CHM	1130	General Chemistry I	5
ECN	2101	Principles of Macroeconomics	3
ENG	1111	Composition I	3
MTH	1171	Calculus and Analytic Geometry I	5
			16
Freshman – Spring Semester			
ECN	2102	Principles of Microeconomics	3
ENG	1121	Composition and Analysis	3
MTH	1172	Calculus and Analytic Geometry II	5
PHY	2110	General Physics I	5
			16
Sophomore – Fall Semester			
MTH	2173	Calculus and Analytic Geometry III	4
PHI	2111	Introduction to Logic	3
PHY	2112	General Physics II (Pending IAI Approval)	5
PHY	2120	Analytical Mechanics I (Statics)	3
			15
Sophomore – Spring Semester			
CIS	2180	Computer Programming in C++	3
EGR	1131	Engineering Graphics	3
MTH	2181	Differential Equations	3
PHY	2122	Analytical Mechanics II (Dynamics)	3
SPE	1101 (Rec)	Fundamentals of Effective Speaking	3
			15
			Total: 62
Recommended			
CHM	1132	General Chemistry II	5
EGR	2181	Intro to Circuit Analysis	3
MTH	2101	Linear Algebra	3
PHY	2114	Modern Physics (Pending IAI Approval)	3
GECC		Fine Arts	3
GECC		Fine Arts/Humanities	3
GECC		Social Science	3
GECC		Life Science	4

CERTIFICATE IN GENERAL STUDIES (GENST) – C596

The Certificate in General Studies is designed for those students who are unsure about a career, major, or program of study. This certificate serves as exploratory coursework, as well as a ladder into degree programs, which could be either a career and technical education degree geared toward employment or a transfer degree. This certificate is not financial aid eligible.

Requirements			Semester Hours
Communications requirement			3
ENG	1101	Introduction to Composition	
ENG	1111	Composition I	
ENG	1201	Communications	
ENG	1211	Composition & Analysis	
ENG	1212	Technical Writing	
SPE	1101	Fundamentals of Effective Speaking	
		OR	
SPE	1111	Interpersonal Communications	3
		Any general humanities or fine arts course	3
		Any general social science	3
		Total General Education	12
Area of Concentration Courses			7
		Career and Technical Education; Communication Skills; Mathematics; Science; Humanities; Social Science; General Business; Allied Health	
Elective Coursework			10
		All CTE (1.2) and all transfer (1.1) courses can be used	
Total Credit Hours			29

ASSOCIATE IN GENERAL STUDIES (AGS) – D595*

***This degree is available online.**

The Associate in General Studies (AGS) degree is designed for students who wish to explore their individual interests within an academic structure. Acceptance of credit for the AGS degree is at the discretion of the receiving institution. Requirements for the Associate in General Studies degree are:

General Education .....**20 sem. hrs.**

Area of concentration.....**12 sem. hrs.**

Electives.....**32 sem. hrs.**

Total ..... 64 sem. hrs.

I. General Education

The following courses or equivalents are required as a General Education component: **6 sem. Hrs.**

ENG	1101	Introduction to Composition
ENG	1111	Composition I
ENG	1121	Composition & Analysis
ENG	1201	Communications
ENG	1211	Basic Skills in Oral Communications
ENG	1212	Technical Writing

SPE	1101	Fundamentals of Effective Speaking
OR.....**3 sem. hrs.**		
SPE	1111	Interpersonal Communications

Any general life or physical science or mathematics course .....**5 sem. hrs.**

Any general humanities course .....**3 sem. hrs.**

Any general social science course .....**3 sem. hrs.**

Total General Education Requirements ..... 20 sem. hrs.

II. Area of Concentration

A minimum of 12 semester hours must be successfully completed in one (1) of seven (7) areas of concentration listed. Courses which are not college level, including, but not limited, to community education, remedial education, adult basic education, and adult secondary education, may not be used to satisfy the area of concentration requirements. Only course numbers with a 1 or 2 in the first position and a 1, 2, or 6 in the second position are eligible for the area of concentration requirements. Courses used to satisfy the General Education requirements may not be counted toward "area of concentration" requirements.

- **Communications Skills**
  English, composition, communications, journalism, and speech.

- **Mathematics**
  College algebra, trigonometry, calculus, statistics, liberal arts, and technical mathematics.

- **Science**
  Life or physical science courses such as biology, microbiology, botany, zoology, anatomy, chemistry, and physics.

- **Humanities**
  Advanced speech, literature, art, music, philosophy, drama, French, German, Spanish, etc.

- **Social Science**
  Anthropology, economics, geography, history, political science, psychology, and sociology.

- **General Business**
  Management, marketing, accounting, advertising, bookkeeping, and general business.

- **Technical Skills**
  Course work may be selected from any one (1) technical certificate or degree program. Eligible courses are listed in the catalog under programs and curricula.

III. Elective Course Work

Thirty-two (32) semester hours of the Associate in General Studies degree may be elective course work.

Courses eligible as electives are those courses which have a 1 or 2 in the first position and a 1, 2, or 6 in the second position. Courses which are not college level, including community education, remedial education, and adult secondary education, are not eligible. Courses taken to satisfy general education and area of concentration requirements may not be used to satisfy elective course work. **College Orientation is highly recommended.**

Transfer Program Outlines

other programs available – contact advisor

TRANSFER PROGRAM OUTLINES

The following outlines represent the most popular transfer programs (AA, AS, and ASA) taken by students at Illinois Eastern Community Colleges. These degrees require 64 semester hours for completion. Outlines containing more than 64 semester hours generally reflect major requirements which can be taken at an IECC college. If you do not see the particular area in which you are interested, one of our academic advisors can assist you in developing a program guide. Many other majors can be easily programmed into a transfer associate degree to meet your needs. We would be happy to assist you in achieving your educational goals.

The following is a general list of course requirements including the General Education Core Curriculum (GECC). You should always consult an advisor before registering for courses as four-year college and university requirements vary from institution to institution. Some universities may require a foreign language.

ART

First Year			**Semester Hours**
		Elective	6
ART	1113	Introduction to Drawing	3
ART	1114	Design I	3
ART	2101	Understanding Art	3
ART	2105	Intermediate Drawing	3
ART	2112	Design II	3
ENG	1111	Composition I	3
ENG	1121	Composition and Analysis	3
GECC		Life Science	4
GECC		Math	3
GEN	1103	Orientation (recommended)	1
		Total Hours	35

Second Year			**Semester Hours**
		Elective	6
ART	1181	Pre-History: Ancient & Medieval Art	3
ART	2181	Renaissance to Contemporary Art	3
GECC		Humanity	3
GECC		Social Science	9
GECC		Physical Science	3/4
SPE	1101	Fundamentals of Effective Speaking	3
		Total Hours	30/31

ATHLETIC TRAINING

First Year			**Semester Hours**
		Elective	4
ENG	1111	Composition I	3
ENG	1121	Composition and Analysis	3
GECC		Fine Arts	3
GECC		Humanity	3
GECC		Math	3
GEN	1103	Orientation (recommended)	1
LSC	1101	General Biology I	4
LSC	2111	Human Anatomy & Phys I	4
PSY	1101	General Psychology	3
SPE	1101	Fundamentals of Effective Speaking	3
		Total Hours	34

Second Year			**Semester Hours**
		Elective	10
GECC		Physical Science	4
GECC		Humanity/Fine Arts	3
GECC		Social Science	6
HEC	1101	Nutrition	3
LSC	2112	Human Anatomy & Phys II	4
		Total Hours	30

BIOLOGICAL SCIENCE

First Year			**Semester Hours**
CHM	1130	General Chemistry I	5
CHM	1132	General Chemistry II	5
ENG	1111	Composition I	3
ENG	1121	Composition and Analysis	3
GECC		Fine Arts	3
GEN	1103	Orientation (recommended)	1
LSC	1101	General Biology I	4
LSC	1102	General Biology II	4
MTH	1171	Calculus & Analytical Geometry I	5
(College Algebra and Trig may also be required)			
		Total Hours	33

Second Year			**Semester Hours**
CHM	2120	Organic Chemistry I	
		OR	
PHY	1120	Physics I	5
CHM	2122	Organic Chemistry II	
		OR	
PHY	1122	Physics II	5
GECC		Humanity/Fine Arts	3
GECC		Humanity	3
GECC		Social Science	9
LSC	1103	General Zoology	4

LSC	1104	General Botany	4
SPE	1101	Fundamentals of Effective Speaking	3
		Total Hours	36

BUSINESS

First Year			Semester Hours
BUS	1101	Introduction to Business (recommended)	3
ENG	1111	Composition I	3
ENG	1121	Composition and Analysis	3
GECC		Fine Arts	3
GECC		Humanity	3
GECC		Life Science	4
GECC		Social Science	3
GEN	1103	Orientation (recommended)	1
MTH	1151	Finite Math	3
MTH	1152	Applied Calculus	4
SPE	1101	Fundamentals of Effective Speaking	3
		Total Hours	33

Second Year			Semester Hours
ACC	2101	Financial Accounting	4
ACC	2102	Managerial Accounting	4
BMG	2103	Business Statistics	3
BUS	2101	Business Law I	3
BUS	2102	Business Law II	
		OR	
		Elective	3
DAP	1201	Business Computer Systems	3
ECN	2101	Prin. of Macroeconomics	3
ECN	2102	Prin. of Microeconomics	3
GECC		Humanity/Fine Arts	3
GECC		Physical Science	3/4
		Total Hours	32/33

COMPUTER SCIENCE

First Year			Semester Hours
CIS	2180	C Language	
		OR	
DAP	2180	C Language	3
ENG	1111	Composition I	3
ENG	1121	Composition and Analysis	3
GECC		Life Science	4
GECC		Social Science	3
GEN	1103	Orientation (recommended)	1
MTH	1171	Calculus & Analytical Geometry I	5
MTH	1172	Calculus & Analytical Geometry II	5
		PHY	2110
	General Physics I		
		OR	
CHM	1130	General Chemistry I	5
		Total Hours	32

Second Year			Semester Hours
CIS	2170	Advanced Programming Techniques	3
GECC		Fine Arts	3
GECC		Humanity/Fine Arts	3
GECC		Social Science	6
MTH	1161	Discrete Math	3
MTH	2101	Linear Algebra	3
PHI	2111	Introduction to Logic	3
PHY	2112	General Physics II	
		OR	
CHM	1132	General Chemistry II	5
SPE	1101	Fundamentals of Effective Speaking	3
		Total Hours	32

CRIMINAL JUSTICE

This is the suggested program outline for transfer into an Administration of Justice program at a four-year university. **For a two-year Associate in Applied Science degree in Administration of Justice, see *OCC Career and Technical Programs***.

First Year			Semester Hours
		Foreign Language	8
ENG	1111	Composition I	3
ENG	1121	Composition and Analysis	3
GECC		Life Science	4
GEN	1103	Orientation (recommended)	1
JUS	1200	Intro to Criminal Justice	3
JUS	1210	Criminal Law I	3
JUS	1211	Criminal Law II	3
JUS	1215	Intro to Criminology	3
MTH	1103	Liberal Arts Math	3
		Total Hours	34

Second Year			Semester Hours
GECC		Fine Arts	3
GECC		Humanity	3
GECC		Humanity/Fine Arts	3
GECC		Physical Science	4/5
GECC		Social Science	9
JUS	2201	Criminal Investigations I	3
JUS	2202	Criminal Investigations II	3
SPE	1101	Fundamentals of Effective Speaking	3
		Total Hours	31/32

EARLY CHILDHOOD EDUCATION

First Year			Semester Hours
		Area of Concentration	3
ART	2101	Understanding Art	3
CHM	1120	Introductory Chemistry **OR**	
PHY	1110	Survey of Physics	4/5
ENG	1111	Composition I	3
ENG	1121	Composition and Analysis	3
GECC		Art or Music	3
GEN	1103	Orientation (recommended)	1
LSC	1101	General Biology	4
MTH	1121	Math for Elementary Majors	4
MTH	1122	Geometry for Elementary Majors	3
PSY	1101	General Psychology I	3
		Total Hours	34/35

Second Year			Semester Hours
		Area of Concentration	4/5
EDU	1101	Cultural Diversity	3
EDU	1114	Educating Exceptional Children	3
EDU	1116	Intro to Teaching **OR**	
EDU	2107	Pre-Clinical Experience	3/4
GECC		Literature	3
GECC		Physical/Life Science	4
HIS	2101	U.S. History to 1877 **OR**	
HIS	2102	U.S. History Since 1877	3
PLS	2101	Government of the U.S.	3
SPE	1101	Fundamentals of Effective Speaking	3
		Total Hours	29/30

ELEMENTARY EDUCATION

First Year			Semester Hours
		Area of Concentration	3
ART	2101	Understanding Art	3
CHM	1120	Introductory Chemistry **OR**	
PHY	1110	Survey of Physics	4/5
ENG	1111	Composition I	3
ENG	1121	Composition and Analysis	3
GEN	1103	Orientation (recommended)	1
LSC	1101	General Biology	4
MTH	1121	Math for Elementary Majors	4
MTH	1122	Geometry for Elementary Majors	3
MUS	1101	Music Appreciation	3
PSY	1101	General Psychology I	3
		Total Hours	34/35

Second Year			Semester Hours
EDU	1101	Cultural Diversity	3
EDU	1102	Basic Activities for Elem/Sec Schools	3
EDU	1116	Intro to Teaching **OR**	
EDU	2107	Pre-Clinical Experience	3/4
EDU	2102	Art for Elementary Majors	3
GECC		Literature	3
GECC		Physical/Life Science	4/5
HIS	2101	U.S. History to 1877 **OR**	
HIS	2102	U.S. History Since 1877	3
PLS	2101	Government of the U.S.	3
PSY	2109	Human Growth and Dev.	3
SPE	1101	Fundamentals of Effective Speaking	3
		Total Hours	31/33

ENGINEERING

Although the Associate in Science and Arts Degree requires only 64 semester hours, the courses listed are required for most Colleges of Engineering.

First Year			Semester Hours
		Foreign Language	8
CHM	1130	General Chemistry I	5
CHM	1132	General Chemistry II	5
ENG	1111	Composition I	3
ENG	1121	Composition and Analysis	3
GECC		Social Science	3
GEN	1103	Orientation (recommended)	1
MTH	1171	Calculus & Analytical Geometry I	5
MTH	1172	Calculus & Analytical Geometry II	5
PHY	2110	General Physics I	5
SPE	1101	Fundamentals of Effective Speaking	3
		Total Hours	46

Second Year			Semester Hours
		Foreign Language	4
CIS	2180	Comp. Program C++	3
GECC		Fine Arts	3
GECC		Humanity	3
GECC		Humanity/Fine Arts	3
GECC		Life Science	4
GECC		Social Science	6
MTH	2173	Calculus III	4
MTH	2181	Differential Equations	3
PHY	2112	General Physics II	4
PHY	2114	Modern Physics	3
PHY	2120	Analytical Mechanics	3
PHY	2122	Analytical Mechanics II	3
		Total Hours	46

MATHEMATICS

First Year			Semester Hours
		Elective	2
ENG	1111	Composition I	3
ENG	1121	Composition and Analysis	3
GECC		Fine Arts	3
GECC		Physical Science	4/5
GECC		Social Science	3
GEN	1103	Orientation (recommended)	1
MTH	1171	Calculus & Analytical Geometry I	5
MTH	1172	Calculus & Analytical Geometry II	5
SPE	1101	Fundamentals of Effective Speaking	3
		Total Hours	32/33

Second Year			Semester Hours
CIS	1130	Intro to Computer Science	3
CIS	2180	Computer Program C++	3
GECC		Humanity	3
GECC		Humanity/Fine Arts	3
GECC		Life Science	4
GECC		Social Science	6
MTH	2101	Linear Algebra	3
MTH	2173	Calculus III	4
MTH	2181	Differential Equations	3
		Total Hours	32

MUSIC

First Year			Semester Hours
		Intro to Recording Tech.	
		OR	
		Elective	4
		Applied Music Lessons	2
ENG	1111	Composition	3
ENG	1121	Composition and Analysis	3
GECC		Math	3
GECC		Humanity	3
GECC		Life Science	4
GECC		Physical Science	3/4
GECC		Social Science	3
GEN	1103	Orientation (recommended)	1
KEY	1101	Class Piano I	1
KEY	1102	Class Piano II	1
VOC/INS		Ensemble	2
VOC/INS		Ensemble	2
		Total Hours	35/36

Second Year			Semester Hours
		Recording Tech II	
		OR	
		Elective	4
		Applied Music Lesson	2
GECC		Social Science	6
MUS	1121	Music Theory I	4
MUS	1122	Music Theory II	4
MUS	2131	Music History I	3
MUS	2132	Music History II	3
SPE	1101	Fundamentals of Effective Speaking	3
VOC/INS		Ensemble	2
		Total Hours	31

PHYSICAL EDUCATION (TEACHER CERTIFICATION)

First Year			Semester Hours
EDU	1102	Basic Activities	3
EDU	1116	Introduction to Teaching	
		OR	
EDU	2107	Preclinical Experience in Education	3/4
ENG	1111	Composition	3
ENG	1121	Composition and Analysis	3
GECC		Humanity/Fine Arts	3
GECC		Physical Science	4
GECC		Social Science	3
GEN	1103	Orientation (recommended)	1
HIS	2101	U.S. History to 1877	
		OR	
HIS	2102	U.S. History Since 1877	3
LSC	1101	General Biology	4
MTH	1103	Liberal Arts Math **OR**	
MTH	1131	Statistics	3
		Total Hours	33/34

Second Year			Semester Hours
		Elective	8
EDU	1107	Health	3
GECC		Fine Arts	3
GECC		Humanity	3
LSC	2111	Human Anatomy & Phys. I	4
LSC	2112	Human Anatomy & Phys. II	4
PLS	2101	Government of the U.S.	3
SPE	1101	Fundamentals of Effective Speaking	3
		Total Hours	31

PRE-DENTISTRY

Most institutions do not offer a baccalaureate degree in pre-dentistry. Students should select a science major and also complete courses required by their transfer institution.

First Year			Semester Hours
ENG	1111	Composition	3
ENG	1121	Composition and Analysis	3
GECC		Humanity/Fine Arts	3
GEN	1103	Orientation (recommended)	1
LSC	1101	General Biology	4
LSC	1102	General Biology II	4
MTH	1171	Calculus & Analytical Geometry I	5
PHY	1120	Physics I	5
PHY	1122	Physics II	5
PSY	1101	General Psychology	3
		Total Hours	36

Second Year			Semester Hours
CHM	1130	General Chemistry I	5
CHM	1132	General Chemistry II	5
GECC		Fine Arts	3
GECC		Social Science	6
LSC	2111	Human Anatomy & Phys. I	4
LSC	2112	Human Anatomy & Phys. II	4
PHI	2111	Introduction to Logic	3
SPE	1101	Fundamentals of Effective Speaking	3
		Total Hours	33

PRE-LAW

Students may be admitted to law school with any undergraduate degree. Special attention should be given to reading and writing skills, effective oral expression and analytical skills. If students have selected a major, they should follow that curriculum.

First Year			Semester Hours
DAP	1201	Business Computer Systems (recommended)	3
ENG	1111	Composition	3
ENG	1121	Composition and Analysis	3
GECC		Humanity/Fine Arts	3
GECC		Humanity	3
GECC		Social Science	6
GECC		Life Science	4
GECC		Physical Science	3/5
GECC		Math	3
GEN	1103	Orientation (recommended)	1
		Total Hours	32/34

Second Year			Semester Hours
		Elective (recommend History, Political Science, Sociology, Economics, and English)	15
ACC	2101	Financial Accounting (recommended)	4
ACC	2102	Managerial Accounting (recommended)	4
GECC		Fine Arts	3
GECC		Social Science	3
SPE	1101	Fundamentals of Effective Speaking	3
		Total Hours	32

PRE-MED

Most institutions do not offer a baccalaureate degree in pre-medicine. Students should select a science major and also complete courses required by their transfer institution.

First Year			Semester Hours
CHM	1130	General Chemistry I	5
CHM	1132	General Chemistry II	5
ENG	1111	Composition	3
ENG	1121	Composition and Analysis	3
GECC		Humanity	3
GEN	1103	Orientation (recommended)	1
LSC	1101	General Biology I	4
LSC	1102	General Biology II	4
MTH	1171	Calculus I	5
		Total Hours	33

Second Year			Semester Hours
GECC		Fine Arts	3
GECC		Humanity/Fine Arts	3
GECC		Social Science	6
LSC	2111	Human Anatomy & Phys. I	4
LSC	2112	Human Anatomy & Phys. II	4
PHY	1120	Physics I	5
PHY	1122	Physics II	5
PSY	1101	General Psychology	3
SPE	1101	Fundamentals of Effective Speaking	3
		Total Hours	36

PRE-PHARMACY

This is a sample of common general education transfer requirements for this major. Students should consult an advisor before registering. Four-year college requirements vary from college to college.

First Year			Semester Hours
CHM	1130	General Chemistry I	5
CHM	1132	General Chemistry II	5
ECN	2101	Prin. of Macroeconomics	3
ENG	1111	Composition	3

ENG	1121	Composition and Analysis	3
GEN	1103	Orientation (recommended)	1
LSC	1104	General Zoology	4
MTH	1171	Calculus I & Analytical Geometry I	5
PSY	1101	General Psychology	3
SPE	1101	Fundamentals of Effective Speaking	3
		Total Hours	35

Second Year			**Semester Hours**
CHM	2120	Organic Chemistry I	5
CHM	2122	Organic Chemistry II	5
GECC		Fine Arts	3
GECC		Humanity/Fine Arts	3
GECC		Social Science	3
LSC	1103	General Botany	4
LSC	2111	Human Anatomy & Phys. I	4
LSC	2112	Human Anatomy & Phys. II	4
PHI	2111	Introduction to Logic	3
PHY	1120	Physics I	5
PHY	1122	Physics II	5
		Total Hours	44

PRE-PHYSICAL THERAPY

This is a sample of common general education transfer requirements for this major. Students should consult an advisor before registering. Four-year college requirements vary from college to college.

First Year			**Semester Hours**
ENG	1111	Composition	3
ENG	1121	Composition and Analysis	3
GECC		Social Science	6
GEN	1103	Orientation (recommended)	1
HEA	1225	Intro to Medical Terminology	3
LSC	1101	General Biology	4
LSC	1102	General Biology II	4
MTH	1171	Calculus I & Analytical Geometry I	5
PHY	1120	Physics I	5
PHY	1122	Physics II	5
		Total Hours	39

Second Year			**Semester Hours**
CHM	1130	General Chemistry I	5
CHM	1132	General Chemistry II	5
GECC		Fine Arts	3
GECC		Humanity	3
GECC		Humanity/Fine Arts	3
LSC	2111	Human Anatomy & Phys. I	4
LSC	2112	Human Anatomy & Phys. II	4
MTH	1131	Statistics	3
PSY	1101	General Psychology	3
SPE	1101	Fundamentals of Effective Speaking	3
		Total Hours	36

PRE-VETERINARY MEDICINE

This is a sample of common general education transfer requirements for this major. Students should consult an advisor before registering. Four-year college requirements vary from college to college.

First Year			**Semester Hours**
ENG	1111	Composition	3
ENG	1121	Composition and Analysis	3
GECC		Humanity/Fine Arts	3
GECC		Social Science	3
GEN	1103	Orientation (recommended)	1
LSC	1101	General Biology	4
LSC	1102	General Biology II	4
MTH	1171	Calculus & Analytical Geometry I	5
PHY	1120	Physics I	5
PHY	1122	Physics II	5
		Total Hours	36

Second Year			**Semester Hours**
CHM	1130	General Chemistry I	5
CHM	1132	General Chemistry II	5
GECC		Fine Arts	3
GECC		Humanity	3
GECC		Social Science	3
LSC	1104	Zoology	4
PSY	1101	General Psychology	3
SPE	1101	Fundamentals of Effective Speaking	3
		Total Hours	29

PSYCHOLOGY

First Year			**Semester Hours**
		Elective	4
ENG	1111	Composition	3
ENG	1121	Composition and Analysis	3
GECC		Humanity/Fine Arts	3
GECC		Social Science (not PSY)	3
GEN	1103	Orientation (recommended)	1
LSC	1101	General Biology	4
MTH	1131	Intro. to Statistics	3
PSY	1101	General Psychology	3
PSY	2104	Child Psychology	
		OR	
PSY	2105	Adolescence Psychology	3
		Total Hours	30

Second Year			**Semester Hours**
		Elective	15
GECC		Fine Arts	3
GECC		Humanity	3
GECC		Physical Science	4

PSY	2107	Social Psychology	3
PSY	2109	Human Growth & Dev.	3
SPE	1101	Fundamentals of Effective Speaking	3
		Total Hours	34

SECONDARY EDUCATION

First Year			**Semester Hours**
		Concentration/Elective	6
EDU	1116	Intro to Teaching	3
ENG	1111	Composition I	3
ENG	1121	Composition and Analysis	3
GECC		Humanity/Fine Arts	3
GECC		Math	3
GECC		Physical Science	4
GEN	1103	Orientation (recommended)	1
LSC	1101	General Biology	4
PSY	1101	General Psychology I	3
		Total Hours	33

Second Year			**Semester Hours**
		Concentration/Elective	19
GECC		Fine Arts	3
GECC		Literature Course	3
GECC		Social Science	3
PLS	2101	Government of the U.S.	3
SPE	1101	Fundamentals of Effective Speaking	3
		Total Hours	34

SOCIAL WORK

First Year			**Semester Hours**
		Elective	9
BUS	2104	Business Economics	3
ENG	1111	Composition I	3
ENG	1121	Composition and Analysis	3
GECC		Math	3
GEN	1103	Orientation (recommended)	1
LSC	1101	General Biology	4
PSY	1101	General Psychology I	3
SPE	1101	Fundamentals of Effective Speaking	3
		Total Hours	32

Second Year			**Semester Hours**
		Elective	13
GECC		Fine Arts	3
GECC		Humanity	3
GECC		Humanity/Fine Arts	3
GECC		Physical Science	4
PLS	2101	Government of the U.S.	3
SOC	2101	Principles of Sociology	3
		Total Hours	32

SPECIAL EDUCATION

First Year			**Semester Hours**
CHM	1120	Intro to Chemistry	
		OR	
PHY	1110	Survey of Physics	4/5
EDU	1114	Educating Exceptional Children	3
		Elective	3
ENG	1111	Composition	3
ENG	1121	Composition and Analysis	3
GEN	1103	Orientation (recommended)	1
LSC	1101	General Biology	4
MTH	1121	Math for Elementary Majors	4
MTH	1122	Geometry for Elementary Majors	3
PLS	2101	Government of U.S.	3
PSY	1101	General Psychology	3
SPE	1101	Fundamentals of Effective Speaking	3
		Total Hours	37/38

Second Year			**Semester Hours**
		Elective	7
		Elective	3
ART	2101	Understanding Art	3
EDU	2107	Pre-Clinical Experience	4
GECC		Humanity	3
GECC		Humanity/Fine Arts	3
GECC		Physical/Life Science	4
PSY	2109	Human Growth and Dev.	3
		Total Hours	30

Allied Health

ALLIED HEALTH

ASSOCIATE DEGREE IN NURSING (NUR)

ASSOCIATE IN APPLIED SCIENCE DEGREE *D350*

The Associate Degree Nursing program prepares individuals to write the NCLEX-RN for licensure as a registered nurse. Registered nurses provide care to people of all ages and in a variety of health care settings such as hospitals, long term care facilities, physician's offices, home care agencies and community settings.

Persons interested in applying to the Nursing Program may contact the program advisor at one of the four colleges in the IECC District. This information may also be accessed at www.iecc.edu/nursing. All prospective students are required to attend an advisement meeting to complete the application process. Contact a program advisor to schedule an advisement meeting.

The decision to allow an individual to take the NCLEX-RN for licensure or be granted a license after passing the exam rests with the Illinois Department of Financial and Professional Regulation.

Application Deadline and Requirements

All applicants must attend a nursing information session prior to application submission. Completed applications must be received at the college site by February 15 to be ranked for the fall semester. Late applications will be accepted pending available space.

A cumulative GPA of 2.5* is required to make application to the nursing program.

Applicants to the IECC Associate Degree Nursing program must take the Test of Essential Academic Skills Version V (TEAS-V®) exam prior to the ranking deadline. In order to be eligible to rank, the student must have an Adjusted Individual Test Score at the Proficient Level or higher. The TEAS-V® exam may be taken up to two (2) times per ranking period. Prior test scores may be used for ranking for admission consideration if the test was taken within 24 months of the ranking deadline. If the prior exam was more than 24 months before the ranking deadline, a new test shall be required. The cost of testing will be paid by the student.

Also, minimum COMPASS or ASSET test scores at or above the 34th national percentile are required for acceptance to the program. (Applicants may take the COMPASS or ASSET twice during an application process.)

A completed application file consists of: 1) all official college and high school transcripts; 2) GED scores, if applicable; 3) a completed IECC application form; 4) an Associate Degree Nursing Program application; 5) TEAS-V scores; 6) COMPASS or ASSET scores; and 7) government issued photo ID residency verification. Applicants with completed files will be ranked using the composite score which is derived from their COMPASS or ASSET scores, GPA, and science courses grades. A minimum entry-level composite score is required.

*Grades of *F* in college level courses from institutions outside of Illinois Eastern Community Colleges may be eligible for a grade forgiveness process for ranking purposes for acceptance into the nursing program. The grade forgiveness affects cumulative GPA for ranking purposes only. This grade forgiveness would be done manually and only one time and would not affect the applicant's official cumulative grade point average. Contact the Program Advisor for the Nursing Program at the college site to determine eligibility.

Requirements after the Student is Accepted into the Program

Requirements after acceptance to the program are: 1) return acceptance postcard within two (2) weeks of notification; 2) a physical examination and immunizations (due by assigned date); 3) CPR certification; 4) certification as nurse assistant*; 5) satisfactory background check; 6) evidence of completion of a study-skills course; and 7) negative drug screen. An unsatisfactory background check and/or positive drug screening test will negate program admission or result in administrative withdrawal.

*Certification as nurse assistant criterion:

1. Completion of CNA training program within 2 years of the date of application deadline (February 15); and listed on the Illinois Department of Public Health Registry; or
2. Anyone who successfully completed the CNA course within the last 5 years and who has worked 400 hours within the last year prior to the application (must provide verification of hours worked from Feb 15-Feb 15) and listed on the registry.
3. Certification in other states or other health provider qualifications will be reviewed for compliance with program requirements. Additional course work or competency testing may be required.

Program at all Four Colleges

The Illinois Eastern Community Colleges/Olney Central College Associate in Applied Science in Nursing program is offered at all four colleges in the IECC District.

Articulation and Educational Mobility

The IECC/OCC Nursing Program supports the concept of articulation and educational mobility. The IECC/Olney Central College Associate in Applied Science in Nursing

degree program participates in the statewide articulation initiative. The program is approved by the Illinois Department of Financial and Professional Regulation, website at www.idfpr.com, and accredited by the Accreditation Commission for Education in Nursing (ACEN), formerly the National League for Nursing Accrediting Commission (NLNAC), which is located at 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326; 404/975-5000, website: www.nlnac.org. The PN exit is approved by the Illinois Department of Financial and Professional Regulation.

Practical Nurse Exit Option

Students have the educational mobility option of completing first year summer courses and exiting at the practical nurse (PN) level or continuing into the second year to complete studies to become a registered nurse (RN).

Successful completion of NUR 1201, NUR 1202, NUR 1203, and NUR 1206, along with all required first-year general education courses, is required for students to apply for the practical nurse (PN) licensure examination.

Current IECC Practical Nursing Certificate students may apply to the second year of the associate degree nursing program while enrolled in the program. Successful completion of the practical nursing certificate courses will be required for admission to the associate degree program. Failure to successfully complete any of the practical nursing courses will negate the acceptance to the Associate Degree in Nursing program. If there will be three or more years between completion of the Practical Nursing Certificate program and entry into the Associate Degree in Nursing program, the student must meet the following criteria:

1. Licensure as a practical nurse.
2. Employment as a licensed practical nurse with documentation of at least 2,000 hours of work from the time of completion of the Practical Nursing Certificate program.

Licensed Practical Nurses

Licensed practical nurses (LPN) who graduated from schools other than Illinois Eastern Community Colleges and IECC LPNs who graduated three or more years prior to application may articulate into the second year for registered nurse (RN) preparation after successful completion of bridge course NUR 1204.

Successful completion of NUR 1201, NUR 1202, or a valid LPN license, and NUR 2201, NUR 2202, and NUR 2205, along with all required general education courses, is required for students to apply for the registered nurse (RN) licensure.

A continuing student must complete the RN program within five (5) years of successful completion of NUR 1201.

A maximum of one-year academic absence is allowed between the last semester successfully completed and any exit course (NUR 1203 and NUR 2202).

Transfer Students

Transfer students who meet curriculum criteria may be granted advanced placement to enter NUR 1202 or NUR 2201. Prior to entering the advanced placement course, the student must successfully complete NUR 1205. Generic students who have had an academic absence of two or more years, who are readmitted beyond NUR 1201, must complete NUR 1205 prior to re-entering nursing courses.

Fees

Nursing tuition, fees, and program requirements are provided in the application packet as well as the student handbook and are subject to change. Nursing students will be required to pay fees for testing as mandated by the president of Olney Central College.

Conduct and Health

In addition to meeting the nursing program requirements for admission, a student's conduct and health status must also meet the standards of the clinical agencies.

Except for those who are IECC nursing students enrolled in consecutive years of the two-year nursing program, applicants to the second year must supply all the information required for the first year. In addition, licensed practical nurses must submit a valid LPN license.

The nursing program must comply with Illinois law and college policy, therefore, requirements are subject to change.

First Year First Semester			Semester Hours
LSC	2111	Human Anatomy & Physiology I[1]	4
NUR	1201[3]	Nursing I	10
PSY	1101	General Psychology I[1]	3
		Semester Total	17

First Year Second Semester			Semester Hours
ENG	1111	Composition I[1]	3
LSC	2112	Human Anatomy & Physiology II[1]	4
NUR	1202[3]	Nursing II	10
PSY	2109	Human Growth & Development[1]	3
		Semester Total	20

Second Year First Semester			Semester Hours
LSC	2110	General Microbiology[1]	4
NUR	2201[3]	Nursing III	10
SOC	2101	Principles of Sociology[1]	3
		Semester Total	17

Second Year Second Semester			Semester Hours
ENG	1121	Composition & Analysis[1]	3
NUR	2202[3]	Nursing IV	10
NUR	2205[3]	Registered Nurse Review Course	2
SPE	1101	Fundamentals of Effective Speaking[1]	3
		Semester Total	18

Total Credit Hours 72

[1]General Education Hours (30)

Other:

NUR	1203[3]	Clinical Nursing*	6
NUR	1204[3]	Nursing Constructs**	3
NUR	1205[3]	Transition to Nursing***	V1-4
NUR	1206[3]	Practical Nurse Review*	1

[3] Variable tuition rate applies to this course.

* Students applying for PN Licensure

** Entering non-IECC LPNs/IECC LPNs who complete first level three years prior to readmittance into second level.

*** Transfer students granted advanced placement.

The variable tuition rate also applies to: NUR 1200, NUR 1207, NUR 1208, NUR 1209, NUR2203, NUR 2204, and NUR 2210

Prerequisite for LSC 2110, LSC 2111, or LSC 2112 is LSC 1101 (General Biology) or equivalent or consent of instructor.

Evidence of completion of study skills class is required for all students entering their first semester of the first year of nursing. GEN 1104 meets this requirement. Late admissions may be allowed to take a study skills class during NUR 1201.

Academic Progress/Nursing

1. All nursing students must achieve a minimum grade of *C* in theory as well as a satisfactory grade for laboratory components of each nursing course. Any grades less than *C* achieved in a nursing or concurrent general education course are unacceptable for progression in the nursing program.
2. General education courses must be completed before or during the semester they are scheduled. Students who do not complete the general education courses early or as scheduled will not be allowed to enroll in the next nursing course.
3. Any student who fails to earn a grade of *C* or above in a nursing course or concurrent general education course cannot continue and will be dropped from the nursing program. Students who do not meet these standards may seek readmission, following procedures outlined in ***Readmission of Nursing Students.***
4. Each RN nursing student will be required to achieve a minimum passing score of 850 on the Health Education System, Inc. (HESI) computerized exit exam for nurses or an equivalent standardized nursing exit exam which is approved by the Associate Dean of Nursing and Allied Health. Each LPN nursing student will be required to achieve a minimum passing score of 700 on the Health Education System, Inc. (HESI) computerized exit exam for nurses or an equivalent standardized nursing exit exam which is approved by the Associate Dean of Nursing and Allied Health. The required score and the approved nursing exit exam will be specified in the applicable course syllabus for NUR 1206, or NUR 2205 offered in the last semester of either the LPN or the RN program. If the minimum score is not achieved, the students will be required to successfully complete remediation as assigned by faculty.

Readmission of Nursing Students

Nursing students who leave the college or program by reason of withdrawal, academic deficiency/failure or dismissal may petition for readmission to the program no sooner than one (1) semester following official notification of status. Such petition will be reviewed by the Academic Standards Committee. This statement applies as follows:

> Any student who withdraws, fails or is dismissed from a required nursing or concurrent general education course may file a petition for readmission one time. Readmission will be granted only if the student's prior performance did not indicate a lack of capability to complete the course of study in the program and/or college. A petition for readmission must include a description of circumstances which adversely affected the petitioner's ability to meet the academic standards of the program and/or the college.

Petitioners must meet the current college and nursing program admission and ranking requirements. Petition approval does not guarantee re-admittance to the nursing program. Petitioners must have all requirements completed, including the petitioning process, at least sixty (60) days prior to the semester of readmission.

If a written petition is denied by the Academic Standards Committee, the petitioner may request a personal appearance before the Academic Standards Committee.

If the petition has been denied by the committee following a personal appearance, the petitioner may request a hearing before the president of the college. A request for a rehearing must affirmatively show:

1. That there are new or extraordinary circumstances, not known by or available to the petitioner at the time of the original petition for readmission, which adversely affected the petitioner's ability to meet the academic standards, or
2. That the procedures employed by the committee failed to give the petitioner a fair hearing.

The decision of the president is final and is not subject to review.

A student in the nursing program who has been denied readmission may re-petition no sooner than three (3) calendar years from the date of his/her original petition. If the student is readmitted and withdraws or fails, he/she will not be allowed to petition again.

The Academic Standards Committee has the right to review the admission status of any student based on faculty recommendation and documentation of extraordinary circumstances that adversely impacted student performance.

IECC nursing students may reapply to the second year of the program one time after three years from the last program exit, without regard to prior academic performance, subject to the following criteria:

1. Successful completion of the practical nurse curriculum;
2. Licensure as a practical nurse;
3. Employment as a licensed practical nurse with documentation of at least 2,000 hours of work from the time of the last exit from the nursing program.

If readmitted, the student progression/retention will follow the guidelines of a first-time student.

BASIC NURSE ASSISTANT TRAINING PROGRAM (BAID) CERTIFICATE C335

The Basic Nurse Assistant Training certificate program is a concentrated lecture and laboratory program designed to meet the Illinois Department of Public Health certification requirements. Offered in an 8- to 15-week format, the program provides an introduction to the basic components of health-care skills essential to the support and assistance of individuals and families in meeting basic human needs for people of all ages.

Graduates with this certificate may find employment in long-term care facilities and home health-care situations.

The Health Care Worker Background Check Act requires that students complete a fingerprint background check. Fees will be paid by the student.

The Basic Nurse Assistant Training Program must comply with Illinois regulations and college policy; therefore, requirements are subject to change.

One Semester			**Semester Hours**
HEA	1203	Basic Nurse Assistant Training Program	7
		Semester Total	7
Total Credit Hours			7

HEALTH CAREERS (HLTH) CERTIFICATE C196

The Health Careers program is a health science technology program designed primarily for high school juniors and seniors who are interested in pursuing a career in the health care field. It provides entry-level coursework and CNA certification for entry into higher level health careers programs.

First Semester			**Semester Hours**
HLT	1201	Health Careers Orientation	2
HLT	1202	Health Careers Related Skills	V2
HLT	1203	Health Careers I	V2
HEA	1225	Intro to Medical Terminology	V3
		Semester Total	9

Second Semester			**Semester Hours**
HEA	1203	Basic Nurse Assistant Training	7
		Semester Total	7
Total hours			16

PRACTICAL NURSING CERTIFICATE (PNURS)

CERTIFICATE C340

The Practical Nursing Certificate program prepares individuals to write the NCLEX-PN exam for licensure as a practical nurse. Licensed practical nurses provide care to people of all ages and in a variety of health care settings such as hospitals, long term care facilities, physician's offices, home care agencies and community settings.

Persons interested in applying to the Practical Nursing Program may contact the program advisor at one of the four colleges in the IECC District. This information may also be accessed at www.iecc.edu/nursing. All prospective students are required to attend an advisement meeting to complete the application process. Contact a program advisor to schedule an advisement meeting.

The decision to allow an individual to take the NCLEX-PN exam for licensure or be granted a license after passing the exam rests with the Illinois Department of Financial and Professional Regulation.

Application Deadline and Requirements

All applicants must attend a nursing information session prior to application submission. Completed applications must be received at the college site by April 15 to be ranked for the fall semester. Late applications will be accepted pending available space.

A cumulative GPA of 2.5* is required to make application to the practical nursing program.

Applicants to the IECC Practical Nursing Certificate program must take the Test of Essential Academic Skills Version V (TEAS-V®) exam prior to the ranking deadline. In order to be eligible to rank, the student must have an Adjusted Individual Test Score at the Proficient Level or higher. The TEAS-V® exam may be taken up to two (2) times per ranking period. Prior test scores may be used for ranking for admission consideration if the test was taken within 24 months of the ranking deadline. If the prior exam was more than 24 months before the ranking deadline, a new test shall be required. The cost of testing will be paid by the student.

Also, minimum COMPASS or ASSET test scores at or above the 34th national percentile are required. (Applicants may take the COMPASS or ASSET twice during an application process.)

A completed application file consists of: 1) all official college and high school transcripts; 2) GED scores, if applicable; 3) a completed IECC application form; 4) a Practical Nursing Program application; 5) TEAS-V scores; 6) COMPASS or ASSET scores; and 7) government issued photo ID residency verification. Applicants with completed files will be ranked using the composite score which is derived from their COMPASS or ASSET scores, GPA, and science courses grades. A minimum entry-level composite score is required.

*Grades of *F* in college level courses from institutions outside of Illinois Eastern Community Colleges may be eligible for a grade forgiveness process for ranking purposes for acceptance into the practical nursing program. The grade forgiveness affects cumulative GPA for ranking purposes only. This grade forgiveness would be done manually and only one time and would not affect the applicant's official cumulative grade point average. Contact the Program Advisor for the Nursing Program at the college site to determine eligibility.

Requirements after the Student is Accepted into the Program

Requirements after acceptance to the program are: 1) return acceptance postcard within two (2) weeks of notification; 2) a physical examination and immunizations (due by assigned date); 3) CPR certification; 4) certification as nurse assistant*; 5) satisfactory background check; 6) evidence of completion of a study-skills course; and 7) negative drug screen. An unsatisfactory background check and/or positive drug screening test will negate program admission or result in administrative withdrawal.

*Certification as nurse assistant criterion:

1. Completion of CNA training program within 2 years of the date of application deadline (April 15); and listed on the Illinois Department of Public Health Registry; or
2. Anyone who successfully completed the CNA course within the last 5 years and who has worked 400 hours within the last year prior to the application (must provide verification of hours worked from April 15-April 15) and listed on the registry.
3. Certification in other states or other health provider qualifications will be reviewed for compliance with program requirements. Additional course work or competency testing may be required.

Program at all Four Colleges

The Illinois Eastern Community Colleges/Olney Central College Practical Nursing Certificate program is offered at all four colleges in the IECC District.

Articulation and Educational Mobility

The IECC/OCC Practical Nursing Program supports the concept of articulation and educational mobility.

Successful completion of PNC 1211, PNC 1212, PNC 1213, PNC 1214, PNC 1215, and PNC 1216, along with all required general education courses, is required for students to apply for the practical nurse (PN) licensure examination.

A continuing student must complete the PN program within three (3) years of successful completion of PNC 1211.

A maximum of one-year academic absence is allowed between successful completion of PNC 1214 and PNC 1215.

Transfer Students

Transfer students who meet curriculum criteria may be granted advanced placement to enter PNC 1213. Prior to entering the advanced placement course, the student may be required to successfully complete PNC 1205. All returning students will be required to demonstrate competencies appropriate to the point of entry prior to re-entry.

State Articulation/Approval

The IECC/Olney Central College Practical Nursing Program participates in the statewide articulation initiative. The program is approved by the Illinois Department of Financial and Professional Regulation, www.idfpr.com.

Fees

Nursing tuition, fees, and program requirements are provided in the application packet as well as the student handbook and are subject to change.

First Year

First Semester			**Semester Hours**
LSC	2111	Human Anatomy & Physiology I[1]	4
PNC	1211[3]	Practical Nursing I	5
PNC	1212[3]	Practical Nursing II	5
PSY	1101	General Psychology I[1]	3
		Semester Total	17
Second Semester			**Semester Hours**
ENG	1111	Composition I[1]	3
LSC	2112	Human Anatomy & Physiology II[1]	4
PNC	1213[3]	Practical Nursing III	5
PNC	1214[3]	Practical Nursing IV	5
PSY	2109	Human Growth & Development[1]	3
		Semester Total	20
Summer Semester			**Semester Hours**
PNC	1215[3]	Practical Nursing V	6
PNC	1216[3]	Practical Nurse Review	1
		Semester Total	7
Total Credit Hours			44

[1]General Education Hours (17)

[3]Variable tuition rate applies to this course.

Prerequisite for LSC 2110, LSC 2111, or LSC 2112 is LSC 1101 (General Biology) or equivalent or consent of instructor.

Evidence of completion of study skills class is required for all students entering their first semester of the first semester of the practical nursing program. GEN 1104 meets this requirement. Late admissions may be allowed to take a study skills class during PNC 1211.

Academic Progress/Nursing

1. General education courses must be completed with a grade of *C* or above before or during the semester they are scheduled. Students who do not successfully complete the general education courses early or as scheduled will not be allowed to enroll in the next nursing course.
2. Any student who fails to earn a grade of *C* or above in a nursing course or concurrent general education course cannot continue and will be dropped from the nursing program. Students who do not meet these standards may seek readmission, (see ***Readmission of Nursing Students).***
3. Each LPN nursing student will be required to achieve a minimum passing score of 700 on the Health Education System, Inc. (HESI) computerized exit exam for nurses or an equivalent standardized nursing exit exam which is approved by the Associate Dean of Nursing and Allied Health. The required score and the approved nursing exit exam will be specified in the course syllabus for PNC 1216 offered in the last semester of the LPN program. If the minimum score is not achieved, the students will be required to successfully complete remediation as assigned by faculty.

Readmission of Nursing Students

Nursing students who leave the college or program by reason of withdrawal, academic deficiency/failure or dismissal may petition for readmission to the program no sooner than one (1) semester after leaving. Such petition will be reviewed by the Academic Standards Committee. This statement applies as follows:

Any student who withdraws, fails or is dismissed from a required nursing or concurrent general education course may file a petition for readmission one time. Readmission will be granted only if the student's prior performance did not indicate a lack of capability to complete the course of study in the program and/or college. A petition for readmission must include a description of circumstances which adversely affected the petitioner's ability to meet the academic standards of the program and/or the college.

Petitioners must meet the current college and nursing program admission and ranking requirements. Petition approval does not guarantee re-admittance to the

nursing program. Petitioners must have all requirements completed, including the petitioning process, at least sixty (60) days prior to the semester of readmission.

If a written petition is denied by the Academic Standards Committee, the petitioner may request a personal appearance before the Academic Standards Committee. If the petition has been denied by the committee following the personal appearance, the petitioner may request a hearing before the president of the college. A request for a rehearing must affirmatively show:

1. That there are new or extraordinary circumstances, not known by or available to the petitioner at the time of the original petition for readmission, which adversely affected the petitioner's ability to meet the academic standards, or
2. That the procedures employed by the committee failed to give the petitioner a fair hearing.

The decision of the president is final and is not subject to review.

A student in the nursing program who has been denied readmission may re-petition no sooner than three (3) calendar years from the date of his/her original petition. If the student is readmitted and withdraws or fails, he/she will not be allowed to petition again.

The Academic Standards Committee has the right to review the readmission status of any student based on faculty recommendation and documentation of extraordinary circumstances that adversely impacted student performance.

RADIOGRAPHY (XRAY)

ASSOCIATE IN APPLIED SCIENCE DEGREE D327

The mission of the Olney Central College Radiography program is to graduate entry-level competent radiographers and provide quality radiography education for the community.

The mission is accomplished through program goals. The program is designed to maximize a student's initiative and support his/her development toward becoming a competent entry-level radiographer.

The OCC Associate in Applied Science degree in Radiography is an intensive, two-year (six consecutive semesters) course of study. The program begins during summer semester. The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, www.jrcert.org. Graduates are eligible to take the American Registry of Radiologic Technologist's (ARRT) exam. Most states, including Illinois, accept ARRT for state licensure, without additional licensure examination. Employment opportunities for radiographers are available nationwide in all types of medical health facilities and private industry. Further educational opportunities promoting career advancement are readily available.

Support courses may be taken prior to admission to the program. This does not reduce the time required to complete the program or guarantee acceptance into the program.

Requirements related to application deadlines, ranking, and admission, are available for review at www.iecc.edu/radtech.

Radiography students must pass all courses in the program curriculum with at least a *C* and maintain a minimum term GPA of 2.0 to proceed through the program. This includes support courses and clinical components in the program.

Application Requirements

Qualified applicants are ranked for admission based on a composite score derived from the COMPASS/ASSET test, and GPA of specific high school science, social science, and mathematics courses or college level program support courses.

Note: Individuals who have been convicted of a felony or misdemeanor (excluding traffic violations) or who have an abuse record may not be permitted to take the national registry examination administered by the American Registry of Radiologic Technologists (ARRT). Students with questions should contact the ARRT (651-687-0048) to inquire about eligibility to take the ARRT examination prior to applying to the Radiography Program.

Prospective Students

To qualify for ranking, applicants must meet or exceed the requirements listed below:

A. Complete an application to Olney Central College by February 15 for admission in summer semester.
B. Transcripts
   Official copies submitted by March 1 to the Radiography Program Advisor.
   1. Official High School or GED equivalent
   2. Official transcripts from all post-secondary institutions
C. Minimum cumulative GPA of 2.5* for all college level courses or if no college coursework has been completed, a cumulative high school GPA of 2.5. Students making application for the same year they graduate from high school must have a 2.5 GPA at the end of the first semester of their senior year to be eligible to apply. *Grades of *F* in college level courses from institutions outside of Illinois Eastern Community Colleges may be eligible for a grade forgiveness process for ranking purposes for acceptance into the Radiography program. The grade forgiveness affects cumulative GPA for ranking purposes only. This grade forgiveness would be done manually and only one time and would not affect the applicant's official cumulative grade point average. Contact the Program Advisor for the Radiography program at the college site to determine eligibility.
D. COMPASS/ASSET Test scores must be at the 34th national percentile or above in English, reading and mathematics in accordance with OCC admission standards.
   1. Official copies of test results must be submitted by March 1.
   2. Test must be taken within two years of application.
   3. If COMPASS/ASSET test is taken at another institution, it is the student's responsibility to have test scores submitted to Olney Central College.
   4. Applicant may take the COMPASS/ASSET test twice during each year application is made to the program.
   5. Applicant should contact Radiography Program Advisor in the Student Services Office at OCC to determine if test scores meet application criteria.
   6. If remediation is required by test scores, course work must be completed prior to retest.

7. Applicants should consult the college catalog or IECC website (www.iecc.edu) for any applicable fees related to repeating tests.

E. LSC 1101 (General Biology I) or equivalent as determined by the college with a grade of *C* or better. Candidates not meeting this requirement may qualify for admission contingent upon successful completion of this program requirement prior to beginning Radiography course work.

F. Register for HEA 2299 by February 15 and successfully complete by March 1. HEA 2299 includes a radiography orientation and 15 hours of agency observation.

G. All prospective students must review the Program Handbook, at www.iecc.edu/radtech/.

Required Technical Standards:

1. Sufficient eyesight to observe patients, manipulate equipment, and evaluate radiographic quality.
2. Sufficient hearing to assess patient needs and communicate verbally with other health care providers.
3. Satisfactory verbal and written skills to communicate promptly and effectively in English.
4. Sufficient gross and fine motor coordination to respond promptly, manipulate equipment, lift a minimum of fifty pounds, and insure patient safety.
5. Satisfactory intellect, emotional, and mental functions to exercise independent judgment and discretion in the safe technical performance of medical imaging procedures.

Accepted Students

Students notified of acceptance must:

1. Secure his/her position in the class by contacting the Program Director in writing stating his/her intention to begin the program. If letter of intent is not received by the date indicated, an alternate student will be admitted to the program. Failure to start the program results in a loss of acceptance for admission status.
2. Meet with Program Director at scheduled time to review program requirements, receive appropriate forms, and ask questions regarding Radiography Program requirements/policies. Student will be contacted by mail at the address of record in reference to scheduling an advisement /registration appointment. Failure to meet with Program Director will result in forfeiture of the student's acceptance in the program, and an alternate student will be admitted to the program.
3. Complete physical exam and required immunizations (fees paid by student). Forms are distributed to students by Program Director.
4. Complete a satisfactory criminal background check as designated by the program by May 1* (fees paid by student).
5. Complete drug screening as designated by the program***** (fees paid by student).
6. Purchase uniforms, lab jackets, and shoes during the first semester of the program

***An unsatisfactory background check and/or positive drug screening test will negate program admission.**

A continuing student must complete the Radiography program within four (4) year of beginning Radiography courses.

Students Not Accepted

Applicants not accepted are placed on a waiting list for the next application year. Applicants must repeat the application process to be considered for the following year.

Drop/Restart Students

Students who have completed a minimum of one semester of the program and who are seeking readmission will receive individual consideration based on availability of space and continuity of the program.

Transfer Students

Individuals seeking credit for courses taken at institutions other than IECC colleges should refer to the STUDENTS TRANSFERRING TO IECC policy in the IECC catalog. The Olney Central College Radiography Program does not accept transfer credit for radiography coursework completed at other institutions.

Conduct and Health

In addition to meeting the Radiography Program requirements for admission, a student's conduct and health status must also meet the standards of the clinical agencies.

PRE-PROGRAM REQUIREMENTS			SEMESTER HOURS
HEA	2299	Independent Study in Allied Health	

LEVEL I Summer Semester			Semester Hours
RAD	1201[3]	Introduction to Radiography	3
RAD	1207[3]	Intro. to Radiographic Processing	2
RAD	1208[3]	Radiology Patient Care	3
RAD	1211[3]	Radiography Orientation	.5
MTH	1201	Technical Mathematics[1]	V2
		Semester Total	10.5

Fall Semester			Semester Hours
HEA	1225	Intro to Medical Terminology	3
LSC	2111	Human Anatomy & Physiology I[1]	4
RAD	1204[3]	Radiographic Procedures I	4
RAD	1206[3]	Applied Clinical Radiology I	2
RAD	1209[3]	Radiologic Science	3
		Semester Total	16

Spring Semester			Semester Hours
LSC	2112	Human Anatomy & Physiology II[1]	4
RAD	1222[3]	Principles of Radiographic Exposure	3
RAD	1223[3]	Quality Improvement	2
RAD	1224[3]	Radiographic Procedures II	4
RAD	1226[3]	Applied Clinical Radiology II	2
		Semester Total	15

Professional Activity – ISSRT Annual Convention/ Educational Tournament

LEVEL II Summer Semester			Semester Hours
RAD	1227[3]	Contrast Procedures	2
RAD	1236[3]	Applied Clinical Radiology III	2
ENG	1111	Composition I[1] **OR**	
SPE	1101	Fundamentals of Effective Speaking[1] **OR** Communications Gen Ed Elective[1]*	3
		Semester Total	7

Fall Semester			Semester Hours
RAD	1221[3]	Clinical Radiographic Pathology	3
RAD	1228[3]	Radiation Biology & Protection	3
RAD	1246[3]	Applied Clinical Radiology IV	3
RAD	2201[3]	Advanced Imaging and Modalities	3
		Semester Total	12

Spring Semester			Semester Hours
PSY	1101	General Psychology I[1] (recommended) **OR** Social Science Gen Ed Elective[1]**	3
RAD	1256[3]	Applied Clinical Radiology V	3
RAD	2203[3]	Radiologic Sectional Anatomy	3
RAD	2204[3]	Registry Review	1
RAD	2205[3]	Radiology Supervision Skills	1
		Semester Total	11

Total Credit Hours	71.5

Professional Activity – ISSRT Annual Conference/ Educational Tournament

Graduation in May (ARRT Registry Exam after program completion)

[1]General Education Hours (16)

[3]Variable tuition rate applies to this course. The variable tuition rate also applies to RAD 1210 and RAD 1601.

***Communications elective:**

SPE	1111	Interpersonal Communications

****Social Science electives:**

SOC	2101	Principles of Sociology
SOC	2104	Death and Dying
SOC	2108	Sociology of Aging

Graduates of hospital-based radiography program earn an AAS degree by completing all courses listed below at Olney Central College.

HEA	2299	Independent Study in Allied Health	1
RAD	2201	Advanced Imaging and Modalities	3
RAD	2203[3]	Radiologic Sectional Anatomy	3
RAD	2205[3]	Radiology Supervision Skills	1
SPE	1101	Fundamentals of Effective Speaking	3
		Social Science Elective	3
		Elective	2
		Semester Total	16

Career and Technical Education Program Information

See catalog Index for program and certificate listing by name and page number.

Career Clusters are groups of occupations and industries that have in common a set of foundational knowledge and skills. For more information on career pathways in Career and Technical Education programs visit:

http://www.careerclusters.org http://occrl.illinois.edu/projects/pathways

Agricultural Education

Agriculture, Food & Natural Resources

Business, Marketing, and Computer Education

Government and Public Administration

Marketing

Business Management and Administration

Information Technology

Finance

Family and Consumer Science

Human Services

Education and Training

Hospitality and Tourism

Health Sciences Technology

Diagnostic Services

Support Services

Health Informatics

Therapeutic Services

Biotechnology Research and Development

Technology and Engineering Education

Law, Public Safety, Corrections and Security

Transportation, Distribution and Logistics

Manufacturing

Architecture and Construction

Science, Technology, Engineering and Mathematics

Arts, Audio/Video Technology and Communications

ACCOUNTING (ACT) *ASSOCIATE IN APPLIED SCIENCE DEGREE* *D140*

FCC	LTC	✓ OCC	WVC	✓ Online

The Accounting program is designed to prepare accountants and related personnel to meet the needs of area and national businesses. Local businesses, industries, and governmental units require accountants and jobs are available in those fields. With more accounting records being required, the job market appears bright.

First Semester			**Credit Hours 17**
ACC	2101	Financial Accounting	4
BMG	1202	Business Math	
		OR	
		College Level Math	4
BUS	1101	Introduction to Business	3
DAP	1201	Business Computer Systems	3
ECN	2101	Principles of Macroeconomics[1]	3

Second Semester			**Credit Hours 16**
ACC	2102	Managerial Accounting	4
BMG	2103	Business Statistics	3
ECN	2102	Principles of Microeconomics[1]	3
ENG	1111	Composition I[1]	3
PSY	1101	General Psychology I[1]	3

Third Semester			**Credit Hours 13**
ACC	1202	Quick Books I	2
ACC	1203	Quick Books II	2
ACC	2121	Cost Accounting	3
ACC	2241	Federal Tax Accounting	3
BUS	2101	Business Law I	3

Fourth Semester			**Credit Hours 17**
ACC	1204	Certified Professional Bookkeeper **OR** Elective	3
ACC	2298	Internship	2
BMG	2204	Human Resource Management	3
BUS	2102	Business Law II	3
BUS	2105	Business Finance	3
SPE	1101	Fundamentals of Effective Speaking[1]	3

Total Credit Hours 63

[1]General Education Hours (15)

ADJ: CORRECTIONS (JUS) ASSOCIATE IN APPLIED SCIENCE DEGREE D395

FCC	LTC	✓ OCC	WVC	Online

The Administration of Justice: Corrections degree is designed for in-service personnel and pre-service officers. This program can lead to positions in correctional facilities, the courts, and working with juveniles. Primary duties would include guarding inmates in penal or rehabilitative institutions in accordance with established regulations and procedures, prisoners in transit between jail, courtroom, prison, or other points, and may include deputy sheriffs and police who spend the majority of their time guarding prisoners in correctional institutions.

First Semester			**Credit Hours 15**
ENG	1111	Composition I[1]	3
JUS	1200	Introduction to Criminal Justice	3
JUS	1210	Criminal Law I	3
JUS	2250	Current Issues in Corrections	3
PSY	1101	General Psychology I[1]	3
Second Semester			**Credit Hours 18**
ENG	1121	Composition and Analysis[1]	3
JUS	1205	Ethics for Police Officers	3
JUS	1211	Criminal Law II	3
JUS	1225	Homeland Security	3
JUS	2253	Probation and Parole	3
SOC	2101	Principles of Sociology[1]	3
Third Semester			**Credit Hours 15**
JUS	1220	Youth & Administration of Justice	3
JUS	1226	Terrorism	3
JUS	2201	Criminal Investigations I	3
JUS	2252	Correctional Facility Operation	3
MTH	1201	Technical Math[1]	
		OR	
		College Level Math[1]	V3
Fourth Semester			**Credit Hours 18**
DAP	1201	Business Computer Systems	
		OR	
DAP	2202	Word Processing I	3
JUS	1230	Substance Abuse Issues	3
JUS	2230	Institutional Corrections	3
JUS	2251	Supervision of Inmates	3
PEG	1137	First Aid & Safety Education	V3
SPE	1101	Fundamentals of Effective Speaking[1]	3
Total Credit Hours			**66**

Recommended elective:

JUS	1215	Introduction to Criminology	3

[1] General Education Hours

ADMINISTRATION OF JUSTICE (JUS) *ASSOCIATE IN APPLIED SCIENCE DEGREE* *D390*

FCC	LTC	✓ OCC	WVC	Online

Designed for in-service personnel and pre-service officers, the Administration of Justice program offers students a chance to learn what it is really like in the world of law and order. Such a degree can lead to positions in police departments, correctional facilities, the courts, probation and parole offices, working with juveniles and even private enforcement agencies that often specialize in security or investigation. There are also jobs in almost all federal agencies, as these offices have enforcement branches vital to everyday functions. Opportunities are dependent, of course, upon recruiting standards of each particular agency. Students should see an advisor for this program.

First Semester			**Credit Hours 15**
ENG	1111	Composition I[1]	3
JUS	1200	Introduction to Criminal Justice	3
JUS	1210	Criminal Law I	3
PEG	1137	First Aid & Safety Education	V3
PSY	1101	General Psychology I[1]	3

Second Semester			**Credit Hours 15**
ENG	1121	Composition & Analysis[1] **OR**	3
JUS	1221	Police Report Writing	
JUS	1205	Ethics for Police Officers	3
JUS	1211	Criminal Law II	3
JUS	1230	Substance Abuse Issues	3
JUS	2253	Probation & Parole	3

Third Semester			**Credit Hours 15**
JUS	1220	Youth and Administration of Justice	3
JUS	2201	Criminal Investigations I	3
JUS	2240	Traffic Administration	3
MTH	1201	Technical Mathematics[1] **OR**	
		College Level Math[1]	V3
		Humanities Gen Ed Elective[1]	3

Fourth Semester			**Credit Hours 15**
DAP	1201	Business Computer Systems	
		OR	
DAP	2202	Word Processing I	3
JUS	2202	Criminal Investigations II	3
JUS	2220	Police Organization & Operation	3
SOC	2101	Principles of Sociology[1]	3
SPE	1101	Fundamentals of Effective Speaking[1]	3

Summer Semester			**Credit Hours 3**
JUS	1225	Homeland Security	3

Total Credit Hours 63

[1]General Education Hours (21)

ADVANCED MANUFACTURING (MANUF) ASSOCIATE IN APPLIED SCIENCE DEGREE ***D563***

FCC	LTC	OCC	✓ WVC	Online

The Advanced Manufacturing degree promotes and enhances the skills of students helping them to succeed within the advanced manufacturing industry. This program requires extensive applied technical knowledge combined with strong communication skills to effectively interact with individuals as well as groups and teams. The program represents education and skill building toward a broader advanced manufacturing theory.

First Semester			**Credit Hours 19**
EDR	1202	Mechanical Blueprint Reading	4
MAN	1201	Introduction to Machining	5
MAN	1202	Industrial Safety	V2
MAN	1211	Industrial Electricity	4
WEL	1203	Practical Welding	4

Second Semester			**Credit Hours 20**
CAD	1210	Computer Aided Drafting I	3
ENG	1111	Composition I[1]	
		OR	
ENG	1201	Communications[1]	3
MAC	2231	Introduction to CNC	3
MAN	1204	Manufacturing Materials & Processes	4
MAN	1215	Mechanical Drives	3
MTH	1201	Technical Mathematics[1]	V4

Third Semester			**Credit Hours 15**
DAP	1201	Business Computer Systems	3
GEN	2297	Employment Skills[1]	V2
MAC	1203	Precision Measurement	3
MAN	2202	Leadership	V3
MAN	2211	Programmable Logic Controllers	4

Fourth Semester			**Credit Hours 9**
MAN	2201	Quality Concepts and Techniques	V2
PHY	1111	Technical Physics I[1]	4
PSY	1103	Business Psychology[1] **OR**	3
PSY	1101	General PsychologyI[1]	
Total Credit Hours			**63**

[1]General Education Hours (16)

Recommended Electives:

EGR	1131	Engineering and Graphics & Design	3
MAC	1208	Intermediate Machine Processes	6
MAC	2232	Advanced CNC Training	3
MAN	1205	Predictive Maintenance	4
MAN	2212	Industrial Automation I	3
MAN	1221	Motors/Motor Controls	V4
MAN	2203	Organizational Behavior	3
MAN	2206	Introduction to Design Concepts	4
MAN	2210	Stamping and Molding	6
MAN	1206	Hydraulics & Pneumatics	4
MAN	2208	3D Contouring	3
MAN	1207	Introductions to HVAC	3
MAN	2214	Industrial Automations II	4
MAN	2215	Robotics & Vision Systems	4
MAN	1210	Raw Materials	3

ADVANCED CNC PROGRAMMING (MANUF) CERTIFICATE C566

FCC	LTC	OCC	✓ WVC	Online

Computer control programmers and operators use computer numerically controlled (CNC) machines to cut and shape precision products. CNC machines operate by reading the code included in a computer controlled module, which drives the machine tool and performs the functions of forming and shaping a part. CNC machines include machining tools such as lathes, multi-axis spindles, milling machines, laser cutting machines, and wire electrical discharge machines. Program prerequisites: Advanced Manufacturing degree completion, CAD 1210, Computer Aided Drafting I, and MAC 2231, Introduction to CNC.

Program Requirements			**Credit Hours 9**
EGR	1131	Engineering Graphics & Design	3
MAC	2232	Advanced CNC Training	3
MAN	2208	3D Contouring	3
Total Credit Hours			**9**

ADVANCED MACHINING (MANUF) CERTIFICATE C557

Advanced Machining prepares graduates to enter the occupation at a high level of proficiency and to advance at a rapid rate in industry. Job titles include: tool and die maker apprentice, jig and fixture repairman, quality control inspector, machine operations specialist, CNC machinist, and general machine operator. Program prerequisites include: Advanced Manufacturing degree completion and MAN 1201, Introduction to Machining, and MAN 2231, Introduction to CNC.

Program Requirements			**Credit Hours 12**
MAC	1208	Interm Machine Processes	6
MAN	2210	Stamping and Molding	6
Total Credit Hours			**12**

AUTOMATION (MANUF) CERTIFICATE C559

The Automation certificate incorporates a combination of industrial components designed to prepare the student for positions in the manufacturing/production sectors of industry. The Robotics and Automation Specialization offers training in the automation maintenance areas of Industrial Automation, PLCS, and Robotics. This program gives individuals the background to work as assistants to engineers, liaisons between engineers and skilled craftsmen, and plant maintenance specialists. Program prerequisite: Advanced Manufacturing degree completion, MAN 1211, Industrial Electricity, and MAN 2211, Programmable Logic Controllers.

Program Requirements			**Credit Hours 12**
MAN	2212	Industrial Automation I	4
MAN	2214	Industrial Automation II	4
MAN	2215	Robotics & Vision Systems	4
Total Credit Hours			**12**

INDUSTRIAL LEADERSHIP & ORGANIZATION (MANUF) CERTIFICATE C567

FCC	LTC	OCC	✓ WVC	Online

The Industrial Leadership and Organization concentration provides accessible, responsive, and quality education and training that qualifies individuals for professional positions within industrial management/leadership. In doing so, the Industrial Leadership concentration provides students an understanding and appreciation of the functions of leadership relative to decision making, human resources, and budgeting. The concentration also provides students with opportunities for professional growth and a strong foundation for continued educational achievement.

Program Requirements			**Credit Hours 16**
ACC	1101	Applied Accounting	4
BUS	2201	Principles of Management	3
		OR	
MAN	1216	Principles of Industrial Mgmt	3
BMG	2204	Human Resource Management	3
DAP	1201	Business Computer Systems	3
MAN	2203	Organizational Behavior	3
Total Credit Hours			**16**

MANUFACTURING DESIGN (MANUF) CERTIFICATE C556

Manufacturing Design Technicians are key members of the engineering team that designs and produces a wide variety of products. Assignments may include traditional drafting, CAD, implementing engineering directives, material or product testing, and customer service. Program prerequisites include: Advanced Manufacturing degree completion and EDR 1202, Mechanical Blueprint Reading; CAD 1210, Computer Aided Drafting I; and MAN 1204, Manufacturing Materials and Processes.

Program Requirement			**Credit Hours 7**
EGR	1131	Engineering Graphics & Design	3
MAN	2206	Introduction to Design Concepts	4
Total Credit Hours			**7**

RELIABILITY MAINTENANCE (MANUF) CERTIFICATE C558

Reliability Maintenance provides accessible, quality, affordable, and occupationally-driven courses that relate to maintenance and down time in a manufacturing environment. The primary emphasis of this concentration is the preparation for the installation, troubleshooting, repair, and maintenance of electrical, mechanical, and fluid power systems in a manufacturing environment. Program prerequisites: Advanced Manufacturing degree completion and MAN 1211, Industrial Electricity and MAN 1215, Mechanical Drives.

Program Requirements			**Credit Hours 15**
MAN	1205	Predictive Maintenance	4
MAN	1206	Hydraulics & Pneumatics	4
MAN	1207	Introduction to HVAC	3
MAN	1221	Motors/Motor Control	4
Total Credit Hours			**15**

AGRICULTURAL TECHNOLOGY/BUSINESS (AGB) *ASSOCIATE IN APPLIED SCIENCE DEGREE* *D115*

FCC	LTC	OCC	✓ WVC	Online

Graduates of the Agricultural Technology Business option program qualify for a variety of rewarding positions. Areas of employment encompass agricultural sales, marketing, mid-management at dealerships or distributorships, research, or other agricultural positions. Job opportunities include operational or mid-management positions at agricultural suppliers of feed, seed, fertilizer, chemicals, grain, equipment, and other products and services.

Upon completion of this program, students should be able to communicate with other people, demonstrate a general knowledge of crop and livestock production, understand the problems of agriculture, be aware of the new developments in farming, and develop skills in marketing, management, and financing in agri-business.

First Semester			**Credit Hours 15**
AGR	1111	Introduction to Soil Science[1]	4
		OR	
GEL	1112	Physical Geology[1]	
AGR	1112	Introduction to Agronomy	4
AGR	1121	Introduction to Animal Science	4
		English Gen Ed Elective[1]	3

Second Semester			**Credit Hours 15**
AGR	1201	Ag Business Seminar I	1
AGR	1213	Soil Fertility & Fertilizers	3
AGR	1214	Crop Protection	3
AGR	1261	Supervised Occupational Experience I	V2
AGR	2252	Advanced Computers in Agriculture	3
		Math Gen Ed Elective[1]	3

Summer Semester			**Credit Hours 9**
AGR	1132	Intro to Agricultural Economics[1]*	3
AGR	1210	Precision Agriculture	3
AGR	1262	Supervised Occupational Experience II	V2
AGR	2202	Ag Business Seminar II	1

Third Semester			**Credit Hours 17**
AGR	1231	Ag Records and Analysis	3
AGR	2203	Ag Business Seminar III	1
AGR	2221	Animal Nutrition	3
AGR	2234	Agricultural Finance	3
AGR	2241	Agricultural Salesmanship	2
AGR	2242	Agricultural Marketing	3
AGR	2263	Supervised Occupational Experience III	V2

Fourth Semester			**Credit Hours 13**
AGR	2204	Ag Business Seminar IV	1
AGR	2235	Agribusiness Management	3
AGR	2264	Supervised Occupational Experience IV	V2
AGR	2292	Machinery Repair, Adjust & Safety	3
EDU	1108	Standard Red Cross First Aid	2
GEN	2297	Employment Skills[1]	V2

Total Credit Hours	**69**

[1]General Education Hours (15)

*Accepted at SIU-C as a social science gen ed

Recommended electives:

AGP	2243	Farm Futures Markets	2
AGR	1110	Intro to Agricultural Ed	3
AGR	1191	Introductory Agricultural Mechanization	3
AGR	1200	Agricultural Occupations	1
AGR	1205	Intro to Floral Design	3
AGR	1215	Ag Chem Applicator	2
AGR	1221	Turf & Landscape Management	3
AGR	1233	Agricultural Law	3
AGR	1281	Intro Geographical Information Sys	3
HRT	1208	Introduction to Horticulture	3
TRK	1210	CDL Exam Preparation	1

AGRICULTURAL TECHNOLOGY/PRODUCTION (AGP) ASSOCIATE IN APPLIED SCIENCE DEGREE D125

FCC	LTC	OCC	✓ WVC	Online

The Agricultural Technology Production option program prepares students for careers in farming and farm-related occupations. Besides farming, other entry-level occupations that program graduates may seek include agricultural extension, agricultural communication, farm management, agricultural finance, agricultural production, soil and water conservation technicians, and positions in agricultural service and supply industries.

Students completing the program will have received a thorough education in basic agricultural sciences, such as soils, fertilizers, chemicals, animal nutrition, agronomy, animal science, and crop production. Students also will be prepared to meet the managerial, financial, and marketing challenges associated with farming. Program flexibility also allows students to upgrade their farm mechanics skills and to participate in livestock evaluation activities.

First Semester			**Credit Hours 15**
AGR	1111	Introduction to Soil Science[1]	4
		OR	
GEL	1112	Physical Geology[1]	
AGR	1112	Introduction to Agronomy	4
AGR	1121	Introduction to Animal Science	4
		English Gen Ed Elective[1]	3

Second Semester			**Credit Hours 15**
AGP	1201	Agri-Production Seminar I	1
AGP	1261	Supervised Occupational Experience I	V2
AGR	1213	Soil Fertility & Fertilizers	3
AGR	1214	Crop Protection	3
AGR	2252	Advanced Computers in Agriculture	3
		Math Gen Ed Elective[1]	3

Summer Semester			**Credit Hours 9**
AGP	1262	Supervised Occupational Experience II	V2
AGP	2202	Agri-Production Seminar II	1
AGR	1132	Intro to Agricultural Economics[1]*	3
AGR	1210	Precision Agriculture	3

Third Semester			**Credit Hours 16**
AGP	2203	Agri-Production Seminar III	1
AGP	2263	Supervised Occupational Experience III	V2
AGR	1231	Ag Records and Analysis	3
AGR	2221	Animal Nutrition	3
AGR	2234	Agricultural Finance	3
AGR	2242	Agricultural Marketing	3
		Agriculture Elective	1

Fourth Semester			**Credit Hours 15**
AGP	1215	Crop Production	3
AGP	1232	Advanced Farm Management	3
AGP	2204	Agri-Production Seminar IV	1
AGP	2264	Supervised Occupational Exp IV	V1
AGR	2292	Mach. Repair, Adjust & Safety	3
EDU	1108	Standard Red Cross First Aid	2
GEN	2297	Employment Skills[1]	V2

Total Credit Hours 70

[1]General Education Hours (15)

*Accepted at SIU-C as a social science gen ed

Recommended electives:

AGP	2243	Farm Futures Markets	2
AGR	1110	Intro to Agricultural Ed	3
AGR	1191	Introductory Agricultural Mechanization	3
AGR	1200	Agricultural Occupations	1
AGR	1205	Intro to Floral Design	3
AGR	1215	Ag Chem Applicator	2
AGR	1221	Turf & Landscape Management	3
AGR	1233	Agricultural Law	3
AGR	1281	Intro Geographical Information Sys	3
HRT	1208	Introduction to Horticulture	3
TRK	1210	CDL Exam Preparation	1

ALTERNATIVE FUELS (ENRGY) CERTIFICATE C122

FCC	LTC	OCC	✓ WVC	Online

Potential customers for an alternative/biofuels program cross many industries including those in energy (ethanol, biodiesel, electricity distribution, solar, and wind), food processing, chemical processing, biological processing, and associated service industries. Potential employment settings include ethanol plants, refineries, commodity manufacturing plants, and energy processing and distribution plants. Specific classes of job categories include typical manufacturing plant positions such as engineering, technicians, process operators, process technicians, maintenance technicians, and science technicians.

This certificate is a specialized program that requires strong skills with a foundation in math, science, communications, computing, and management.

First Semester			**Credit Hours 5**
EDU	1108	Standard Red Cross First Aid	2
ENR	1201	Introduction to Energy	3

Second Semester			**Credit Hours 9**
ENR	1203	Alternative Fuel Productions	V2
ENR	1205	Effects of Alternative Fuels	3
LSC	1105	Environmental Biology	4

Total Credit Hours 14

AUTO SERVICE TECHNOLOGY I (AUM) *CERTIFICATE* *C531*

AUTO SERVICE TECHNOLOGY II (AUM) *CERTIFICATE* *C532*

FCC	LTC	✓ **OCC**	WVC	Online

The intent of this certificate program is to provide students with specialized automotive certificates that are either stand-alone programs or serve as ladders to the degree program. The degree and the certificates meet NATEF Standards for ASE Certification.

The automotive industry is one of the largest industries in the United States. It creates 6.6 million direct and spin-off jobs. Job titles include: ASE Master Mechanic; auto mechanic, automotive Service Technician, Automotive Technician, Certified ASE Master Automotive technician; Master Auto Technician; shop foreman; auto repair and maintenance shops; automobile dealers; retailers and wholesalers of automotive parts, accessories, and supplies; home and auto supply stores; automotive equipment rental and leasing companies; federal, state, and local government; and automotive small business owners.

Auto Service Technology I C531

First Semester			**Credit Hours 18**
AUM	1250	Auto Tech Orientation	1
AUM	1255	Auto Electrical I	V5
AUM	1265	Automotive Engines	V5
AUM	2224	Power Accessories	2
AUM	2275	Auto Electrical II	5
Second Semester			**12**
AUM	1201	Engine Performance I	V 3
AUM	1260	Engine Performance II	V 3
AUM	2222	Engine Performance Diagnosis	3
AUM	2250	Shop Organization & Management	V3
Total Credit Hours			**30**

Auto Service Technology II C532

First Semester			**Credit Hours 13**
AUM	2270	Automotive Brakes	4
AUM	2276	Hybrid & Alternative Fuels	3
AUM	2280	Steering & Suspension Systems I	3
AUM	2285	Steering & Suspension Systems II	3
Second Semester			**Credit Hours 13**
AUM	1270	Automotive Air Conditioning	V4
AUM	2260	Drive Trains I	4
AUM	2265	Drive Trains II	5
Total Credit Hours			**26**

LIGHT VEHICLE DIESEL SERVICE (AUM) *CERTIFICATE* *C533*

✓ **FCC**	LTC	✓ **OCC**	WVC	Online

The focus of this certificate is to provide students with practical, real world coverage of topics they will use in the workplace. The diesel courses will provide the most current, relevant, and practical information concerning a new generation of light-duty diesel engines. The certificate takes a comprehensive look at all the newest diesel engine systems from the air intake to fuel injection, cooling, lubrication, and exhaust systems.

Requirements			**Credit Hours 6**
AUM	**1271**	**Automotive Diesel Engines**	**3**
AUM	1272	Automotive Diesel Performance	3
Total Credit hours			**6**

AUTO LIGHT REPAIR TECH (AUM) CERTIFICATE C523

✓ FCC	LTC	OCC	WVC	Online

The Auto Light Repair Tech program comes directly from standards set by the National Automotive Technician Education Foundation (NATEF). This certificate provides suitable training for employment in the automotive light repair industry such as lube shop technicians, tire shop technicians, detail work at dealerships, and parts stores. This certificate and the included courses have been evaluated by NATEF (National Automotive Technicians Education Foundation) and have met all required guidelines. NATEF has awarded this automotive program the MASTER ASE level of certification.

First Semester			**Credit Hours 7**
AUM	1200	Automotive Topics	V2
AUM	1238	Engine Service	5

Second Semester			**Credit Hours 4**
AUM	1243	Drive Train Fundamentals	2
AUM	1244	Steering & Suspension Basics	2

Third Semester			**Credit Hours 4**
AUM	2223	Brake Systems	4

Fourth Semester			**Credit Hours 2**
AUM	1240	Electrical Basics	**2**

Total Credit Hours 17

SERVICE MAINTENANCE (AUM) CERTIFICATE C524

The Service Maintenance certificate allows students another completion point for those who are not interested in completing the Automotive Technology degree program. This certificate will assist with entry level automotive positions such as automotive service technician, home and auto supply stores, automotive rental/leasing companies, parts manager, service managers, and automotive small business owners. This certificate and the included courses have been evaluated by NATEF (National Automotive Technicians Education Foundation) and have met all required guidelines. NATEF has awarded this automotive program the MASTER ASE level of certification.

First Semester			**Credit Hours 6**
AUM	1200	Automotive Topics	V1
AUM	1236	Electrical Fundamentals	5

Second Semester			**Credit Hours 3**
AUM	1235	Fuel Systems	3

Third Semester			**Credit Hours 4**
AUM	2223	Brake Systems	4

Fourth Semester			**Credit Hours 4**
AUM	2290	Steering & Suspension Systems	4

Total Credit Hours 17

AUTOMOTIVE SERVICE SPECIALIST (AUM) *CERTIFICATE* *C526*

✓ FCC	LTC	OCC	WVC	Online

The Automotive Service Specialist certificate is intended to provide students with specialized skills for the automotive industry. This certificate and the included courses have been evaluated by NATEF (National Automotive Technicians Education Foundation) and have met all required guidelines. NATEF has awarded this automotive program the MASTER ASE level of certification.

First Semester			**Credit Hours 13**
AUM	1235	Fuel Systems	3
AUM	1236	Electrical Fundamentals	5
AUM	2220	Ignition & Computer Systems	5

Second Semester			**Credit Hours 12**
AUM	1237	Emissions Systems	3
AUM	1238	Engine Service	5
AUM	1239	Air Conditioning & Heating	4

Third Semester			**Credit Hours 11**
AUM	2222	Engine Performance Diagnosis	3
AUM	2223	Brake Systems	4
AUM	2290	Steering & Suspension Systems	4

Fourth Semester			**Credit Hours 15**
AUM	1200	Automotive Topics	V1
AUM	2230	Automotive Internship	V3
AUM	2224	Power Accessories	2
AUM	2225	Drive Trains	4
AUM	2228	Auto Transmission & Transaxles	5

Total Credit Hours	**51**

AUTOMOTIVE SERVICE TECHNOLOGY (AUM) ASSOCIATE IN APPLIED SCIENCE DEGREE D520

FCC	LTC	✓ OCC	WVC	Online

The Automotive Service Technology program is designed for students who want to become technicians in general automotive repair. Jobs that are available include automotive technicians at dealerships, independent garages, automotive specialty shops, and parts-related businesses. The pay rate may be figured on a commission basis which promotes speed and dependability. Employment of service technicians is expected to increase due to the service requirements and complexity of the automobile. Upon completion, the student may transfer to selected senior institutions to complete a four-year degree and be eligible as a manufacturer's service representative, an automotive instructor, and other associated automotive management positions. The student must provide an approved tool set, and safety glasses. These courses meet NATEF (National Automotive Technicians Education Foundation) standards.

First Semester			**Credit Hours 18**
AUM	1250	Automotive Tech Orientation	1
AUM	1255	Auto Electrical I	V5
AUM	1265	Automotive Engines	V5
AUM	2224	Power Accessories	2
AUM	2275	Auto Electrical II	5

Second Semester			**Credit Hours 16**
AUM	1201	Engine Performance I	V3
AUM	1260	Engine Performance II	V3
AUM	2222	Engine Performance Diagnosis	3
AUM	2250	Shop Organization & Management	V3
MTH	1201	Technical Mathematics[1]	V4

Third Semester			**Credit Hours 16**
AUM	2270	Automotive Brakes	4
AUM	2276	Hybrid & Alternative Fuels	3
AUM	2280	Steering and Suspension Systems I	3
AUM	2285	Steering and Suspension Systems II	3
ENG	1201	Communications[1] **OR**	
ENG	1101	Introduction to Composition[1]	3

Fourth Semester			**Credit Hours 23**
AUM	1270	Automotive Air Conditioning	V4
AUM	2215	Automotive Service Internship	V2
AUM	2260	Drive Trains I	4
AUM	2265	Drive Trains II	V5
GEN	2297	Employment Skills[1]	2
		Social Science Gen Ed Elective[1]	3
		Humanities General Education[1]	3
Total Credit Hours			**73**

[1] General Education Hours (15)

Recommended Core Electives

AUM	1222	Automotive Parts & Service	3
AUM	1228	4-Wheel Drive Service & Repair	3
AUM	1220	Selected Study in Auto Repair	3
AUM	1215	Auto Skill Development	3

AUTOMOTIVE TECHNOLOGY (AUM) ASSOCIATE IN APPLIED SCIENCE DEGREE ***D522***

✓ FCC	LTC	OCC	WVC	Online

The Automotive Technology degree program will provide students with basic to advanced automotive skills. Students completing the degree can find employment as an auto mechanic, automotive service technician, automotive technician, shop foreman, etc. Jobs can be found in automotive dealerships, auto repair and maintenance shops, retailers and wholesalers of automotive parts, accessories, and supplies, home and auto supply stores, automotive equipment rental and leasing companies, federal, state, and local governments, and automotive small business owners. Upon degree completion, the student may transfer to selected senior institutions to complete a baccalaureate degree. This program and the included courses have been evaluated by NATEF (National Automotive Technicians Education Foundation) and have met all required guidelines. NATEF has awarded this automotive program the MASTER ASE level of certification.

First Semester			**Credit Hours 17**
AUM	1235	Fuel Systems	3
AUM	1236	Electrical Fundamentals	5
AUM	2220	Ignition & Computer Systems	5
MTH	1201	Technical Mathematics[1]	V4
Second Semester			**Credit Hours 16**
AUM	1237	Emissions Systems	3
AUM	1238	Engine Service	5
AUM	1239	Air Conditioning & Heating	4
PHY	1110	Survey of Physics[1]	
		OR	
PHY	1111	Technical Physics I[1]	4
Third Semester			**Credit Hours 17**
AUM	2222	Engine Performance Diagnosis	3
AUM	2223	Brake Systems	4
AUM	2290	Steering & Suspension Systems	4
ENG	1111	Composition I[1]	
		OR	
ENG	1201	Communications[1]	3
SPE	1101	Fundamentals of Effective Speaking[1]	
		OR	
SPE	1111	Interpersonal Communications[1]	3
Fourth Semester			**Credit Hours 18**
AUM	1200	Automotive Topics	V2
AUM	2224	Power Accessories	2
AUM	2225	Drive Trains	4
AUM	2228	Auto Transmission & Transaxles	5
AUM	2230	Automotive Internship	V3
		General Education Elective[1]	2
Total Credit Hours			**68**

[1] General Education Hours (16)

BASIC QUALITY MANUFACTURING SKILLS (IQM) CERTIFICATE C277

✓ FCC	LTC	OCC	WVC	Online

The Basic Quality Manufacturing Skills certificate is designed to train individuals entering the industrial workplace for the first time.

First Semester			**Credit Hours 12**
BMG	1201	Participative Management Team Techniques	2
CIS	1101	Introduction to Computers & Their Applications	2
ENG	1201	Communications	3
MTH	1201	Technical Mathematics	3
QAC	1204	Dimensional Metrology & Blueprint Interpretation	2
Total Credit Hours			**12**

COAL MINING MAINTENANCE I (CMM1) *CERTIFICATE* *C505*

FCC	LTC	OCC	✓ WVC	Online

The Coal Mining Maintenance I certificate program is designed to prepare students to fulfill specific job requirements in production-management and maintenance areas of various industries.

Students who complete the certificate program should qualify for technical-level positions in industries in maintenance and/or production-management. Typical job titles would include electrician, repairman, mine manager, mine examiner, section foreman, fluid power technician, and maintenance technician.

First Semester			**Credit Hours 12**
CMT	2226	Mine Welding II	4
CMT	2230	Mine Hydraulics I	4
CMT	2250	Mine Electrical Maintenance I	4

Second Semester			**Credit Hours 12**
CMT	2210	Mine Machine Repair I	4
CMT	2240	Mine Hydraulics II	4
CMT	2260	Mine Electrical Maintenance II	4

Total Credit Hours 24

COAL MINING TECHNOLOGY PROD. MGMT. (CMT) CERTIFICATE C290

FCC	LTC	OCC	✓ WVC	Online

The Coal Mining Technology certificate programs are designed to prepare students to fulfill specific job requirements in production-management and maintenance areas of various industries.

Students who complete the certificate program(s) should qualify for technical-level positions in industries in maintenance and/or production-management. Typical job titles would include electrician, repairman, mine manager, mine examiner, section foreman, fluid power technician, and maintenance technician.

First Semester			**Credit Hours 15**
CMT	1210	Accident Prevention	4
CMT	1230	First Aid	4
CMT	1260	Mining Problems	3
CMT	1280	Management Skills in Mining	4

Second Semester			**Credit Hours 15**
CMT	1220	Roof Control	3
CMT	1240	Mining Law	4
CMT	1250	Mine Ventilation	4
CMT	1290	Supervisory Skills in Mining	4

Total Credit Hours 30

COAL MINING TECHNOLOGY (CMT) CERTIFICATE C297

FCC	LTC	OCC	✓ WVC	Online

The Coal Mining Technology certificate provides introductory core courses in coal mining technology. Job opportunities through the certificate program are the same opportunities as listed for the degree and include: maintenance foreman, repairman, miner, and various mine technician positions. Machine repair, welding, hydraulics, and electrical skills achieved in this program are transferrable to occupations outside the mining industry.

First Semester			**Credit Hours 14**
CMT	1200	Introduction to Mining	V3
CMT	1210	Accident Prevention	V4
CMT	1220	Roof Control	V3
CMT	1240	Mining Law	V4

Second Semester			**Credit Hours 15**
CMT	1250	Mine Ventilation	V4
CMT	1230	First Aid	V4
CMT	2210	Mine Machine Repair I	V4
CMT	2290	Mining Systems	V3

Total Credit Hours 29

COAL MINING TECHNOLOGY (CMT) *ASSOCIATE IN APPLIED SCIENCE DEGREE* *D295*

FCC	LTC	OCC	✓ WVC	Online

Coal Mining Technology prepares the student for a rewarding career in the mining industry. The program is also offered through cooperative agreements at the following community colleges: Southwestern Illinois College, John A. Logan College, Kaskaskia Community College, Lake Land College, Lewis and Clark College, Lincoln Land Community College, and Southeastern Illinois College. The Illinois Department of Mines and Minerals, the U.S. Bureau of Mines, MSHA, United Mine Workers of America, and various coal companies have worked closely with Wabash Valley College in the development of the program.

Job opportunities for graduates in the mining industry include: maintenance foreman, repairman, miner, and various mine technician positions. Machine repair, welding, hydraulics, and electrical skills achieved in this program are transferable to occupations outside the mining industry.

The credits earned in the Coal Mining Technology program transfer into the Industrial Technology and Vocational Education Programs at Southern Illinois University–Carbondale (SIU-C). Graduates are eligible for Capstone credit through SIU-C.
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First Semester			**Credit Hours 14**
CMT	1200	Introduction to Coal Mining	V3
CMT	1250	Mine Ventilation	V4
CMT	2250	Mine Electrical Maintenance I	V4
MTH	1201	Technical Math[1]	V3

Second Semester			**Credit Hours 15**
CMT	1220	Roof Control	V3
CMT	1240	Mining Law	V4
CMT	2210	Mine Machinery Repair I	V4
CMT	2260	Mine Electrical Maintenance II	V4

Third Semester			**Credit Hours 15**
CMT	1230	First Aid	V4
CMT	2230	Mine Hydraulics I	V4
CMT	2290	Mining Systems	V4
		Science Gen Ed Elective[1]	3

Fourth Semester			**Credit Hours 16**
CMT	1210	Accident Prevention	V3
CMT	2240	Mine Hydraulics II	V4
		Communications Gen Ed Elective[1]	3
		Humanities Gen Ed Elective[1]	3
		Social Science Gen Ed Elective[1]	3

Total Credit Hours 60

[1] General Education Hours (15)

COLLISION REPAIR TECHNOLOGY (AUB) *ASSOCIATE IN APPLIED SCIENCE DEGREE* *D515*

FCC	LTC	✓ OCC	WVC	Online

The Collision Repair Technology degree program is designed to prepare auto body specialists for the repair of body and frame damage of vehicles. Repairing damaged motor vehicles by removing dents, straightening bent frames, and using replacement parts are included in this curriculum.

Entry into the program will normally be the first or third semester since the program alternates its offerings each year. The first and second semester courses are offered every other year, with the third and fourth semester courses being taught during the year between. Because of the nature of the repair in the auto body shop, the student will often be required to use his/her acquired skills in nearly every class that is taken. As an example, panel replacement will also require students to prepare and finish the panel in order to complete the project.

First Semester			**Credit Hours 17**
AUB	1200	Auto Body Orientation	2
AUB	1204	Body Preparation & Finish I	5
AUB	1224	Collision Repair Electrical Systems	3
AUB	1226	Minor Auto Body Repair & Refinishing	3
WEL	1210	Gas Metal Arc Welding	2
WEL	1260	Combination Welding I	2

Second Semester			**Credit Hours 13**
AUB	1202	Auto Body Repair I	4
AUB	1214	Shop Organization & Management	3
AUM	1270	Automotive Air Conditioning	4
PEG	1137	First Aid & Safety Education	2

Third Semester			**Credit Hours 18**
AUB	1210	Glass Replacement	2
AUB	2200	Body Preparation & Finish II	5
AUB	2212	Panel Replacement	4
MTH	1201	Technical Mathematics[1] **OR**	
		College Level Math[1]	V4
		Social Science Gen Ed Elective[1]	3

Fourth Semester			**Credit Hours 21**
AUB	2202	Steering & Suspension Systems	4
AUB	2204	Frame & Chassis Alignment	5
AUB	2215	Auto Body Internship**	4
ENG	1111	Composition I[1] **OR**	
ENG	1201	Communications[1]	3
GEN	2297	Employment Skills[1]	2V
		General Education Elective[1]	3

Total Credit Hours	**69**

[1] General Education Hours (15)

**Internship is variable from 0.5 to 6 hours credit and may require purchasing basic tool set and toolbox.

COMPUTER SECURITY & FORENSICS (MSS) CERTIFICATE C239

FCC	✓ LTC	OCC	WVC	Online

The Computer Security & Forensics program is a certificate option that is part of the Computer Telephony degree program. Graduates will be able to investigate computer crimes and incidents and accurately analyze and report findings.

First Semester			**Credit Hours 13.5**
CIS	1104	Intro to Online Learning	.5
CTY	1201	CompTIA+ PC Technician I	3
ENG	1212	Technical Writing	V3
JUS	2201	Criminal Investigations I	3
MTH	1201	Technical Mathematics	V4

Second Semester			**Credit Hours 17**
CTY	2201	CompTIA+ PC Technician II	3
CTY	2205	CompTIA Net+ Technician	4
CTY	2214	Cisco Technician Essentials I	3
CTY	2226	Computer Ethics	3
CTY	2227	Computer Forensics	4

Total Credit Hours	**30.5**

COMPTIA HARDWARE A+ (CTY) CERTIFICATE C482

FCC	✓ LTC	OCC	WVC	Online

The CompTIA Hardware A+ certificate is a course of study aligned with the Computer Telephony degree. Students will be trained in computer hardware, operating systems and basic networking concepts. Specific skills will include configuring, installing, upgrading, diagnosis, repair, preventative maintenance, and safety. Students are also able to prepare and take the industry standard CompTIA A+ certification two-part exam as part of the curriculum. Optional internship or job shadowing opportunities are available to provide additional training by placing students in jobs with computer telephony-related companies and organizations.

First Semester			**Credit Hours 7.5**
CIS	1104	Intro to Online Learning	.5
CTY	1201	CompTIA A+ PC Technician I	3
CTY	1275	Essential Computer Skills	V2
TEL	1263	Introduction to Switching Technology	2

Second Semester			**Credit Hours 8**
CTY	2201	Comp TIA A+ PC Technician II	3
TEL	2263	Structured Cabling Systems	1
MTH	1201	Technical Mathematics	V4

Summer Semester			**Credit Hours 1.5**
CTY	2211	A+ & PC Pro Exam Prep	1.5

Total Credit Hours 17

COMPTIA NETWORK+ (CTY) CERTIFICATE C483

The CompTIA Network+ certificate is a course of study aligned with the Computer Telephony degree. This certificate builds upon the CompTIA Hardware A+ certificate, giving students more experience with installing, maintaining, and troubleshooting networking components and devices. Students will be trained in computer hardware, operating systems, fiber optics and advanced networking concepts. Specific skills will include configuring, installing, upgrading, diagnosis, repair, preventative maintenance, and safety. Students are also able to prepare and take the industry standard CompTIA A+ and Network+ certification exams as part of the curriculum. Optional internship or job shadowing opportunities are available to provide additional training by placing students in jobs with computer telephony-related companies and organizations.

First Semester			**Credit Hours 12.5**
CIS	1104	Intro to Online Learning	.5
CTY	1201	CompTIA A+ PC Technician I	3
CTY	1275	Essential Computer Skills	V2
MTH	1201	Technical Mathematics	V4
TEL	2264	Intro to Fiber Optics	3

Second Semester			**Credit Hours 8**
CTY	2201	CompTIA A+ PC Technician II	3
CTY	2205	CompTIA Net+ Technician	4
TEL	2263	Structured Cabling Systems	1

Summer Semester			**Credit Hours 3**
CTY	2211	A+ & PC Pro Exam Prep	1.5
CTY	2212	Net+ & Network Pro Exam Prep	1.5

Total Credit Hours 23.5

COMPUTER TELEPHONY (CTY) CERTIFICATE C484

FCC	✓ LTC	OCC	WVC	Online

The Computer Telephony certificate is a course of study for individuals who desire employment as entry-level computer technicians, entry-level IT technicians, and telephony based interconnect and central office technicians. Students will be trained in computer hardware and software, LANs, and telephony central office and interconnect services. Specific skills will include configuring, installing, upgrading, diagnosis, repair, preventative maintenance, and safety. Computer Telephony certificate students have the option to prepare and take the industry standard CompTIA A+ and Network+ certification exams. Students are also eligible to participate in optional internship or job shadowing opportunities which can provide additional training by placing students in jobs with computer telephony-related companies and organizations.

First Semester			**Credit Hours 17.5**
CIS	1104	Intro to Online Learning	.5
CTY	1201	CompTIA A+ PC Technician I	3
CTY	1275	Essential Computer Skills	V2
GEN	1221	Occupational Safety	2
MTH	1201	Technical Mathematics	V4
TEL	1263	Introduction to Switching Technology	2
TEL	1273	Electronics in Telecom	4

Second Semester			**Credit Hours 14**
CTY	2201	CompTIA A+ PC Technician II	3
CTY	2205	CompTIA Net+ Technician	4
TEL	1272	Business Comm Systems I	3
TEL	1274	Station Installation	3
TEL	2263	Structured Cabling Systems	1

Total Credit Hours 31.5

COMPUTER TELEPHONY (CTY) *ASSOCIATE OF APPLIED SCIENCE* *D449*

FCC	✓ LTC	OCC	WVC	Online

The Computer Telephony degree program is a course of study for individuals who desire employment as computer technicians, entry-level IT technicians, and telephony technicians. Students will be trained in computer hardware and software, LAN/WAN networks, and telephony central office and interconnect services. Specific skills will include configuring, installing, upgrading, diagnosis, repair, preventive maintenance, and safety. Students are also able to prepare and take industry standard CompTIA A+, Network+, and Cisco CCENT certification exams as part of the curriculum. Optional internship or job shadowing opportunities provide additional training by placing students in jobs with computer telephony related companies and organizations.

First Semester			**Credit Hours 17.5**
CIS	1104	Intro to Online Learning	.5
CTY	1201	CompTIA A+PC Technician I	3
CTY	1275	Essential Computer Skills	V2
GEN	1221	Occupational Safety	2
MTH	1201	Technical Mathematics[1]	V4
TEL	1263	Intro to Switching Technology	2
TEL	1273	Electronics in Telecom	4

Second Semester			**Credit Hours 17**
CTY	2201	Comp TIA A+PC Technician II[2]	3
CTY	2205	CompTIA Net+ Technician[2]	4
TEL	1272	Business Comm Systems I	3
TEL	1274	Station Installation	3
TEL	2263	Structured Cabling Systems	1
		Social Science/Humanities General Education Elective[1]	3

Summer Semester			**Credit Hours 3**
CTY	2211	A+ & PC Pro Exam Prep	1.5
CTY	2212	Net+ & Network Pro Exam Prep	1.5

Third Semester			**Credit Hour 18**
CTY	2214	Cisco Technician Essentials I	3
ENG	1201	Communications[1]	3
TEL	2264	Intro to Fiber Optics	3
TEL	2287	IP Convergence	2
TEL	2292	Business Comm Systems II[2]	4
TEL	2293	Advanced Switching Technology	3

Fourth Semester			**Credit Hours 16**
CTY	2215	Cisco Technician Essentials II[2]	3
CTY	2216	Cisco CCENT Exam Prep[2]	1
CTY	2250	Healthcare IT	2
GEN	2297	Employment Skills[1]	V3
TEL	2282	TDM Switching Technology	3
		Math/Science General Education Elective	4

Total Credit Hours	**71.5**

[1]General Education Hours (17)

[2]Prerequisities:

CTY 2201 has a prerequisite of CTY 1201

CTY 2205 has a prerequisite of CTY 1201 and concurrent enrollment in CTY 2201

CTY 2215 has a prerequisite of CTY 2214

CTY 2216 has a prerequisite of CTY 2215

TEL 2292 has a prerequisite of TEL 1272

CONSTRUCTION: LABORER (LABOR) CERTIFICATE C207

FCC	LTC	OCC	✓ WVC	Online

MUST BE A UNION APPRENTICE. Illinois Laborers and Contractors for southeastern Illinois is located in McLeansboro, IL. Also, students seeking admission must meet the admission requirements of the Bureau of Apprenticeship Training, U.S. Department of Labor, and Illinois Eastern Community Colleges. For further information concerning apprenticeship training, contact Local Labor Union McLeansboro at 866-317-1197, the Dean of Workforce Education/Wabash Valley College or the Associate Dean of Career & Technical Education Programs/District Office.

Requirements			**Credit Hours 42**
LBR	1201	Labor Craft Orientation	2
LBR	1202	Occupational Safety & Health	1
LBR	1203	Mason Tending	3
LBR	1204	Concrete Practices/ Procedures	3
LBR	1205	Asphalt Tech & Construction	3
LBR	1210	Apprenticeship I	3
LBR	1206	Principles of Pipelaying	3
LBR	1207	Highway Construction Plans	3
LBR	1208	Asbestos Abatement	3
LBR	1215	Apprenticeship II	3
LBR	1209	Basic Construction Surveying	2
LBR	1211	Bridges	3
LBR	1212	Hazardous Waste	4
LBR	1220	Apprenticeship III	3

Other required course (3 hours):

LBR	2200	History of the Labor Movement	3

Total Credit Hours 42

CONSTRUCTION: TRADE TECHNOLOGY (LABOR) *ASSOCIATE IN APPLIED SCIENCE DEGREE* *D208*

FCC	LTC	OCC	✓ WVC	Online

MUST BE A UNION APPRENTICE. Illinois Laborers and Contractors for southeastern Illinois is located in McLeansboro, IL. Also, students seeking admission must meet the admission requirements of the Bureau of Apprenticeship Training, U.S. Department of Labor, and Illinois Eastern Community Colleges. For further information concerning apprenticeship training, contact Local Labor Union McLeansboro at 866-317-1197, the Dean of Workforce Education/Wabash Valley College or the Associate Dean of Career & Technical Education Programs/District Office.

Requirements			**Credit Hours 60**
LBR	1201	Labor Craft Orientation	2
LBR	1202	Occupational Safety & Health	1
LBR	1203	Mason Tending	3
LBR	1204	Concrete Practices/ Procedures	3
LBR	1205	Asphalt Tech & Construction	3
LBR	1210	Apprenticeship I	3
LBR	1206	Principles of Pipelaying	3
LBR	1207	Highway Construction Plans	3
LBR	1208	Asbestos Abatement	3
LBR	1215	Apprenticeship II	3
LBR	1209	Basic Construction Surveying	2
LBR	1211	Bridges	3
LBR	1212	Hazardous Waste	4
LBR	1220	Apprenticeship III	3
Other required courses (6 hours):			
LBR	2200	History of the Labor Movement	3
LBR	2201	Labor Management Development	3
Required General Education courses (15 hours):			
ENG	1111	Composition I	
		OR	
ENG	1201	Communications	3
MTH	1102	College Algebra	
		OR	
MTH	1201	Technical Mathematics	4
PHY	1111	Technical Physics I	4
		Science, Social Science, or Humanities Elective	4
Total Credit Hours			**60**

[1]General Education Hours (15)

CONSTRUCTION TECHNOLOGY (CONST) ASSOCIATE IN APPLIED SCIENCE DEGREE D206

✓ *FCC*	✓ *LTC*	*OCC*	*WVC*	*Online*

The Construction degree and associated certificates are designed to provide students with educational experiences to develop competencies for continued education in construction technology as well as entry level employment in construction trades. Specific positions may include general construction laborer, painter, carpenter, drywall finisher, plumber's assistant, etc. Other jobs may include concrete finisher, electrician, and construction equipment operator.

First Semester			**Credit Hours 16**
CON	1201	Construction Fundamentals	4
CON	1202	Blueprint & Building Codes	4
CON	1210	Framing/Finishing Fundamentals	4
CON	1220	Masonry Fundamentals	4

Second Semester			**Credit Hours 15**
CON	1211	Framing/Finishing Applications	4
CON	1230	Plumbing Fundamentals	4
CON	1240	Residential Wiring	4
ENG	1111	Composition I[1] **OR**	3
ENG	1212	Technical Writing[1]	

Third Semester			**Credit Hours 17**
CON	2210	Forms & Layout	4
CON	2250	Paint/Finishing Fundamentals	3
CON	2260	Plumbing Applications	3
GEN	2297	Employment Skills[1]	V3
MTH	1102	College Algebra **OR**	V4
MTH	1201	Technical Mathematics[1]	

Fourth Semester			**Credit Hours 16**
CON	2211	Sight Layout Techniques	4
CON	2230	Construction Tech Internship	V3
CON	2251	Paint/Finishing Applications	3
SPE	1101	Fundamentals of Effective Speaking[1] **OR**	3
SPE	1111	Interpersonal Communications[1]	
		General Education Elective[1]	3

Total Credit Hours 64

[1]General Education Hours (16)

CONSTRUCTION TECHNICIAN (CONST) CERTIFICATE C205

✓ *FCC*	✓ *LTC*	*OCC*	*WVC*	*Online*

The Construction degree and associated certificates are designed to provide students with educational experiences to develop competencies for continued education in construction technology as well as entry level employment in construction trades. Specific positions may include general construction laborer, painter, carpenter, drywall finisher, plumber's assistant, etc. Other jobs may include concrete finisher, electrician, and construction equipment operator.

First Semester			**Credit Hours 16**
CON	1201	Construction Fundamentals	4
CON	1202	Blueprint & Building Codes	4
CON	1210	Framing/Finishing Fundamentals	4
CON	1220	Masonry Fundamentals	4

Second Semester			**Credit Hours 12**
CON	1211	Framing/Finishing Applications	4
CON	1230	Plumbing Fundamentals	4
CON	1240	Residential Wiring	4

Third Semester			**Credit Hours 10**
CON	2210	Forms & Layout	4
CON	2250	Paint/Finishing Fundamentals	3
CON	2260	Plumbing Applications	3

Fourth Semester			**Credit Hours 10**
CON	2211	Sight Layout Techniques	4
CON	2230	Construction Tech Internship	V3
CON	2251	Paint/Finishing Applications	3

Total Credit Hours 48

CARPENTRY SPECIALIST (CONST) CERTIFICATE C204

First Semester			**Credit Hours 12**
CON	1201	Construction Fundamentals	4
CON	1202	Blueprint & Building Codes	4
CON	1210	Framing/Finishing Fundamentals	4

Second Semester			**Credit Hours 4**
CON	1211	Framing/Finishing Applications	4

Third Semester			**Credit Hours 4**
CON	2210	Forms & Layout	4

Fourth Semester			**Credit Hours 4**
CON	2211	Sight Layout Techniques	4

Total Credit Hours 24

CORRECTIONS/YOUTH SUPERVISOR (CORYS) *ASSOCIATE IN APPLIED SCIENCE DEGREE* *D391*

FCC	✓ **LTC**	OCC	WVC	Online

The two Corrections degree options were developed in collaboration with the Illinois Department of Corrections (IDOC) and the Illinois Community College Board as a statewide program. The statewide designation ensures that IDOC employees enrolled in either of these programs can easily transition between correctional institutions and community colleges and can complete their associate's degree in a seamless fashion.

The increase in correctional institutions across the state has increased the demand for well-trained correctional and parole officers. These programs provide educational opportunities for current and future corrections officers by providing up-to-date training that expands and enhances the knowledge and skills of correctional officers. This program is open to all students. Proficiency credit will be awarded to IDOC employees only.

First Semester			**Credit Hours 15**
DAP	1201	Business Computer Systems	3
ENG	1111	Composition I[1]	3
*JUS	1200	Intro to Criminal Justice	3
*JUS	1220	Youth & Administration of Justice	3
MTH	1103	Liberal Arts Math[1]	3
		OR	
MTH	1201	Technical Mathematics[1]	3

Second Semester			**Credit Hours 17**
BUS	1102	Managerial Effectiveness: Personnel	3
*EPP	1203	Firearms Training	2
JUS	1210	Criminal Law I	3
JUS	1215	Introduction to Criminology	3
SPE	1101	Fundamentals of Effective Speaking[1]	3
		Elective	3

Third Semester			**Credit Hours 16**
*CYS	1201	Security Procedures I	3
ENG	1212	Technical Writing	3
JUS	2230	Institutional Corrections	3
PSY	1101	General Psychology I[1]	3
SOC	2101	Principles of Sociology[1]	3
		Elective	1

Fourth Semester			**Credit Hours 17**
*BUS	2201	Principles of Management	3
*CYS	2201	Security Procedures II	3
EDU	1107	Health	
		OR	
JUS	1230	Substance Abuse Issues	2
*PSY	1102	General Psychology II[1]	3
SOC	2102	Social Problems & Trends[1]	3
		Business Elective	3

Total Credit Hours	**65**

[1]General Education Hours (21)

*These courses represent Illinois Department of Corrections (IDOC) Training Academy courses for which students may receive proficiency credit. Students wishing to enroll in this program should consult a college advisor.

Other recommended core courses:

BMG	1603	Supervisory Training	2
JUS	2201	Criminal Investigations I	3
JUS	2250	Current Issues in Corrections	1-3
JUS	2253	Probation & Parole	3
PEG	1137	First Aid & Safety Education	3
PEI	1100	Circuit Fitness Training	1
TQM	2205	Leadership in Management	4

CORRECTIONS PAROLE OFFICER (CORPO) *ASSOCIATE IN APPLIED SCIENCE DEGREE* *D392*

FCC	✓ **LTC**	OCC	WVC	**Online**

The two Corrections degree options were developed in collaboration with the Illinois Department of Corrections (IDOC) and the Illinois Community College Board as a statewide program. The statewide designation ensures that IDOC employees enrolled in either of these programs can easily transition between correctional institutions and community colleges and can complete their associate's degree in a seamless fashion.

The increase in correctional institutions across the state has increased the demand for well-trained correctional and parole officers. These programs provide educational opportunities for current and future corrections officers by providing up-to-date training that expands and enhances the knowledge and skills of correctional officers. This program is open to all students. Proficiency credit will be awarded to IDOC employees only.

First Semester			**Credit Hours 16**
EDU	1107	Health	2
ENG	1111	Composition I[1]	3
*JUS	1200	Intro to Criminal Justice	3
JUS	1210	Criminal Law I	3
*JUS	1230	Substance Abuse Issues	2
MTH	1103	Liberal Arts Math[1]	3
		OR	
MTH	1201	Technical Mathematics[1]	

Second Semester			**Credit Hours 15**
*EPP	1203	Firearms Training	2
JUS	1215	Introduction to Criminology	3
JUS	1220	Youth & Administration of Justice	3
PSY	1101	General Psychology I[1]	3
SPE	1101	Fundamentals of Effective Speaking[1]	3
*SSS	1298	Special Topics in Public/ Social Services	1

Third Semester			**Credit Hours 17**
BUS	1102	Managerial Effectiveness	3
ENG	1212	Technical Writing[1]	3
JUS	2230	Institutional Corrections	3
*JUS	2250	Current Issues in Corrections I	3
SSS	1202	Community Organization & Social Services	3
		Elective	2

Fourth Semester			**Credit Hours 16**
BUS	2201	Principles of Management	3
DAP	1201	Business Computer Systems	3
*JUS	2250	Current Issues in Corrections II	1
JUS	2253	Probation & Parole	3
*SOC	2101	Principles of Sociology[1]	3
*SOC	2102	Social Problems & Trends[1]	3

Total Credit Hours	**64**

[1] General Education Hours (21)

*These courses represent Illinois Department of Corrections (IDOC) Training Academy courses for which students may receive proficiency credit. Students wishing to enroll in this program should consult a college advisor.

Other recommended courses:

CYS	1201	Security Procedures I	3
CYS	2201	Security Procedures II	3
JUS	1211	Criminal Law II	3
JUS	2201	Criminal Investigations I	3
PEG	1137	First Aid & Safety Education	3
PEI	1100	Circuit Fitness Training	1

COSMETOLOGY TEACHER (COSTE) CERTIFICATE C263

FCC	LTC	✓ OCC	WVC	Online

The purpose of the certificate program is to give students the skills (including a review of basic cosmetology, teaching methods, and business skills) needed to complete the cosmetology teacher state exam and subsequently teach cosmetology.

First Semester			**Credit Hours 15**
COS	1250	Cosmetology Teacher I	8
PSY	1101	General Psychology I	3
		Business	
		OR	
		Health Elective	4

Second Semester			**Credit Hours 12**
COS	1251	Cosmetology Teacher II	8
		Business Elective	4

Third Semester			**Credit Hours 8**
COS	1252	Cosmetology Teacher III	8

Total Credit Hours	**35**

COSMETOLOGY (COSME) CERTIFICATE C260

FCC	LTC	✓ OCC	WVC	Online

The Cosmetology program is a career and technical program licensed by the Illinois Department of Financial and Professional Regulation. Satisfactory progress in the program will more than meet the 1,500 hours required by the Department of Registration and Education before taking the state licensing exam. In order to accomplish this, students are enrolled for 40 hours per week, Monday through Friday, when school is in session. Students are accepted into the program at the beginning of fall, spring, or summer semester and must complete three (3) consecutive semesters which will include one (1) summer session. In addition to tuition, cosmetology students are required to buy a lab jacket, clinic shoes, a cosmetology kit, mannequin, and textbooks. Completion of the program qualifies the student to take a state examination for registration as a licensed cosmetologist in the state of Illinois.

To qualify for ranking, all applicants must meet or exceed the requirements listed below:

1. **Complete an application to Olney Central College by March 1 for fall admission or by October 1 for spring admission**. If an applicant does not qualify for ranking during the term requested or is ranked but not admitted, it is the responsibility of the applicant to notify the cosmetology advisor they wish to be considered for the next entry point.

2. Submit official copies of high school transcript or GED scores and previous college transcripts if applicable.

3. The applicant must have earned a minimum cumulative GPA of 2.0 for all college level courses. If college coursework has not been completed, a cumulative high school GPA of 2.0. Students making application for the same year they graduate from high school must have a 2.0 GPA at the end of the first semester of their senior year to be eligible to apply. Passing the GED Test will meet this requirement.

4. COMPASS/ASSET Test scores must be at the 34th percentile or above in English, reading and mathematics. Test date must be within the last four years but applicants may only test twice during the previous twelve months.

First Semester			**Credit Hours 17**
BUS	1201	Financial Planning/ Management	2
COS	1200	Cosmetology I	12
ENG	1111	Composition I	
		OR	
ENG	1201	Communications	3

Second Semester			**Credit Hours 15**
ART	1105	Art Introduction	3
COS	1210	Cosmetology IIA	12

Third Semester			**Credit Hours 12**
COS	1220	Cosmetology IIB	8
PEG	1137	First Aid & Safety Education	3
PHI	2101	Introductions to Ethics	V2
Total Credit Hours			**45**

DIESEL EQUIPMENT TECHNOLOGY (DIESL) *ASSOCIATE IN APPLIED SCIENCE DEGREE* *D535*

FCC	LTC	OCC	✓ WVC	Online

The major objective of this degree program is to develop competent diesel-power equipment technicians. The program combines concentrated study and work experience so that the student acquires a basic knowledge of science and mathematics, as well as a knowledge of the basic mechanical principles, and the high-technical skills needed for successful entry into the job market. The primary emphasis of this program is the development of mechanical skills, but education and training in parts department operation and management skills also are provided.

Graduates of this program qualify for employment as farm, industrial, and truck equipment mechanics with specialization possible in diesel and/or gas engine repair, hydraulic system repair, power transmission repair, electrical system repair, air conditioning, and equipment assembly and handling. Students are required to provide a basic set of hand tools.

First Semester			**Credit Hours 21**
DAP	1201	Business Computer Systems	3
DEQ	1211	Engine Fundamentals	3
DEQ	1212	Electrical Systems I	3
DEQ	1213	Diesel Fuel Systems I	2
DEQ	1214	Brake/Suspension Systems	3
DEQ	1215	Transmission I	3
GEN	2297	Employment Skills[1]	V1
WEL	1203	Practical Welding	3

Second Semester			**Credit Hours 17**
DEQ	1221	Hydraulics I	4
DEQ	1222	Air Conditioning Certification	2
DEQ	2215	Industry Qualifications	3
GEN	2297	Employment Skills[1]	V1
MTH	1201	Technical Math[1] **OR** College Level Math[1]	4
PSY	1101	General Psychology I[1] **OR**	3
PSY	1103	Business Psychology[1]	

Third Semester			**Credit Hours 15.5**
AUM	2250	Shop Organization & Mgt.	V2
DEQ	2232	Hydraulics II	4
DEQ	2236	Supervised Work Experience	V6
DEQ	2237	Power Equipment Seminar	0.5
DEQ	2243	Electronic Controls/ Monitoring	3

Fourth Semester			**Credit Hours 16**
DEQ	2234	Planting/Harvesting Equipment	3
DEQ	2241	Engine Performance/ Diagnostics	2
DEQ	2242	Diesel Power Equipment Repair	4
DEQ	2244	Global Positioning Technology	V1
ENG	1111	Composition I[1] **OR**	3
ENG	1201	Communications[1]	
PHI	2111	Introduction to Logic[1]	3

Total Credit Hours **69.5**

[1] General Education Hours (15)

EARLY CHILDHOOD EDUCATION (ECD) *ASSOCIATE IN APPLIED SCIENCE DEGREE* *D355*

FCC	LTC	OCC	✓ WVC	Online

Child care is in high demand and the need for qualified child care providers is also in high demand. The Early Childhood Development degree program is designed so that graduates meet qualification standards for the full spectrum of child care services and facilities.

Graduates of the program are eligible for entry-level jobs as day care teacher, nursery school teacher, sheltered workshop staff in a work activity, institutional aides for disabled children, and teacher aides for public schools. Also, much of the course work within the curriculum may be transferable to a four-year college or university.

Applicants to the Early Childhood Development degree program should be aware of the restrictions imposed by the Illinois Department of Children and Family Services forbidding employment of identified child abuse offenders in this field. Any applicants so identified will not be permitted to enroll in this program.

First Semester			**Credit Hours 16**
ECD	1101	Introduction to Early Childhood Education	3
ECD	1202	Childhood Teaching Tech I	5
ECD	1203	Health & Safety of Children	3
PSY	1101	General Psychology I **OR**	3
PSY	1103	Business Psychology[1]	
		Elective	2

Second Semester			**Credit Hours 16**
ECD	1204	Childhood Teaching Tech II	5
ECD	1205	Curriculum for Young Children	5
HEC	1101	Nutrition	3
		Psychology Gen Ed Elective[1]	3

Third Semester			**Credit Hours 17**
ECD	2201	Administering Childhood Facilities	5
ECD	2203	Early Childhood Seminar I	1
ECD		Practicum**	5
ENG	1201	Communications[1] **OR**	3
		English Gen Ed Elective[1]	
		Math Gen Ed Elective[1]	3

Fourth Semester			**Credit Hours 16**
ECD	2205	Early Childhood Seminar II	1
ECD		Practicum**	5
EDU	1114	Educating Exceptional Children	3
EDU	2105	Science in the Elementary School **OR**	4
		Science Gen Ed Elective[1]	
		Humanities Gen Ed Elective[1]	3

Total Credit Hours 65

[1] General Education Hours (19)

****Practicum choices:**

ECD	1207	Child Study & Field Observation
ECD	2202	Childhood Teaching Practicum
ECD	2204	Early Childhood Practicum
ECD	2208	Early Childhood Teaching Laboratory II

Psychology Elective: PSY 2109, 2104, or 2111
English Elective: ENG 1111 or 1201
Science Elective: LSC, CHM, or PHI Gen Ed
Math Elective: Any MTH Gen Ed
Humanities Elective: Any Humanities Gen Ed

ELECTRICAL DISTRIBUTION SYSTEMS (EDS) CERTIFICATE C266

✓ FCC	LTC	OCC	WVC	Online

The Electrical Distribution Systems certificate program prepares individuals to build, repair, and maintain electrical distribution systems, overhead and underground, use safe practices, first aid, and perform pole top rescue.

First Semester			**Credit Hours 15**
EDS	1201	Electrical Distribution Systems	2
EDS	1202	Safety & Accident Prevention	3
EDS	1203	Climbing Skills	2
EDS	1204	Pole Framing & Construction Specifications	3
EDS	1205	Equipment Operation	3
EDS	1206	Setting and Replacing Poles	2

Second Semester			**Credit Hours 16**
EDS	2201	Transformer Theory & Installation	5
EDS	2202	Conductor Installation, Service & Installation	4
EDS	2203	Rubber Glove & Underground Distribution	4
EDS	2204	Fusing, Substation & Voltage Regulation	3

Total Credit Hours 31

ELECTRONIC MEDICAL RECORDS (HIM) CERTIFICATE C194

FCC	✓ LTC	OCC	WVC	Online

Electronic Medical Records specialist review medical records to ascertain accuracy with regard to treatment procedures and coding, preparation of files for long term storage, compilations of statistics and data for use by other medical personnel, preparation of medical reports, and provision of access to medical information by appropriate parties (third-party payers, attorneys, etc.). This program is designed to prepare students for entry-level jobs in health care. To achieve this goal, all students complete an internship experience in a health care environment. Upon completion of the certificate, students can take the CMAA/CBCS exam through the National Healthcareer Association to become a certified Billing Coding Specialist. The student will also be eligible to sit for the EHR (Electronic Health Records) exam to become an Electronic Health Records Specialist.

Graduates of this program will find jobs in hospitals, clinics, health planning agencies, insurance companies, nursing homes, health maintenance organizations, and ambulatory care centers.

Electronic Medical Record students must pass all courses in the program curriculum with at least a C and maintain a minimum term GPA of 2.0 to proceed through the program. Students must place into Beginning Algebra on COMPASS test or remediate to that level.

First Semester			**Credit Hours 14**
HEA	1209	HIPAA Compliance	1
HEA	2267	Intro to ICD-10-CM	4
HIM	1201	Introduction to HIM[2]	3
HIM	1202	HIM Data Management	3
HIM	1207	CEMRS Medical Terminology*	3

Second Semester			**Credit Hours 14**
ENG	1212	Technical Writing	V3
GEN	2297	Employment Skills	V3
HIM	1205	HIM Intro to Human Pathophysiology	3
PHI	2141	Ethics in the Medical Community	3
CTY	1275	Essential Computer Skills	V2

Summer Semester			**Credit Hours 3**
HIM	2220	Clinical Practicum	V3

Total Credit Hours 31

[2]Prerequisite: BOC 1201 or concurrent enrollment

*Students considering the Nursing program should take HEA 1225

EMERGENCY MANAGEMENT SYSTEMS (EMS) CERTIFICATE C328

FCC	✓ LTC	OCC	WVC	Online

The Emergency Management Systems program is in collaboration with the Illinois Emergency Management Agency (IEMA), incorporating their curriculum for educating and training new and existing emergency management personnel. The curriculum meets the requirements outlined by the federal government for Homeland Security. Graduates will have the knowledge, skills, and abilities associated with emergency planning, National Incident Command Systems, leadership and influence, Homeland Security exercises, developing volunteer resources, and numerous other aspects that are crucial for emergency planning during a natural or man-made disaster.

Program Requirements			**Credit Hours 16**
EMS	1201	Emergency Planning	V.5
EMS	1202	Emergency Mgt &Volunteers	V.5
EMS	1203	Incident Command System	V.5
EMS	1204	HSEEP	V.5
ENG	1212	Technical Writing **OR**	3
PTT	1205	Tech Reading/Writing/Reporting	
MTH	1103	Liberal Arts Mathematics **OR**	3
MTH	1201	Technical Mathematics	
SPE	1111	Interpersonal Communications **OR**	
SPE	1101	Fundamentals of EffectiveSpeaking	3
		Elective from Major/Area of Concentration	….5

Total Credit Hours	**16**

EMERGENCY PREP – VOL. FIREFIGHTER II (FIRE2) CERTIFICATE C400

✓ FCC	LTC	OCC	WVC	Online

The Volunteer Firefighter II certificate is designed to provide paid and non-paid firefighters basic training in firefighting techniques and protection.
Successful completion of the certificate prepares the student to take the Illinois Fire Marshall's Office Certified Firefighters II exam.

First Semester			**Credit Hours 14**
EDU	1108	Standard Red Cross First Aid	2
EPF	1201	Firefighter II – Module A	4
EPF	1202	Firefighter II – Module B	4
EPF	2201	Firefighter II – Module C	3
EPM	1615	EP-EMT In-Service/ Cardiac Emergencies	1
Total Credit Hours			**14**

ENERGY TECHNOLOGY (ENRGY) *ASSOCIATE IN APPLIED SCIENCE DEGREE* *D121*

FCC	LTC	OCC	✓ WVC	Online

The Energy Technology degree will introduce students to a full suite of energy systems and technologies, traditional and renewable, which prepares them for careers in the rapidly expanding field of renewable/reusable energy. Coursework/skill preparation crosses many industries including those in energy (ethanol, biodiesel, electricity distribution, solar, and wind), food processing, chemical processing, biological processing, and associated service industries. Employment settings include ethanol plants, refineries, commodity manufacturing plants, and energy processing and distribution plants.

First Semester			**Credit Hours 16**
ENR	1201	Intro to Energy	3
ENR	1202	Introduction to Biofuels	3
ENR	1203	Biofuel Production	V2
PHY	1111	Technical Physics I[1]	4
		Math Gen Ed Elective[1]	4

Second Semester			**Credit Hours 16**
EDU	1108	Standard Red Cross First Aid	2
ENR	1204	Fossil Fuel Technology	3
ENR	1205	Effects of Alternative Fuels	3
ENR	1296	Topics in Energy	V2
ENR	2201	Energy Policies	2
LSC	1105	Environmental Biology[1]	4

Third Semester			**Credit Hours 18**
CHM	1120	Introductory Chemistry[1]	5
ENR	2202	Energy Efficiency & Comparison	3
MAN	1211	Industrial Electricity	4
		Computer Elective	3
		Humanities Gen Ed Elective[1]	3

Fourth Semester			**Credit Hours 16.5**
BUS	2101	Business Law I[1]	3
ENR	2203	Renewable Fuels	3
GEN	2297	Employment Skills[1]	V2
MAN	1221	Motors/Motor Controls	V4
PTT	2205	PTECH Quality Control	3
SPE	1101	Fundamentals of Effective Speaking[1]	3

Total Credit Hours 68

[1]General Education Hours (28)

Recommended Electives:

AGP	1261	Supervised Occupational Experience I	V2
BUS	2104	Business Economics	3
ENR	2204	Alternative Fuel Production II	V2
INM	2210	Occupational Safety (OSHA)	V2
MAC	1207	Metallurgy	2
MAN	1202	Industrial Safety	V2

ENGINE PERFORMANCE SPECIALIST (AUM) CERTIFICATE C525

✓ FCC	LTC	OCC	WVC	Online

The Engine Performance Specialist certificate is intended to provide students with specialized skills for the automotive industry. This certificate and the included courses have been evaluated by NATEF (National Automotive Technicians Education Foundation) and have met all required guidelines. NATEF has awarded this automotive program the MASTER ASE level of certification.

First Semester			**Credit Hours 13**
AUM	1235	Fuel Systems	3
AUM	1236	Electrical Fundamentals	5
AUM	2220	Ignition & Computer Systems	5

Second Semester			**Credit Hours 12**
AUM	1237	Emissions Systems	3
AUM	1238	Engine Service	5
AUM	1239	Air Conditioning & Heating	4

Total Credit Hours 25

ENTREPRENEUR (ENT) CERTIFICATE C183

FCC	LTC	OCC	✓ WVC	Online

Entrepreneurship is the practice of starting new organizations or revitalizing mature organizations, particularly new businesses generally in response to identified opportunities. Entrepreneurial activities are substantially different depending on the type of organization that is being started. Entrepreneurship ranges in scale from solo projects (involving the entrepreneur as only part-time) to major undertakings creating many job opportunities.

Entrepreneurs develop new markets; they can create customers or buyers; they discover new sources of materials; they mobilize capital resources, which in economic terms these represent machines, buildings, and other physical productive resources; they introduce new technologies, new industries and new products intended to satisfy human needs; and they create employment. The largest employer is the private business sector.

First Semester			**Credit Hours 16**
ACC	1101	Applied Accounting	
		OR	
ACC	2101	Financial Accounting	4
BMK	2101	Principles in Marketing	3
BUS	2101	Business Law I	3
DAP	1201	Business Computer Systems	3
ENT	1210	Intro to Entrepreneurship	3

Second Semester			**Credit Hours 15**
BMG	2204	Human Resource Management	3
BMK	2102	Introduction to Sales	3
BUS	2104	Business Economics	3
BUS	2201	Principles of Management	3
BUS	2204	Business Tax/Taxation	3

Total Credit Hours 31

ENTREPRENEURSHIP (ENT) CERTIFICATE C182

FCC	LTC	✓ OCC	WVC	Online

Entrepreneurship is the practice of starting new organizations or revitalizing mature organizations, particularly new businesses generally in response to identified opportunities. Entrepreneurial activities are substantially different depending on the type of organization that is being started. Entrepreneurship ranges in scale from solo projects (involving the entrepreneur as only part-time) to major undertakings creating many job opportunities.

Entrepreneurs develop new markets; they can create customers or buyers; they discover new sources of materials; they mobilize capital resources, which in economic terms these represent machines, buildings, and other physical productive resources; they introduce new technologies, new industries and new products intended to satisfy human needs; and they create employment. The largest employer is the private business sector.

First Semester			**Credit Hours 17**
ACC	2101	Financial Accounting	4
BMK	2101	Principles in Marketing	3
BUS	2105	Business Finance	3
DAP	1201	Business Computer Systems	3
ENT	1210	Intro to Entrepreneurship	3
ENT	1298	Entrepreneur Topics and Issues	V1

Second Semester			**Credit Hours 15**
BMG	2103	Business Statistics	3
BMG	1204	Small Business Mgmt & Operations	2
BMG	2204	Human Resources Management	3
BUS	1101	Introduction to Business **OR**	
BUS	2106	Introduction to Int'l Business	3
BUS	2101	Business Law I	3
ENT	2210	Business Portfolio	V1

Total Credit Hours 32

EXECUTIVE OFFICE PROFESSIONAL (EOP) ASSOCIATE IN APPLIED SCIENCE DEGREE *D269*

✓ FCC	LTC	OCC	✓ WVC	Online

The Executive Office Professional degree and associated certificate programs prepare students for employment as Administrative Assistants, Office Support Professionals, and Receptionists. The programs also prepare students to produce business communications, use technologically advanced equipment, manage records, manage projects, plan meetings, and develop skills in software applications including word processing, databases, spreadsheets, and presentations.

First Semester			**Credit Hours 16**
BOC	1208	Automated Office Procedures	4
BOC	1211	Professional Office Procedures	3
CIS	1286	Database	V3
DAP	2202	Word Processing I	3
ENG	1202	Business Correspondence	3

Second Semester			**Credit Hours 17**
ACC	1101	Applied Accounting	4
BOC	1212	Editing & Proofreading	V2
BUS	2202	Records Management	3
CIS	1284	Intermediate Word Processing	V2
ENG	1111	Composition I[1] **OR**	3
ENG	1201	Communications[1]	
ENG	1212	Technical Writing	V3

Third Semester			**Credit Hours 19**
BOC	1213	Speedwriting	2
BOC	2201	Document Production	3
BOC	2208	Machine Transcription	2
BOC	2250	Business Communications	3
CIS	1278	Spreadsheet	V3
GEN	2297	Employment Skills[1]	V3
SPE	1101	Fundamentals of Effective Speaking[1] **OR**	3
SPE	1111	Interpersonal Communications[1]	

Fourth Semester			**Credit Hours 15**
BMG	2204	Human Resource Management	3
BOC	2211	Office Internship I	V3
BOC	2251	Statistical Keyboard Entry	3
MTH	1201	Technical Mathematics[1]	V3
		General Education Elective[1]	3

Total Credits **67**

[1]General Education Hours (15)

OFFICE ASSISTANT (EOP) *CERTIFICATE* *C268*

✓ FCC	LTC	OCC	✓ WVC	Online

The Executive Office Professional degree and associated certificate programs prepare students for employment as Administrative Assistants, Office Support Professionals, and Receptionists. The programs also prepare students to produce business communications, use technologically advanced equipment, manage records, manage projects, plan meetings, and develop skills in software applications including word processing, databases, spreadsheets, and presentations.

First Semester			**Credit Hours 12**
BOC	1211	Professional Office Procedures	3
CIS	1286	Database	V3
DAP	2202	Word Processing I	3
ENG	1202	Business Correspondence	3

Second Semester			**Credit Hours 11**
ACC	1101	Applied Accounting	4
BOC	1212	Editing & Proofreading	V2
BUS	2202	Records Management	3
CIS	1284	Intermediate Word Processing	V2

Third Semester			**Credit Hours 3**
CIS	1278	Spreadsheet	V3

Fourth Semester			**Credit Hours 3**
BOC	2251	Statistical Keyboard Entry	3

Total Credit Hours 29

RECEPTIONIST (EOP) *CERTIFICATE* *C267*

First Semester			**Credit Hours 13**
BOC	1208	Automated Office Procedures	4
BOC	1211	Professional Office Procedures	3
CIS	1286	Database	V3
DAP	2202	Word Processing I	3

Second Semester			**Credit Hours 3**
ENG	1202	Business Correspondence	3

Total Credit Hours 16

Fire Science (FIRES) *Associate of Applied Science Degree* *D401*

✓ FCC	LTC	OCC	WVC	Online

Graduates of the fire degree and certificate programs will have the knowledge, attitudes, skills, habits, and hands-on experience needed to perform a variety of firefighting functions, including fire scene operations, fire prevention, fire instruction, and hazardous materials operations. Graduates can apply their skills fighting fire, performing fire prevention inspections, and operating fire equipment. Graduates will be able to evaluate a fire scene, develop strategies for handling different types of fire incidents, develop pre-fire plans, evaluate a business/industry for fire hazards, and evaluate/manage a hazardous materials incident. Topics of study include: techniques of firefighting, hazardous materials, fire apparatus, fire service instruction, fire prevention, and first responder.

Graduates will have the potential for employment as a firefighter, fire investigator, arson investigator, fire prevention officer, fire service executive support specialist, fire service vehicle operator, fire apparatus engineer, fire instructor, training program manager, fire officer, safety educator, or fire prevention inspector.

Prior to enrollment in this program, fire department service records must be provided, if applicable. In addition to fees, students are required to have all safety gear that meets current National Fire Protection Association (NFPA) standards.

First Semester			**Credit Hours 15.5**
EMA	1200**	NIMS Certification	2
EPF	1203	Fire Ground Operations	3
EPF	1205	Vehicle Operator Fundamentals	.5
EPF	1208	Firefighting Fundamentals	4
EPF	1209	Fire Suppression Fundamentals	4
EPH	1200	Hazardous Mat Fundamentals	1
EPM	1200	CPR Fundamentals	.5
EPM	1620	CPR/First Aid	V.5

Second Semester			**Credit Hours 15**
EPF	1204	Firefighting Applications	2
EPF	1206	Extrication Practices	3
EPF	1207	Fire Apparatus Engineer	3
EPF	1219	Technical Rescue Awareness	.5
EPF	1600**	Firefighting Safety Fundamentals	.5
EPH	1201	Hazardous Materials Operations	3
		General Education Elective[1]	3

Third Semester			**Credit Hours 19**
ENG	1201	Communications[1] **OR**	3
ENG	1111*	Composition I[1]	
EPF	2203	Fire Instructor Fundamentals	3
EPF	2204	Fire Investigation & Inspection	3
EPF	2205	Fire Prevention Officer	3
EPF	2230	Fire Service Internship **OR**	3
EMA	1210	Incident Command Fundamentals	
MTH	1201	Technical Mathematics[1]	V4

Fourth Semester			**Credit Hours 18**
EPF	2206	Fire Admin Fundamentals	3
EPF	2207	Fire Administration Applications	3
EPF	2209	Tactic & Strategy Fundamentals	3
EPM	1201	Emergency Medical Responder	4
SPE	1111	Interpersonal Communications[1] **OR**	3
SPE	1101*	Fundamentals of Effective Speaking[1]	
		General Education Elective[1]	2
Total Credit Hours			**67.5**

*Students considering transfer options should take this course.
**State/FEMA certifications accepted.
[1]General Education Hours (15)

Fire Service Administrator (FIRES) Certificate C402

✓ FCC	LTC	OCC	WVC	Online

Graduates of the fire degree and certificate programs will have the knowledge, attitudes, skills, habits, and hands-on experience needed to perform a variety of firefighting functions, including fire scene operations, fire prevention, fire instruction, and hazardous materials operations. Graduates can apply their skills fighting fire, performing fire prevention inspections, and operating fire equipment. Graduates will be able to evaluate a fire scene, develop strategies for handling different types of fire incidents, develop pre-fire plans, evaluate a business/industry for fire hazards, and evaluate/manage a hazardous materials incident. Topics of study include: techniques of firefighting, hazardous materials, fire apparatus, fire service instruction, fire prevention, and first responder.

Graduates will have the potential for employment as a firefighter, fire investigator, arson investigator, fire prevention officer, fire service executive support specialist, fire service vehicle operator, fire apparatus engineer, fire instructor, training program manager, fire officer, safety educator, or fire prevention inspector.

Prior to enrollment in this program, fire department service records must be provided, if applicable. In addition to fees, students are required to have all safety gear that meets current National Fire Protection Association (NFPA) standards.

First Semester			**Credit Hours 15.5**
EMA	1200**	NIMS Certification	2
EPF	1203	Fire Grounds Operations	3
EPF	1205	Vehicle Operator Fundamentals	.5
EPF	1208	Firefighting Fundamentals	4
EPF	1209	Fire Suppression Fundamentals	4
EPH	1200	Hazardous Mat Fundamentals	1
EPM	1200	CPR Fundamentals	.5
EPM	1620	CPR/First Aid	V.5

Second Semester			**Credit Hours 12**
EPF	1204	Firefighting Applications	2
EPF	1206	Extrication Practices	3
EPF	1207	Fire Apparatus Engineer	3
EPF	1219	Technical Rescue Awareness	.5
EPF	1600**	Firefighting Safety Fundamentals	.5
EPH	1201	Hazardous Materials Operations	3

Third Semester			**Credit Hours 12**
EPF	2203	Fire Instructor Fundamentals	3
EPF	2204	Fire Investigation & Inspection	3
EPF	2205	Fire Prevention Officer	3
EPF	2230	Fire Service Internship **OR**	3
EMA	1210	Incident Command Fundamentals	

Fourth Semester			**Credit Hours 13**
EPF	2206	Fire Admin Fundamentals	3
EPF	2207	Fire Administration Applications	3
EPF	2209	Tactic & Strategy Fundamentals	3
EPM	1201	Emergency Medical Responder	4

Total Credit Hours	**52.5**

**State/FEMA certifications accepted.

Advanced Suppression Specialist (FIRES) *Certificate* *C403*

✓ FCC	LTC	OCC	WVC	Online

Graduates of the fire degree and certificate programs will have the knowledge, attitudes, skills, habits, and hands-on experience needed to perform a variety of firefighting functions, including fire scene operations, fire prevention, fire instruction, and hazardous materials operations. Graduates can apply their skills fighting fire, performing fire prevention inspections, and operating fire equipment. Graduates will be able to evaluate a fire scene, develop strategies for handling different types of fire incidents, develop pre-fire plans, evaluate a business/industry for fire hazards, and evaluate/manage a hazardous materials incident. Topics of study include: techniques of firefighting, hazardous materials, fire apparatus, fire service instruction, fire prevention, and first responder.

Graduates will have the potential for employment as a firefighter, fire investigator, arson investigator, fire prevention officer, fire service executive support specialist, fire service vehicle operator, fire apparatus engineer, fire instructor, training program manager, fire officer, safety educator, or fire prevention inspector.

Prior to enrollment in this program, fire department service records must be provided, if applicable. In addition to fees, students are required to have all safety gear that meets current National Fire Protection Association (NFPA) standards.

First Semester			**Credit Hours 12.5**
EPF	1203	Fire Ground Operations	3
EPF	1205	Vehicle Operator Fundamentals	.5
EPF	1208	Firefighting Fundamentals	4
EPF	1209	Fire Suppression Fundamentals	4
EPH	1200	Hazardous Mat Fundamentals	1

Second Semester			**Credit Hours 9**
EMA	1200**	NIMS Certification	2
EPF	1204	Firefighting Applications	2
EPF	1219	Technical Rescue Awareness	.5
EPF	1600**	Firefighting Safety Fundamentals	.5
EPH	1201	Hazardous Material Operations	3
EPM	1200	CPR Fundamentals	.5
EPM	1620	CPR/First Aid	V.5

Third Semester			**Credit Hours 10**
EPF	1206	Extrication Practices	3
EPF	2207	Fire Administration Applications	3
EPM	1201	Emergency Medical Responder	4
Total Credit Hours			**31.5**

**State/FEMA certifications accepted

Basic Fire Suppression Tech (FIRES) *Certificate* *C404*

First Semester			**Credit Hours 12.5**
EPF	1203	Fire Ground Operations	3
EPF	1205	Vehicle Operator Fundamentals	.5
EPF	1208	Firefighting Fundamentals	4
EPF	1209	Fire Suppression Fundamentals	4
EPH	1200	Hazardous Mat Fundamentals	1

Second Semester			**Credit Hours 7**
EMA	1200**	NIMS Certification	2
EPF	1219	Technical Rescue Awareness	.5
EPF	1600**	Firefighting Safety Fundamentals	.5
EPH	1201	Hazardous Materials Operations	3
EPM	1200	CPR Fundamentals	.5
EPM	1620	CPR/First Aid	V.5
Total Credit Hours			**19.5**

**State/FEMA certifications accepted

GRAPHIC ARTS & DESIGN (GAD) CERTIFICATE *C203*

✓ FCC	LTC	OCC	WVC	Online

The Graphic Arts & Design certificate will prepare students to perform a variety of computerized visual communication activities, from an artist's perspective, for the purpose of influencing consumer, commerce, and social behavior. The program provides a robust curriculum of conceptual problem solving, critical thinking, creativity, and formal design. Emphasis is placed on branding and marketing strategies. Particular areas of study encompass typography, print and editorial design, branding and identity, information design, packaging, computer animation as well as production and presentation skills.

First Semester			**Credit Hours 9**
ART	1113	Introduction to Drawing	3
GAD	1201	Computer Graphic Fundamentals	3
GAD	1211	Computer Graphic Applications	3

Second Semester			**Credit Hours 9**
ART	1114	Design I	3
GAD	1221	Computer Graphic Techniques	3
GAD	1231	Computer Animation	3
Total Credit Hours			**18**

GUNSMITHING (GNSM) ASSOCIATE IN APPLIED SCIENCE DEGREE D572

FCC	LTC	OCC	✓ WVC	Online

Prior to enrollment in this program, background checks are required. Valid FOID cards are also required for Illinois residents only. Gunsmithing provides training in custom gunsmithing and gun repair, and develops the basic knowledge and skills needed to become a professional gunsmith. Laboratories that support the gunsmithing instruction are the Machine Tool Lab, Welding Lab, Gunsmithing Instructional Lab, Bluing Lab, Metal Finishing Lab, and firearms vault. Completion of the program includes coursework in firearms design and function, stock-making, bench metal work, machine metal work, and gun bluing and metal finishing. The program also includes gun safety, Bureau of Alcohol, Tobacco, and Firearms background checks and licensing, state and federal rules and regulations, ethics, etc. Students must be at least 18 years old to enroll in this program. Students are required to provide a basic set of hand tools.

Employment – Small business ownership; retail and sporting goods stores, firearms manufacturers, government agencies and hobbyists.

First Semester			**Credit Hours 16**
GNS	1201	Gunsmithing I	V7
GNS	1202	Gunsmithing II	V7
GNS	1206	Model 1911 Pistol Build	2

Second Semester			**Credit Hours 18**
GNS	2201	Gunsmithing III	7
GNS	2202	Gunsmithing IV	7
GNS	2205	AR15 Rifle Build	2
GNS	2206	Bold Action Rifle Build	2

Third Semester			**Credit Hours 12**
		English Gen Ed Elective[1]	3
		Math Gen Ed Elective[1]	3
		Social Science Gen Ed Elective[1]	3
		Technical Elective	3

Fourth Semester			**Credit Hours 17**
EDU	1108	Red Cross First Aid/CPR	2
GEN	2297	Employment Skills[1]	V3
SPE	1101	Fundamentals of Effective Speaking[1]	3
		Business Elective	6
		Technical Elective	3

Total Credit Hours 63

[1]General Education Hours (15)

GUNSMITHING (GNSM) CERTIFICATE C573

FCC	LTC	OCC	✓ WVC	Online

Prior to enrollment in this program, background checks are required. Valid FOID cards are also required for Illinois residents only.

Gunsmithing provides training in custom gunsmithing and gun repair, and develops the basic knowledge and skills needed to become a professional gunsmith. Laboratories that support the gunsmithing instruction are the Machine Tool Lab, Welding Lab, Gunsmithing Instructional Lab, Bluing Lab, Metal Finishing Lab, and firearms vault. Completion of the program includes coursework in firearms design and function, stock-making, bench metal work, machine metal work, and gun bluing and metal finishing. The program also includes gun safety, Bureau of Alcohol, Tobacco, and Firearms background checks and licensing, state and federal rules and regulations, ethics, etc. Students must be at least 18 years old to enroll in this program. Students are required to provide a basic set of hand tools.

Employment – Small business ownership; retail and sporting goods stores, firearms manufacturers, government agencies and hobbyists.

First Semester			**Credit Hours 16**
GNS	1201	Gunsmithing I	V7
GNS	1202	Gunsmithing II	V7
GNS	1206	Model 1911 Pistol Build	2

Second Semester			**Credit Hours 18**
GNS	2201	Gunsmithing III	7
GNS	2202	Gunsmithing IV	7
GNS	2205	AR15 Rifle Build	2
GNS	2206	Bolt Action Rifle Build	2

Total Credit Hours	**34**

HEALTH INFORMATICS (HNFO) *ASSOCIATE IN APPLIED SCIENCE DEGREE* *D197*

✓ FCC	LTC	OCC	WVC	Online

Graduates of this program will have the knowledge, attitudes, skills, habits, and hands-on experience needed to perform a variety of technical health information functions, including organizing, analyzing and technically evaluating health information; compiling various administrative and health statistics; and coding diseases, operations, procedures and other therapies. Graduates can apply their skills by assembling patients' health information including medical history, symptoms, examination results, diagnostic tests, treatment methods, and all other healthcare provider services. Graduates will be able to organize and manage health information data by ensuring its quality, accuracy, accessibility, and security. Special emphasis is placed on the use of computer and electronic methods of managing health data and clear, concise communication with physicians and other healthcare professionals to clarify diagnoses or to obtain additional information.

First Semester			**Credit Hours 15**
DAP	1201	Business Computer Systems	3
HEA	1225	Introduction to Medical Terminology	V3
HEA	1226	Allied Health Anatomy **OR**	3
LSC	2111	Human Anatomy & Physiology I	
HIT	1201	Healthcare Delivery Systems	3
HIT	1202	Health Data Management	3

Second Semester			**Credit Hours 16**
ENG	1201	Communications[1] **OR**	3
ENG	1111	Composition I[1]	
HEA	1227	Pharmacotherapy Fundamentals	3
HEA	1228	Human Pathophysiology	3
HIT	1203	Healthcare Reimbursements	3
HIT	1204	Diagnostic Coding Fundamentals	4

Third Semester			**Credit Hours 17**
HIT	2201	Health Statistics & Research	3
HIT	2202	Healthcare Law & Ethics	3
HIT	2203	Procedural Coding Fundamentals	4
MTH	1201	Technical Mathematics[1] **OR**	V4
MTH	1131	Introduction to Statistics[1]	
SPE	1111	Interpersonal Communications[1]	3
		OR	
SPE	1101	Fundamentals of Effective Speaking[1]	

Fourth Semester			**Credit Hours 17**
HIT	2204	Clinical Coding Applications	4
HIT	2205	Healthcare Quality Mgmt	3
HIT	2206	Certification Review	2
HIT	2230	Health Informatics Practicum	3
		OR	
HIT	2231	Health Informatics Simulation	
PHI	2101	Introduction to Ethics[1]	3
		General Education Elective[1]	2

Total Credit Hours **65**

[1]General Education Hours (15)

HEALTH INFORMATICS TECHNICIAN (HNFO) CERTIFICATE C210

✓ FCC	LTC	OCC	WVC	Online

First Semester **Credit Hours 15**

DAP	1201	Business Computer Systems	3
HEA	1225	Introduction to Medical Terminology	3V
HEA	1226	Allied Health Anatomy **OR**	3
LSC	2111	Human Anatomy & Physiology I	
HIT	1201	Healthcare Delivery Systems	3
HIT	1202	Health Data Management	3

Second Semester **Credit Hours 13**

HEA	1227	Pharmacotherapy Fundamentals	3
HEA	1228	Human Pathophysiology	3
HIT	1203	Healthcare Reimbursements	3
HIT	1204	Diagnostic Coding Fundamentals	4

Third Semester **Credit Hours 10**

HIT	2201	Health Statistics & Research	3
HIT	2202	Healthcare Law & Ethics	3
HIT	2203	Procedural Coding Fundamentals	4

Fourth Semester **Credit Hours 12**

HIT	2204	Clinical Coding Applications	4
HIT	2205	Healthcare Quality Mgmt	3
HIT	2206	Certification Review	2
HIT	2230	Health Informatics Practicum **OR**	
HIT	2231	Health Informatics Simulation	3

Total Credit Hours **50**

MEDICAL CODING SPECIALIST (HNFO) CERTIFICATE C211

First Semester **Credit Hours 15**

DAP	1201	Business Computer Systems	3
HEA	1225	Introduction to Medical Terminology	V3
HEA	1226	Allied Health Anatomy **OR**	3
LSC	2111	Human Anatomy & Physiology I	
HIT	1201	Healthcare Delivery Systems	3
HIT	1202	Health Data Management	3

Second Semester **Credit Hours 13**

HEA	1227	Pharmacotherapy Fundamentals	3
HEA	1228	Human Pathophysiology	3
HIT	1203	Healthcare Reimbursements	3
HIT	1204	Diagnostic Coding Fundamentals	4

Third Semester **Credit Hours 4**

HIT	2203	Procedural Coding Fundamentals	4

Fourth Semester **Credit Hours 6**

HIT	2204	Clinical Coding Applications	4
HIT	2206	Certification Review	2

Total Credit Hours **38**

MEDICAL QUALITY TECHNICIAN (HNFO) CERTIFICATE C212

✓ FCC	LTC	OCC	WVC	Online

First Semester **Credit Hours 15**

DAP	1201	Business Computer Systems	3
HEA	1225	Introduction to Medical Terminology	V3
HEA	1226	Allied Health Anatomy **OR**	3
LSC	2111	Anatomy & Physiology I	3
HIT	1201	Healthcare Delivery Systems	3
HIT	1202	Health Data Management	5

Second Semester **Credit Hours 6**

HEA	1227	Pharmacotherapy Fundamentals	3
HIT	1203	Healthcare Reimbursements	3

Third Semester **Credit Hours 6**

HIT	2201	Health Statistics & Research	3
HIT	2202	Healthcare Law & Ethics	3

Fourth Semester **Credit Hours 3**

HIT	2205	Healthcare Quality Mgmt	3

Total Credit Hours **30**

PHYSICIAN OFFICE ASSISTANT (HNFO) CERTIFICATE C213

First Semester **Credit Hours 15**

DAP	1201	Business Computer Systems	3
HEA	1225	Introduction to Medical Terminology	V3
HEA	1226	Allied Health Anatomy **OR**	3
LSC	2111	Human Anatomy & Physiology I	
HIT	1201	Healthcare Delivery Systems	3
HIT	1202	Health Data Management	3

Second Semester **Credit Hours 9**

HEA	1227	Pharmacotherapy Fundamentals	3
HEA	1228	Human Pathophysiology	3
HIT	1203	Healthcare Reimbursement	3

Third Semester **Credit Hours 4**

HIT	2203	Procedural Coding Fundamentals	4

Total Credit Hours **28**

MEDICAL RECEPTIONIST (HNFO) CERTIFICATE C214

First Semester **Credit Hours 15**

DAP	1201	Business Computer Systems	3
HEA	1225	Introduction to Medical Terminology	V3
HEA	1226	Allied Health Anatomy **OR**	3
LSC	2111	Human Anatomy & Physiology I	
HIT	1201	Healthcare Delivery Systems	3
HIT	1202	Health Data Management	3

Total Credit Hours **15**

HORTICULTURE (HORT) CERTIFICATE C386

FCC	✓ LTC	OCC	WVC	Online

The Horticulture certificate program is designed to prepare individuals for employment within the horticulture field generally and within the various specializations of horticulture specifically. These jobs and specialties include ornamental horticulture, greenhouse operations and management, landscaping operations and management, nursery operations and management, and turf, parks, and grounds management. This program will also prepare individuals for jobs as supervisors and workers in horticulture. Additionally, it will provide training for those interested in horticulture from a continuing education perspective or small business ownership.

First Semester			**Credit Hours 16**
HRT	1201	Landscape Plant Identification	4
HRT	1208	Introduction to Horticulture	V3
HRT	1209	Greenhouse Operation	3
HRT	2201	Landscape Design & Construction	3
HRT	2205	Turfgrass Management	3

Second Semester			**Credit Hours 18**
GEN	2297	Employment Skills	V2
HRT	1202	Pest Control	3
HRT	1204	Landscape Design & Installation	3
HRT	2203	Nursery Operations	3
HRT	2212	Hort Computer Applications	3
MTH	1201	Technical Mathematics	V4

Total Credit Hours	**34**

HORTICULTURE (HORT) ASSOCIATE IN APPLIED SCIENCE DEGREE D387

FCC	✓ LTC	OCC	WVC	Online

The Horticulture degree program is designed to prepare individuals for employment within the horticulture field generally and within the various specializations of horticulture specifically. These jobs and specialties include ornamental horticulture, greenhouse operations and management, landscaping operations and management, nursery operations and management, and turf, parks, and grounds management. This program will also prepare individuals for jobs as supervisors and workers in horticulture. Additionally, it will provide training for those interested in horticulture from a continuing education perspective or small business ownership.

First Semester			**Credit Hours 15**
ENG	1111	Communications[1]	
		OR	
ENG	1201	Composition I[1]	3
HRT	1201	Landscape Plant Identification	4
HRT	1208	Introduction to Horticulture	3
HRT	1209	Greenhouse Operation	3
HRT	2210	Special Topics in Horticulture	V2

Second Semester			**Credit Hours 18**
HRT	1202	Pest Control	3
HRT	1204	Landscape Design & Installation	3
HRT	2203	Nursery Operations	3
HRT	2210	Special Topics in Horticulture	V2
HRT	2212	Hort Computer Applications	3
LSC	1105	Environmental Biology[1]	4

Third Semester			**Credit Hours 17**
HRT	1203	Plant Propagation I	3
HRT	2201	Landscape Design & Construction	3
HRT	2205	Turf Grass Management	3
HRT	2210	Special Topics in Horticulture	V2
MTH	1103	Liberal Arts Math[1]	
		OR	
MTH	1201	Technical Mathematics[1]	V3
SPE	1111	Interpersonal Communications[1]	3

Fourth Semester			**Credit Hours 16**
GEN	2297	Employment Methods[1]	V2
HRT	2202	Plant Propagation II	2
HRT	2204	Bedding Plant Production	3
HRT	2206	Nursery Operations II	3
HRT	2207	Landscape Plant Maintenance	3
		Humanities/Social Science Gen Ed Elective[1]	3

Summer Semester			**Credit Hours 3**
HRT	2216	Internship	3

Total Credit Hours 69

[1]General Education Hours (18)

Recommended electives:

BMG	1204	Small Business Mgmt and Operations*	2
HRT	1206	Woody Plant Maintenance	3
HRT	1207	Perennial, Biennial & Annual Plant ID	3
HRT	2209	Landscape Irrigation Design & Installation	3

*It is highly recommended that students take BMG 1204 if they intend to become owners/operators of greenhouse, landscape, or other horticultural small businesses.

HUMAN RESOURCE ASSISTANT (HRA) *ASSOCIATE IN APPLIED SCIENCE DEGREE* *D245*

FCC	LTC	✓ OCC	WVC	✓ Online

The Human Resource Assistant program prepares and trains students for entry-level positions in a human resource department. The program is designed to assist and lead human resource functions in business, industry, government and nonprofit organizations. Coursework will lead students to explore how HR professionals develop and attract employees, handle disputes, conduct discipline and work with a variety of people in an array of work settings. Students will learn how to apply skills, knowledge, and abilities in core human resource functions such as human resource information systems, record keeping, compensation and benefits administration, and staffing procedures in an organization. Graduates will be able to effectively manage issues such as compensation and benefits, perform employee training, manage staffing, understand labor relations, and organizational communications.

First Semester			**Credit Hours 16**
ACC	1101	Applied Accounting	4
BUS	1101	Introduction to Business	3
DAP	1201	Business Computer Systems	3
ENG	1111	Composition[1] **OR**	3
ENG	1201	Communications[1]	
SPE	1101	Fundamentals of Effective Speaking[1] **OR**	3
SPE	1111	Interpersonal Communications[1]	

Second Semester			**Credit Hours 18**
BMG	2103	Business Statistics	3
BMK	2101	Principles of Marketing	3
BUS	2201	Principles of Management	3
DAP	1236	Keyboarding Essentials	3
DAP	1237	Presentation & Promotion	3
ENG	1121	Composition & Analysis[1] **OR**	3
ENG	1212	Technical Writing[1]	

Third Semester			**Credit Hours 16**
ACC	2101	Financial Accounting	4
BMG	2204	Human Resource Management	3
BUS	2205	Legal & Ethical HR Issues	3
ECN	2101	Principles of Macroeconomics[1]	3
PSY	1101	General Psychology I[1]	3

Fourth Semester			**Credit Hours 15**
ACC	2102	Managerial Accounting	4
BUS	2206	Development & Training	3
BUS	2207	HR Assistant Internship	2
BUS	2208	Performance Management	3
CIS	1286	Database	V3

Total Credit Hours	**65**

[1]General Education Hours (15)

IMT: LEVEL I (INDMA) CERTIFICATE C501

FCC	LTC	✓ OCC	WVC	Online

The Industrial Maintenance Technology program is designed to train students for employment and to advance in today's technologically advanced industrial workplace. The program provides students with a progression of three certificates that lead to the degree and provides current industry employees the opportunity to complete course requirements while maintaining a work schedule. Also, coursework included in the degree may transfer to a four-year college or university.

The certificate and degree programs qualify graduates for machine maintenance positions or advancement in the industrial plant.

First Semester			**Credit Hours 16**
INM	1200	Mechanics	4
INM	1206	Intro to Industrial Maintenance Tech	2
INM	2200	Electro-Mechanics I	5
INM	2210	Occupational Safety (OSHA)	2
		Math General Education Elective[1]	3
Total Credit Hours			**16**

[1]General Education Elective

IMT: LEVEL II (INDMA) CERTIFICATE C502

Second Semester			**Credit Hours 16**
INM	1205	Fluid Power	V4
INM	1220	Basic AC & Refrigeration	4
INM	2205	Electro-Mechanics II	V5
INM	2206	Program Logic Controllers I	V3
Total Credit Hours			**16**

IMT: LEVEL III (INDMA) CERTIFICATE C503

First Semester			**Credit Hours 16**
BMG	2601	Quality Improvement	3
INM	2208	Programmable Logic Controllers II	3
WEL	1260	Combination Welding	2
		Technical Elective*	8
Total Credit Hours			**16**

*See Technical and Selected Studies on degree outline page. Students must work with the IMT advisor to develop a plan for completion of the Technical Studies.

INDUSTRIAL MAINTENANCE HVAC I (INDMA) CERTIFICATE C504

FCC	LTC	✓ OCC	WVC	Online

The Industrial Maintenance HVAC I certificate program will provide students with the skills required to enter the field of heating, ventilation, and air conditioning. Students will be qualified to find jobs as entry-level HVAC technicians. Installation of new systems and repair to existing HVAC systems for residential and commercial (small business) purposes will be covered. This program also targets incumbent workers who desire to broaden their skills for a career change or for advancement consideration.

First Semester			**Credit Hours 9**
INM	1220	Basic A/C & Refrigeration	4
INM	1225	Basic Heating	3
INM	2210	Occupational Safety (OSHA)	V2

Second Semester			**Credit Hours 8.5**
INM	2220	Advanced A/C Commercial Refrig.	4
INM	2225	Air Distribution/Load Calc	4
INM	2230	Recovery & EPA Tech Cert	.5

Total Credit Hours 17.5

INDUSTRIAL MAINTENANCE TECHNOLOGY (INDMA) *ASSOCIATE IN APPLIED SCIENCE DEGREE* *D500*

FCC	LTC	✓ OCC	WVC	Online

The Industrial Maintenance Technology Program is designed to train students for employment and to advance in today's technologically driven industrial workplace. The program provides students with a progression of three certificates that lead to the degree. Courses in "Selected Technical Studies" are welding, machine trades, process control, and other technical areas. The program also provides current industry employees the opportunity to complete course requirements while maintaining a work schedule. Also, coursework included in the degree may transfer to a four-year college or university.

The certificate and degree program qualify graduates for machine maintenance positions or advancement in the industrial plant.

General Education Core			**Credit Hours 12**
ENG	1111	Composition I[1] **OR**	3
ENG	1201	Communications[1] **OR**	
ENG	1212	Technical Writing[1]	
SPE	1101	Fundamentals of Effective Speaking[1]	
		OR	
SPE	1111	Interpersonal Communications[1]	3
		Humanities Gen En Elective	3
		OR	
		Social Science Gen Ed Elective[1]	
		General Education Elective[1]	3

Technical Core	**Credit Hours 48**
IMT:Level I Certificate	16
IMT:Level II Certificate	16
IMT:Level III Certificate (includes eight (8) hours of Selected Technical Studies)	16

Total Credit Hours	**60**

[1]General Education Hours

Selected Technical Studies:

Requirements in this area may be fulfilled through:

* Military Transcript (ACE)
* Internship
* Independent Study
* Specialty courses in heating, ventilation, air conditioning, welding, machine trades, process control, or other technical courses from FCC, LTC, OCC, or WVC are encouraged.
* Proficiency tests

INDUSTRIAL MANAGEMENT (INDMG) ASSOCIATE IN APPLIED SCIENCE DEGREE D274

FCC	✓ LTC	OCC	WVC	Online

The Industrial Management program (3 certificates leading to the AAS degree) will provide industry skills ranging from occupational safety and health regulations, total quality management, performance analysis, to manufacturing methods.

Graduates supervise and coordinate activities of employees engaged in all phases of a plant operation. The job outlook for industrial management professions is very good. Local, state and national employment data indicates significant growth in the employment of industrial management professionals.

Total Credit Hours 66

WORKPLACE SKILLS (INDMG) CERTIFICATE C271

The Workplace Skills certificate program prepares individuals with entry-level employment skills used in business and industry settings. Graduates of this certificate will be proficient in the general skills necessary for quality interpersonal interaction, as well as specific proficiencies in blueprint reading.

Requirements			**Credit Hours 22**
CON	1202	Blueprint & Building Codes	4
ENG	1201	Communications[1] **OR**	3
ENG	1111	Composition[1]	
GEN	2297	Employment Skills[1]	V3
IND	1201	Strategies for Success	2
IND	1210	General Safety	3
MTH	1201	Technical Mathematics[1] **OR**	V4
		College Level Math[1]	
SPE	1111	Interpersonal Communication[1] **OR**	3
SPE	1101	Fundamentals of Effective Speaking[1]	
Total Credit Hours			**22**

MANUFACTURING SKILLS (INDMG) CERTIFICATE C272

The Manufacturing Skills certificate program is a unique training program designed to provide students with enhanced industrial career opportunities. Students select from directed manufacturing electives to acquire technical training to enhance employment prospects. This certificate was developed utilizing local industry-based skill standards.

Requirements			**Credit Hours 21**
IND	2210	Manufacturing Internship	5
MAC	2203	Manufacturing Processes	3
CTY	1275	Essential Computer Skills	V2
		Directed Manufacturing Focus Elective*	11
Total Credit Hours			**21**

DIRECTED MANUFACTURING FOCUS AREAS:

Fabrication			**Credit Hours**
TRA	1298	Special Topics in Mechanics & Repair	V1
WEL	1201	Basic Welding	3
WEL	1203	Practical Welding	4
WEL	1206	Special Projects in Welding	V3

Construction			**Credit Hours**
BTR	1225	Building Trades Internship	V3
CON	1201	Construction Fundamentals	4
CON	1210	Framing/Finishing Fundamentals	4
CON	1220	Masonry Fundamentals	4

SUPERVISORY SKILLS (INDMG) CERTIFICATE C273

FCC	✓ LTC	OCC	WVC	Online

The Supervisory Skills certificate program provides students with effective skills in performance management, motivation, team development and time management—everything you need to manage people effectively.

Requirements			**Credit Hours 23**
ENG	1202	Business Correspondence[1]	3
IND	2212	Supervisory Internship	5
SOC	1108	Race and Ethnic Relations[1]	3
TQM	1203	Customer and Quality Improvement	3
TQM	1204	Process Improvement	3
TQM	1206	Project Management	3
TQM	1212	Team Leader and Facilitator Training	V3

Total Credit Hours 23

[1]General Education Hours (19)

INDUSTRIAL QUALITY CONTROL (QAC) CERTIFICATE C280

✓ FCC	LTC	OCC	WVC	Online

The Industrial Quality Control certificate program is designed to provide educational experiences and skill development for individuals seeking employment in quality assurance functions for engineering and manufacturing.

Graduates of this program can serve as aids to quality engineers, reliability engineers, and managers in controlling quality and reliability of goods and services.

One Semester		**Credit Hours 12**	
BMG	1201	Participative Management Team Techniques*	2
CIS	1101	Introduction to Computers & Their Applications	2
QAC	1202	Statistics/Productivity & Quality*	2
QAC	1203	Total Quality Assurance – Q.A. Management*	2
QAC	1204	Dimensional Metrology & Blueprint Interpretations	2
QAC	1205	Quality Planning & Analysis*	2
Total Credit Hours			**12**

*The student may elect to take BMG 2202 Transformation of Industry instead of one of the following:
BMG 1201; QAC 1202; QAC 1203; or QAC 1205.

INDUSTRIAL QUALITY MANAGEMENT (IQM) CERTIFICATE C279

✓ FCC	LTC	OCC	WVC	Online

The Industrial Quality Management certificate is designed to meet requirements for quality control and quality assurance workers in an industrial setting. This certificate is a ladder to the Industrial Quality Management degree.

First Semester			**Credit Hours 16**
BMG	1201	Participative Management Team Techniques*	2
CIS	1101	Introduction to Computers & Their Applications*	2
ENG	1111	Composition I	
		OR	
ENG	1201	Communications	3
QAC	1202	Statistics/Productivity & Quality*	2
QAC	1203	Total Quality Assurance – Q.A. Management*	2
QAC	1204	Dimensional Metrology & Blueprint Interpretation*	2
		Program Elective	3
Second Semester			**Credit Hours 16**
IQM	2202	Statistical Process Control II	3
IQM	2204	Gauges & Their Applications	3
MTH	1201	Technical Math	3
QAC	1205	Quality Planning & Analysis*	2
TQM	1201	Quality: An Organizational Strategy	3
		Elective	2
Total Credit Hours			**32**

*These classes may be applied to the Industrial Quality Control certificate.

INDUSTRIAL QUALITY MANAGEMENT (IQM) *ASSOCIATE IN APPLIED SCIENCE DEGREE* *D278*

✓ FCC	LTC	OCC	WVC	Online

The Industrial Quality Management degree program is designed to meet the needs of quality control and quality assurance. Basic concepts are included as well as more advanced quality data interpretation and quality systems analysis. For example, statistical process control is included as well as the more advanced trend analysis techniques.

First Semester			**Credit Hours 16**
BMG	1201	Participative Management Team Techniques*	2
CIS	1101	Introduction to Computers & Their Applications	2
ENG	1111	Composition I[1]	
		OR	
ENG	1201	Communications[1]	3
QAC	1202	Statistics/Productivity & Quality*	2
QAC	1203	Total Quality Assurance – Q.A. Management*	2
QAC	1204	Dimensional Metrology & Blueprint Interpretation*	2
		Program Elective	3

Second Semester			**Credit Hours 16**
IQM	2202	Statistical Process Control II	3
IQM	2204	Gauges & Their Applications	3
MTH	1201	Technical Math[1]	V3
QAC	1205	Quality Planning & Analysis*	2
TQM	1201	Quality: An Organizational Strategy	3
		Elective	2

Third Semester			**Credit Hours 15**
ENG	1212	Technical Writing[1]	3
IQM	2203	Geometric Tolerancing	3
IQM	2205	Advanced Blueprint Interpretation	3
		Social Science/Humanities Gen Ed Elective[1]	3
		Program Elective	3

Fourth Semester			**Credit Hours 17**
BMG	2202	Transformation of Industry*	4
IQM	2206	Certified Quality Auditor Review **OR**	
IQM	2207	Certified Quality Manager Review	4
SPE	1111	Interpersonal Communications[1]	3
TQM	1205	Internal/External Quality Standards	3
		General Education Elective[1]	3

Total Credit Hours **64**

[1] General Education Hours (18)

*These classes may be applied to the Industrial Quality Control certificate.

INDUSTRIAL TECHNICIAN (INDS) CERTIFICATES C546, C547, C548

FCC	LTC	OCC	✓ WVC	Online

The Industrial Technician certificates, which are progressive certificates, prepare graduates to become technical and/or technical management-oriented professionals for employment or employment enhancement in manufacturing industries/businesses. These certificates represent an optional curriculum subset to the Industrial Studies degree program, which is an integrated curriculum designed to prepare students with a broad understanding of industrial manufacturing issues, concepts, and techniques.

Industrial Technician (C546)

Program Requirements			**Credit Hours 15**
EDR	1202	Mechanical Blueprint Reading	4
MAN	1211	Industrial Electricity	4
TRA	1603	Introduction to Metalworking	3
WEL	1203	Practical Welding	4
Total Credit Hours			**15**

Inter Industrial Technician (C547)

Program Requirements			**Credit Hours 30**
CAD	1210	Computer Aided Drafting I	3
EDR	1202	Mechanical Blueprint Reading	4
MAC	1204	Machine Shop Processes	3
MAC	1211	Basic Machine Shop Lab	4
MAC	1225	Internship	V1-6
MAN	1211	Industrial Electricity	4
MAN	1221	Motors/Motor Controls	4
TRA	1603	Introduction to Metalworking	3
WEL	1203	Practical Welding	4
Total Credit Hours			**30**

Adv Industrial Technician (C548)

Program Requirements			**Credit Hours 45**
CAD	1210	Computer Aided Drafting I	3
CAD	1220	Computer Aided Drafting II	3
EDR	1202	Mechanical Blueprint Reading	4
ELT	2242	Robotics and Automation	4
MAC	1204	Machine Shop Processes	3
MAC	1211	Basic Machine Shop Lab	4
MAC	1225	Internship	V2-6
MAC	2231	Introduction to CNC	3
MAN	1211	Industrial Electricity	4
MAN	1215	Mechanical Drives	3
MAN	1221	Motors/Motor Controls	4
MAN	2211	Programmable Logic Controllers	4
WEL	1203	Practical Welding	4
Total Credit Hours			**45**

Other recommended courses:

EGR	1298	Topics/Issues in Engineering	V1-6
DEQ	1221	Basic Hydraulics	4

INFORMATION SYSTEMS SUPPORT (ISS) ASSOCIATE IN APPLIED SCIENCE DEGREE ***D471***

✓ FCC	LTC	OCC	WVC	Online

The Information Systems Support degree prepares students to perform a variety of information technology supportive services. This role can be face-to-face, over the phone, or virtual. A support technician must implement the same processes while performing their support duties regardless of where the supported entity resides, thus this program prepares individuals to work in a multitude of job positions. This program specifically targets the support component of information technology in both the hardware and software areas preparing the student for a wide variety of employment positions.

First Semester			**Credit Hours 15**
ISM	1202	Computer Hardware Fundamentals	4
ISS	1201	Computer Support Fundamentals	2
ISS	1202	Word Processing Support	5
MTH	1201	Technical Mathematics[1]	V4

Second Semester			**Credit Hours 17**
ISS	1203	Client Operating Systems	4
ISS	1204	Productivity Applications	3
ISS	1205	Spreadsheet Support	5
ISS	1206	A+ Preparation and Exam	2
		General Education Elective[1]	3

Third Semester			**Credit Hours 14**
ISS	2200	Database Support	5
ISS	2201	Computer Support Techniques	3
ISS	2202	Application Support Techniques	4
ISS	2203	MCITP Prep & Exam	2

Fourth Semester			**Credit Hours 18**
ENG	1201	Communications[1] OR	3
ENG	1111	CompositionI[1]	
ISS	2204	Network Systems Support	5
ISS	2205	Net+ Preparation and Exam	2
ISS	2230	IS Support Internship **OR**	3
ISS	2231	IS Support Simulation	
SPE	1111	Interpersonal Communications	3
		OR	
SPE	1101	Fundamentals of Effective Speaking	
		General Education Elective[1]	2

Total Credit Hours	**64**

[1]General Education Hours (15)

ISS SPECIALIST (ISS) CERTIFICATE C472

✓ FCC	LTC	OCC	WVC	Online

The ISS Specialist certificate is a specialty certificate aligned to the ISS Degree. The certificate prepares students to perform a variety of information technology supportive services. This role can be face-to-face, over the phone, or virtual. A support technician must implement the same processes while performing their support duties regardless of where the supported entity resides, thus this program prepares individuals to work in a multitude of job positions. This program specifically targets the support component of information technology in both the hardware and software areas preparing the student for a wide variety of employment positions.

First Semester			**Credit Hours 11**
ISM	1202	Computer Hardware Fundamentals	4
ISS	1201	Computer Support Fundamentals	2
ISS	1202	Word Processing Support	5

Second Semester			**Credit Hours 14**
ISS	1203	Client Operating Systems	4
ISS	1204	Productivity Applications	3
ISS	1205	Spreadsheet Support	5
ISS	1206	A+ Preparation and Exam	2

Third Semester			**Credit Hours 14**
ISS	2200	Database Support	5
ISS	2201	Computer Support Techniques	3
ISS	2202	Application Support Techniques	4
ISS	2203	MCITP Prep & Exam	2

Fourth Semester			**Credit Hours 10**
ISS	2204	Network Systems Support	5
ISS	2205	Net+ Preparation and Exam	2
ISS	2230	IS Support Internship **OR**	
ISS	2231	IS Support Simulation	3

Total Credit Hours 49

APPLICATIONS SPECIALIST (ISS) CERTIFICATE C473

✓ FCC	LTC	OCC	WVC	Online

The Applications Specialist certificate is a specialty certificate aligned to the ISS Degree. The certificate prepares students to perform a variety of information technology supportive services. This role can be face-to-face, over the phone, or virtual. A support technician must implement the same processes while performing their support duties regardless of where the supported entity resides, thus this program prepares individuals to work in a multitude of job positions. This program specifically targets the support component of information technology in both the hardware and software areas preparing the student for a wide variety of employment positions.

First Semester			**Credit Hours 7**
ISS	1201	Computer Support Fundamentals	2
ISS	1202	Word Processing Support	5

Second Semester			**Credit Hours 12**
ISS	1203	Client Operating Systems	4
ISS	1204	Productivity Applications	3
ISS	1205	Spreadsheet Support	5

Third Semester			**Credit Hours 12**
ISS	2200	Database Support	5
ISS	2201	Computer Support Techniques	3
ISS	2202	Application Support Techniques	4

Total Credit Hours 31

HARDWARE SUPPORT SPECIALIST (ISS) CERTIFICATE C474

✓ FCC	LTC	OCC	WVC	Online

The Hardware Support Specialist certificate is a specialty certificate aligned to the ISS Degree. The certificate prepares students to perform a variety of information technology supportive services with an emphasis on computer hardware support. This role can be face-to-face, over the phone, or virtual. A support technician must implement the same processes while performing their support duties regardless of where the supported entity resides, thus this program prepares individuals to work in a multitude of job positions. This program specifically targets the support component of information technology in both the hardware and software areas preparing the student for a wide variety of employment positions.

First Semester			**Credit Hours 6**
ISM	1202	Computer Hardware Fundamentals	4
ISS	1201	Computer Support Fundamentals	2
Second Semester			**Credit Hours 6**
ISS	1203	Client Operating Systems	4
ISS	1206	A+ Preparation and Exam	2
Third Semester			**Credit Hours 3**
ISS	2201	Computer Support Techniques	3
Fourth Semester			**Credit Hours 7**
ISS	2204	Network Systems Support	5
ISS	2205	Net+ Preparation and Exam	2
Total Credit Hours			**22**

NETWORK+ CERTIFICATION (ISS) CERTIFICATE C475

✓ FCC	LTC	OCC	WVC	Online

The Network+ Certification certificate is a specialty certificate aligned to the ISS Degree. The certificate prepares students for testing and certification in CompTIA Network+. This certification is an internationally recognized validation of the technical knowledge required of foundation-level IT network practitioners.

Requirements			**Credit Hours 15**
ISM	1202	Computer Hardware Fundamentals	4
ISS	1203	Client Operating Systems	4
ISS	2204	Network Systems Support	5
ISS	2205	Net+ Preparation and Exam	2
Total Credit Hours			**15**

MICROSOFT CERTIFIED APPLICATIONS (ISS) CERTIFICATE C476

✓ FCC	LTC	OCC	WVC	Online

The Microsoft Certified Applications certificate is a specialty certificate aligned to the ISS Degree. The certificate prepares students to test and become certified as Microsoft Certified Applications Specialists (MCAS). This credential validates skills in using the Microsoft Office System and the Windows operating system.

First Semester			**Credit Hours 5**
ISS	1202	Word Processing Support	5

Second Semester			**Credit Hours 5**
ISS	1205	Spreadsheet Support	5

Third Semester			**Credit Hours**
ISS	2200	Database Support	5

Total Credit Hours	**15**

A+ CERTIFICATION (ISS) CERTIFICATE C477

✓ FCC	LTC	OCC	WVC	Online

The A+ Certification certificate is a specialty certificate aligned to the ISS Degree. The certificate prepares students to test and become certified as CompTIA A+ certified technicians. This credential is the industry standard for computer support technicians. The international, vendor-neutral certification proves competence in areas such as installation, preventive maintenance, networking, security, and troubleshooting. CompTIA A+ certified technicians also have excellent customer service and communication skills to work with clients.

First **Semester**			**Credit Hours 4**
ISM	1202	Computer Hardware Fundamentals	4

Second Semester			**Credit hours 6**
ISS	1203	Client Operating Systems	4
ISS	1206	A+ Preparation and Exam	2

Total Credit Hours	**10**

INFORMATION SYSTEMS TECHNOLOGY (IST) *ASSOCIATE IN APPLIED SCIENCE DEGREE* *D217*

FCC	LTC	✓ OCC	WVC	Online

The Information System Technology programs will prepare students for jobs in areas such as Computer Software Engineer, Network Engineer, Database Administrator, Hardware Engineer, and Email Administrator.

First Semester			**Credit Hours 17**
ENG	1111	Composition I[1] **OR**	3
ENG	1201	Communications[1]	
ISM	1201	Systems Analysis & Design	3
IST	1210	Computer Maintenance & Repair	4
IST	1220	Java Programming Web and Mobile	4
MTH	1103	Liberal Arts Math[1] **OR**	3
MTH	1131	Introduction to Statistics[1] **OR**	
MTH	1201	Technical Mathematics[1]	

Second Semester			**Credit Hours 18**
ACC	1101	Applied Accounting	4
IST	1240	Business Apps Computing	3
IST	1250	Web & Mobile App Development	4
IST	1260	Operating Systems	4
SPE	1101	Fundamentals of Effective Speaking[1] **OR**	3
SPE	1111	Interpersonal Communications[1]	

Third Semester			**15**
GEN	2297	Employment Skills[1]	V2
IST	2200	Network Operating Systems	4
IST	2220	CompTIA A+ Cert Review	3
IST	2230	MSCA: Windows 8 Cert Review	3
IST	2270	LANs, WANs, and Wireless	3

Fourth Semester			**16**
IST	2210	IST Internship	2
IST	2250	CompTIA Network +Cert Review	3
IST	2260	Network Security	3
IST	2280	MSCA: Windows Server Cert	5
		General Education Elective[1]	3

Total Credit Hours	**66**

[1]General Education Hours (15)

INFORMATION SYSTEMS TECHNOLOGY (IST) *CERTIFICATE* *C216*

First Semester			**Credit Hours 11**
ISM	2201	Systems Analysis & Design	3
IST	1210	Computer Maintenance & Repair	4
IST	1260	Operating Systems	4

Second Semester			**Credit Hours 13**
GEN	2297	Employment Skills	V2
IST	2210	IST Internship	2
IST	2220	CompTIA A+ Cert Review	3
IST	2250	CompTIA Network+ Cert Review	3
IST	2270	LANS, WANs and Wireless	3

Total Credit Hours	**24**

INTERCONNECT TECHNICIAN (TELCS) CERTIFICATE C447

FCC	✓ LTC	OCC	WVC	Online

The purpose of this certificate is to prepare the student for employment with an Interconnect firm as a PBX/Key System/Data Comm technician. This work is typically performed in industrial, commercial, or office environments where the employee installs and maintains small business systems and structured data cabling plant. Employers include telephone companies, interconnect firms, universities, hospitals, and large commercial entities.

First Semester			**Credit Hours 16**
CTY	1201	CompTIA A+ PC Technician I	3
GEN	1221	Occupational Safety	2
TEL	1263	Intro to Switching Technology	2
TEL	1273	Electronics in Telecom	4
TEL	2264	Intro to Fiber Optics	3
TEL	2287	IP Convergence	2

Second Semester			**Credit Hours 17**
CTY	2201	CompTIA A+ PC Technician II	3
CTY	2205	CompTIA Net+ Technician	4
GEN	2297	Employment Skills	V3
TEL	1272	Business Comm Systems I	3
TEL	2263	Structured Cabling Systems	1
TEL	2282	TDM Switching Technology	3

Total Credit Hours 33

MARKETING BUSINESS MANAGEMENT (MARKT) ASSOCIATE IN APPLIED SCIENCE DEGREE D235

FCC	LTC	OCC	✓ WVC	Online

The Marketing Business Management degree program is for students interested in various business and entrepreneurial career opportunities. Students study and practice skills in fundamental business practices in order to qualify for supervisory and middle management positions. The importance of team development, customer satisfaction, employee motivation, and problem solving is emphasized throughout the program. Business management students will also receive college credit and pay for on-the-job occupational experience while working in a business-related field during two semesters.

Career possibilities encompass a multitude of current and expanding business opportunities including: product and service retailing, wholesaling, advertising, marketing, distribution, sales, food service, hospitality, supervision in manufacturing, entrepreneurship and business ownership. Graduate job titles include: assistant manager, line supervisor, assistant department manager, team leader, manager trainee, account executive, customer service associate and sales representative. The Marketing Business Management program enhances career opportunities for both men and women. After completion of the degree, some graduates pursue a baccalaureate degree through the SIU-C capstone program.

First Semester			**Credit Hours 15**
BMK	2102	Introduction to Sales	3
BUS	1101	Introduction to Business	3
BUS	2201	Principles of Management	3
DAP	1201	Business Computer Systems	3
PSY	1101	General Psychology I[1] **OR**	3
PSY	1103	Business Psychology[1]	

Second Semester			**Credit Hours 17**
ACC	1101	Applied Accounting **OR**	4
ACC	2101	Financial Accounting	
BMG	1202	Business Math[1] **OR**	4
		College Level Math[1]	
BMK	2101	Principles of Marketing	3
BUS	2104	Business Economics[1]	3
		Elective	3

Summer			**Credit Hours 8**
BMK	1205	Internship I	7
BMK	1206	Business Management Seminar I	1

Third Semester			**Credit Hours 16**
BMG	2204	Human Resource Management	3
BMK	1202	Principles of Retailing	2
BMK	1203	Advertising	2
BUS	2101	Business Law I	3
ENG	1111	Composition I[1] **OR**	3
ENG	1201	Communications[1]	
		Math, Science, or Communications Gen Ed Elective[1]	3

Fourth Semester			**Credit Hours 11**
BMK	2205	Internship II**	V4
BMK	2206	Business Management Seminar II	1
BOC	1206	Employment Methods	1
EDU	1108	Standard Red Cross First Aid	2
		Elective	3

Total Hours	**67**

[1]General Education Hours (16)

Any ENG, LSC, MTH, or SPE courses are acceptable electives.

Math, Science, or Communications Gen Ed Elective: Any Gen Ed course

Given the variable for BMK 1205 and BMK 2205 from four to seven (4-7) credit hours, if the student performs either of these internships at less than seven (7) credits, the remaining hours are to be made up in electives.

**BMK 1207 may be substituted for BMK 2206 and up to four (4) hours of BMK 2205.

MASSAGE THERAPY (THM) CERTIFICATE C338

FCC	LTC	✓ OCC	WVC	Online

The purpose of the program is to give students the skills needed for the field of massage therapy. Through the coursework within this program, students will be prepared to work in the wellness area of professional massage therapy.

Requirements after the student is accepted into the program:

1. Make an appointment to meet with academic advisor.
2. Provide evidence of CPR/First Aid certification.
3. Complete physical exam and required immunization form.
4. Complete a criminal background check request form provided by academic advisor. An unsatisfactory background check will negate program admission or result in dismissal from the program.

Upon completion of this program of study, students will be eligible to sit for the National Certification Exam in Therapeutic Massage and Bodywork.

The Massage Therapy Licensing Act stipulates that massage therapy licensure may be refused to a person who has been involved in a criminal offense, such as a felony or misdemeanor. Conviction of a criminal offense does not automatically bar licensure, but Illinois Department of Financial and Professional Regulation will take such conviction into consideration.

First Semester			**Credit Hours 19**
HEA	1225	Intro to Medical Terminology	V3
LSC	2111	Human Anatomy & Physiology I **OR**	4
THM	1211	Massage Therapy Anat/Phys I	
THM	1201	Introduction to Massage Therapy	1
THM	1205	Foundations of Massage Therapy	2
THM	1206	Muscular Skeletal Systems	3
THM	1210	Massage Therapy I	4
THM	1250	Massage Therapy Clinical I	V2

Second Semester			**Credit Hours 19**
LSC	2112	Human Anatomy & Physiology II **OR**	4
THM	1212	Massage Therapy Anat/Phys II	
THM	1215	Massage Therapy II	4
THM	1220	Massage Therapy III	4
THM	1230	Massage Therapy Business Practices	3
THM	1255	Massage Therapy Clinical II	V2
THM	1262	Ethics for Massage Therapy	V2

Third Semester			**Credit Hours 5**
THM	1214	Massage Therapy Pathophysiology **OR**	4
LSC	2114	Intro to Human Pathophysiology	
THM	1260	Massage Therapy Review	1

Total Credit Hours 43

Suggested additional hours:
To increase student knowledge and skills in Massage Therapy, students may wish to take additional "topics" courses in Massage Therapy:

THM	1298	Topics/Issues in Massage Therapy	0.5-6.0

MEDICAL ASSISTANT (MEDA) CERTIFICATE ***C192***

FCC	✓ LTC	OCC	WVC	Online

The Certified Medical Assistant certificate program will qualify students to perform clerical duties and assist in the clinical situations normally associated with medical offices, clinics, dental offices, hospitals and other health related settings. On the clerical side, this includes scheduling appointments, preparing and maintaining permanent records, arranging hospital admissions, typing reports, processing health insurance forms, ordering supplies, and keeping financial records. On the clinical side, a medical assistant may prepare patients for examinations, take vital signs, assist with first aid, and collect and process specimens. This program will give students the training and education they need for entry level jobs in the medical assisting profession. Upon completion of the certificate, students can take the CCMA/CMAA exam through the National Healthcareer Association to become a certified CMA. The student will also be eligible to sit for the Certified Phlebotomy Technician and Certified EKG Technician tests. Medical Assistant students must pass all courses in the program with at least a C and maintain a minimum term GPA of 2.0 to proceed through the program. Students must place into Beginning Algebra on COMPASS test or remediate to that level.

First Semester			**Credit Hours 16**
BOC	2210	Office Seminar I	1
BOC	2260	Medical Front Office[2]	3
HEA	1225	Introduction to Medical Terminology* **OR**	3
HIM	1207	CEMRS Medical Terminology	
HEA	2267	Intro to ICD-10-CM	4
MTH	1201	Technical Mathematics	V2
SPE	1111	Interpersonal Communications	3

Second Semester			**Credit Hours 17**
ENG	1111	Composition I **OR**	
ENG	1201	Communications	3
HEA	1208	Clinical Procedures[2]	3
HEA	1210	Medical Assist Pharmacology	2
LSC	2265	Medical Assisting Anatomy	3
PHI	2141	Ethics in the Medical Community	3
PSY	1101	General Psychology I	3

Summer			**Credit Hours V6**
HEA	2298	Internship	V6

Total Credit Hours 39

*Students considering the Nursing program should take HEA 1225

[2] Prerequisites:

BOC 2260 has a prerequisite of BOC 1201.

HEA 1208 has prerequisite of HEA 1225 and concurrent enrollment in HEA 1210 and LSC 2265.

MEDICAL CODING ASSOCIATE (MCOD) CERTIFICATE C189

FCC	LTC	✓ **OCC**	WVC	Online

Delivering quality healthcare depends on capturing accurate and timely medical data; medical coding professionals fulfill this need as key players in the healthcare workplace. The OCC Medical Coding Associate certificate program will prepare students for the Certificate Coding Associate exam/certification (http://www.ahima.org/certification/cca.aspx).

Health information coding is the transformation of verbal descriptions of diseases, injuries, and procedures into numeric or alphanumeric designations. The coding of health-related data permits access to medical records by diagnoses and procedures for use in clinical care, research, and education. Medical coders assign a code to each diagnosis and procedure by using classification systems software. The classification system determines the amount for which healthcare providers will be reimbursed if the patient is covered by Medicare, Medicaid, or other insurance programs using the system. Coders may use several coding systems, such as those required for ambulatory settings, physician offices, or long-term care. *Successful completion of course prerequisites are required prior to enrollment into this certificate program.*

Prerequisites			**Credit Hours 13**
BOC	1201	Beginning Keyboarding **OR**	3
BOC	1202	Intermediate Keyboarding	
DAP	1201	Business Computer Systems	3
HEA	1225	Intro to Medical Terminology	V3
LSC	1101	General Biology	4

Semester 1			**Credit Hours 16**
BOC	2262	Medical Office Procedures	4
HEA	2264	Medical Insurance & Coding I	3
LSC	2111	Human Anatomy & Physiology I	4
MED	2204	Healthcare Delivery	4
MED	2207	Intro to Pharmacology	1

Semester 2			**Credit Hours 16**
HEA	2215	Electronic Med Records Mgmt	3
HEA	2266	Medical Insurance & Coding II	3
LSC	2112	Human Anatomy & Physiology II	4
MED	2206	Intro to Human Pathophysiology	3
MED	2208	Medical Reimbursement	3

Semester 3			**Credit Hours 8**
MED	2209	Advanced Coding	4
MED	2211	Certification Prep/Hospital **OR**	1
MED	2212	Certification Prep/Physician	
MED	2298	Coding Practicum	3

TOTAL Credit Hours 40

CERTIFIED MEDICAL ASSISTANT (MEDA) *ASSOCIATE IN APPLIED SCIENCE DEGREE* *D292*

FCC	✓ LTC	OCC	WVC	Online

The Certified Medical Assistant Associate of Applied Science (AAS) degree program is a two-year program that prepares students for careers, career changes, and career advancement performing clerical duties and assisting in the clinical situations normally associated with medical offices, clinics, and other health related settings. This program offers training in recognized medical areas with emphasis on analysis, synthesis, and evaluation. The program content provides depth and breadth in conceptual and professional/medical skills. The general education courses provide students a foundation of values, attitudes, and skills necessary to become responsible and concerned citizens and lifelong learners possessing the ability to think critically, communicate effectively, and solve problems in a diverse global society and compete successfully in the job market. The professional/medical courses prepare students with the skills to obtain entry-level employment and to advance in the workforce. Clinical skills a medical assistant may utilize are preparing patients for examinations, taking vital signs, assisting with first aid, and collecting and processing specimens. Clerical skills include scheduling appointments, preparing and maintaining permanent records, arranging hospital admissions, typing reports, processing health insurance forms, ordering supplies, and keeping financial records. Upon completion of the degree, students can take the CCMA/CMAA exam through the National Healthcareer Association to become a Certified Medical Assistant. The student will also be eligible to sit for the Certified Phlebotomy Technician and Certified EKG Technician tests. Certified Medical Assistant students must pass all courses in the program with at least a C and maintain a minimum term GPA of 2.0 to proceed through the program. Students must place into Beginning Algebra on COMPASS test or remediate to that level.

First Semester			**Credit Hours 16**
BOC	2210	Office Seminar I	1
BOC	2260	Medical Front Office[2]	3
HEA	1225	Introduction to Medical Terminology* **OR**	3
HIM	1207	CEMRS Medical Terminology	
HEA	2267	Intro to ICD-10-CM	4
MTH	1201	Technical Mathematics[1]	V2
SPE	1111	Interpersonal Communications[1]	3

Second Semester			**Credit Hours 17**
ENG	1111	Composition I[1] **OR**	3
ENG	1201	Communications[1]	
HEA	1208	Clinical Procedures[2]	3
HEA	1210	Medical Assist Pharmacology	2
LSC	2265	Medical Assisting Anatomy	3
PHI	2141	Ethics in the Medical Community	3
PSY	1101	General Psychology I[1]	3

Summer Semester			**Credit Hours V6**
HEA	2298	Internship	V6

Third Semester			**Credit Hours 14**
ENG	1212	Technical Writing[1]	3
HEA	2268	ICD-10-CM/Medical Office	4
HEA	2270	Applied Legal Concepts/ Medical	3
LSC	1101	General Biology I[1]	4

Fourth Semester			**Credit Hours 18**
ACC	1101	Applied Accounting	4
HEA	1209	HIPAA Compliance	1
HEA	2269	ICD-10-CM/Health Agencies	4
HEA	2271	Medical Funding Applications	3
HEA	2272	Medical Data Management	3
LSC	2114	Intro to Human Pathophysiology	3

Total Credit Hours 71

***Students considering the Nursing program should take HEA 1225**

[1] General Education Hours (18)

[2] Prerequisites:

BOC 2260 has a prerequisite BOC 1201

HEA 1208 has prerequisite of HEA 1225 and concurrent enrollment in HEA 1210 and LSC 2265.

MEDICAL OFFICE ASSISTANT (SMED) *ASSOCIATE IN APPLIED SCIENCE DEGREE* *D190*

FCC	LTC	✓ OCC	WVC	✓ Online

The Medical Office Assistant degree program is designed to prepare medical office assistants, medical transcriptionists, medical receptionists, and other related personnel to meet the needs of area and national medical offices. In this area, jobs are available in hospitals, clinics, doctors' offices, insurance companies, health foundations, local industries, and Illinois state and U.S. governmental agencies. The demand for well-trained medical office assistants is increasing due to the expansion of medical services, medical agencies, and the increase of required medical records maintenance.

Beginning Keyboarding is a pre-program requirement and cannot be used as an elective. The student will be placed in keyboarding courses according to previous experience, training, and ability. Beginning and intermediate courses may be waived; the advanced course is required. Elective classes must be taken in lieu of waived courses. This degree is available online.

First Semester			**Credit Hours 16**
BOC	1202	Intermediate Keyboarding	3
BOC	1206	Employment Methods	1
DAP	2202	Word Processing I	3
ENG	1111	Composition I[1]	3
HEA	1225	Intro to Medical Terminology	V3
HEA	2215	Electronic Med Records Mgmt	3

Second Semester			**Credit Hours 19**
BOC	2203	Advanced Keyboarding	3
BOC	2262	Medical Office Procedures	4
BOC	2263	Medical Transcription I	3
ENG	1212	Technical Writing[1]	V3
HEA	1212	Clinical Processes	3
LSC	2264	Anatomy for Medical Secretaries	3

Third Semester			**Credit Hours 15**
BOC	2268	Medical Office Seminar I	V1
BOC	2269	Medical Office Internship I	V2
CIS	1278	Spreadsheet	V3
HEA	2264	Medical Insurance & Coding I	3
PSY	1101	General Psychology I[1]	3
SPE	1101	Fundamentals of Effective Speaking[1]	3

Fourth Semester			**Credit Hours 18**
BOC	2202	Professional Portfolio	2
BOC	2265	Medical Transcription II	3
BOC	2270	Med Ofc Internship/ Seminar II	V3
CIS	1286	Database	V3
HEA	2210	Stat. Analysis of Health Data **OR**	4
MTH	1131	Introduction to Statistics[1]	
HEA	2266	Medical Insurance & Coding II	3

Total Credit Hours 68

[1]General Education Hours (15)

MEDICAL TRANSCRIPTION (MEDTR) CERTIFICATE C195

FCC	LTC	✓ OCC	WVC	✓ Online

The Medical Transcription certificate program is designed to prepare medical transcriptionists, medical receptionists, and other related personnel who do not need shorthand as a requirement for employment in medical offices. Jobs are available in this area in hospitals, clinics, doctors' offices, insurance companies, health foundations, local industries, and Illinois state and U.S. government agencies. The demand for well-trained medical transcriptionists is increasing due to the expansion of medical services, medical agencies, and the increase in medical records maintenance.

Beginning Keyboarding is a pre-program requirement.

First Semester			**Credit Hours 16**
BOC	1202	Intermediate Keyboarding	3
BOC	1206	Employment Methods	1
DAP	1201	Business Computer Systems	3
ENG	1111	Composition I	
		OR	
ENG	1201	Communications	3
HEA	1225	Introduction to Medical Terminology	V3
HEA	2215	Electronic Med Records Mgmt	3

Second Semester			**Credit Hours 19**
BOC	2203	Advanced Keyboarding	3
BOC	2262	Medical Office Procedures	4
BOC	2263	Medical Transcription I	3
DAP	2202	Word Processing I	3
ENG	1212	Technical Writing	3
LSC	2264	Anatomy for Medical Secretaries	3

Total Credit Hours 35

MINE ELECTRICAL MAINTENANCE III (CMT) CERTIFICATE C296

FCC	LTC	OCC	✓ WVC	Online

The Mine Electrical Maintenance III meets MSHA (Mine, Safety & Health Administration) training requirements for an electrical card.

One Semester			**Credit Hours 8**
CMT	2280	Mine Electrical Maintenance III	8

Total Credit Hours 8

MS OFFICE SPECIALIST (MSOFC) CERTIFICATE C244

✓ FCC	✓ LTC	✓ OCC	✓ WVC	✓ Online

PLEASE CHECK WITH AN ADVISOR ON PROGRAM AVAILABILITY.

The MS Office Specialist certificate will serve individuals in the workplace who utilize these applications on a day-to-day basis and those preparing for a new career. This certificate will prepare any individual for an office, business, or industry setting as an office technician and/or computer support specialist.

First Semester			**Credit Hours 14**
BOC	1201	Beginning Keyboarding **OR**	3
BOC	1202	Intermediate Keyboarding	
CIS	1209	Outlook	2
CIS	1275	PowerPoint	3
CIS	1278	Spreadsheet	3
DAP	2202	Word Processing I	3

Second Semester			**Credit Hours 13**
ACC	1101	Applied Accounting **OR**	4
ACC	2101	Financial Accounting	
CIS	1286	Database	3
DAP	1203	Microcomputer Applications In Business	3
DAP	2265	Desktop Publishing I	3

Total Credit Hours 27

OFFICE ADMINISTRATION (OFADM) ASSOCIATE IN APPLIED SCIENCE DEGREE *D247*

FCC	LTC	✓ OCC	WVC	✓ Online

The Office Administration degree prepares students for a career in a professional office environment. As the business office relies increasingly on technology, organizations need well-trained, capable individuals to ensure that daily tasks are handled efficiently and effectively. This program is designed to provide graduates with skills in business principles, office procedures, software applications and communication needed for a career in office management or office administration. This includes proficiency in using office technology, creating presentations, developing databases, designing newsletters, setting up telephone and web conferences and creating spreadsheets. Students will learn the technical and interpersonal skills that will make them key players in day to day operations. Students will study the current Microsoft Office applications including word processing, spreadsheets, databases, desktop publishing, and other communications technologies, allowing them to develop skills that will move them to the top of an organization's must-hire list. Students will also take the Microsoft certification exams in Word, Excel, and Access; as an option, students may also test in Outlook and PowerPoint.

First Semester			**Credit Hours 16**
ACC	1101	Applied Accounting	4
BUS	1101	Introduction to Business	3
DAP	1201	Business Computer Systems	3
ENG	1111	Composition I[1]	3
SPE	1101	Fundamentals of Effective Speaking[1]	3

Second Semester			**Credit Hours 18**
BMG	2103	Business Statistics	3
BMK	2101	Principles of Marketing	3
BUS	2201	Principles of Management	3
DAP	1236	Keyboarding Essentials	3
DAP	1237	Presentation and Promotion	3
ENG	1121	Composition & Analysis[1]	3

Third Semester			**Credit Hours 16**
ACC	2101	Financial Accounting	4
BOC	2216	Electronic Records Management	3
CIS	1278	Spreadsheet	V3
ECN	2101	Principles of Macroeconomics[1]	3
PSY	1101	General Psychology I[1]	3

Fourth Semester			**Credit Hours 15**
ACC	2102	Managerial Accounting	4
BOC	2217	Professional Development	3
BOC	2218	Office Admin Internship	2
CIS	1207	Business Applications of Web Design	V3
CIS	1286	Database	V3

Total Credit Hours 65

[1]General Education Hours (15)

OFFICE ADMINISTRATION (OFADM) CERTIFICATE *C246*

First Semester			**Credit Hours 10**
ACC	1101	Applied Accounting	4
BUS	1101	Introduction to Business	3
DAP	1201	Business Computer Systems	3

Second Semester			**Credit Hours 15**
BMG	2103	Business Statistics	3
BMK	2101	Principles of Marketing	3
BUS	2201	Principles of Management	3
DAP	1236	Keyboarding Essentials	3
DAP	1237	Presentation and Promotion	3

Total Credit Hours 25

OFFICE MANAGEMENT (OMGT) ASSOCIATE IN APPLIED SCIENCE DEGREE D186

FCC	✓ LTC	OCC	WVC	Online

The Office Management program is designed to enable the student to acquire highly skilled management capabilities in a diverse and progressive work environment. Curriculum includes business law, personnel management, technology, and accounting. Graduates in the program may have employment opportunities in many fields such as business, banking, education, public relations, law, government, industry and accounting. All successful graduates are trained to organize, manage, and distribute information in today's fast paced business world.

Students will be placed in keyboarding classes according to previous experience, training, and ability. Placement into BOC 1202 requires consent of instructor.

First Semester			**Credit Hours 16**
BMG	1202	Business Math	
		OR	
		College Level Math[1]	4
BOC	1202	Intermediate Keyboarding	3
BUS	1101	Introduction to Business	3
DAP	1201	Business Computer Systems	3
ENG	1111	Composition I[1]	
		OR	
ENG	1201	Communications[1]	3

Second Semester			**Credit Hours 16**
BOC	1206	Employment Methods	1
DAP	2202	Word Processing I	3
DAP	2203	Word Processing II	3
PSY	1101	General Psychology I[1] **OR**	3
PSY	1103	Business Psychology[1]	
SPE	1101	Fundamentals of Effective Speaking[1] **OR**	3
SPE	1111	Interpersonal Communications[1]	
TQM	1206	Project Management	3

Third Semester			**Credit Hours 16**
ACC	1101	Applied Accounting	4
BUS	2101	Business Law I	3
BUS	2104	Business Economics[1] **OR**	3
ECN	2101	Principles of Macroeconomics[1]	
CIS	1278	Spreadsheet	V3
TQM	1214	Team Building and Development	V1
TQM	1216	Conflict Resolution & Consensus Bldg	V1
TQM	2205	Leadership in Management	V1

Fourth Semester			**Credit Hours 15**
ACC	1102	Fundamentals of Accounting	4
BOC	2211	Office Internship I	V2
BMK	2101	Principles of Marketing	3
BUS	1102	Managerial Effectiveness: Personnel	3
DAP	2265	Desktop Publishing	3

Total Credit Hours 63

[1]General Education Hours (16)

OSP TECHNICIAN (TELCS) CERTIFICATE C446

FCC	✓ LTC	OCC	WVC	Online

The purpose of this certificate is to prepare the student for work at a communications firm as a lineman, cable splicer, I & R technician, or fiber optic tech. Typically, work is performed outdoors in construction, splicing, troubleshooting and maintaining copper and fiber optic communication lines. Employees will work with voice, data, and video circuits. Employers include telephone companies, CLECs, Cable TV companies, and telecom contractors.

First Semester			**Credit Hours 14**
GEN	1221	Occupational Safety	2
TEL	1266	Fundamentals of Telecom	3
TEL	1276	Working Aloft	2
TEL	2264	Intro to Fiber Optics	3
TEL	2281	Outside Plant Construction	4

Second Semester			**Credit Hours 16**
GEN	2297	Employment Skills	3V
TEL	1271	Basic Cable Splicing	3
TEL	1274	Station Installation	3
TEL	2291	OSP Cable Maintenance	4
TEL	2299	Advanced Cable Splicing	3
Total Credit Hours			**30**

PARALEGAL (PLEGL) Associate of Applied Science Degree D171

FCC	LTC	OCC	✓ WVC	Online

The Paralegal degree prepares graduates to become paralegals and legal assistants. Paralegals and legal assistants assist lawyers by researching legal precedent, investigating facts, preparing legal documents, conducting research to support a legal proceeding, to formulate a defense, or to initiate legal action.

First Semester			**Credit Hours 15**
DAP	1201	Business Computer Systems	3
ENG	1111	Composition I[1]	3
LGL	1201	Intro to Legal Systems **OR**	3
BUS	2101	Business Law I	
LGL	1202	Legal Forms and Terminology	3
PSY	1101	General Psychology I[1]	3

Second Semester			**Credit Hours 19**
BMG	1202	Business Math[1] **OR**	4
MTH	1103	Liberal Arts Math[1]	
ENG	1121	Composition and Analysis[1]	3
JUS	1210	Criminal Law I	3
LGL	2204	Business Law for Paralegal	3
PHI	2101	Introduction to Ethics[1]	V3
SPE	1101	Fundamentals of Effective	3
		Speaking[1] **OR**	
SPE	1111	Interpersonal Communications[1]	

Third Semester			**Credit Hours 17**
ACC	1101	Applied Accounting **OR**	4
ACC	2101	Financial Accounting	
LGL	1203	Legal Research and Writing I	4
LGL	1204	Technology in the Law Office	3
LGL	2201	Civil Procedures	3
		Sociology Gen Ed Elective[1]	3

Fourth Semester			**Credit Hours 19**
GEN	2297	Employment Skills[1]	V2
LGL	2203	Legal Research and Writing II	4
LGL	2205	Property and Estates	3
LGL	2210	Seminar	V1
LGL	2298	Internship	V3
		Business or Computer Elective	3
		Philosophy Gen Ed Elective[1]	3

Total Credit Hours 70

[1]General Education Hours (27)

PARAMEDICINE (PARA) ASSOCIATE IN APPLIED SCIENCE DEGREE ***D411***

✓ FCC	LTC	OCC	WVC	Online

Graduates of the Paramedicine degree program will have the knowledge, attitudes, skills, habits, and hands-on experience needed to perform pre-hospital advanced life support as they respond to medical and traumatic emergencies under direct medical control. The performance of advanced cardiac life support, pre-hospital trauma life support, pediatric advanced life support, and neonatal advanced life support procedures are stressed throughout the curriculum. Specifically, graduates will be able to: accurately assess a patient's condition, operate a cardiac monitor, interpret electrocardiograms (EKGs), perform endotracheal intubation, initiate intravenous solutions, and administer medicines. This program follows the National Emergency Medical Services Education Standards established by the National Highway Traffic Safety Administration (NHTSA) and fulfills the prescribed requirements that are currently approved by the EMT-P practice by the Illinois Department of Public Health (IDPH).

First Semester			**Credit Hours 15.5**
EPM	1200	CPR Fundamentals	.5
EPM	2204	Paramedic I	9
HEA	1225	Introduction to Medical Terminology	V3
HEA	1226	Allied Health Anatomy **OR**	3
LSC	2111	Human Anatomy & Physiology I	

Second Semester			**Credit Hours 14**
EPF	1205	Vehicle Operator Fundamentals	.5
EPF	1219	Technical Rescue Awareness	.5
EPM	2202	Advanced Cardiac Life Support	1
EPM	2205	Paramedic II	9
HEA	1228	Human Pathophysiology	3

Third Semester			**Credit Hours 16.5**
EPF	1224	EP Hazardous Materials	.5
EPM	2206	Paramedic III	9
MTH	1201	Technical Mathematics[1]	V4
		General Education Elective[1]	3

Fourth Semester			**Credit Hours 14**
ENG	1201	Communications[1] **OR**	3
ENG	1111*	Composition[1]	
EPM	2207	Paramedic IV	6
SPE	1111	Interpersonal Communications[1]	
SPE	1101*	**OR** Fundamentals of Effective Speaking[1]	3
		General Education Elective[1]	2
Total Credit Hours			**60**

[1]General Education Hours (15)

*Students considering transfer options should take this course.

PARAMEDIC (PARA) CERTIFICATE ***C412***

First Semester			**Credit Hours 9.5**
EPM	1200	CPR Fundamentals	.5
EPM	2204	Paramedic I	9

Second Semester			**Credit Hours 9**
EPM	2205	Paramedic II	9

Third Semester			**Credit Hours 15**
EPM	2206	Paramedic III	9
EPM	2207	Paramedic IV	6

Total Credit Hours	**33.5**

EMT (PARA) CERTIFICATE *C414*

✓ FCC	LTC	OCC	WVC	Online

First Semester			**Credit Hours 9.5**
EPM	1200	CPR Fundamentals	.5
EPM	1202	EMT Fundamentals	9
Total Credit Hours			**9.5**

EMERGENCY MEDICAL RESPONDER (PARA) CERTIFICATE *C421*

First Semester			**Credit Hours 4.5**
EPM	1200	CPR Fundamentals	.5
EPM	1201	Emergency Medical Responder	4
Total Credit Hours			**4.5**

PARAPROFESSIONAL EDUCATOR (EDU) CERTIFICATE C364

✓ FCC	✓ LTC	✓ OCC	✓ WVC	✓ Online

The intent of the Paraprofessional Educator certificate is to prepare both current and future paraprofessional/ teacher aide educators.

This curriculum will prepare graduates for jobs as paraprofessionals or teachers' aides, special education aides for the K-12 school systems, preschool aides for school districts with pre-K classes, and early childhood aides for day/child care centers.

First Semester			**Credit Hours 15**
EDU	1114	Educating Exceptional Children	3
EDU	1116	Intro to Teaching	3
ENG	1111	Composition I	3
MTH	1103	Liberal Arts Math	
		OR	
MTH	1121	Math for Elementary Education	
		OR	
MTH	1201	Technical Math	3
SOC	2101	Principles of Sociology	3
Second Semester			**Credit Hours 16**
EDU	2107	Preclinical Experiences in Education	4
EDU	2109	Language Arts in the Elementary School	3
ENG	1121	Composition & Analysis	3
PSY	1101	General Psychology I	3
		Elective*	3
Total Credit Hours			**31**

***Other recommended core courses:**

ECD	1101	Intro to Early Childhood	3
EDU	1101	Cultural Diversity	3
EDU	1107	Health	3
EDU	1115	Using Instructional Media	3
EDU	2102	Art for Elementary School Teachers	3
EDU	2210	Behavior Management & Observation	3
LSC	1101	General Biology I	4
SOC	2103	Marriage & Family	3
SPN	1111	Elementary Spanish I	4

PARAPROFESSIONAL EDUCATOR (EDU) ASSOCIATE IN APPLIED SCIENCE DEGREE D365

✓ FCC	✓ LTC	✓ OCC	✓ WVC	Online

The intent of the Paraprofessional Educator AAS degree is to prepare both current and future paraprofessional/ teacher aide educators. The AAS degree is designed for immediate employment, but includes a number of transfer courses that could transfer to a baccalaureate degree-granting institution.

This curriculum will prepare graduates for jobs as paraprofessionals or teachers' aides, special education aides for the K-12 school systems, preschool aides for school districts with pre-K classes, and early childhood aides for day/child care centers. Also, the way in which the curricula is designed for a progression or career ladder will enable students to continue their education toward a baccalaureate teaching certificate

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First Semester			**Credit Hours 15**
EDU	1114	Educating Exceptional Children	3
EDU	1116	Intro to Teaching	3
ENG	1111	Composition I[1]	3
MTH	1103	Liberal Arts Math[1]	
		OR	
MTH	1121	Math for Elementary Education[1]	
		OR	
MTH	1201	Technical Math[1]	3
SOC	2101	Principles of Sociology[1]	3

Second Semester			**Credit Hours 16**
EDU	2107	Preclinical Experiences in Education	4
ENG	1121	Composition & Analysis[1]	3
PSY	1101	General Psychology I[1]	3
		Literature Gen Ed Elective[1]	3
		Elective*	3

Third Semester			**Credit Hours 16**
ART	2101	Understanding Art[1]	
		OR	
HUM	1111	Intro to Art, Music, and Theatre[1]	
		OR	
MUS	1101	Music Appreciation[1]	
		OR	
MUS	1102	History of American Music[1]	3
LSC	1101	General Biology I[1]	4
SOC	2102	Social Problems & Trends[1]	3
SPE	1101	Fundamentals of Effective Speaking[1]	3
		Psychology Gen Ed Elective[1]	3

Fourth Semester			**Credit Hours 15**
DAP	1201	Business Computer Systems	3
HIS	2101	U.S. History to 1877[1]	
		OR	
HIS	2102	U.S. History Since 1877[1]	
		OR	
PLS	2101	Government of the U.S. [1]	3
		EDU Elective*	3
		Electives*	6

Total Credit Hours	**62**

[1] General Education Hours

***Other recommended core courses:**

ECD	1101	Intro to Early Childhood	3
EDU	1102	Basic Activities for Elem/ Sec Schools	3
EDU	1107	Health	3
EDU	1115	Using Instructional Media	3
EDU	2103	Educational Psychology	3
EDU	2105	Science in the Elementary School	4
EDU	2109	Language Arts in the Elementary Schools	3
HIS	1104	History of Eastern Civ	4
MTH	1122	Geometry for Elem Ed	3
PEG	1137	First Aid & Safety Education	3
SOC	2103	Marriage & Family	3
SPN	1111	Elementary Spanish I	4

PARENTING (PARNT) CERTIFICATE C356

FCC	LTC	OCC	✓ WVC	Online

The Parenting certificate focuses on the social, emotional, academic, and physical growth of children as well as the continuing education for parents and how education builds a better and stronger community. The goals of the program are: to increase parental involvement in their children's education as well as their own education; increase student attendance in school; improve parental understanding of learning concepts; increase academic growth; and recognize the need for lifelong learning and education.

Program Requirements			**Credit Hours 14**
ECD	1101	Intro to Early Childhood Ed	3
ECD	1203	Health and Safety of Children	3
ECD	1206	Developments in Early Childhood	1
ECD	1208	Parent-Child Relations I	1
ECD	1209	Parent-Child Relations II	1
ECD	1210	Developmental Parenting	3
GEN	2297	Employment Skills	2
Total Credit Hours			**14**

PETROLEUM DRILLING TECHNOLOGY (PET) *CERTIFICATE* *C303*

FCC	✓ LTC	OCC	WVC	Online

The Petroleum Drilling Technology certificate focuses on the theory and hands-on applications required to gain entry-level employment opportunities in the oil, natural gas, and other energy fields of study. The certificate demonstrates completion of basic petroleum and process technology training.

First Semester			**Credit Hours 15**
CTY	1275	Essential Computer Skills	V2
MTH	1201	Technical Mathematics	V4
PET	1251	Petroleum Drilling Technology	3
PTT	1200	Intro to Process Technology	3
PTT	1204	PTech Safety & the Environment	3

Second Semester			**Credit Hours 16**
GEL	1110	General Geology	3
PET	1252	Modern Petroleum Technology	3
PTT	1205	Tech Teaching/Writing/ Reporting	3
PTT	2201	PTech Equipment	4
PTT	2205	PTech Quality Control	3

Total Credit Hours **31**

PHARMACY TECHNICIAN (PHM) CERTIFICATE C337

FCC	✓ LTC	OCC	WVC	Online

Pharmacy technicians assist and support licensed pharmacists in providing health care products and medication to patients. Pharmacy technicians often perform a central role in the preparation and delivery of drug products and act as a liaison for the pharmacist, doctor, and the patient. Technicians receive prescription and refill requests from patients and must verify authenticity and accuracy. Pharmacy technicians prepare the actual prescriptions, sometimes including the actual compounding of medication. Additionally, they prepare medication containers and label these. All pharmacy technicians must be registered by the Illinois Department of Professional Regulation. This certificate program will prepare students with the training, education, and skills necessary to pass the licensing exam available from the Pharmacy Technician Certification Board (PTCB) and begin an entry-level job in the pharmacy technician profession.

Pharmacy Technician students must pass all courses in the program curriculum with at least a *C* and maintain a minimum term GPA of 2.0 to proceed through the program. Students must place into Beginning Algebra on COMPASS test or remediate to that level.

First Semester			**Credit Hours 8**
HEA	1225	Introduction to Medical Terminology	V2
PHM	1201	Orientation to Pharmacy Tech	3
PHM	1203	Pharmacy Calculations	3

Second Semester			**Credit Hours 9**
PHM	1202	Pharmacology	3
PHM	1204	Pharmacy Operations	3
SPE	1111	Interpersonal Communications	3

Summer			**Credit Hours 4**
PHM	2201	Pharmacy Technician Internship	V3
PHM	2202	Certification Review	1

Total Credit Hours	**21**

PHLEBOTOMY (PHB) CERTIFICATE C339

✓ FCC	LTC	✓ OCC	WVC	Online

The Phlebotomy certificate program teaches skills and techniques to students who are interested in a variety of health care professions. Students learn techniques for the collection of blood from patients or donors for diagnostic testing. In addition, ethical and legal responsibilities, effective communication skills and safe practices are studied. Phlebotomists are employed in hospitals, hospital laboratories, physicians' offices, clinics, blood banks, commercial laboratories, ambulatory health care services, home health care agencies, etc.

Program Admission Requirements:

- Students must be 18 years of age or older
- Students must have either a high school diploma or a GED
- Students must have a minimum GPA of 2.0
- Students must complete the COMPASS /ASSET test and achieve minimum entry-level scores at or above the 34th percentile
- Students must possess basic computer skills (Course completion, documentation of work skills or enrollment in computer course during the first semester of phlebotomy)
- Medical terminology is required prior to/or in conjunction with PHB 1220 Phlebotomy Theory

Requirements after the student is accepted into the program:

1. Make an appointment to meet with academic advisor.
2. Provide evidence of CPR/First Aid certification.
3. Complete physical exam and required immunization form.
4. Complete a criminal background check request form provided by academic advisor. An unsatisfactory background check will negate program admission or result in dismissal from the program.

First Semester			**Credit Hours 9**
HEA	1225	Intro to Medical Terminology	V3
PHB	1220	Phlebotomy Theory	3
PHB	1222	Phlebotomy Procedures	3

Second Semester			**Credit Hours 7**
PHB	1224	Phlebotomy Externship	4
PHB	1298	Phlebotomy/Health Professional	3

Total Credit Hours 16

PROCESS TECHNOLOGY (PTEC) ASSOCIATE IN APPLIED SCIENCE DEGREE D302

FCC	✓ LTC	OCC	WVC	Online

The Process Technology degree program will prepare students to assume roles as operators and technicians in the process and manufacturing industry (food processing, power production, water treatment, paper manufacturing, fuel production, chemical and pharmaceutical manufacturing). This degree prepares individuals for entry level employment within industry as well as current industrial employees for advancement within the industry. This program was developed with the support of industry personnel from the Crawford County area and includes a partnership with Robinson Marathon Petroleum, LLC.

First Semester			**Credit Hours 15.5**
CIS	1104	Intro to On-line Learning	.5
MTH	1201	Technical Mathematics[1]	V4
PTT	1200	Intro to Process Technology	3
PTT	1204	PTech Safety & the Environment	3
SOC	1108	Race & Ethnic Relations[1]	3
CTY	1275	Essential Computer Skills	V2

Second Semester			**Credit Hours 14**
CHM	1120	Introductory Chemistry[1]	5
PTT	1205	Tech Reading/Writing/ Reporting	3
PTT	2201	PTech Equipment	4
PTT	2298	Topics in Process Technology	V2

Third Semester			**Credit Hours 17.5**
MAC	2203	Manufacturing Processes	V3.5
PTT	1201	PTech Instrumentation	4
PTT	2205	PTech Quality Control	3
PTT	2206	PTech Systems	4
PTT	2209	Distributed Control Systems	V3

Fourth Semester			**Credit Hours 17**
BUS	2104	Business Economics	3
GEN	2297	Employment Skills[1]	V3
PTT	2207	PTech Operations	4
PTT	2208	PTech Troubleshooting	4
SPE	1111	Interpersonal Communications[1]	3

Total Credit Hours	**64**

Recommended elective:

PTT	1202	OSHA Training
PTT	2212	Process Technology Internship

[1]General Education Hours (18)

PROCESS TECHNOLOGY (PTEC) CERTIFICATE C301

FCC	✓ LTC	OCC	WVC	Online

Completion of the Process Technology Technician certificate demonstrates a graduate's completion of basic process technology training. The training prepares graduates for entry into the following industries: food processing, power production, water treatment, paper manufacturing, fuel production, and chemical and pharmaceutical manufacturing settings.

First Semester			**Credit Hours 15.5**
CIS	1104	Intro to Online Learning	.5
MTH	1201	Technical Mathematics	V4
PTT	1200	Intro to Process Technology	3
PTT	1204	PTech Safety & the Environment	3
SOC	1108	Race & Ethnic Relations	3
CTY	1275	Essential Computer Skills	V2

Second Semester			**Credit Hours 17**
CHM	1120	Introductory Chemistry	5
GEN	2297	Employment Skills	V3
PTT	1205 T	Tech Reading/Writing/ Reporting	3
PTT	2201	PTech Equipment	4
PTT	298	Topics in Process Technology	V2

Total Credit Hours	**32.5**

PROFESSIONAL AG APPLICATOR (AGB) CERTIFICATE C118

FCC	LTC	OCC	✓ WVC	Online

With the rise of geographical information systems (GIS), field mapping, and computer controlled applicators, a new class of employee has been created in the agri-business sector. Individuals who bring the varied skills of Commercial Drivers License, Chemical Applicator Certification, a basic understanding of computers, and a basic understanding of GIS are in demand as the operators of Agricultural Chemical Applicators. These large, $250,000 computerized chemical applicator "trucks" require operators with the above-mentioned skills. Such skills are being sought after by dealers and distributors of agricultural fertilizers and chemicals.

This certificate program, whether sought in conjunction with an AAS or as a stand-alone certificate, provides the student with employable skills and the employers with the skilled employees. It formalizes the instruction and retraining which has been evolving over the last few years. It continues to provide the retraining of existing employees as well as provide added credentials and employability for AAS graduates who choose to seek this certificate in addition to the agricultural degree program.

First Semester			**Credit Hours 11**
AGR	1213	Soil Fertility & Fertilizers	3
AGR	1214	Agri-Chemicals	3
AGR	1261	Supervised Occupational Experience I	4
TRK	1210	CDL Exam Preparation	1
Second Semester			**Credit Hours 11**
AGR	1215	Ag Chem Applicator	2
AGR	1262	Supervised Occupational Experience II	4
AGR	1281	Introduction to Geographical Information Systems	3
EDU	1108	Standard Red Cross First Aid	2
Total Credit Hours			**22**

PROFESSIONAL BOOKKEEPER (ACT) CERTIFICATE C142

FCC	LTC	✓ OCC	WVC	Online

The Professional Bookkeeper certificate will prepare individuals for high demand accounting and bookkeeping jobs. Today's professional bookkeeper is part accounting, part tax whiz, part financial analyst. "Certified bookkeepers and those with several years of accounting and bookkeeping experience will have the best job prospects" (Occupational Outlook Handbook , 2008-2009 Edition, U.S. Department of Labor, Bureau of Labor Statistics). This specialized certificate and certification will also prepare individuals for entrepreneurial companies and jobs.

First Semester			**Credit Hours 11**
ACC	1202	QuickBooks I	2
ACC	1203	QuickBooks II	2
ACC	2101	Financial Accounting	4
DAP	1201	Business Computer Systems	3

Second Semester			**Credit Hours 10**
ACC	1204	Bookkeeper Prep Professional	3
ACC	2102	Managerial Accounting	4
ACC	2241	Federal Tax Accounting	3

Total Credit Hours 21

QUALITY IMPROVEMENT (INDS) CERTIFICATE C552

FCC	LTC	OCC	✓ WVC	Online

The Quality Improvement certificate is intended to prepare new and incumbent workers to become technical and/or technical management oriented professionals for employment in business, industry, and government. Program graduates may find employment as quality improvement technicians at industrial sites.

First Semester			**Credit Hours 6**
EGR	1298	Topics/Issues in Engineering Technology	2
MAC	2203	Manufacturing Processes	2
QAC	1205	Quality Planning & Analysis	2

Second Semester			**Credit Hours 4**
MAC	1225	Internship	3
MAC	1226	Machine Shop Seminar	1

Total Credit Hours 10

Recommended electives:

EDR	1202	Mechanical Blueprint Reading	4
QAC	1204	Dimensional Metrology & Blueprint Interpretation	6

QUICKBOOKS (ACT) CERTIFICATE C141

FCC	LTC	✓ OCC	WVC	Online

The QuickBooks certificate will prepare individuals for high demand accounting jobs using the QuickBooks software. This certificate will also prepare many small business owners or prospective small business owners to set up accounting/bookkeeping records through this software package and related coursework.

Requirements			**Credit Hours 18**
ACC	1202	QuickBooks I	2
ACC	1203	QuickBooks II	2
ACC	2101	Financial Accounting	4
ACC	2102	Managerial Accounting	4
ACC	2241	Federal Tax Accounting	3
DAP	1201	Business Computer Systems	3

Total Credit Hours 18

RADIO-TV BROADCASTING (RADIO) ASSOCIATE IN APPLIED SCIENCE DEGREE D255

FCC	LTC	OCC	✓ WVC	Online

Graduates of this program should qualify for employment opportunities in commercial and public broadcasting or other related areas of mass communications. Typical entry-level job titles include editor, announcer, newscaster, account executive, sportscaster, producer, writer, traffic manager, public affairs director, and many others. Students completing the program should be able to demonstrate the following: knowledge of broadcast station operations, understanding of FCC rules and regulations, ability to operate all types of professional broadcasting equipment and software, and ability to demonstrate fundamental on-air and production skills.

First Semester			**Credit Hours 15**
BRD	1101	Introduction to Broadcasting	3
BRD	1202	Radio/TV Announcing & Performance	3
BRD	1210	Applied Broadcasting I	3
BRD	1215	Broadcasting Technology	3
BRD	2217	Broadcast Journalism	3

Second Semester			**Credit Hours 18**
BRD	1203	Radio Production	3
BRD	1204	Basic Television Production	3
BRD	1206	Radio Station Operations	3
BRD	1211	Applied Broadcasting II	3
ENG	1111	Composition I[1]	
		OR	
ENG	1201	Communications[1]	3
		Math/Science Gen Ed Elective[1]	3

Summer Semester			**Credit Hours 3**
BRD	2220	Practicum in Broadcasting	V 3

Third Semester			**Credit Hours 18**
BRD	2210	Applied Broadcasting III	3
BRD	2212	Advanced Television Production	3
BRD	2213	Broadcast Advertising & Sales	3
		Social Science Gen Ed Elective[1]	3
		Speech Gen Ed Elective[1]	3
		Humanities Gen Ed Elective[1]	3

Fourth Semester			**Credit Hours 15**
BRD	2211	Applied Broadcasting IV	3
BRD	2215	Broadcast Management	3
BRD	2221	Radio/TV Internship	V3
BRD	2225	Radio/TV Seminar	1
GEN	2297	Employment Skills[1]	V2
JLM	1111	Survey of Mass Media	3

Total Credit Hours 69

[1] General Education Hours (17)

Students enrolled in BRD 1210, 1211, 2210, 2211 (Applied) must also be enrolled in a 3-hour broadcasting class during that semester.

REAL ESTATE (RES) CERTIFICATE C181

FCC	LTC	OCC	✓ WVC	Online

The purpose of the Real Estate certificate program is to provide students the opportunity to take real estate courses that lead to state licensure as well as provide continuing education for individuals seeking licensure renewal.

First Semester			**Credit Hours 18**
BMK	2102	Introduction to Sales	3
BUS	1101	Introduction to Business	3
BUS	1604	Real Estate Principles-Sales	3
BUS	2201	Principles of Management	3
DAP	1201	Business Computer Systems	3
ENG	1111	Composition I	3

Second Semester			**Credit Hours 16**
BMG	1202	Business Math	4
BMK	2101	Principles of Marketing	3
BUS	1621	Broker-Contracts & Conveyance	1
BUS	1622	Broker-Advanced Principles	1
BUS	1623	Broker-Administration	1
BUS	1624	Broker-RE Appraisal	1
BUS	1626	Broker-Financing	1
PSY	1103	Business Psychology	3
		Elective Credit	1

Total Credit Hours			**34**
BUS	2608	IL Broker Management[2]	1

[2]Prerequisite: Must have a real estate license (state licensing change).

SALES (SALES) CERTIFICATE C240

FCC	LTC	OCC	✓ WVC	✓ Online

This certificate program is designed to assist the individual in obtaining the entry-level skills necessary for employment in the sales field.

First Semester			**Credit Hours 17**
BMK	1203	Advertising	2
BMK	2102	Introduction to Sales	3
BUS	1101	Introduction to Business	3
BUS	2101	Business Law I	3
BUS	2201	Principles of Management	3
ENG	1111	Composition I	
		OR	
ENG	1201	Communications	3

Second Semester			**Credit Hours 16**
BMG	1202	Business Math	4
BMK	1201	Sales Management	3
BMK	2101	Principles of Marketing	3
BUS	2104	Business Economics	3
PSY	1103	Business Psychology	3

Total Credit Hours 33

Also see Marketing Business Management.

SOCIAL SERVICES SPECIALIST (SSS) *ASSOCIATE IN APPLIED SCIENCE DEGREE* *D425*

FCC	LTC	OCC	✓ WVC	Online

The term "social services" refers to a broad spectrum of professional activities in the area of social service, education, and health. In an increasingly complex society, there is a need for trained personnel for community and group agencies, child-welfare programs, and medical and psychiatric services. Graduates are qualified for entry-level professional positions in nursing homes, sheltered-care workshops, mental health centers, state welfare agencies, or other social service organizations.

Students completing the degree program should be able to communicate effectively with others, apply problem-solving techniques, and perform such tasks as gathering intake information and analyzing data.

First Semester			**Credit Hours 15**
ENG	1111	Composition I[1]	3
PSY	1101	General Psychology I[1]	3
SOC	2101	Principles of Sociology[1]	3
SPE	1101	Fundamentals of Effective Speaking[1]	3
SSS	1201	Introduction to Social Services	3

Second Semester			**Credit Hours 18**
ENG	1121	Composition and Analysis[1]	3
PLS	2101	Government of the United States[1]	3
PSY	2109	Human Growth & Development[1]	3
SOC	2102	Social Problems & Trends[1]	3
SPE	1111	Interpersonal Communications[1]	3
SSS	1202	Social Services & Welfare Development	3

Third Semester			**Credit Hours 14**
EDU	1107	Health	V2
HIS	2101	U.S. History to 1877[1] **OR**	
HIS	2102	U.S. History Since 1877[1] **OR**	3
SSS	2201	Internship I **AND**	
SSS	2202	Seminar I	
SSS	2205	Social Services Intervention	3
		Math Gen Ed Elective/ MTH 1103 recommended[1]	3
		Gen Ed Elective/LSC 1101 recommended [1]	3

Fourth Semester			**Credit Hours 18**
ECN	2102	Principles of Microeconomics[1]	3
		OR	
SSS	2203	Internship II **AND**	
SSS	2204	Seminar II	
GEN	2297	Employment Skills[1]	V2
PHI	2101	Intro to Ethics[1]	3
SOC	2103	Marriage & Family[1]	3
SOC	2104	Death & Dying	3
SSS	2206	Behavior & Social Environment	4

Total Credit Hours 65

[1] General Education Hours (41)

SPORT GROUNDS MAINTENANCE (HORT) CERTIFICATE C388

FCC	✓ LTC	OCC	WVC	Online

Landscapers and groundskeepers are incorporated into the career cluster of agriculture, food, and natural resources. Landscapers and groundskeepers plant and take care of flowers, lawns, shrubs, and trees. Groundskeepers do routine or special types of maintenance for athletic fields, golf courses, cemetery grounds, and park and recreational facilities. These individuals are often classified as either grounds managers or grounds maintenance personnel. They maintain a variety of facilities including athletic fields, golf courses, cemeteries, university campuses, and parks. Grounds managers have a strong knowledge of plants, landscape design, pest management, irrigation, and erosion control and have supervisory duties. Groundskeepers in parks and recreation facilities care for plants, maintain playgrounds and athletic fields, clean buildings, and pick up litter. Other tasks performed by landscapers and groundskeepers include: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortarless segment concrete masonry wall units.

First Semester			**Credit Hours 12**
HRT	1208	Introduction to Horticulture	V3
HRT	2201	Landscape Design & Construction	3
HRT	2205	Turf Grass Management	3
HRT	2207	Landscape Plant Maintenance	3

Second Semester			**Credit Hours 14**
GEN	2297	Employment Skills	V2
HRT	1202	Pest Control	3
HRT	1204	Landscape Design & Installation	3
HRT	2210	Special Topics in Horticulture	V3
HRT	2212	Hort Computer Applications	3

Summer Semester			**Credit Hours 3**
HRT	2216	Internship	3

Total Credit Hours 29

TELECOMMUNICATIONS TECHNOLOGY (TEL) ASSOCIATE IN APPLIED SCIENCE DEGREE D485

FCC	✓ LTC	OCC	WVC	Online

The two-year Associate in Applied Science degree in Telecommunications Technology provides course work in broad areas of telephony. Learned skills will include central office and EPABX switching, fiber optic and copper cable splicing, and installation of home and business telephone systems. Also included are specific courses in mathematics, electricity, electronics, digital techniques, communications skills, and applied computer science. Additional training is provided through an internship program by placing students with telecom firms as on-the-job trainees.

Upon graduation, students are employed by interconnects, common carriers, contractors, and telephone companies as technicians and installers with some reaching first-line supervisory positions within a few years.

First Semester			**Credit Hours 18.5**
CIS	1104	Intro to Online Learning	.5
CTY	1201	CompTIA+ PC Technician I	3
GEN	1221	Occupational Safety	2
MTH	1201	Technical Mathematics[1]	V4
TEL	1263	Introduction to Switching Technology	2
TEL	1266	Fundamentals of Telecom	3
TEL	1273	Electronics in Telecom	4

Second Semester			**Credit Hours 17**
CTY	2201	CompTIA A+ PC Technician II	3
CTY	2205	CompTIA Net+ Technician I	4
TEL	1271	Basic Cable Splicing	3
TEL	1272	Business Comm Systems I	3
TEL	1274	Station Installation	3
TEL	2263	Structured Cabling Systems I	1

Third Semester			**Semester Hours 19**
ENG	1201	Communications[1] **OR**	3
ENG	1111	Composition I[1]	
TEL	2264	Intro to Fiber Optics	3
TEL	2281	Outside Plant Construction	4
TEL	2287	IP Convergence	2
TEL	2292	Business Comm Systems II	4
		Math/Science Gen Ed Elective[1]	3

Fourth Semester			**Credit Hours 16**
GEN	2297	Employment Skills[1]	V3
TEL	2282	TDM Switching Technology	3
TEL	2291	OSP Cable Maintenance	4
TEL	2299	Advanced Cable Splicing	3
		Social Science/Humanities Gen Ed Elective[1]	3

Total Credit Hours 70.5

[1]General Education Hours (16)

TRUCK DRIVING (TRK) CERTIFICATE C578

FCC	LTC	OCC	✓ WVC	Online

The commercial Truck Driving certificate program is structured to allow an individual to become proficient in the operation of trucks and semi-trailers. The end result is for the student to test for an Illinois commercial driver's license (CDL) and DOT certification.

Successful completers are employed in areas ranging from delivery to "over-the-road" transport, including specialty trucks such as UPS and U.S. Mail.

First Semester			**Credit Hours 7**
TRK	1201	Truck Driving	7

Total Credit Hours 7

TURF AND LANDSCAPE DESIGN (AGB) CERTIFICATE C116

FCC	LTC	OCC	✓ WVC	Online

The Turf and Landscape Design certificate is designed as a stand-alone certificate for individuals specifically interested in training for the horticulture/lawn care industry. It will also serve the students of the Agricultural Technologies program (AAS degree) by increasing their marketability through cross-training within the agricultural field.

First Semester			**Credit Hours 15**
AGR	1111	Introduction to Soil Science	4
AGR	1112	Introduction to Agronomy	4
AGR	1261	Supervised Occupational Experience I	4
HRT	1208	Introduction to Horticulture	3

Second Semester			**Credit Hours 14**
AGR	1213	Soil Fertility & Fertilizers	3
AGR	1214	Agri-Chemicals	3
AGR	1221	Turf & Landscape Management	3
AGR	1262	Supervised Occupational Experience II	4
TRK	1210	CDL Exam Preparation	1

Total Credit Hours 29

WELDING AND CUTTING (WELCT) CERTIFICATE C570

FCC	LTC	✓ OCC	WVC	Online

The Welding and Cutting certificate is designed to prepare welders, cutters, burners, and related personnel to meet the needs of the area and national industry. Jobs are available in local industries, construction, oil field work, private enterprises, and farming.

Registration requirements:

- Students eligible to register for the welding program must score at or above the 34th percentile on COMPASS, ASSET or ACT in the areas of English, reading and mathematics. As this is a limited enrollment program, students meeting this guideline will be enrolled based on their registration appointment date. If registering prior to the beginning of summer semester, students needing REMs will be eligible to enroll in needed REM classes during the summer as well as welding classes for the fall semester. If REM courses are not successfully completed in the summer semester, the student will be withdrawn from all welding classes.
- CIS 1104, Intro to Online Learning, must be completed prior to the start of the fall semester. If this course is not completed and passed by the first day of the fall semester, the student will be withdrawn from all welding classes.

First Semester			**Credit Hours 18**
ENG	1201	Communications	
		OR	
MTH	1201	Technical Mathematics	3
WEL	1210	Gas Metal Arc Welding	2
WEL	1215	Shielded Metal Arc Welding I	2
WEL	1220	Metal Cutting & Preparation	3
WEL	1225	Blueprint Reading	4
WEL	1230	Shielded Metal Arc Welding II	2
WEL	1260	Combination Welding	2

Second Semester			**Credit Hours 14**
ENG	1201	Communications	
OR			
MTH	1201	Technical Mathematics	3
WEL	1235	Flux Cored Arc Welding	2
WEL	1240	Welder Certification I	2
WEL	1245	Gas Tungsten Arc Welding	2
WEL	1250	Welding Metallurgy	2
WEL	2225	Pipe Welding Certification	3

Total Credit Hours 32

WELDING (WELD) CERTIFICATE C571

FCC	✓ LTC	OCC	WVC	Online

The Welding certificate program will provide industry skills to prepare graduates for employment in the field of welding, as well as complement skills and requirements for other industrial/manufacturing programs. Instruction includes types and use of equipment and materials, skill performance, safety, and blueprint reading. Graduates will be prepared for entry level employment within industry as well as further prepare current industrial employees for advancement within the industry. The Illinois labor market indicates a projected 4% increase for welders, cutters and solderers, between 2006 and 2016.

First Semester			**Credit Hours 11**
IND	1210	General Safety	V3
MTH	1201	Technical Mathematics	V4
WEL	1210	Gas Metal Arc Welding	2
WEL	1215	Shielded Metal Arc Welding I	2

Second Semester			**Credit Hours 9**
WEL	1206	Special Projects in Welding	3
WEL	1225	Welding Blueprint Reading	4
WEL	1260	Combination Welding I	V2

Total Credit Hours 20

Course Information

COURSE NUMBERING

A seven-character identification system is used for course numbering. **The first three characters (alphabetical letters) are course designations. The last four are numerical digits which indicate the following:**

1. **FIRST DIGIT**
   0 - Less than a freshman-level course
   1 - First-year course
   2 - Second-year course

2. **SECOND DIGIT**
   Designates state classification code:
   1 - Baccalaureate
   2 - Career and Technical
   4 - Remedial
   6 - Vocational Skills
   7 - Adult Basic Education
   8 - Adult Secondary Education
   9 - ESL

3. **THIRD DIGIT AND FOURTH DIGIT**
   Designates course sequence within that discipline.

The | F | L | O | W | box immediately below the course title indicates where the course is offered. For example, if the box contains **only** the letter "F," it is offered **only** at Frontier Community College (F = Frontier, L = Lincoln Trail, O = Olney Central, and W = Wabash Valley).

Example:

L S C – 1 1 0 1 General Biology I (The course title)

4 - 3 - 2
- 4 - Semester hours of credit
- 3 - Lecture hours per week
- 2 - Lab hours per week*

1 - Designates course sequence within that discipline
This is the first course in a sequence.

1 - Baccalaureate course
2 - Career and Technical course
4 - Remedial course
6 - Vocational Skills course
7 - Adult Basic Education course
8 - Adult Secondary Education course
9 - English as a Second Language course
This is a Baccalaureate course.

0 Indicates a less than freshman-level course
1 Indicates a first-year course
2 Indicates a second-year course
This is a first-year course.

Letters designate the course prefix.

*Unless otherwise indicated, laboratory hours indicate closed laboratories.

Closed Laboratory is defined to mean that the instructor will be in the laboratory to direct the students toward goal-oriented objectives.

Open Laboratory is defined to mean that equipment and supplies are to be available for the student's use to meet objectives as assigned by the instructor in lecture. The teacher will not necessarily be in the classroom or available during open laboratories.

COURSE PREFIXES AND CODES

IECC COURSE PREFIXES

ABE	Adult Basic Education
ACC	Accounting
AGB	Ag. Tech./Business
AGP	Ag. Tech./Production
AGR	Agriculture
ANT	Anthropology
ART	Art
ASE	Adult Secondary Education
AUB	Collision Repair Technology
AUM	Automotive Service Tech.
BLD	Construction Techniques
BMG	Business Management
BMK	Business Marketing
BNK	Banking
BOC	Business Occupations
BRD	Radio-TV Broadcasting
BUS	Business
CAD	Computer Aided Drafting
CHM	Chemistry
CIS	Computer Information Science
CMI	Coal Mining
CMN	Coal Mining
CMT	Coal Mining Technology
CNS	Computer Networking Specialist
COM	Advertising Techniques
CON	Construction
COS	Cosmetology
CYS	Corrections/Youth Supervisor
DAP	Data Processing
DEQ	Diesel Equipment
DEV	Developmental & Prep. Study
DRA	Drama
ECD	Early Childhood Education
ECN	Economics
EDR	Engineering Drafting
EDS	Electrical Distribution Systems
EDU	Education
EGR	Engineering
ELC	Electricity
ELE	Electrical
ELT	Electronics
EMA	Emergency Management
EMS	Emergency Management Systems
ENG	English
ENR	Energy
ENT	Entrepreneur
EPE	Emergency Prep. - Education
EPF	Emergency Prep. – Firefighter
EPH	Emergency Prep – Hazardous Materials
EPM	Emergency Prep. - Medical
EPP	Emergency Prep. - Police
ESL	English as a Second Language
FRE	French
GAD	Graphic Arts
GEG	Geography
GEL	Geology
GEN	General Studies
GER	German
GNS	Gunsmithing
GRP	Graphics
HEA	Health
HEC	Home Economics
HIM	Health Information Management
HIS	History
HIT	Health Informatics
HLT	Health Careers
HRT	Horticulture
HUM	Humanities
IND	Industrial Management
INM	Industrial Maintenance
INS	Instrumental Music
IQM	Industrial Quality Management
ISM	Information Systems Management
ISS	Information System Support
IST	Information System Technology
JLM	Journalism
JUS	Administration of Justice
KEY	Keyboard Music
LBR	Laborer
LET	Letters
LGL	Paralegal
LIB	Library
LIT	Literature
LSC	Life Science
MAC	Machine Shop Technology
MAN	Manufacturing Technologies
MED	Medical Coding
MSS	Microcomputer Supp. Specialist
MTH	Mathematics
MUL	Science
MUS	Music
NUR	Nursing
PEG	Physical Ed. - General
PEI	Physical Ed. - Individual Sports
PEO	Physical Ed. - Officiating
PHB	Phlebotomy
PHI	Philosophy
PHM	Pharmacy Technician
PHY	Physics
PLS	Political Science
PNC	Practical Nursing

IECC COURSE PREFIXES (continued)

PRA Psychiatric Rehab
PRE Prep. Studies (Basic Skills)
PSC Physical Science
PSY Psychology
PTE Physical Ed. - Team Sports
PTT Process Technology
QAC Industrial Quality Control
RAD Radiography
REM Remedial
RST Food Service Technology
SHM Sheet Metal
SME Small Engines
SOC Sociology
SPE Speech
SPN Spanish
SRV Surveying
SSC Social Science
SSS Social Services Specialist
TEL Telecommunications Tech.
THM Massage Therapy
TQM Total Quality Management
TRA Trades
TRK Truck Driving
VOC Voice
WEL Welding
WKM Work Keys Math

GENERAL EDUCATION CORE CURRICULUM (GECC)

CODES

C - Communications
M - Mathematics
L - Life Sciences
P - Physical Sciences
H - Humanities
F - Fine Arts
HF - Interdisciplinary Humanities & Fine Arts
S - Social and Behavioral Sciences

ABE 0701 Adult Basic-Study Skill (2-2-0)V

F	L	O	W

Adult Basic-Study Skills is concerned with general awareness. This course involves reaction to stimuli, attending skills, directionality, and following directions. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0702 Adult Basic-Orientation (2-2-0)V

F	L	O	W

Adult Basic-Orientation is concerned with reality orientation. The course examines self-concept, time, environmental awareness, and current events. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0704 Adult Basic-Self Help (2-2-0)V

F	L	O	W

Adult Basic-Self Help is concerned with self help. This course involves grooming, manual tasks, self-management, and responsibilities. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0705 Adult Basic-Motor Skills (2-2-0)V

F	L	O	W

Adult Basic-Motor Skills is concerned with gross and fine motor skills. This course concentrates on balance, posture, gross motor coordination, eye-hand coordination, tracing, and reproducing. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0707 Adult Basic-Memory Skills (2-2-0)V

F	L	O	W

Adult Basic-Memory Skills examines visual and auditory memory. The course focuses on imagery discretion, digit span, and word groups. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0708 Adult Basic-Sound Recognition (2-2-0)V

F	L	O	W

This course is a study of sound recognition. The course concentrates on auditory discrimination, recognition, sensory awareness, and adapting sounds to lifestyle and communication. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0709 Adult Basic-Social Skills (2-2-0)V

F	L	O	W

Adult Basic-Social Skills is a study of socialization in personal development. This course stresses structuring of leisure time, cooperation, motivation, emotion, control and acceptable expression, social interaction, and absence of aberrant behavior. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0710 Adult Basic Education I (4-4-0)V

F	L	O	W

This is an introductory course examining the basic skills. It consists of a review of reading, math, English, science, and social studies. The course may serve as a pre-GED course for those students working toward a GED goal. Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

ABE 0711 Reading Readiness (2-2-0)V

F	L	O	W

Reading Readiness concentrates on basic concepts, letter identification, describing, listening and comprehension, phonics, phonemes, syllabication, rhyming, context clues, and main idea. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0712 Math Readiness (2-2-0)V

F	L	O	W

This course focuses on math readiness. It covers number recognition, cardinality, ordinality, sets, matching, association, conservation, measurements, problem solving, place value, and money. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0713 Adult Basic Education II (4-4-0)V

F	L	O	W

Adult Basic Education II is a continuation of ABE 0710, concentrating on a review of reading, math, English, science, and social studies. This course may serve as a pre-GED course for those students working towards a GED goal. PREREQUISITE: ABE 0710 Adult Basic Education I or consent of instructor. Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

ABE 0714 Basic Developmental Reading (2-2-0)V

F	L	O	W

This course is designed for those individuals who wish to improve their basic reading skills. The course is flexible enough so that skills may be developed at any basic reading level. Development of vocabulary and comprehension are emphasized. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0715 Community Informational Resources (2-2-0)V

F	L	O	W

This course develops skills necessary for independent adult living with concentration on awareness of community resources. Informational resources such as libraries, newspapers, radio, and television are emphasized. Also included is an evaluation of mass media and its effect on private and public opinion. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0716 Community Services Resources (2-2-0)V

F	L	O	W

Community Services Resources examines skills necessary for independent adult living. It includes identification and explanation of services and agencies available to the individual, such as police and fire departments, social agencies, etc. PREREQUISITE: ABE 0715 Community Informational Resources or consent of instructor. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0718 Job Preparation Skills I (3-3-0)V

F	L	O	W

Job Preparation Skills I is a basic study in occupational awareness. The course focuses on knowledge about occupations to enable individuals to secure employment that fits their particular needs and interests. Topics include educational and job experiences, job descriptions and categories, vocational testing and counseling, and job sources. Students leave the course with experience in filling out applications, writing cover letters, resumes and practice interviews. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0719 Job Preparation Skills II (3-3-0)V

F	L	O	W

This course is the second in a sequence of basic study in occupational awareness. It focuses on developing job application skills and effective job behavior. Topics include application forms, resumes, interviews, learning appropriate job behavior, completing forms, figuring wages, promotion and dismissal, and legal aspects of working. PREREQUISITE: ABE 0718 Job Preparation Skills I. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0720 Consumer Economics I (3-3-0)V

F	L	O	W

This course is a basic study of consumer economics emphasizing proper money management and consumer awareness. Topics include a review of basic consumer math, counting and currency, measurements, shipping, packaging, and pricing, consumer credit, and banking services. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0721 Consumer Economics II (3-3-0)V

F	L	O	W

This course is a basic study of economics emphasizing proper money management and consumer awareness. Topics include budgeting, taxes, insurance, housing, car buying, advertising, consumer rights, and consumer fraud. PREREQUISITE: ABE 0720 Consumer Economics I or consent of instructor. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0722 Health and Related I (3-3-0)V

F	L	O	W

Health and Related I concentrates on the principles and practices necessary for good physical and mental health. Topics include health care facilities, medical emergencies, obtaining medical help, common illnesses, filling out health forms, preventive care and health maintenance. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0723 Health and Related II (3-3-0)V

F	L	O	W

Health and Related II concentrates on the principles and practices necessary for good physical and mental health. It includes mental health problems and practices, foods and nutrition, accidents, safety measures, first aid, drug use and abuse, awareness of handicaps, and family planning. PREREQUISITE: ABE 0722 Health and Related I or consent of instructor. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0724 Government and Law I (3-3-0)V

F	L	O	W

This course is a basic study of government and law. It focuses on how the structure of government and the functions of the legal system delineate rights and obligations of citizens. Topics include the Constitution, the three branches of the Federal Government, individual influences on government, and state and local government. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0725 Government and Law II (3-3-0)V

F	L	O	W

This is the second in the sequence of basic study of government and law. It focuses on how the structure of government and the functions of the legal system delineate rights and obligations of individuals. Topics include legal documents, the courts and judicial system, an individual's rights, and obligations and government services. PREREQUISITE: ABE 0724 Government and Law I or consent of instructor. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0726 Pre-GED Skills: English (2-2-0)V

F	L	O	W

This is an introductory course designed to develop basic reading and language skills. Major focus is on grammar, spelling, sentence construction, paragraph construction and essay writing. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0727 Pre-GED Skills: Math (2-2-0)V

F	L	O	W

This is an introductory course designed to develop basic skills in mathematics. Focus is on a review of whole numbers, fractions, decimals, percents, calculator skills, graphs, charts, geometry measurements, statistics, probability, and basic concepts of algebra. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0728 Pre-GED Skills: Social Studies (2-2-0)V

F	L	O	W

This course is an introductory survey course in history, world history, geography, economics, civics, government, and other areas of social studies. Topics include major events in American and world history, basic principles of economics, civics, government, and the United States Constitution. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0729 Pre-GED Skills: Science (2-2-0)V

F	L	O	W

This introductory survey course is designed to develop knowledge and skills in the area of physical, life, earth, and space science. The course deals with basic concepts in botany, zoology, and physical science. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0734 Parenting Education (6-6-0)V

F	L	O	W

Parenting education is concerned with increasing the awareness of parents as to the basic emotional, educational, and social needs of a child. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

ABE 0735 Basic Computer Skills I (3-3-0)V

F	L	O	W

This course is designed to introduce Adult Basic Education students to basic computer skills. This course assumes no prior computer knowledge. Students will be taught how to turn the computer on and off and how to use a mouse. Topics covered will include standard concepts, basic computer applications, tools available and Internet usage. Keyboarding will be introduced. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0736 Basic Computer Skills II (3-3-0)V

F	L	O	W

This course, which involves in-depth coverage of basic computer skills, is designed to provide the next level of computer instruction for Adult Basic Education students. Topics covered will be e-mail, on-line job searches, Power Point, Excel, Word, Internet use, and continued keyboarding. PREREQUISITE: ABE 0735 Basic Computer Skills or consent of instructor. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0750 Reading Preparation I (3-3-0)V

F	L	O	W

This course is part of a twelve step program with progressive levels of difficulty designed to teach non-reading adults to read. This course will cover steps 1-3. The system is based on phonological awareness, syllable awareness, and phonemic awareness. Students will begin with basic letter sounds and progress to syllables and words. Students will use these skills to begin reading basic sentences and stories. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0751 Reading Preparation II (3-3-0)V

F	L	O	W

This course is part of a twelve step program with progressive levels of difficulty designed to teach non-reading adults to read. This course will cover steps 4-6. The system is based on phonological awareness, syllable awareness, and phonemic awareness. Students will begin with basic letter sounds and progress to syllables and words. Students will use these skills to begin reading basic sentences and stories. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0752 Reading Preparation III (3-3-0)V

F	L	O	W

This course is part of a twelve step program with progressive levels of difficulty designed to teach non-reading adults to read. This course will cover steps 7-9. The system is based on phonological awareness, syllable awareness, and phonemic awareness. Students will begin with basic letter sounds and progress to syllables and words. Students will use these skills to begin reading basic sentences and stories. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0770 ABE Healthcare Bridge (8-8-0)V

F	L	O	W

This course is designed for students who TABE test 6th to 8.9th grade level. The Contextualized course offers the adult learner the opportunity to learn reading, writing, and math skills necessary to understand and apply information in the healthcare industry and/or additional postsecondary education. Students will learn about healthcare content in reading, writing, and math using a variety of healthcare text materials at the Adult Basic Education Level. In addition, students will explore their strengths, experiences, and traits to guide them in setting specific career goals. Students will gain a working knowledge of the healthcare industry, including basic requirements and expectations, communication in the workplace, the job search process, as well as job retention and career advancement. Eight classroom hours per week. Variable 0.5 to 8 semester hours credit. Repeatable 3 times.

ACC 1101 Applied Accounting (4-4-0)

F	L	O	W

This is a preliminary course in theory and practice of business accounting (for service and merchandise businesses). Major topics covered are accounting procedures, special journals, payroll accounting, accrued basis, and periodic summary. Four classroom hours per week. 4 semester hours credit.

ACC 1102 Fundamentals of Accounting (4-4-0)

F	L	O	W

This course is a continuation of Applied Accounting (ACC 1101). The primary accounting theory and principles are covered in depth. Generally accepted accounting principles, debits and credits, and journal entries are studied. Topics covered are: inventories, cash flows, financial statement analysis, short and long-term debt, accounts and notes receivable, long-term assets, partnerships, corporations, and manufacturing accounting. PREREQUISITE: ACC 1101 Applied Accounting or two years of high school accounting. Four classroom hours per week. 4 semester hours credit.

ACC 1103 Accounting Process (1-1-0)

F	L	O	W

A study which gives the students a working knowledge of double-entry bookkeeping. It will include analyzing and journalizing transactions for a business, adjusting the accounts and closing the accounts. One classroom hour per week. 1 semester hour credit.

ACC 1202 QuickBooks I (2-2-0)

		O	

This course is designed to develop fundamental accounting concepts and principles through the use of QuickBooks. The course prepares students to use QuickBooks software on the job by hands-on training of basic functions of the program. The course will demonstrate initial company setup and creation of other core components of computerized accounting. Students will create financial statements, purchase orders, sales invoices, budgets, receivables and payables, adjusting and closing entries, banking, reports, and other areas of the QuickBooks program. Two classroom hours per week. 2 semester hours credit. Repeatable 2 times.

ACC 1203 QuickBooks II (2-2-0)

		O	

This course is designed to build upon fundamental accounting concepts and principles learned in QuickBooks I. The course prepares students to use QuickBooks software on the job by hands-on training of advanced functions of the program. The class includes payroll setup and reporting, adjusting entries, fixed assets, invoice customization, class tracking, time tracking, item pricing, inventory tracking, customizing reports, and importing/exporting data to Excel. Two classroom hours per week. 2 semester hours credit. Repeatable 2 times.

ACC 1204 Bookkeeper Prep Professional (3-3-0)

		O	

This course is designed for business students and bookkeepers who want to advance their skills, knowledge, professional status, and compensation. Completion of the course prepares students to complete three certification exams demonstrating knowledge and skills required to conduct all key bookkeeping and accounting functions. The class provides all course materials needed to become a Certified Bookkeeper. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

ACC 2101 Financial Accounting (4-4-0)

F	L	O	W

This course presents accounting as an information system that produces summary financial statements, primarily for users external to a business or other enterprise. Students study the forms of business organization and the common transactions entered into by businesses. The emphasis is on understanding and applying basic accounting principles and other concepts that guide the reporting of the effect of transactions and other economic events on the financial condition and operating results of a business. How to analyze and interpret historical financial statements and the limitations of using these in making forward-looking business decisions is included. The primary concept emphasis will be accounting for current assets and liabilities, long-term assets and liabilities, stockholder equity, corporations' cash flow statements, and financial statement analyses. PREREQUISITE: Two years of high school bookkeeping and accounting, and/or ACC 1102 Fundamentals of Accounting, or consent of instructor. Four classroom hours per week. 4 semester hours credit.

ACC 2102 Managerial Accounting (4-4-0)

F	L	O	W

This course presents accounting as a system of producing information for use in internally managing a business. The course emphasizes the identification, accumulation, and interpretation of information for planning, controlling, and evaluating the performance of the separate components of a business. Included is the identification and measurement of the costs of producing goods or services and how to analyze and control these costs. Decision models commonly used in making specific short- and long-term business decisions also are included. PREREQUISITE: ACC 2101 Financial Accounting or equivalent. Four classroom hours per week. 4 semester hours credit.

ACC 2121 Cost Accounting (3-3-0)

F	L	O	W

Accounting principles and practices with special reference to factory process cost, job cost, standard cost, and managerial cost accounting are covered. PREREQUISITE: ACC 2101 Financial Accounting and ACC 2102 Managerial Accounting. Three classroom hours per week. 3 semester hours credit.

ACC 2221 Computerized Accounting (2-2-0)

F	L	O	W

This course is designed to develop the skills necessary to install and operate an integrated accounting package on a microcomputer. It is a comprehensive study of computerized accounting systems in both service and merchandising environments. The accounting system will include a general ledger, an integrated accounts receivable and payable system, and a payroll system. The course prepares students to use commercial accounting software products on the job. PREREQUISITE: Previous accounting experience preferred. Two classroom hours per week. 2 semester hours credit.

ACC 2231 Adv. Managerial Accounting (3-3-0)

		O	

This course integrates managerial and financial accounting. Accounting is studied as an aid to financial management and analysis and budgetary control and procedures. PREREQUISITE: ACC 2101 Financial Accounting and ACC 2102 Managerial Accounting. Three classroom hours per week. 3 semester hours credit.

ACC 2241 Federal Tax Accounting (3-3-0)

		O	

A study of the federal revenue acts as they relate primarily to individuals and businesses including partnership issues. Topics include gross income, deductions for and from adjusted gross income, business-related expenses and losses, tax credits, and property transactions. An overview of the procedural aspects and important issues for those involved in tax practice. PREREQUISITE: ACC 2102 Managerial Accounting. Three classroom hours per week. 3 semester hours credit.

ACC 2298 Accounting Internship (6-0-6)V

		O	

This course prepares the business student for further work in their selected choice of career. Areas of business professionalism are stressed with emphasis placed on each individual's needs for improvement as well as group needs. The class time gives students an opportunity to handle the paperwork routine that is necessary; to discuss the various jobs and what has been learned on the job. PREREQUISITE: ACC 2101 Financial Accounting and 24 semester hours of classes. Thirty internship hours per week. Variable 1 to 6 semester hours credit.

AGB 2601 Computer Applications: Agriculture (2-2-0)

F	L	O	W

This course focuses on basic computer applications relating to agriculture. This course acquaints the student with word processing, spreadsheets, databases, modem usage, and ag related software. Two classroom hours per week. 2 semester hours credit.

AGP 1201 Agri-Production Seminar I (1-1-0)

			W

Problems, issues, and new activities likely to be encountered by students on farms or in farm-related occupations are discussed. This course is taken prior to or concurrently with the supervised occupational education experience. One classroom hour per week. 1 semester hour credit.

AGP 1215 Crop Production (3-3-0)

			W

Students analyze tillage and conservation practices and develop soil surveys and productivity indexes. The study of various crops will be covered. Three classroom hours per week. 3 semester hours credit.

AGP 1223 Livestock Evaluation (2-1-2)

			W

Relationship between farm and function in evaluating and selecting market and breeding livestock is studied. Field trips are included. PREREQUISITES: AGR 1121 Introduction to Animal Science or approval of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

AGP 1225 Agriculture Livestock Judging I (1-0-2)

			W

This class prepares students for intercollegiate livestock judging. PREREQUISITE: Completed or taking concurrently with AGP 1223 Livestock Evaluation or approval of instructor. Two lab hours per week. 1 semester hour credit.

AGP 1231 Farm Management (3-3-0)

F		O	W

Economics and agricultural principles in organizing, operating, and managing a farm are discussed. Efficiency and profitability are stressed. Three classroom hours per week. 3 semester hours credit.

AGP 1232 Advanced Farm Management (3-3-0)

F		O	W

This course is an in-depth discussion of managerial skills required to develop a practical, efficient farm plan. Actual farm situations provide the foundation for this course. Emphasis is given to financial and tax management. PREREQUISITE: AGP 1231 Farm Management. Three classroom hours per week. 3 semester hours credit.

AGP 1233 Farm Business Records (3-3-0)

			W

Record-keeping systems and accounting principles are covered. Inventories, production records, enterprise analysis, and income statements are stressed. Three classroom hours per week. 3 semester hours credit.

AGP 1261 Supervised Occupational Experience I (4-0-20)V

			W

The student trains on the job at an approved farm production or farm management site and is supervised by an employer and college coordinator. Supervised occupational experience occurs during spring soil tillage and planting season. Variable credit based on 75 hours of employment equated to one semester hour of credit. PREREQUISITE: Student must have completed a minimum of 12 semester hours in agriculture and be currently enrolled in the Agricultural Production curriculum. Twenty lab hours per week. Variable 0.5 to 4 semester hours credit.

AGP 1262 Supervised Occupational Experience II (4-0-20)V

			W

The student trains on the job at an approved farm production or farm management site and is supervised by an employer and college coordinator. Supervised occupational experience occurs during summer farming season. Variable credit based on 75 hours of employment equated to one semester hour of credit. PREREQUISITE: The student must have completed a minimum of 12 semester hours in agriculture and be currently enrolled in the agricultural production curriculum. Twenty lab hours week. Variable 0.5 to 4 semester hours credit.

AGP 1607 Horse Management (3-3-0)

F	L	O	W

This course is an overview of breeding, feeding and managing horses. Three classroom hours per week. 3 semester hours credit.

AGP 1608 Small Animal Treatment (3-2-2)

F			W

Small Animal Treatment is a survey of methods and techniques of treating small domestic animals when they have minor injuries or illnesses. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AGP 2202 Agri-Production Seminar II (1-1-0)

			W

Problems, issues, and new activities likely to be encountered by students during work on a farm or in farm-related occupations are discussed. This course is taken prior to or concurrently with the supervised occupational experience. One classroom hour per week. 1 semester hour credit.

AGP 2203 Agri-Production Seminar III (1-1-0)

			W

This course deals with problems, issues, and decisions likely to be encountered by students on farms or in farm-related occupations. The course is taken prior to or concurrently with the spring supervised occupational education experience. PREREQUISITE: Agri-Production Seminar III must be taken during the student's sophomore year immediately prior to or concurrently with the final supervised occupational experience. One classroom hour per week. 1 semester hour credit.

AGP 2204 Agri-Production Seminar IV (1-1-0)

			W

A discussion of problems, issues, and decisions encountered by the student during work experience on a farm or farm-related occupation. This course will be taken immediately prior to or concurrently with the final supervised occupational education experience. PREREQUISITE: Agri-Production Seminar IV must be taken during the student's sophomore year immediately prior to or concurrently with the final supervised occupational experience. One classroom hour per week. 1 semester hour credit.

AGP 2224 Advanced Livestock Evaluation (2-1-2)

			W

Current showing standards are used as basis for evaluation. Oral presentations and field trips are included. PREREQUISITE: AGP 1223 Livestock Evaluation. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

AGP 2226 Agriculture Livestock Judging II (1-0-2)

			W

Students participate in 30 hours of intercollegiate livestock judging contest. PREREQUISITE: Completed AGP 1225 Agriculture Livestock Judging I or instructor approval. Two lab hours per week. 1 semester hour credit.

AGP 2227 Ag. Livestock Judging III (1-0.5-1)

			W

This course prepares students for purchasing and selling of livestock for various occupations in Production and Agri-Business. Students will also participate on the Livestock Judging Team. PREREQUISITE: Completed or taking concurrently with AGP 1223 Livestock Evaluation or approval of instructor. One-half classroom hour per week. One lab hour per week. 1 semester hour credit.

AGP 2228 Ag. Livestock Judging IV (1-0.5-1)

			W

Students develop an understanding of Livestock Marketing as it pertains to slaughter grades, dressing percentages and shipping distances. Students will also participate on the Livestock Judging Team. PREREQUISITES: Completed AGP 2227 Agriculture Livestock Judging III or instructor approval. One-half classroom hour per week. One lab hour per week. 1 semester hour credit.

AGP 2243 Farm Futures Markets (2-2-0)

			W

A study of commodity futures markets and their application for farmers and agribusiness personnel. Emphasis will be on the mechanics of the market, the theory of hedging, speculation, market information, charting, and options. Two classroom hours per week. 2 semester hours credit.

AGP 2263 Supervised Occupational Experience III(4-0-20)V

			W

The student trains on the job at an approved farm production or farm management site and is supervised by an employer and college coordinator. Supervised occupational experience occurs during fall harvesting, grain storage and marketing season. PREREQUISITE: Consent of instructor. Variable credit based on 75 hours of employment equated to one semester hour of credit. Twenty lab hours per week. Variable 1 to 4 semester hours credit.

AGP 2264 Supervised Occupational Experience IV(4-0-20)V

			W

The student trains on the job at an approved farm production or farm management site and is supervised by an employer and college coordinator. Supervised occupational experience occurs during spring tillage and planting season. PREREQUISITE: The student must have completed AGP 1261 S.O.E. I successfully and be currently enrolled in the agricultural production curriculum. Variable credit based on 75 hours of employment equated to 1 semester hour of credit. Twenty lab hours per week. Variable 1 to 4 semester hours credit.

AGP 2602 Horse Management II (3-2-2)

F	L	O	W

This course is designed as a continuation of Horse Management. Orthopedic problems, parasites, common hoof problems and care of mares and foals are covered. PREREQUISITE: AGP 1607 Horse Management. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AGP 2603 Horse Management III (3-2-2)

F	L	O	W

This course is a continuation of Horse Management I and II, to include buildings and equipment, stabling, judging, and business aspects of Horse Management. PREREQUISITE: AGP 1607 Horse Management and AGP 2602 Horse Management II. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AGR 1110 Intro to Agricultural Ed (3-3-0)

			W

Introduction to the philosophies of agricultural education programs will be presented in this course. Other topics will include state and federal policies, teaching in school and non-school settings, program components, approaches to teaching, teacher characteristics, and trends and developments in agricultural education. A general study of the nature of agricultural education along with its opportunities and responsibilities will be explored. Three classroom hours per week. 3 semester hours credit.

AGR 1111 Introduction to Soil Science (4-3-2)

			W

Physical and chemical properties of soil are studied, including soil origin and formation, soil components, reading of soil surveys and legal descriptions, soil management and conservation. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

AGR 1112 Introduction to Agronomy (4-3-2)

			W

This course is designed to meet transfer requirements to a four-year institution. The course is a study of plant growth and development and field crop production. Includes identification and control of weeds, insects and diseases; plants, cultivating and harvesting methods; major crops and their uses. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

AGR 1121 Introduction to Animal Science (4-3-2)

			W

Students survey cattle, sheep, poultry, horse, and swine industries, including breeding, selection, feeding, marketing, and management. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

AGR 1132 Intro. to Agricultural Economics (3-3-0)

			W

Economic principles that apply to agriculture and the role of agriculture in the U.S. and world economies will be presented in this course. Areas of emphasis include: production principles, supply and revenue, profit maximization,

consumption and demand, price elasticity, agricultural policy, competitive market models, international agri-economics, and rural development. PREREQUISITE: At least one course in college-level mathematics or algebra is recommended Three classroom hours per week. 3 semester hours credit.

AGR 1191 Introductory Agricultural Mechanization (3-2-2)

F		O	W

This course is designed to meet the requirements for transfer credit to a four-year institution. An introduction to agricultural mechanization with emphasis on technical terminology, skill development, and mathematical application to farm power machinery, electrical wiring, and soil and water conservation. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AGR 1200 Agricultural Occupations (1-1-0)

F		O	W

This course is a survey of the entire field of agriculture, including farm production, agricultural service and supply industries, marketing, processing, and education. Discussion will focus on skills and competencies required for a successful agricultural career. One classroom hour per week. 1 semester hour credit.

AGR 1201 Agricultural Business Seminar I (1-1-0)

			W

Discussion of various problems and issues encountered during the work experience. To be taken immediately prior to or concurrently with Supervisory Occupational Experience I. One classroom hour per week. 1 semester hour credit.

AGR 1205 Intro to Floral Design (3-3-0)

			W

Introduction to the principles of design applied to floral arrangements, including color, forms and lines, balance, types of floral arrangements, floral material and accessories, and production techniques will be presented in this course. Three classroom hours per week. 3 semester hours credit.

AGR 1210 Precision Agriculture (3-2-2)

			W

This course is an introduction into the uses of GPS, GIS, and variable rate technology in agriculture. Includes variable rate fertilizing, seeding, controllers for planting, spraying, yield monitoring, and how they affect agricultural production. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AGR 1213 Soil Fertility & Fertilizers (3-2-2)

			W

A study of the relationship between soil and crop nutrients. Includes fertilizer sources and materials, chemical forms of elements in the soil, reactions of fertilizers, and determination of fertilizer needs. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AGR 1214 Crop Protection (3-2-2)

			W

This course studies the role of chemicals in crop production. Students investigate the use and safe handling of herbicides, insecticides, and fungicides. Students will learn the identification and control of various weeds, insects, and diseases. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AGR 1215 Ag Chem Applicator (2-2-0)

			W

This course is designed to teach the theory and techniques of operation of large chemical applicator equipment as found in the Ag Business Industry. Topics include computer controlled applicators, global position sensing, geographical information system, field mapping, etc. Two classroom hours per week. 2 semester hours credit.

AGR 1221 Turf & Landscape Management (3-3-0)

			W

This course studies the turf industry from the perspective of seed varieties, planting procedures, controls of weeds, insects and disease, and the overall scope of the turf industry. Also, landscape management is covered from the point of properly growing and installing landscape plant materials, as well as the overall scope of the landscape industry. Three classroom hours per week. 3 semester hours credit.

AGR 1231 Ag Records and Analysis (3-3-0)

			W

A study of various accounting procedures required to successfully operate an agri-business firm. Financial, sale, production, departmental, and tax reports will be analyzed. Three classroom hours per week. 3 semester hours credit.

AGR 1233 Agricultural Law (3-3-0)

			W

An in-depth study of local, state, and federal laws and cases related to farms and agri-business. Three classroom hours per week. 3 semester hours credit.

AGR 1251 Computers in Agriculture (2-2-0)

F		O	W

The use of computers in ag production and agri-business management with emphasis on commercially available software. Includes a look at the Internet, word processing, spreadsheets, databases, and presentation software, as well as software for accounting, budgeting, record keeping, and market analysis. Two classroom hours per week. 2 semester hours credit.

AGR 1261 Supervised Occupational Experience I(4-0-20)V

			W

The student will be placed with an agricultural business or operation for full-time training experience in the spring. The student will be supervised by the employer and the college coordinator. PREREQUISITE: 12 semester hours credit completed or concurrent enrollment in Agriculture or consent of the program coordinator. Variable internship hours based on 75 hours of work equated to 1 semester hour of credit. Twenty lab hours per week. Variable 2 to 4 semester hours credit.

AGR 1262 Supervised Occupational Experience II(4-0-20)V

			W

The student will be placed with an agricultural business or operation for full-time training experience in the summer. The student will be supervised by the employer and the college coordinator. PREREQUISITE: 12 semester hours credit

completed or concurrent enrollment in Agriculture or consent of the program coordinator. Variable internship hours based on 75 hours of work equate to 1 semester hour of credit. Follows Supervised Occupational Experience I. Twenty lab hours per week. Variable 2 to 4 semester hours credit.

AGR 1273 Special Topics in Agriculture I (6-6-0)V

			W

Application of agribusiness and agriculture production principles to latest agricultural technology and innovation. A study through specific problems via case studies, simulation, special projects, or problem-solving procedures. The course topic is listed on the student's permanent record. Special Topics courses earn variable credit depending upon the specific level. Six classroom hours per week. Variable up to 6 semester hours credit. Repeatable 3 times.

AGR 1274 Special Topics in Agriculture II (6-6-0)V

			W

Application of agribusiness and agriculture production principles to latest agricultural technology and innovation. A study through specific problems via case studies, simulation, special projects, or problem-solving procedures. The course topic is listed on the student's permanent record. Special Topics courses earn variable credit depending upon the specific level. Six classroom hours per week. Variable up to 6 semester hours credit. Repeatable 3 times.

AGR 1275 Special Topics in Agriculture III (1-1-0)

			W

Application of agri-business and agriculture production principles to new agricultural technology and innovations. A study through specific problems via case studies, simulation, special projects, or problem-solving procedures. The course topic is listed on the student's permanent file. One classroom hour per week. 1 semester hour credit.

AGR 1276 Special Topics in Agriculture IV (1-1-0)

			W

Application of agri-business and agriculture production principles to new agricultural technology and innovations. A study through specific problems via case studies, simulation, special projects, or problem-solving procedures. The course topic is listed on the student's permanent file. One classroom hour per week. 1 semester hour credit.

AGR 1277 Special Topics in Agriculture V (1-1-0)

			W

Application of agri-business and agriculture production principles to latest agricultural technology and innovations. A study through specific problems via case studies, simulation, special projects, or problems-solving procedures. The course topic is listed on the student's permanent files. One classroom hour per week. 1 semester hour credit.

AGR 1278 Special Topics in Agriculture VI (2-2-0)

			W

Application of agri-business and agriculture production principles to latest agricultural technology and innovations. A study through specific problems via case studies, simulation, special projects, or problem solving-procedures. The course topic is listed on the student's permanent files. Two classroom hours per week. 2 semester hours credit.

AGR 1281 Introduction to Geographical Information Systems (3-3-0)V

	L		W

This course is intended to be an introduction to the concept and use of Geographical Information Systems (GIS). The student will understand how GIS is being used by various industries, government agencies, as well as in science, research, and consumer products. The student will become aware of the fact that he/she will be involved in GIS whether he/she wants to or not. The course will cover the basic components, terms, software, and uses of this exciting technology. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

AGR 1282 Intermediate Geographical Information Systems (3-3-0)V

	L		W

This course is intended to give the student a "hands-on" overview of the use of ESRI's GIS display and presentation program called ArcView. This program displays spatial data combined with data information into a map or viewing format. Several media types can be used with the program including pictures, movie clips, data, and symbols as hot links; as well as traditional text format. The student will use a controlled ArcView CD to help guide him/her through the course. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 1 time.

AGR 1283 Advanced Geographical Information Systems (3-3-0)V

	L		W

This course is intended to give the student a "hands-on" view by doing a real in-class project of collecting data from the Internet and/or other sources and checking for errors. Time will be spent collecting Global Position Satellite coordinates with instruments, setting up a data dictionary, and correcting the GPS coordinates that the National Defense Department scrambles. Students will merge spatial data with the information and develop a presentation using Arc View. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 1 time.

AGR 1601 Floral Design I (3-3-0)

F	L	O	W

This course is an application of the principles of design in arranging flowers, foliage, and accessories. Dried flowers, silk flowers, seasonal, holiday, and special occasion arrangements will be studied. Three classroom hours per week. 3 semester hours credit.

AGR 1602 Floral Design II (3-3-0)

F	L	O	W

This course is a continuation of AGR 1601 Floral Design I. Students will study floral design in more detail. Three classroom hours per week. 3 semester hours credit.

AGR 1603 Floral Design III (3-2-2)

F	L	O	W

Seasonal, holiday, and special occasion arrangements and merchandise displays will be studied in greater detail. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AGR 1681 Agriculture Tour I (1-1-0)

			W

Annual spring tour for freshmen in agriculture attending various presentations and points of agricultural interest as scheduled on the current itinerary. PREREQUISITE: It is recommended that the student be a member of the Technology Club or be actively enrolled in the Agriculture Technology program. One classroom hour per week. 1 semester hour credit.

AGR 2202 Agriculture Business Seminar II (1-1-0)

			W

Discussion of various problems and issues encountered during the work experience. To be taken concurrently with Supervised Occupational Experience II. One classroom hour per week. 1 semester hour credit.

AGR 2203 Agriculture Business Seminar III (1-1-0)

			W

Discussion of various problems and issues encountered during the work experience. To be taken concurrently with Supervised Occupational Experience III. One classroom hour per week. 1 semester hour credit.

AGR 2204 Agriculture Business Seminar IV (1-1-0)

			W

Discussion of various problems and issues encountered during the work experience. To be taken concurrently with Supervised Occupational Experience IV. One classroom hour per week. 1 semester hour credit.

AGR 2221 Animal Nutrition (3-2-2)

			W

Fundamentals of livestock nutrition relating to growth, reproduction, maintenance, and production dietary requirements. Includes an examination of digestion, absorption and value of food nutrients; energy, protein, vitamin, and mineral requirements; and factors influencing the value of feeds. Laboratory exercises emphasize the use of feeding standards to develop balanced rations, with consideration given to the economics of feeding livestock. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AGR 2234 Agricultural Finance (3-3-0)

			W

Comprehensive analysis of the capital and credit needs on the farm and in agri-business. Includes the methods of securing debt and equity capital, sources of credit, legal concerns, credit analysis, and problems associated with obtaining and using credit. Three classroom hours per week. 3 semester hours credit.

AGR 2235 Agribusiness Management (3-3-0)

			W

The study of current decision making and administrative concepts that relate to operating an agri-business. Areas of emphasis include business organization, financial management and control, marketing, production processes, and personal management. PREREQUISITE: Student will be required to complete one supervised occupational experience prior to enrolling for this course. The student will be required to complete a term project that analyzes an agri-business firm's organization, financing, marketing techniques, production processes, and personnel management and training. Three classroom hours per week. 3 semester hours credit.

AGR 2241 Agricultural Salesmanship (2-2-0)

			W

Salesmanship emphasizes basic principles in the sales process found in the agricultural supply and service industry. Students will understand how to develop and apply sales techniques. The relationship that exists between the agri-business, customer, and sales person will be identified. Two classroom hours per week. 2 semester hours credit.

AGR 2242 Agricultural Marketing (3-3-0)

			W

An analysis of the principles and practices of marketing agricultural products. The course will investigate a variety of marketing topics including the nature of production, supply and demand, outlets and distributions, cash and futures markets, forward contracting and hedging, collective bargaining, government programs, and individual commodity marketing channels. Three classroom hours per week. 3 semester hours credit.

AGR 2252 Advanced Computers in Agriculture (3-3-0)

			W

The study of computers in farm and agri-business management with emphasis on hardware, file manipulation, word processing, spreadsheets, database management, presentation programs, and other agriculture related software. PREREQUISITE: AGR 1251 Computers in Agriculture or instructor approval. Three classroom hours per week. 3 semester hours credit.

AGR 2263 Supervised Occupational Experience III(3-0-15)V

			W

The student will be placed with an agricultural business or operation for full-time training experience in the fall. The student will be supervised by the employer and the college coordinator. PREREQUISITE: 12 semester credit hours completed or concurrent enrollment in agriculture or consent of the program coordinator. Variable internship hours based on 75 hours of work equate to 1 semester hour of credit. Follows Supervised Occupational Experience II. Fifteen lab hours per week. Variable 2 to 3 semester hours credit.

AGR 2264 Supervised Occupational Experience IV(4-0-20)V

			W

The student will be placed with an agricultural business or operation for full-time experience in the spring. The student will be supervised by the employer and the college coordinator. PREREQUISITE: 12 semester credit hours completed or concurrent enrollment in Agriculture or consent of the program coordinator. Variable internship hours based on 75 hours of work equate to 1 semester hour of credit. Follows Supervised Occupational Experience III. Twenty lab hours per week. Variable 2 to 4 semester hours credit.

AGR 2292 Machinery Repair, Adjust and Safety (3-2-2)

			W

Principles of farm and ag business machinery are covered including operation, adjustment, calibration, repair and safety. Includes tillage, planting, harvesting, spraying and

other applicator equipment. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AGR 2299 Independent Study in Agriculture (6-6-0)V

			W

Independent study of a specialized topic, which is not available in the College's course offerings, with instructor approval and supervision. Six classroom hours per week. Variable 1 to 6 semester hours credit Repeatable 3 times.

AGR 2682 Agriculture Tour II (1-1-0)

			W

Annual spring tour for sophomores in agriculture attending various presentations and points of interest as scheduled on the current itinerary. It is recommended that the student be a member of the Ag Business Club or be actively enrolled in the Agriculture Program. One classroom hour per week. 1 semester hour credit.

AGR 2683 Agriculture Tour III (1-1-0)

			W

Annual tour of the Agricultural department based around the Prairie Farmer Progress Show or other agricultural exhibition. In addition to the show, other points of agricultural interest as scheduled on the current itinerary will be visited. PREREQUISITE: It is recommended that the student be a member of the Technology club or be actively enrolled in the Agriculture Technology Program. One classroom hour per week. 1 semester hour credit.

ANT 2101 Introduction to Anthropology (3-3-0)

F	L	O	W

Anthropology is concerned with the physical and cultural development of the human kind. Emphasis will be given to cultures, human adaptability, and interaction between man and society. Three classroom hours per week. 3 semester hours credit. IAI: S1 900N

ANT 2102 Cultural Anthropology (3-3-0)

F	L	O	W

This course in cultural anthropology provides a basic introduction to the concept of culture by surveying world cultures and by studying relevant theories and principles of cultural behavior. An introduction is also given to important figures in anthropology and their contribution to the discipline. Three classroom hours per week. 3 semester hours credit. IAI: S1 901N

ART 1103 Stained Glass I (3-2-2)

F	L	O	W

The basic techniques and fundamentals of stained glass construction, including design, patternmaking, cutting, fitting, etching, frosting, painting, silkscreening, chipping, glazing, and polishing will be studied. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 1104 Stained Glass II (3-2-2)

F	L	O	W

This course is a continuation of ART 1103. The techniques and fundamentals of stained glass construction will be studied in greater detail. PREREQUISITE: ART 1103 Stained Glass I or consent of instructor. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 1105 Art Introduction (3-3-0)

F	L	O	W

Art Introduction is the study of visual art elements and principles for creating it. This course provides hands-on experience. Three classroom hours per week. 3 semester hours credit.

ART 1112 Craft I (3-2-2)

F	L	O	W

This course will provide a better understanding of the philosophy of craftsmanship and the skill and processes used. Personal creativity and originality will be emphasized. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 1113 Introduction to Drawing (3-0-6)

F	L	O	W

This course is a foundation for all areas of art. Instruction will be in basic drawing techniques, media use and concepts. The course is designed to provide a survey of the extent and nature of drawing and to broaden the student's appreciation and skills in drawing. Six lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 1114 Design I (3-0-6)

F	L	O	W

Design I is a comprehensive study of the visual elements and principles involved in organizing two-dimensional space. Studio work will enable the student to create solutions to visual design problems in several areas of the design field. A variety of materials and methods will be used to facilitate this study. Six lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 1115 Introduction to Painting (3-0-6)

F	L	O	W

Introduction to painting examines the personal, expressive potential of a variety of paint media. Emphasis is placed upon original composition through use of the visual elements and principles. Craftsmanship and individual approach to subject matter are also stressed. Six lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 1116 Introduction to Ceramics (3-0-6)

F	L	O	W

This course introduces the beginning student to basic construction techniques in clay. Various types of handbuilding and use of the potter's wheel are introduced. Firing process, glazing and decorative techniques are also introduced. Six lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 1117 Introduction to Photography (3-1-4)

F	L	O	W

This course introduces the student to the basic techniques in black and white photography. The camera, photographic composition, film development and print development as well as print presentation are included in the study. One classroom hour per week. Four lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 1123 Drawing Studio (1-0-2)

F	L	O	W

This course provides additional laboratory hours for beginning drawing students. Instruction will concentrate on basic techniques and concepts to further develop the beginning student. PREREQUISITE: This course should be taken concurrently with ART 1113 Introduction to Drawing or in a semester following completion of this course. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

ART 1124 Design I Studio (1-0-2)

F	L	O	W

This course provides additional laboratory hours for two-dimensional design students. Instruction will concentrate on basic principles and visual elements used in design. Special emphasis will be placed upon color and commercial aspects of design. PREREQUISITE: This course should be taken concurrently with ART 1114 Design I or in a semester following completion of this course. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

ART 1125 Painting Studio (1-0-2)

F	L	O	W

This course provides additional laboratory hours for beginning painting students. Instruction will concentrate on the basics of stretcher frame building as well as techniques in preparing canvas surfaces and other materials for painting. Basic techniques and concepts in painting are also studied. PREREQUISITE: This course should be taken concurrently with ART 1115 Introduction to Painting or in a semester following completion of this course. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

ART 1126 Ceramics Studio (1-0-2)

F	L	O	W

This course provides additional laboratory hours for beginning ceramic students. Instruction will concentrate on basic forming techniques and concepts to further develop the beginning student. PREREQUISITE: This course should be taken concurrently with ART 1116 Introduction to Ceramics or in a semester following completion of this course. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

ART 1141 Cinema Appreciation (3-2-2)

F	L	O	W

This course is a survey of the cinema, studying the major film movements in theatrical motion pictures from their origin to the present. The development of the cinematic art is traced technically, artistically, theoretically, culturally, and critically. All elements of the cinema medium are examined, while film form and content are investigated through students' viewing major selected feature films. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. IAI: F2 908

ART 1181 Art History I (3-3-0)

F	L	O	W

This course explores the historical development of visual arts (painting, drawing, printmaking, sculpture and architecture) in Western society, focusing on major artistic styles and movements from Ancient to Medieval times. Furthermore, the class examines works of art as expressions of the ideas and beliefs of artists within their cultural and social contexts. Three classroom hours per week. 3 semester hours credit. IAI: F2 901

ART 2101 Understanding Art (3-3-0)

F	L	O	W

Understanding Art is an introduction to the creation, perception, evaluation and nature of visual art. This course examines the principles and elements used in the creation of art and its major forms of presentation. This course will give the student a broader appreciation of art and is designed to partially fulfill the humanities requirement. Three classroom hours per week. 3 semester hours credit. IAI: F2 900

ART 2105 Intermediate Drawing (3-0-6)

F	L	O	W

This course involves concentrated work in the reinforcement of basic drawing skills with an emphasis on perceptual and expressive development. PREREQUISITE: ART 1113 Introduction to Drawing or its equivalent prior to enrolling in this course. Six lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 2112 Design II (3-0-6)

F	L	O	W

This course examines visual elements and design principles as they apply to three-dimensional art. Discussion and studio assignments relating to various materials and purposes for design are the primary content of the course. Six lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 2113 Intermediate Painting (3-0-6)

F	L	O	W

This course involves concentrated work in the reinforcement of painting skills with emphasis on perceptual and expressive development. PREREQUISITE: Students should complete ART 1115 Introduction to Painting or its equivalent prior to enrolling. Six lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 2114 Introduction to Sculpture (3-0-6)

F	L	O	W

This course is for the beginning student and will examine concepts in three-dimensional form. The three major process areas of sculpture are explored through a variety of media. Both traditional and contemporary art images in sculpture are examined through various methods of presenting sculptural ideas. Six lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 2115 Intermediate Ceramics (3-0-6)

F	L	O	W

This is an advanced course in hand made ceramics. It covers the ceramic process, with a greater emphasis on personal exploration of sculptural and functional forms in clay. This course emphasizes proficiency in forming, glazing, loading and firing of kilns. PREREQUISITE: To enroll you must have completed ART 1116 Introduction to Ceramics or its equivalent. Six lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 2116 Intermediate Photography (3-1-4)

F	L	O	W

This course builds upon skills attained in Introduction to Photography. Composition and more advanced black and white photographic techniques in film and print development are studied. PREREQUISITE: ART 1117 Introduction to Photography or consent of instructor. One classroom hour

per week. Four lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 2117 Fibers & Textiles (3-2-2)

F		O	W

This course is an introduction to basic weaving. It includes both hand and loom weaving processes. Visual and haptic aspects of texture, color, pattern, and materials are covered, as well as dressing a loom and warp calculations. Students will be expected to provide their own materials as per assignment. A lab fee may be assessed to provide difficult-to-find materials. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 2118 Introduction to Printmaking (3-0-6)

F	L	O	W

This course is a survey of the four major processes in traditional hand-made prints. Students will produce their own plates and editions in several types of printing. Six lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 2181 Art History II (3-3-0)

F	L	O	W

A continuation of ART 1181; this course explores the historical development of visual arts (painting, drawing, printmaking, sculpture, and architecture) in Western society, focusing on major artistic styles and movements from pre-renaissance to contemporary times. Furthermore, the class examines works of art as expressions of the ideas and beliefs of artists within their cultural and social contexts. Three classroom hours per week. 3 semester hours credit. IAI: F2 902

ART 2191 Non-Western Art (3-3-0)

F	L	O	W

A survey of the indigenous visual arts of painting, sculpture, and architecture in Africa, Asia, and the Americas. Many works of art will be examined for their social, religious, philosophical, and aesthetic content. Three classroom hours per week. 3 semester hours credit. IAI: F2 903N

ART 2198 Topics/Issues in Art (6-6-0)V

F	L	O	W

This class provides enhanced study on a special topic or current issue in the visual or performing arts discipline through the application of focused case studies, simulation, special projects, or problem solving procedures. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

ASE 0801 GED Reading Skills I (3-3-0)V

F	L	O	W

This course is designed to help individuals acquire efficient study skills. Vocabulary comprehension and study skills development are emphasized. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable three times.

ASE 0802 GED Reading Skills II (3-3-0)V

F	L	O	W

This course is designed to increase efficiency in basic reading and speech. Development of reading skills, study skills, and speaking skills is emphasized. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable three times.

ASE 0803 GED Test Preparation I (4-4-0)V

F	L	O	W

GED Test preparation I is designed to prepare students for the English, Math, reading, social studies, and science sections of the GED test. In addition, this course will provide the necessary skills for students to transition successfully into college classes. Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable three times.

ASE 0804 GED Test Preparation II (4-4-0)V

F	L	O	W

GED Test preparation II is designed to prepare students for the English, Math, reading, social studies, and science sections of the GED test. In addition, this course will provide the necessary skills for students to transition successfully into college classes. Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable three times.

ASE 0805 GED Science I (3-3-0)V

F	L	O	W

This course introduces the metric system of measurement, atomic structure, weight, mass and number, properties of matter and pressure, the nature of chemicals, light, temperature and heat, gases and oxidation. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable three times.

ASE 0806 GED Science II (3-3-0)V

F	L	O	W

This is an introductory course in general science which prepares students for natural and biological sciences. This course deals with electricity, magnetism, machines, weather, climate, space, and heavenly bodies. It covers use of the microscope, cell structure and life processes, circulatory, respiratory, and digestive systems, photosynthesis and genetics. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable three times.

ASE 0807 Constitution (2-2-0)V

F	L	O	W

This course is designed to prepare students for the examination on the U.S. Constitution and the Constitution of Illinois. It also covers the Declaration of Independence and use and display of the American flag. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable three times.

ASE 0808 GED Math Skills I (3-3-0)V

F	L	O	W

This course will prepare students to pass the GED math test. Applying algebraic concepts, geometric properties, and data collection and analysis to solve real-life problems will be emphasized. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable three times.

ASE 0809 GED Math Skills II (3-3-0)V

F	L	O	W

This course will prepare students to pass the GED math test. In addition, emphasis will be on applying algebraic concepts and geometric relationships to explore and analyze

mathematical problems. In addition, instruction will focus on using data analysis and probability to interpret and predict mathematical solutions. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable three times.

ASE 0810 GED English Skills I (3-3-0)V

F	L	O	W

This course is designed to prepare advanced level students for the English and essay portions of the GED test. Emphasis is on writing essays to a prompt, writing for business, proofreading, and editing. The course also prepares students to write at college level if they elect to enroll in postsecondary education. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable three times.

ASE 0811 GED English Skills II (3-3-0)V

F	L	O	W

This course is designed to prepare advanced level students for the English and essay portions of the GED test. Emphasis is placed on going beyond the five paragraph GED essay. Instruction will focus on writing for a variety of purposes, writing for diverse audiences, and using Edited American English. The course also prepares students to write at college level if they elect to enroll in postsecondary education. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable three times.

ASE 0812 GED Social Studies I (3-3-0)V

F	L	O	W

This course will prepare students to pass the GED social studies test. Emphasis will be placed on recognizing key historical places, events, documents, cultures and figures in the world and in the United States. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable three times.

ASE 0813 GED Social Studies II (3-3-0)V

F	L	O	W

This course will prepare students to pass the GED social studies test and for college. Emphasis will be placed on knowledge of rights and responsibilities of citizenship and how governments function. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable three times.

ASE 0814 Career Development (3-3-0)V

F	L	O	W

This course focuses on the process of career development and planning, which includes self-assessment, job search strategies, decision making, and awareness of workplace issues. Students will develop skills that can lead to achieving personal goals and career success. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable three times.

ASE 0815 Transition Skills I (3-3-0)V

F	L	O	W

This course is designed to teach students the skills they need to transition to college and/or the workplace. Focus is on knowledge about college and looking for a career that fits the students' particular needs and interests. Topics include career planning, goal setting, time management, college preparation, study skills, and employment. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable three times.

ASE 0830 GED Healthcare Bridge (8-8-0)V

F	L	O	W

This course is designed for students who TABE test 9th grade level and above. The contextualized course offers the adult learner the opportunity to learn reading, writing, and math skills necessary to understand and apply information in the healthcare industry and/or additional postsecondary education. Students will learn about healthcare content in reading, writing, and math using a variety of healthcare text materials. In addition, students will explore their strengths, experiences, and traits to guide them in setting specific career goals. Students will gain a working knowledge of the healthcare industry, including basic requirements and expectations, communication in the workplace, the job search process, as well as job retention and career advancement. Eight classroom hours per week. Variable 0.5-8 semester hours credit. Repeatable 3 times.

AUB 1200 Auto Body Orientation (2-2-0)

		O	

An introduction to auto body repair and career opportunities. Emphasis on correct use of tools, safety precautions, handling and storage of paint and other materials used in the auto body business. Two classroom hours per week. 2 semester hours.

AUB 1202 Auto Body Repair I (4-2-4)

		O	

The principles of interior car care are introduced. The course deals primarily with analysis of damaged vehicles and skill development in metal straightening and fiberglass repair. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

AUB 1204 Body Preparation and Finish I (5-2-6)

		O	

This course deals with surface preparation procedures, base coats, and finishing materials. Proper handling of lacquer, thinner, paints, and equipment used in finish work. Two classroom hours per week. Six lab hours per week. 5 semester hours credit.

AUB 1210 Glass Replacement (2-1-2)

		O	

Glass replacement and alignment to prevent water and dust leaks, door lock mechanisms, door hardware, and rear glass will be covered. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

AUB 1212 Auto Body Repair II (5-2-6)

		O	

A continuation of AUB 1202. PREREQUISITE: AUB 1202 Auto Body Repair I. Two classroom hours per week. Six lab hours per week. 5 semester hours credit.

AUB 1214 Shop Organization and Management (3-3-0)

		O	

Basic principles of body dealership, operation, organization, and management. Emphasis on leadership, responsibility, cooperation, and the necessity of good working human

relationships with employers, employees and customers. Three classroom hours per week. 3 semester hours credit.

AUB 1220 Selected Study in Auto Body Technique (3-2-2)

		O	

Individualized instruction designed to give the student specialized skills in chosen areas of specialization. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AUB 1224 Collision Repair Electrical Systems (3-1-4)

		O	

The application of theory and laboratory situations, pertaining to electrical components and electrical systems. Topics include DVOM usage, OHMS law, wire and circuit repair, SIR safety and diagnosis, and shop manuals/schematic usage. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

AUB 1226 Minor Auto Body Repair & Refinishing (3-2-2)

F		O	W

Instruction is given in minor auto body repair. Refinishing repair work is also considered. Removing dents, straightening metal, using fillers, preparing finish, masking, spraying and finishing techniques are covered. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AUB 1602 Auto Body Repair & Refinishing (4-3-2)

F		O	W

This course examines the basic concepts and techniques required for auto body repair and refinishing. Instruction also includes using shop materials. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

AUB 2200 Body Preparation and Finish II (5-2-6)

		O	

The student is introduced to paint chemistry, custom finish applications, finish equipment, and application of top coat materials. Special topics and problems in surface preparation and finish will be discussed. Two classroom hours per week. Six lab hours per week. 5 semester hours credit.

AUB 2202 Steering & Suspension Systems (4-2-4)

		O	

The student will learn to use the damage dozer, frame and unibody rack, porta powers and special tools pertaining to straightening and repair of frames, steering geometry, suspension, door, fender, deck lid, and quarter panel alignment. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

AUB 2204 Frame & Chassis Alignment (5-3-4)

		O	

The student will learn to use damage dozer, frame and unibody rack, porta powers and special tools pertaining to straightening repair of frames, steering geometry, suspension, door, fender, deck lid, and quarter panel alignment. Three classroom hours per week. Four lab hours per week. 5 semester hours credit.

AUB 2212 Panel Replacement (4-2-4)

		O	

This course includes the removal and installation of quarter panels, hoods, trunk lids, tops, and rocker panels. Panels are brazed, welded, or spot welded into position and prepared for finish work. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

AUB 2214 Body Wiring and Suspension Systems (1-1-0)

		O	

This course includes a study of wire systems that may be damaged in collision and encountered in various repair tasks. Also included is an introduction to wheel alignment and suspension problems. One classroom hour per week. 1 semester hour credit.

AUB 2215 Auto Body Internship (6-0-30)V

		O	

Students work a minimum of ten hours a week. The coordinator and the training supervisor work together in establishing goals and work experiences for the student. Variable internship hours are based on 75 hours equated to 1 semester hour of credit. PREREQUISITE: Completion of first year program requirements. Thirty lab hours per week. Variable 0.5 to 6 semester hours credit.

AUM 1200 Automotive Topics (3-2-2)V

F			

This is an introductory course designed to acquaint the student with various aspects of automotive service. Skill development in relation to proper use of tools, equipment and safety, and repair techniques will be emphasized. Two classroom hours per week. Two lab hours per week. Variable 1-3 semester hours credit. Repeatable 3 times.

AUM 1201 Engine Performance I (3-1-4)V

		O	

A study of the gasoline engine combustion process, the function and service procedures of the fuel emission systems of the reciprocating piston engine. Standard carburetion, feedback carburetion and electronic fuel injection are included in this study. One classroom hour per week. Four lab hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

AUM 1215 Auto Skill Development (3-2-2)

		O	

Auto Skill Development is an introductory course designed to acquaint the student with various aspects of auto mechanics. Skill development in relation to proper use of tools, equipment, safety, and repair techniques will be emphasized. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

AUM 1220 Selected Study in Auto Repair (3-2-2)

		O	

Individualized instruction designed to give the student specialized skills in chosen areas of specification. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

AUM 1222 Automotive Parts and Service (3-3-0)

		O	

A study of buying and selling automotive parts and services. Topics such as preventive maintenance, automotive products buying and selling, automotive services, and new and used car buying and selling are explored. Three classroom hours per week. 3 semester hours credit.

AUM 1224 Auto Energy Conservation (3-3-0)

		O	

A study of vehicle energy consumption and the means of conservation. Attention will focus on factors that affect energy consumption such as design, engine types, engine refinements, fuels and driving habits. Three classroom hours per week. 3 semester hours credit.

AUM 1226 Automotive Diesel Fundamentals (3-2-2)

		O	

Basics of diesel operation and service pertaining to passenger automobiles and light duty trucks. Emphasis on theory of operation, maintenance and general diesel service. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AUM 1228 4-Wheel Drive Service and Repair (3-2-2)

		O	

Principles of operation, maintenance, diagnosis and repair procedures for 4-wheel drive automobiles and light truck applications. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AUM 1232 Import Car - Brakes and Suspension (3-2-2)

		O	

Principles of operation, maintenance, diagnosis, and repair procedures for import car brakes, steering, and suspension. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AUM 1235 Fuel Systems (3-1-4)

F			

A study of the gasoline engine combustion process, the function and service procedures of the fuel emission systems of the reciprocating piston engine. Standard carburetion, feedback carburetion and electronic fuel injection are included in this study. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

AUM 1236 Electrical Fundamentals (5-2-6)V

F			

An introduction to the cranking, charging, ignition, and electrical accessory systems of the automobile. Laboratory experience in testing and servicing automotive electrical systems. Two classroom hours per week. Six lab hours per week. Variable up to 5 semester hours credit.

AUM 1237 Emissions Systems (3-1-4)

F			

In combination with the study of the internal combustion engine along with the study of emission control computer engine control inputs and fuel delivery systems, students will begin their study of more complex vehicle troubleshooting. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

AUM 1238 Engine Service (5-2-6)V

F			

Comprehensive study of design, theoretics of operations and service and rebuilding procedures of automotive engines. Two classroom hours per week. Six lab hours per week. Variable 0.5 to 5 semester hours credit. Repeatable 3 times.

AUM 1239 Air Conditioning & Heating (4-1-6)

F			

Principles of operation, maintenance, diagnosis, and repair procedures for air conditioning, heating, and current power accessories. One classroom hour per week. Six lab hours per week. 4 semester hours credit.

AUM 1250 Auto Tech Orientation (1-1-0)

F		O	

An introduction to the Automotive Service Technology program which includes program requirements, laboratory management, proper use of hand tools and equipment, and shop safety. One classroom hour per week. 1 semester hour credit.

AUM 1255 Auto Electrical I (5-2-6)V

F		O	

An introduction to the cranking, charging, ignition, and electrical accessory systems of the automobile. Laboratory experience in testing and servicing automotive electrical systems. Two classroom hours per week. Six lab hours per week. Variable up to 5 semester hours credit.

AUM 1260 Engine Performance II (3-1-4)V

		O	

In combination of the study of the internal combustion engine along with the study of emission control computer engine control inputs and fuel delivery systems, students will begin their study of more complex vehicle troubleshooting. One classroom hour per week. Four lab hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

AUM 1265 Automotive Engines (5-2-6)V

		O	

Comprehensive study of design, theoretics of operations and service and rebuilding procedures of automotive engines. Two classroom hours per week. Six lab hours per week. Variable 0.5 to 5 semester hours credit. Repeatable 3 times.

AUM 1270 Automotive Air Conditioning (4-1-6)V

F		O	

Principles of operation, maintenance, diagnosis, and repair procedures for air conditioning, heating, and current power accessories. One classroom hour per week. Six lab hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

AUM 1601 Basic Auto Mechanics (3-2-2)

F	L	O	W

Instruction will provide the student with a basic understanding and overview of the basic systems of the automobile and the function of each system. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

AUM 1602 Auto Tune-Up (3-2-2)

F	L	O	W

For the car owner, instruction will be given on the theory of the fuel and ignition system operation along with instruction and lab experience on properly tuning an engine and diagnosis of auto engine problems. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

AUM 2215 Automotive Service Internship (6-0-30)V

		O	

Students will work a minimum of 10 hours per week in an automotive service technology environment. The coordinator and the training supervisor will work together in establishing goals and experiences for the students. Variable internship hours are based on 75 hours equated to 1 semester hour of credit. PREREQUISITE: Completion of the first year of the program's requirements. Thirty lab hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

AUM 2220 Ignition & Computer Systems (5-2-6)

F			

Theory of operation and troubleshooting automotive systems utilizing current diagnostic equipment and techniques. Two classroom hours per week. Six lab hours per week. 5 semester hours credit.

AUM 2222 Engine Performance Diagnosis (3-1-4)

F		O	

A study in performance diagnostic procedures including ignition systems, fuel systems, and engine mechanical diagnosis. This course is a continuation of the material learned by the student in the Fuel Systems, Ignition and Computer Systems and Engine Service classes. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

AUM 2223 Brake Systems (4-1-6)

F			

A comprehensive study of standard, power, and disc brake systems; standard and power steering gear assemblies; and suspension with front and rear wheel alignment. Student must own or can rent an approved hand tool set. One classroom hour per week. Six lab hours per week. 4 semester hours credit.

AUM 2224 Power Accessories (2-1-2)

F		O	

An introduction to the electrical accessory systems of the automobile. Laboratory experience in testing and servicing automotive electrical systems. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

AUM 2225 Drive Trains (4-1-6)

F			

Theory and service operations for servicing propeller shafts with U-joints and constant velocity joints, clutches, both mechanical and hydraulic, transmissions, both conventional and transaxle, and differential, both conventional and limited slip. One classroom hour per week. Six lab hours per week. 4 semester hours credit.

AUM 2228 Auto Transmission & Transaxles (5-1-8)

F			

Automatic transmission construction, operation, diagnosis, and repair. Laboratory exercises consist of automatic transmission and transaxle testing and rebuilding. One classroom hour per week. Eight lab hours per week. 5 semester hours credit.

AUM 2230 Automotive Service Internship (6-0-30)V

F			

Students will work a minimum of 10 hours per week in an automotive service technology environment. The coordinator and the training supervisor will work together in establishing goals and experiences for the students. Variable internship hours are based on 75 hours equated to 1 semester hour of credit. PREREQUISITE: Completion of the first year of the program's requirements. Thirty lab hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

AUM 2250 Shop Organization & Management (3-3-0)V

F		O	W

Basic principles of automotive dealership, operation, organization, and management. Emphasis on leadership, responsibility, cooperation, and the necessity of good working human relationships with employers, employees and customers. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

AUM 2260 Drive Trains I (4-1-6)

F		O	

Theory and service operations for servicing propeller shafts with U-joints and constant velocity joints, clutches, both mechanical and hydraulic, transmissions, both conventional and transaxle, and differential, both conventional and limited slip. One classroom hour per week. Six lab hours per week. 4 semester hours credit.

AUM 2265 Drive Trains II (5-1-8)V

F		O	

Automatic transmission construction, operation, diagnosis, and repair. Laboratory exercises consist of automatic transmission and transaxle testing and rebuilding. One classroom hour per week. Eight lab hours per week. Variable up to 5 semester hours credit. Repeatable 3 times.

AUM 2270 Automotive Brakes (4-1-6)

F		O	

A comprehensive study of standard, power, and disc brake systems; standard and power steering gear assemblies; and suspension with front and rear wheel alignment. Student must own or can rent an approved hand tool set. One classroom hour per week. Six lab hours per week. 4 semester hours credit.

AUM 2275 Auto Electrical II (5-2-6)

F		O	

Theory of operation and troubleshooting automotive systems utilizing current diagnostic equipment and techniques. Two classroom hours per week. Six lab hours per week. 5 semester hours credit.

AUM 2276 Hybrid & Alternative Fuels (3-2-2)

		O	

Covers the theory, diagnosis, and repair information that service technicians and automotive technology students need to know in order to safely and effectively service these vehicles. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AUM 2280 Steering & Suspension Systems I (3-2-2)

F		O	

A comprehensive study of standard and power steering gear assemblies with emphasis on shop safety. Tire repair, tire construction, mounting, and balancing with wheel bearing service are also included. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AUM 2285 Steering & Suspension Systems II (3-2-2)

F		O	

A comprehensive study of front and rear suspension systems with 4-wheel alignment. Also included are active electronic suspension systems and 4-wheel steering. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AUM 2290 Steering & Suspension Systems (4-1-6)

F			

A comprehensive study of steering and suspension systems. Course topics include theory and diagnosis of tire and rim assemblies, standard and power steering systems, front and rear suspension systems, wheel bearings, and vehicle alignment. Also included are active electronic suspension systems and 4-wheel steering. One classroom hour per week. Six lab hours per week. 4 semester hours credit.

AUM 2601 Automotive Upgrading (3-2-2)

F	L	O	W

This course emphasizes recent changes, new components and service and repair techniques. This course is designed to help the mechanic keep abreast with changes in the automotive field. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

BLD 1601 Intro to Construction Techniques I (3-2-2)

F			W

This is an introductory course examining the basics of carpentry, masonry, and blueprint reading. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

BLD 1602 Construction Techniques II (3-2-2)

F			W

This course is a continuation of Introduction to Construction Techniques I. It provides instruction in the basics of carpentry, masonry, blueprint reading, wiring, and welding. PREREQUISITE: BLD 1601 Intro to Construction Techniques I or equivalent. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

BMG 1201 Participative Mgmt. Team Techniques (2-2-0)

F	L	O	W

This course covers the history, operation, organization, training and evaluation of management/quality circles. Two classroom hours per week. 2 semester hours credit.

BMG 1202 Business Math (4-4-0)

F	L	O	W

This course provides instruction and practice in the use of a 10-key touch system as well as the simpler exercises and problems of everyday business calculations. Topics covered include: bank records, sales invoices, percentages, cash and trade discounts, markups and markdowns, interest, loans, finance charges, taxes, payroll, and commissions. Four classroom hours per week. 4 semester hours credit. PREREQUISITE: REM 0420 Basic Math with a C or better or scoring at beginning Algebra level on placement exam or consent of instructor.

BMG 1204 Small Bus. Mgmt. and Operations (2-2-0)

F	L	O	W

This course is designed to give individuals or groups - manufacturers, wholesalers, retailers, and owners of service businesses - a better insight into the techniques of administering a business. Two classroom hours per week. 2 semester hours credit.

BMG 1211 Developments in Mid-Management (6-6-0)V

			W

Students apply their acquired knowledge of management practices to the changing environment of business. Application of business management by the student includes: internal business environment, change, interpersonal relationships, team development, employee responsibility and decision making. Special focus directed toward the transition of the student's knowledge acquired in the classroom to application within the workforce. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

BMG 1602 Managerial Training (2-2-0)

F	L	O	W

Managing from a manager's standpoint is studied. Two classroom hours per week. 2 semester hours credit.

BMG 1603 Supervisory Training (2-2-0)

F	L	O	W

The unique opportunities and challenges connected with the position of supervisor within a firm are studied and analyzed. The skills, roles and responsibilities required of supervisors are studied in detail. Two classroom hours per week. 2 semester hours credit.

BMG 1604 Principles of Investment (2-2-0)

F	L	O	W

Characteristics of good investments and methods of trading stocks and bonds are studied. Two classroom hours per week. 2 semester hours credit.

BMG 1606 Business Micro-Computer Applications (3-2-2)

F	L	O	W

Business Micro-Computer Applications covers mailing lists, installment financing, payroll, inventory control, accounts payable, accounts receivable, fixed asset accounting, a time accounting package, and the general ledger. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

BMG 1607 Real Estate Micro-Computer Applications(3-3-0)

F	L	O	W

Topics considered are stepped income analysis, compound interest, internal rate of return, resale price, mortgage analysis, property income calculation, appreciation/depreciation estimating overall capitalization, cash flow, depreciation, and building development. Three classroom hours per week. 3 semester hours credit.

BMG 1608 Manufacturing Resources Planning (1-1-0)

F	L	O	W

This course provides an overview to corporate planning. Emphasis is on management, marketing, manufacturing, and capacity planning for production. Inventory control, using shop space, and systems implementation are covered. Ways to increase inventory and measure performance are also studied. One classroom hour per week. 1 semester hour credit.

BMG 2103 Business Statistics (3-3-0)

F	L	O	W

The basic concepts of statistical analysis used in business decision making, including probability and how uncertainty is dealt with in real life. The following concepts and statistical techniques are included: measures of central tendency and variability; random variables and probability distributions; binomial, normal, and sampling distributions; estimation; tests of hypothesis; chi-square tests; linear regression and correlation; and one-way analysis of variance. Three classroom hours per week. 3 semester hours credit.

BMG 2202 Transformation of Industry (4-4-0)

F	L	O	W

This course prepares the student to make decisions using control charts and statistical process control techniques. Students are expected to improve quality, increase productivity, and reduce costs. The course integrates the management philosophy of Dr. W. Edwards Deming, problem-solving strategies, and statistical techniques. It is designed to teach a process for improving quality and productivity in organizations. Four classroom hours per week. 4 semester hours credit.

BMG 2204 Human Resource Management (3-3-0)

F	L	O	W

This course is for first-line managers and students interested in becoming human resource management. The course is a survey of human resource planning, selection, interviewing, testing, placement, training and follow up as part of the overall management process. Case studies allow the students to apply theory to practical situations. Three classroom hours per week. 3 semester hours credit.

BMG 2601 Quality Improvement (3-3-0)V

F	L	O	W

This course provides a broad-based approach through which the entire management team can make quality improvements and related cost reductions year after year. It guides participating managers through real-life company improvement projects, step by step, session by session, aided by a color video series. The course, as designed, presupposes an extent of managerial experience. It is not recommended for use at the workforce level, i.e., the non-exempt work force. This course, sponsored and conducted by Frontier Community College, is held by special permission from Juran Institute, Inc. Each student is required to purchase the workbook, JURAN ON QUALITY IMPROVEMENT. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

BMK 1201 Sales Management (3-3-0)

F			W

This course integrates techniques of selling with the management of sales personnel. Topics include strategic management, forecasting, compensation, budgeting, leadership and careers, sales management models, sales trends, sales teams, training and technology. Three classroom hours per week. 3 semester hours credit.

BMK 1202 Principles of Retailing (2-2-0)

F			W

Principles of Retailing covers retail concepts including: location, layout, finance, purchasing, pricing, credit and collection, stock control, personnel, business forecasting, customer service, and customer satisfaction. Some attention is given to principles and problems as they relate to student experiences in a retail position. Internal and external customer satisfaction is integrated throughout the course. Two classroom hours per week. 2 semester hours credit.

BMK 1203 Advertising (2-2-0)

F			W

This course is a survey of the methods and techniques of advertising. Course discussion includes the history of advertising, advertising cycle, selection of media, analysis of copy and displays, preparation and layout of copy, trademarks, slogans, campaigns, costs and measurement of results. Two classroom hours per week. 2 semester hours credit.

BMK 1205 Internship I (7-0-35)V

			W

This is a required course for Marketing Business Management program students. Vocational opportunities, career planning, team relations, customer satisfaction and human relations are studied. On-the-job training or supervised occupational experience in a business environment compatible with enrollee's career objective is required. PREREQUISITE: Twelve semester credit hours completed or concurrent or consent of the program coordinator. Thirty-five lab hours per week. Variable 0.5 to 7 semester hours credit.

BMK 1206 Business Management Seminar I (1-1-0)

			W

Seminar includes instruction and on-the-job training. Problem solving and decision making as applied to the student's work environment are discussed. Attention is given to development of work skills necessary to become employed full-time in mid-management. One classroom hour per week. 1 semester hour credit.

BMK 1207 Topics and Apps in Management (5-2-6)V

			W

A specialized course for the investigation of problems and practices in business as applied to the student's career objective. Case studies, business and management experiences, problem-solving techniques and business observations are described, analyzed and conceptualized by

the student into a formal presentation. A literature review from recent periodicals and journals within the area of business management is developed. Student occupation experiences may include: team development, labor relations, human resource management, marketing management, inventory management, quality management, quality control, budgeting, supervision, compensation and benefits, retailing, business merchandising and customer satisfaction. Two classroom hours per week. Six lab hours per week. Variable 0.5 to 5 semester hours credit. Repeatable 2 times.

BMK 1601 CLU Refresher I-Life (1-1-0)

F		O	W

This course reviews insurance procedures. Topics covered include types of policies and coverages; policy provisions, options, and benefits; completing applications and delivering policies; and taxes and retirement. One classroom hour per week. 1 semester hour credit.

BMK 1602 Waiter/Waitress Training (2-2-0)

F			

This course provides customer service instruction for restaurant employees. Topics include preparing for customers, setting tables, seating guests, serving food and beverages, and fulfilling customer expectations. Two classroom hours per week. 2 semester hours credit.

BMK 2101 Principles of Marketing (3-3-0)

F	L	O	W

A survey of the field of marketing as comprised of the four marketing functions: price, product, promotion, and distribution. The course emphasizes the changing field of marketing as a facilitation of the flow of goods, services and ideas from producers to consumers. Focus is placed on customer relationships by understanding skills necessary to develop a customer focused organization. Integrated throughout the course is the importance of determining and fulfilling customer needs and expectations while managing quality and maintaining a profitable organization. Throughout the course students will consider the role of marketing in business, non-business and personal applications. Three classroom hours per week. 3 semester hours credit.

BMK 2102 Introduction to Sales (3-3-0)

F	L	O	W

This course emphasizes the application of selling techniques in various personal and professional situations. The various stages of a customer relationship sales process are discussed including: rapport, need discovery, demonstration, negotiation, closing, prospecting, customer service and time management. Application of selling techniques towards the daily activities throughout a student's career is stressed throughout the course. Three classroom hours per week. 3 semester hours credit.

BMK 2205 Internship II (7-0-35)V

			W

This is a required course for the Marketing Business Management Program. Vocational opportunities, career planning, job search techniques, team relations and human relations are studied. On-the-job training or supervised occupational experience in an environment compatible with the enrollee's career objective is required. Thirty-five lab hours per week. Variable 0.5 to 7 semester hours credit.

BMK 2206 Business Management Seminar II (1-1-0)

			W

Seminar includes instruction and on-the-job training. Problem solving and decision making as applied to the student's work environment and experience are discussed. Attention is given to development of occupation competencies necessary to become employed full time in mid-management. One classroom hour per week. 1 semester hour credit.

BMK 2299 Independent Study in Marketing (6-6-0)V

			W

Independent study of specialized marketing topic, which is not available in the college's offerings, with instructor approval and supervision. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

BNK 1201 Today's Teller (2-2-0)

F	L	O	W

This course provides an in-depth focus on the skills needed in today's banking industry to become a successful bank teller. It provides a comprehensive overview of the workings of the banking industry, the U.S. Payments System, the duties of the Federal Reserve System, and an overview of pertinent banking laws and regulations. In addition, the course explains the variety of daily transaction procedures that the position involves as well as the teller's responsibilities and delivery of quality customer service. Two classroom hours per week. 2 semester hours credit.

BOC 1201 Beginning Keyboarding (3-3-0)V

F	L	O	W

This course covers beginning instruction in keyboarding/typewriting; drills for developing correct stroking and machine manipulation; straight copy and manuscript typewriting; vertical and horizontal formatting. Three classroom hours per week. Variable 1 to 3 semester hours credit. Repeatable 3 times.

BOC 1202 Intermediate Keyboarding (3-3-0)

F	L	O	W

This course is designed to develop typing speed and ability to arrange typewritten materials in various forms. Special attention is focused on tabulation; developing figures, symbols, and characters; manuscripts; and letter forms. A study of business staff and service office simulations in processing information are provided. PREREQUISITE: BOC 1201 Beginning Keyboarding or equivalent keyboarding skills. Three classroom hours per week. 3 semester hours credit.

BOC 1206 Employment Methods (1-1-0)

F	L	O	W

This course is designed to prepare students with skills to find and obtain the job they want. Emphasis will be placed on writing resumes, letters of application, and preparing for the interview. The course is especially helpful for those who will be seeking on-the-job training or permanent employment. One classroom hour per week. 1 semester hour credit.

BOC 1208 Automated Office Procedures (4-3-2)

F	L	O	W

This course is for the first-year student. Typewriting, telephone techniques, and other skills which directly relate to office work are practiced. The role of the secretary is studied with emphasis on human relations. PREREQUISITE: Previous keyboarding experience required. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

BOC 1209 Touch Shorthand I (3-3-0)

			W

This course is designed to teach students to write dictated material on a 22-key stenograph machine. Keyboard theory drills, manipulative skills, and transcription skills are emphasized using techniques to touch shorthand. Students should reach speeds of 70-90 words per minute with 95% accuracy. PREREQUISITE: BOC 1201 Beginning Keyboarding, or BOC 1202 Intermediate Keyboarding or equivalent. Three classroom hours per week. 3 semester hours credit.

BOC 1210 Touch Shorthand II (3-3-0)

			W

This course is a continuation of Touch Shorthand I. Emphasis is placed on developing speed and accuracy in taking and transcribing dictation on office machines. Students should reach speeds 80-100 words per minute. PREREQUISITE: BOC 1201 Beginning Keyboarding. Three classroom hours per week. 3 semester hours credit.

BOC 1211 Professional Office Procedures (3-3-0)

F			W

This course emphasizes the office skills necessary to succeed in a global business in the 21st century. It includes studying workplace ethics, functioning as a team member, managing stress and time, calendaring, developing communication skills, preparing computer-aided presentations, processing mail, arranging conferences and meetings, making travel arrangements, and developing employment seeking skills. Three classroom hours per week. 3 semester hours credit.

BOC 1212 Editing and Proofreading (3-3-0)V

F	L	O	W

This course deals with basic errors in capitalization, plurals, possessives, punctuation, statistical and technical information, and grammar. Proofread and edit realistic business documents such as e-mail messages, newsletters, itineraries, expense reports, letters, memorandums, databases, and spreadsheets. Three classroom hours per week. Variable up to 3 semester hours credit.

BOC 1213 Speedwriting (2-2-0)

F	L	O	W

This course is based on longhand and phonetics and is designed to provide students with a quick, easy-to-learn method of writing that is easy to read. Two classroom hours per week. 2 semester hours credit.

BOC 1220 Legal Forms & Terminology (3-3-0)

			W

Pronunciation, spelling, and definitions of legal terms are studied. Forms common in legal practice are used. Three classroom hours per week. 3 semester hours credit.

BOC 1230 Alphabetic Shorthand I (3-3-0)V

F	L	O	W

This is a beginning shorthand course using a system based on the longhand alphabet. The course work concentrates on principles and abbreviations. Elementary dictation and transcription are developed concurrently with training in theory. PREREQUISITE: BOC 1201 Beginning Keyboarding or equivalent or concurrent enrollment. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

BOC 1298 Case Studies/Problems in Business (6-6-0)V

F	L	O	W

Application of office occupation principles to specific problems through case studies, simulation, special class projects for problem-solving procedures. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

BOC 1601 Certified Prof. Secretary Review I (4-4-0)

F		O	W

Business law, economics and management, and accounting will be reviewed to prepare the student for the Certified Professional Secretary examination. Four classroom hours per week. 4 semester hours credit.

BOC 1602 Certified Prof. Secretary Review II (4-4-0)

F		O	W

Behavioral science in business, office administration and communication, and office technology will be reviewed to prepare the student for the Certified Professional Secretary examination. Four classroom hours per week. 4 semester hours credit.

BOC 2201 Document Production (3-3-0)

F	L	O	W

This course emphasizes formatting and keying complex business documents using integration of Microsoft Word, Access, and PowerPoint. Speed and accuracy in the production of documents are emphasized. Three classroom hours per week. 3 semester hours credit.

BOC 2202 Professional Portfolio (2-2-0)

		O	

Students will develop a professional portfolio which documents learning of programmatic course outcomes. The course includes techniques for self-reflection on learning, documenting learning through inclusion of artifacts such as: document samples across curricular areas, employment, writings, pictures, projects, reports, etc. The course will teach students to use a multimedia approach to develop a student portfolio. The student will complete the course with a professional portfolio that can be taken to job interviews, used in transfer evaluation, and used for program assessment. Two classroom hours per week. 2 semester hours credit.

BOC 2203 Advanced Keyboarding (3-3-0)

F	L	O	W

This course is designed for those who wish to become highly skilled in typewriting and keyboarding. Review instruction for individuals experiencing keying difficulties is given. Speed and accuracy are the objectives. Students will be expected to key 50 net words per minute with 3 errors or less on five minute writings. PREREQUISITE: BOC 1202 Intermediate

Keyboarding or equivalent keyboarding skills. Three classroom hours per week. 3 semester hours credit.

BOC 2208 Machine Transcription (2-2-0)

F	L	O	W

Students learn to use dictating-transcribing equipment to produce letters, reports, and manuscripts. Operating routine for dictating material, transcribing materials, special transcribing techniques, and problems arising from machine transcription will be studied. PREREQUISITE: BOC 1201 Beginning Keyboarding, ENG 1111 Composition I, ENG 1201 Communications. Two classroom hours per week. 2 semester hours credit.

BOC 2210 Office Seminar I (1-1-0)

F	L	O	W

The student trainee receives vocational counseling as well as individual and group assistance. Seminar I is a related instructional class with office internship. Areas of office professionalism are stressed with emphasis placed on each individual's employment needs. Must be taken in sequence. PREREQUISITE: Completion of the first-year's program requirements or consent of instructor. One classroom hour per week. 1 semester hour credit.

BOC 2211 Office Internship I (6-0-30)V

F	L	O	W

Students work a minimum of 10 hours a week. The coordinator and the training supervisor work together in establishing goals and work experiences for the student. Variable internship hours are based on 75 hours equated to 1 semester hour of credit. PREREQUISITES: Completion of first-year's program requirements or consent of instructor. Thirty lab hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

BOC 2212 Office Seminar II (1-1-0)

F	L	O	W

The student trainee receives vocational counseling as well as individual and group assistance. Areas of office professionalism are stressed with emphasis placed on each individual's employment needs. Must be taken in sequence. PREREQUISITE: BOC 2210 Office Seminar I or consent of instructor. One classroom hour per week. 1 semester hour credit.

BOC 2213 Office Internship II/Seminar (6-1-25)V

F	L	O	W

Students work a minimum of 10 hours a week. The coordinator and the training supervisor work together in establishing goals and work experiences for the student. Variable internship hours are based on 75 hours equated to 1 semester hour of credit. Must be taken in sequence. PREREQUISITE: BOC 2211 Office Internship I/Seminar or consent of instructor. One classroom hour per week. Twenty-five lab hours per week. Variable 0.5 to 6 semester hours credit.

BOC 2216 Electronic Records Management (3-3-0)

		O	

The field of records and information management is extremely important in business. Students will learn the skills applicable to the management of records in all fields, including those in specialized areas; medical, legal, financial, and archived records management, as well as records center and depository management and records management consulting. Three classroom hours per week. 3 semester hours credit.

BOC 2217 Professional Development (3-3-0)

		O	

This is a survey course that covers many topics including: telephone handling techniques, team building, meeting management/planning, building a winning attitude, proving your dependability, professional dress, working with office technologies, filing, and other skills which directly relate to office work are practiced. Professional organizations will be discussed with an emphasis on students joining. PREREQUISITE: Must be taken in sequence and concurrently with Office Internship. Three classroom hours per week. 3 semester hours credit.

BOC 2218 Office Admin Internship (2-0-2)

		O	

Students will prepare a personal marketing toolkit: Resume, cover letter, portfolio, and be prepared for an interview. Students will complete an actual interview on-site to be accepted on-site in the internship. During internship, students will complete discussion-based topics while attending work at their facility. PREREQUISITE: Completion of first year curriculum or approval of instructor. 150 clock hours, based on 75 clock hours per semester hour. Two lab hours per week. 2 semester hours credit.

BOC 2220 Advanced Touch Shorthand I (3-3-0)

			W

This course, a continuation of Touch Shorthand I and II, emphasizes speed. Students will be expected to take dictation at 100 to 140 words per minute and transcribe notes at 40 words per minute with 95-97 percent accuracy. Grammar, spelling and punctuation are stressed. Students type letters, business reports, and memos. Three classroom hours per week. 3 semester hours credit.

BOC 2221 Advanced Touch Shorthand II (3-3-0)

			W

This course is designed to train students at the professional level in touch shorthand. Students produce transcripts at marketable speeds in acceptable format for business office communication. Dictation is taken in the student's area of interest. Final speeds should be 120 to 160 words per minute with 97 percent accuracy. Three classroom hours per week. 3 semester hours credit.

BOC 2250 Business Communications (3-3-0)

F	L	O	W

This course is designed to give students a comprehensive view of communications, its scope and importance in business, and the role of communications in establishing a favorable business environment. The various types of business communications media are covered. This course also develops an awareness of the importance of succinct written expression to modern business communication. Three classroom hours per week. 3 semester hours credit.

BOC 2251 Statistical Keyboard Entry (3-3-0)

F	L	O	W

This course provides students with a functional knowledge of electronic calculator and entry level skills in data entry on the computer. It also emphasizes speed development and accuracy in entering data with realistic production jobs and keyboarding exercises. Major emphasis is on numeric entry. Three classroom hours per week. 3 semester hours credit.

BOC 2260 Medical Front Office (3-3-0)

	L		

This course covers clerical duties and responsibilities of medical secretaries in physicians' offices and hospitals. Career guidelines and professional qualifications are also presented. PRE- or COREQUISITE: BOC 1201 Beginning Keyboarding or equivalent. Suggested field trips will be made to hospitals, clinics, and doctors' offices in the service area. Three classroom hours per week. 3 semester hours credit.

BOC 2262 Medical Office Procedures (4-4-0)

		O	

This course covers administrative duties and responsibilities of medical office assistants in physicians' offices and hospitals. also presented are foundations and principles, interacting with patients, and financial responsibilities. PREREQUISITE: BOC 1201 Beginning Keyboarding or BOC 1202 Intermediate Keyboarding. Suggested field trips will be made to hospitals, clinics, and doctors' offices in the service area. Four classroom hours per week. 4 semester hours credit.

BOC 2263 Medical Transcription I (3-3-0)

		O	

This course teaches students the medical transcription techniques, technologies, and editing skills needed to work in the medical transcription profession. The main objective is to provide students with knowledge of the content and formats of medical reports typically dictated in clinics, hospitals, and hospital ancillary and support facilities. Progressive transcription skill-building is achieved through medical specialty-based patient studies. PREREQUISITE: BOC 1201 Beginning Keyboarding or BOC 1202 Intermediate Keyboarding and completion or concurrent enrollment in LSC 2264 Anatomy for Medical Secretaries or LSC 2111 Human Anatomy & Physiology I. One or more field trips should be made to a medical transcription facility, such as the medical records department of a hospital or the transcribing section of a doctor's office or clinic. Three classroom hours per week. 3 semester hours credit.

BOC 2265 Medical Transcription II (3-3-0)

		O	

This course teaches students the medical transcription techniques, technologies, and editing skills needed to prepare to work in the medical transcription profession. The main objective is to provide the students with knowledge of the content and formats of medical reports typically dictated in clinics, hospitals, and hospital ancillary and support facilities. Progressive transcription skill-building is achieved through medical specialty-based patient studies. PREREQUISITE: BOC 2263 Medical Transcription or 45 WAM with at least 97% accuracy. One or more field trips should be made to a medical transcription facility, such as the medical records department of a hospital or the transcribing section of a doctor's office or clinic. Three classroom hours per week. 3 semester hours credit.

BOC 2267 Medical Insurance & Coding (4-4-0)

	L		

This course introduces the student to insurance terminology, medical coverage and common insurance forms. The student identifies and codes procedures and diagnoses for completion of insurance forms. Four classroom hours per week. 4 semester hours credit.

BOC 2268 Medical Office Seminar I (1-1-0)V

		O	

The student trainee receives vocational counseling as well as individual and group assistance. Seminar I is a related instructional class with BOC 2269 Medical Office Internship I and should be taken concurrently. Areas of office professionalism within the medical office will be researched and discussed with emphasis placed on each individual's employment needs. Must be taken in sequence. PREREQUISITE: Completion of first year program requirements or consent of instructor. One classroom hour per week. Variable 0.5 to 1 semester hour credit.

BOC 2269 Medical Office Internship I (6-0-30)V

		O	

Students work a minimum of ten hours per week. The coordinator and the training supervisor work together in establishing goals and work experiences for the student. Variable internship hours are based on 75 hours equated to 1 semester hour of credit. PREREQUISITES: Completion of first year program requirements or consent of instructor. Concurrent enrollment in BOC 2268 Medical Office Seminar I. Thirty lab hours per week. Variable 0.5 to 6 semester hours credit.

BOC 2270 Medical Office Internship (6-0-6)V

		O	

Students work a minimum of ten hours per week. The coordinator and the training supervisor work together in establishing goals and work experiences for the student. Variable internship hours are based on 75 hours equated to 1 semester hour of credit. classroom hour per week. Six lab hours per week. Variable 0.5 to 6 semester hours credit.

BOC 2299 Independent Study in Business (6-6-0)V

F	L	O	W

Independent study of a specialized office occupations topic, which is not available in the college's course offerings, with instructor approval and supervision. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

BRD 1101 Introduction to Broadcasting (3-3-0)

			W

Surveys the role and effects of the broadcasting and cable industry. Emphasis is placed on historical development, media regulations, terminology, programming and career opportunities. The social, cultural and economic concerns of the broadcasting industry are also explored. Three classroom hours per week. 3 semester hours credit.

BRD 1202 Radio/TV Announcing & Performance (3-3-0)

			W

Provides specific training in radio and television broadcast performance situations including commercial announcing, news reporting, interviewing, and ad lib announcing. Attention is also given to pronunciation, articulation, diction, and voice quality. Three classroom hours per week. 3 semester hours credit.

BRD 1203 Radio Production (3-2-2)

			W

This course covers radio production techniques and the effective use of broadcast equipment and software. The role of audio production in radio is described. Equipment is demonstrated and operated by each student in achieving project objectives and established goals. Creativity and showmanship in making commercials, PSA's, promotional and special pieces is encouraged. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

BRD 1204 Basic Television Production (3-2-2)

			W

This course covers crew positions, camera, audio operations, lighting, graphics, operation of video editing equipment and software, staging, producing and directing. Students use campus TV facilities. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

BRD 1206 Radio Station Operations (3-3-0)

			W

This course familiarizes students with a radio station organization and operation. Emphasis is placed on an understanding of each department within a station and factors that determine the station's objectives. Three classroom hours per week. 3 semester hours credit.

BRD 1210 Applied Broadcasting I (3-0-6)

			W

A skills content course in which students will develop skills in broadcasting principles and practice. Includes using the campus radio and/or television facilities. Applied Broadcasting I places emphasis on broadcast studio equipment operation. Six lab hours per week. 3 semester hours credit.

BRD 1211 Applied Broadcasting II (3-0-6)

			W

A skills content course in which students will develop skills in broadcasting principles and practice. Includes using the campus radio and/or television facilities. Applied Broadcasting II places emphasis on broadcast production work. Six lab hours per week. 3 semester hours credit.

BRD 1215 Broadcasting Technology (3-1-4)

			W

This course is designed to familiarize students with the various forms of technology associated with radio and television broadcasting. Such things as broadcast related computer applications and associated programming and production techniques will be discussed. Students will also become familiar with skills needed to successfully complete live and pre-recorded radio air-shifts and television productions with an emphasis on the various forms of technology involved. One classroom hour per week. Three lab hours per week. 4 semester hours credit.

BRD 1298 Problems/Topics in Communications (6-6-0)V

			W

Application of communications principles to specific problems through case studies, simulation, special projects or problem-solving procedures. Six class hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

BRD 1601 Operating the Radio in Communication (2-2-0)

		O	W

This course provides training for ham, CB, and dispatch radio operation and explains network reorganization, FCC regulations, and coding. Two classroom hours per week. 2 semester hours credit. Repeatable 3 times.

BRD 2210 Applied Broadcasting III (3-0-6)

			W

A skills content course in which students will develop skills in broadcasting principles and practice. Includes using the campus radio and/or television facilities. Applied Broadcasting III places emphasis on developing an appropriate announcing style. Six lab hours per week. 3 semester hours credit.

BRD 2211 Applied Broadcasting IV (3-0-6)

			W

A skills content course in which students will develop skills in broadcasting principles and practice. Includes using the campus radio and/or television facilities. Applied Broadcasting IV places emphasis on entry-level job preparation. Six lab hours per week. 3 semester hours credit.

BRD 2212 Advanced Television Production (3-2-2)

			W

This course increases skills learned in BRD 1204. Editing techniques and skills are refined while students are offered opportunities to supervise television crew personnel and evaluate programs. Actual programs are developed, produced and directed by students using the WVC TV facilities. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

BRD 2213 Broadcast Advertising & Sales (3-3-0)

			W

This course emphasizes principles and methods of media sales, including sales research. The course also covers advertising market research and audience research. Three classroom hours per week. 3 semester hours credit.

BRD 2215 Broadcast Management (3-3-0)

			W

The role of the broadcast manager is studied. The basic principles of management and an insightful study of the daily operational responsibilities of the manager as they relate to each department within a station is presented. The manager's obligation in the area of FCC regulations is also offered. Three classroom hours per week. 3 semester hours credit.

BRD 2217 Broadcast Journalism (3-2-2)

			W

A study of broadcast journalism, concepts, principles and techniques relating to radio and television news. Practical work includes gathering, writing and presenting news on the college-operated radio and television stations. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

BRD 2220 Practicum in Broadcasting (3-0-6)V

			W

This course is designed to enable the broadcast student to gain experience working in the actual environment of a radio or television station. Practicum will involve the college radio station, WVJC, and/or television facilities. Six lab hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

BRD 2221 Radio/TV Internship (6-0-12)V

			W

This is a practical experience course in which the student is placed in a radio or television station or related broadcast area for work experience. An individual training agreement will be developed for each student enrolled and signed by the employer, student, and college coordinator. The student will be supervised by the employer and the college coordinator. Variable internship hours based on 75 hours equated to 1 semester hour of credit. PREREQUISITE: 2.0 grade point average in all classes prior to the internship. Twelve lab hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

BRD 2225 Radio/TV Seminar (1-1-0)

			W

This course is designed to correlate with the internship experience. Student reports, panel discussion, and class discussion pertinent to the internship experience will be presented. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

BRD 2299 Independent Study in Communications(6-6-0)V

			W

Independent study of a specialized communications technology topic, which is not available in the college's course offerings. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

BTR 1211 Basic Masonry/Concrete Finish (4-2-4)

	L		

This course prepares students to identify masonry tools, materials, and procedures to pour concrete and set brick and/or block. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

BTR 1225 Building Trades Internship (6-0-30)V

	L		

This internship course provides supervised work experience in an approved training site. PREREQUISITE: Successful completion of at least 6 hours of construction occupations coursework or consent of instructor. Thirty lab hours per week. Variable up to 6 semester hours credit.

BUS 1101 Introduction to Business (3-3-0)

F	L	O	W

A survey of the basic business principles is covered. Some of the units studied are business in the economy, making firms successful, marketing strategy, sources of financing, using information systems, personnel management, labor problems, government and business relations. Three classroom hours per week. 3 semester hours credit.

BUS 1102 Managerial Effectiveness: Personnel (3-3-0)

F	L	O	W

Concepts, principles and practices of human resource management. Includes supervisory functions of recruitment and selection, compensation, training, job analysis, job evaluation, compensation and benefits, performance appraisal and employee relations. Conceptual skills for managerial effectiveness are identified, analyzed and developed. The course surveys managerial processes, philosophies and trends with an emphasis on application to actual managerial experiences of the student. Three classroom hours per week. 3 semester hours credit.

BUS 1103 Principles of Business (3-3-0)

F	L	O	W

This course prepares students to identify various types of business ownership, recognize entrepreneurship opportunities and apply basic economic principles to the business setting. Business rules and regulations regarding banking, licensure, franchising, credit and insurance are also covered. Students develop and present a business plan to the class as the culmination of this course. Three classroom hours per week. 3 semester hours credit.

BUS 1198 Topics/Issues in Business (4-4-0)V

F	L	O	W

This course is the application of various business management and marketing principles and techniques to special topics and current issues in business. Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 2 times.

BUS 1201 Financial Planning/Management (2-2-0)

		O	

This course is designed for cosmetology students interested in starting their own salon or service business. Students will study the process of designing, organizing, starting, and maintaining a small service oriented business. A comprehensive business plan will be required for the final project. Two classroom hours per week. 2 semester hours credit.

BUS 1202 Broker Pre-License Topics I (4-4-0)

			W

This course is designed to meet the first 60 of the 75-hour pre-licensing curriculum requirements for real estate brokers as set forth by the State of Illinois and IDFPR. The course covers topic areas such as Illinois license law, agency, state and federal law, relationships with employing brokers, working with sellers and buyers, real property, fair housing, ownership, contracts, real estate valuation, environmental issues, construction, real estate closings, advertising, property management, commercial real estate and review. The course mixes presentation of facts, concepts, and key terms with real-life scenarios to illustrate the topics being

taught as well as opportunities for assessment to help students apply their new knowledge. To complete the required coursework, Illinois Broker Pre-License Topic Course II must be completed along with a 125 questions comprehensive exam in order to meet the 75-hour IDFPR requirement to take the state exam. Four classroom hours per week. 4 semester hours credit. Repeatable 3 times.

BUS 1203 Broker Pre-License Topics II (1-1-0)

			W

This course is designed to meet the final 15 of the 75-hour pre-licensing curriculum requirements for real estate brokers as set forth by the State of Illinois and IDFPR. The course covers mandatory topic areas not covered in Illinois Broker Pre-License Course I such as Illinois license law, agency, state and federal law, relationships with employing brokers, working with sellers and buyers, real property, fair housing, ownership, contracts, real estate valuation, environmental issues, construction, real estate closings, advertising, property management, and commercial real estate. The course mixes presentation of facts, concepts, and key terms with real-life scenarios to illustrate the topics being taught as well as opportunities for assessment to help students apply their new knowledge. This course must be completed along with successfully scoring 75% or above on a 125 question comprehensive exam in order to meet IDFPR requirements to take the state exam. PREREQUISITE: Immediate prior completion of BUS 1202 Broker Pre-License Topics I. One classroom hour per week. 1 semester hour credit. Repeatable 3 times

BUS 1602 Real Estate Property Management (2-2-0)

F		O	W

Property management is emphasized to prepare the student for the Illinois Real Estate Broker Examination. Two classroom hours per week. 2 semester hours credit.

BUS 1604 Real Estate Principles-Sales (3-3-0)

F	L	O	W

This course is designed to introduce the student to the real estate business and to fulfill the educational requirements to take the state examination to obtain a real estate salesman's license in Illinois. Three classroom hours per week. 3 semester hours credit.

BUS 1610 Developing a Business Plan (1-1-0)

F	L	O	W

This course is designed to develop the skills to write and prepare a business plan and to secure the data to be used in the business plan. A business plan should be developed prior to starting a business and to aid in long-range planning for those businesses already operating. One classroom hour per week. 1 semester hour credit.

BUS 1611 Self Employment Training (2-2-0)

F	L	O	W

This course is designed to meet the needs of individuals wishing to start or currently operating small businesses. The course provides pre-business start-up training and technical assistance to potential entrepreneurs and those small business owners in need of basic business education. Course instruction will include an orientation to self employment, networking, sales, marketing, advertising, planning, time management, scheduling, business and financial management, government regulations, taxes, licensing, insurance, and the development of business plans and loan applications. Two classroom hours per week. 2 semester hours credit.

BUS 1621 Broker - Contracts and Convey (1-1-0)

F	L	O	W

This course covers contracts and conveyances as specified by the Illinois Real Estate License Act of 2000. This 15-hour course is mandatory coursework toward the 120 hours (45 Sales and 75 Broker) as required by Office of Banks and Real Estate. Successful completion is necessary to take the state examination to be licensed as a Broker in Illinois. Additional courses are offered to complete the requirement. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

BUS 1622 Broker - Advanced Principles (1-1-0)

F	L	O	W

This course covers Advanced Principles as specified by the Illinois Real Estate License Act of 2000. This 15-hour course is mandatory coursework toward the 120 hours (45 Sales and 75 Broker) as required by Office of Banks and Real Estate. Successful completion is necessary to take the state examination to be licensed as a Broker in Illinois. Additional courses are offered to complete the requirement. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

BUS 1623 Broker - Administration (1-1-0)

F	L	O	W

This course covers Brokers Administration as specified by the Illinois Real Estate License Act of 2000. This 15-hour course is mandatory coursework toward the 120 hours (45 Sales and 75 Broker) as required by Office of Banks and Real Estate. Successful completion is necessary to take the state examination to be licensed as a broker in Illinois. Additional courses are offered to complete the requirement. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

BUS 1624 Broker RE Appraisal (1-1-0)

F	L	O	W

This course covers the basic concepts of real estate appraisal and the procedures for establishing a value for property. Successful completion of this course fulfills 15 classroom hours of elective requirement. A total of 120 hours is required to qualify to take the state examination for licensure as a real estate broker in Illinois. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

BUS 1626 Broker - Financing (1-1-0)

F	L	O	W

This course covers introduction to finance and mortgage, sources and instruments of financing, payment plans, mortgage documents and notes, foreclosure, types of loans, other financing fields and closing the real estate transaction. Successful completion of this course fulfills 15 classroom hours of elective requirement towards completion of the 120 hours (45 Sales and 75 Broker) of approved real estate education to the state examination for licensure as a real estate broker in Illinois. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

BUS 2101 Business Law I (3-3-0)

F	L	O	W

Introduction to the legal system as it affects business activity. Areas of concentration include formation and nature of contracts, the agency relationships, and the Uniform Commercial Code Law of Sales and Commercial Paper. Three classroom hours per week. 3 semester hours credit.

BUS 2102 Business Law II (3-3-0)

F	L	O	W

This is a continuation of Business Law I (BUS 2101). The course will encompass a study of negotiable instruments, secured transactions, bankruptcy agency and employment, business organizations, antitrust law, environmental law, real and personal property, bailments, wills, trusts, and insurance. Three classroom hours per week. 3 semester hours credit.

BUS 2104 Business Economics (3-3-0)

F	L	O	W

Prices and incomes, depression and inflation, competition and monopoly, supply and demand, money and the government will be considered. Three classroom hours per week. 3 semester hours credit. IAI: S3 900

BUS 2105 Business Finance (3-3-0)

F	L	O	W

This course presents an analysis of the facts and principles of financial management and control in relation to business formation, expansion, failure, reorganization and liquidation. Financial practices relating to stocks, bonds, marketing of securities and financial policies are studied. PREREQUISITE: ACC 2101 Financial Accounting. Three classroom hours per week. 3 semester hours credit.

BUS 2106 Intro to International Business (3-3-0)

F	L	O	W

This course introduces students to the concepts, principles, and practices of the international business environment. Topics to be covered include corporate organization, employment characteristics, human relations and communications, principles and processes of export sales, trade controls, foreign operations and related problems, monetary and exchange rate issues, international business policy, and implications of a foreign country's economy and practices on the U.S. economy and businesses. Applications of concepts, principles and practices will be included in the preparations and presentations of research papers on conducting business in specific countries and markets. PREREQUISITES: BUS 1101 Introduction to Business, ECN 2101 Principles of Macroeconomics, and/or permission of the instructor. Three classroom hours per week. 3 semester hours credit.

BUS 2201 Principles of Management (3-3-0)

F	L	O	W

This course introduces students to principles of business management and develops skills needed to manage people and resources. Objectives, strategies, leadership, organization structure, motivation, quality, teaming, change and operational procedures are covered. Three classroom hours per week. 3 semester hours credit.

BUS 2202 Records Management (3-3-0)

F	L	O	W

The study of the creation, use, maintenance, retention, protection and preservation of all types of records for the purpose of reducing costs, increasing efficiency, and serving management through records handling functions. Three classroom hours per week. 3 semester hours credit.

BUS 2203 Office Management (3-3-0)

F	L	O	W

This course covers the principles of management as applied to office problems. Emphasis will be placed on the role of the office manager, managing human resources, the office environment, and the latest in office concepts. Includes field trips to local offices and job analysis. Three classroom hours per week. 3 semester hours credit.

BUS 2204 Business Tax/Taxation (3-3-0)

		O	W

Course is designed to meet the needs of individuals starting or operating businesses. Includes information on taxes, tax laws, tax preparation and submission, and financial planning relative to taxes. Three classroom hours per week. 3 semester hours credit.

BUS 2205 Legal & Ethical HR Issues (3-3-0)

		O	

This course focuses on the legal and ethical issues faced while working in a human resource environment. PREREQUISITE: None. Three classroom hours per week. 3 semester hours credit.

BUS 2206 Development & Training (3-3-0)

		O	

This course will emphasize the theory of training and development, research to determine needs, types of programs, practicum in conducting a training and development session, and evaluation of programs. Three classroom hours per week. 3 semester hours credit.

BUS 2207 HR Assistant Internship (2-0-2)

		O	

Students will prepare a personal marketing toolkit: Resume, cover letter, portfolio, and be prepared for an interview. Students will complete an actual interview on-site to be accepted on-site in the internship. During internship, students will complete discussion-based topics while attending work at their facility. PREREQUISITE: Completion of first year curriculum or approval of instructor. 150 clock hours. Based on 75 clock hours per semester hour. Two lab hours. 2 semester hours credit.

BUS 2208 Performance Management (3-3-0)

		O	

This course focuses on performance management of employees and the various appraisal methods. Three classroom hours per week. 3 semester hours credit.

BUS 2601 Fundamentals/Real Estate Appraisal (2-2-0)

F		O	W

This course presents techniques necessary to appraising residential, industrial, and farm properties. Two classroom hours per week. 2 semester hours credit.

BUS 2603 Essentials of Real Estate Investment (3-3-0)

F		O	W

This course provides the real estate salesperson a thorough examination of real estate investment. Topics covered include the scope of real estate investment activities; ownership interest in real property; government roles in real estate investments; financing and income taxes for real estate investments; investment in land, residential properties, office buildings, shopping centers; industrial properties and special real estate investments. Three classroom hours per week. 3 semester hours credit.

BUS 2606 Real Estate Continuing Ed. I (1-1-0)

F	L	O	W

This course is designed to satisfy the requirements of the State of Illinois Office of Banks and Real Estate for retention of real estate license. This class will offer the required Core Curriculum and three elective curriculums of basics of real estate appraisal, property management, and anti-trust legislation. PREREQUISITE: Students must be a licensed salesman or broker in Illinois. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

BUS 2607 Real Estate Continuing Ed. II (1-1-0)

F	L	O	W

This course is designed to satisfy the requirements of the State of Illinois Office of Banks and Real Estate for retention of real estate license. This class will offer the required Core Curriculum and three elective curriculums of real estate finance, basics of energy at home, and home construction for agents. PREREQUISITE: Students must be licensed salesman or broker in Illinois. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

BUS 2608 Illinois Broker Management (1-1-0)

F	L	O	W

This course is designed to satisfy the requirements of the State of Illinois Office of Banks and Real Estate for retention of an Illinois Broker Real Estate License. The curriculum for the class is regulated by the state of Illinois through the offices of the Illinois Real Estate Educational Foundation of the Illinois Association of Realtors. All curriculum development, content, and testing is controlled by these two parties. The class will concentrate on the five areas set out in the Illinois law. These include broker licensing and responsibilities, agency agreements and issues, office management and escrow responsibilities, risk reduction for agents and brokers, and the disciplinary actions and enforcement policies of the state. PREREQUISITE: Must have a real estate license. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

CAD 1210 Computer Aided Drafting I (3-1-4)

			W

An introduction to the use of microcomputers for design of industrial blue prints of intermediate complexity. Sketching, lettering, orthographic projections, descriptive geometry, point, line, basic geometric shapes will be covered. The student will demonstrate the use of menus, layers, fonts, and weights. Basic dimensioning, tolerancing, and pictorial drawings will be covered. The student will be expected to draw a blueprint with simple dimensions, labels, and notes using different layers. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

CAD 1220 Computer Aided Drafting II (3-1-4)

			W

The student uses CAD software to create 2-D and 3-D drawings. Special emphasis is placed on modifying existing drawings. PREREQUISITE: CAD 1210 Computer Aided Drafting I with a grade of C or better or consent of the instructor. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

CAD 2210 Computer Aided Drafting III (3-1-4)

			W

Students create drawings using an advanced microcomputer based drafting system. These drawings are advanced and present special problems for the CAD operator. PREREQUISITE: Grade of C or better in CAD 1220 Computer Aided Drafting II or consent of instructor. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

CAD 2220 CAD-Special Problems (3-1-4)

			W

The student will draw projects which pose special problems in the use of CAD systems. These problems will be developed in conference with the instructor. PREREQUISITE: Grade of C or better in CAD 2210 Computer Aided Drafting III or consent of instructor. One classroom hour per week. Four lab hours per week. 3 semester hours credit. Repeatable 3 times.

CHM 1120 Introductory Chemistry (5-4-2)

F	L	O	W

This course examines definitions, history, and theories of chemistry. Topics include atomic theory, bonding, mole concept, and stoichiometry. Also discussed are gas laws, solutions, and acid-base equilibrium. The course is recommended for non-science majors, nursing and allied health majors. Science credit is not granted for both CHM 1120 and CHM 1130. PREREQUISITES: PRE 0420 Intermediate Algebra or high school algebra. Four classroom hours per week. Two lab hours per week. 5 semester hours credit. IAI: P1 902L

CHM 1124 Elementary Organic and Biochemistry (5-4-2)

F	L	O	W

This course deals with the rudiments of organic and biological chemistry for students in nursing and health-related professions and some pre-professional programs. The course also meets general education requirements for graduation. PREREQUISITE: CHM 1120 Introductory Chemistry, or CHM 1130 General Chemistry I, or consent of instructor. Four classroom hours per week. Two lab hours per week. 5 semester hours credit.

CHM 1130 General Chemistry I (5-4-2)

F	L	O	W

This course introduces evidence for the components of the atom and an in-depth study of modern atomic theory based on atomic spectra. Other topics include the chemical bond, stoichiometry, electrolysis, kinetic molecular theory, thermochemistry changes of state, solutions, and redox. Science credit not granted for both CHM 1130 and CHM 1120. PREREQUISITE: High school chemistry or CHM 1120 Introductory Chemistry, three years of high school mathematics or MTH 1102 College Algebra, or consent of the

instructor. Four classroom hours per week. Two lab hours per week. 5 semester hours credit. IAI: P1 902L

CHM 1132 General Chemistry II (5-4-2)

F	L	O	W

The course includes chemical kinetics, equilibria, acid-base concepts, thermodynamics, electrochemistry and nuclear chemistry. The descriptive chemistry of each family is covered, together with a discussion of the transition elements. The course concludes with a study of organic chemistry. PREREQUISITE: CHM 1130 General Chemistry I or consent of instructor. Four classroom hours per week. Two lab hours per week. 5 semester hours credit.

CHM 2120 Organic Chemistry I (5-4-2)

F	L	O	W

This course presents a study of organic reactions featuring the reaction mechanisms, structural theory and synthesis of aliphatic and aromatic compounds. It also includes an introduction to stereochemistry. PREREQUISITE: CHM 1132 General Chemistry II or consent of instructor. Four classroom hours per week. Two lab hours per week. 5 semester hours credit.

CHM 2122 Organic Chemistry II (5-4-2)

F	L	O	W

This is a continuation of CHM 2120 to include various functional groups and related synthesis and reaction mechanisms. Use of infrared and NMR in compound identification is studied. PREREQUISITE: CHM 2120 Organic Chemistry I or equivalent. Four classroom hours per week. Two lab hours per week. 5 semester hours credit.

CIS 1101 Intro to Computers & Their Applications(3-3-0)V

F	L	O	W

This course is an introduction to computers and their applications. Topics include computers and their capabilities, computer equipment, and software. The educational, social, and vocational aspects and impact of computers will be discussed. Applications of computers will be emphasized by utilizing various software packages in laboratory exercises. These exercises will be completed in open lab. PREREQUISITE: Recommend one semester of typing. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CIS 1103 Discovering Computers (2-2-0)V

F	L	O	W

Discovering Computers is designed to give students an appreciation and knowledge of computers. Students will finish the course with a complete understanding of computers, how to use computers, and how to access information. Topics covered include hardware, operating systems, word processing, spreadsheet, and Internet applications. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CIS 1104 Intro to Online Learning (0.5-0.5-0)

F	L	O	W

This course is an assessment of student skills and their ability to effectively learn via course(s) instructed online. Topics include evaluating a student's learning style, basic computer and web browsing skills, and web based learning tools. Emphasis will be placed on using computer hardware and software to access online resources and programs. In addition, various learning methods will be presented to help students evaluate if online learning is right for them. One-half classroom hours per week. 0.5 semester hours credit. Repeatable 3 times.

CIS 1130 Introduction to Computer Science (3-3-0)

F	L	O	W

This is the first in a sequence of courses for majors in Computer Science. Introduces a disciplined approach to problem-solving and algorithm development, in addition to an introduction to procedural and data abstraction. Covers: selection, repetition, and sequence control structures; program design, testing, and documentation using good programming style; block-structured high-level programming languages; and arrays, records, and files. Three classroom hours per week. 3 semester hours credit.

CIS 1131 Intro to Information Tech (3-3-0)

F	L	O	W

This first course examines information technology in the global enterprise environment. The information technology infrastructure is explored. The use of information technology systems role in functional, decisional, and strategic objectives is developed. The organizational implementation and impact of information technology systems on security, ethics, and related management issues are examined. PREREQUISITE: CIS 1270 Introduction to Computers, DAP 1201 Business Computer Systems, or consent of instructor. Three classroom hours per week. 3 semester hours credit.

CIS 1201 Intro to the Internet (3-3-0)V

F	L	O	W

This course provides an introduction to the functional use of the Internet with specific emphasis on the World Wide Web. Evolution of the Internet and protocols are covered with text, lecture, current event forums and hands-on practice. Learning to use Internet browser software is implemented as well as an introduction to searching, downloading, email, and utilization of other basic tools. PREREQUISITE: Windows computer course or consent of instructor. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CIS 1203 Intro to Web Page Construction (3-3-0)V

F	L	O	W

This course provides an introduction to basics of HTML (hypertext markup language) the language for creating World Wide Web pages for the Internet. Learning the background of HTML, web page design, and how a markup language works is covered. Topics include elements, tags, structures, and formatting. A brief introduction to using graphics, creating simple hypertext links, organizing links, HTML, creation software and other basic skills is included. PREREQUISITE: CIS 1201 Introduction to the Internet or consent of instructor. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CIS 1204 Interm Web Page Construction (3-3-0)V

F	L	O	W

This course explores intermediate applications of the HTML language for writing World Wide Web pages. Learning to use frames and other web page design improvements is covered. Animation and the use of other multimedia enhancements in web page design is included. Students practice their design

and enhancement skills on an active web server. PREREQUISITE: CIS 1203 Introduction to Web Page Construction or consent of instructor. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CIS 1205 Windows Operating Applications (3-3-0)V

F	L	O	W

This course provides an overview of computer hardware, software, and operating system concepts used on computer systems. Fundamentals of the user interface, Windows Version X are studied in depth. Topics covered will include hardware, software, text editor, word processor, graphics editor, calculator and character map; disk maintenance. Object linking and embedding, printing and fonts; system maintenance. Multimedia and communications will be introduced. Concepts will be incorporated into practical applications. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CIS 1206 Advanced Web Page I (3-3-0)

F	L	O	W

This course is designed to teach advanced HTML techniques (including DHTML and CSS). Included in this course are methods to add simple interaction to web pages, provide a base of understanding of current technologies, and develop an understanding of the programs used to deploy these technologies. This course presents concepts beyond HTML. Scripts used in this course will be developed modules which will be included as a unit. This course is intended for web page designers who wish to learn more about DHTML and CSS without learning about scripting. Once students complete this course, they will understand advanced approaches to maintaining large web sites with appropriate tools and methodologies. Tools which automate these processes will be discussed. Three classroom hours per week. 3 semester hours credit.

CIS 1207 Business Applications of Web Design (3-3-0)V

F	L	O	W

This course is designed to teach practical use of web technologies in a business environment (Internet sites, intranet sites, and extranet site development and deployment will be covered). Emphasis will be placed on legacy application interaction and related business aspects of web sites. Web project management and architecture issues will be stressed. Web marketing will also be explored. Three classroom hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

CIS 1208 Web Application Security (3-3-0)

F	L	O	W

This course will address security issues specific to the World Wide Web. Web site server software and browser vulnerabilities will be covered as well. PREREQUISITE: CIS 1204 Intermediate Web Page Construction or consent of instructor. Three classroom hours per week. 3 semester hours credit.

CIS 1209 Outlook (2-2-0)

F	L	O	W

This course will cover the personal information manager software, Microsoft Outlook, which is included in the Microsoft Office Suite. Features of Outlook covered will be managing and tracking appointments and tasks; maintaining a calendar; utilizing the address book; sending and receiving emails; and integration with other applications of Microsoft Office. PREREQUISITE: Knowledge of Windows. Two classroom hours per week. 2 semester hours credit.

CIS 1210 e-Portfolio Mechanics (0.5-0.5-0)

F	L	O	W

This course is an Internet based course only. It will teach students the mechanics of creating an electronic portfolio using Angel ¨ e-Portfolio and the Angel learning management system. The course includes directions on how to upload artifacts and how to enter personal, educational, and work related information into Angel e-Portfolio ¨ for online publication and distribution. PREREQUISITE: CIS 1104 Intro to Online Learning and GEN 1207 e-Portfolio Development. One-half classroom hour per week. 0.5 semester credit.

CIS 1270 Introduction to Computers (2-2-0)V

F	L	O	W

This course is an introduction to computers and their applications in an industrial setting. Topics include computers and their capabilities, computer equipment, and software. The vocational and educational aspects and impact of computers will be reviewed. Utilizing various software packages in laboratory exercises will emphasize the application of computers. The exercises can be completed in an open lab. The content of this course may vary depending on company needs. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CIS 1273 Microsoft Office/MSWORD (2-2-0)V

F	L	O	W

This is an introductory course in the use of microcomputers with Microsoft Office/MSWORD. The course includes functions of the Windows environment, setting up a document, formatting, creating templates, developing "table of contents and indexes", Microsoft Draw, WordArt and Graphics. This course will be offered for variable credit to meet the needs of industry. This course will be repeatable to meet the needs of industry and to update the changes in the programs. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CIS 1275 PowerPoint (3-3-0)V

F	L	O	W

This course will take an in-depth look at PowerPoint presentation software. The inclusion of graphics, clipart, charts, tables, and videos (including videos from website) will be covered. The student will design a show of 25 slides and save the file using "Package for CD." Students will also learn to create photo albums, add music, and turn a PowerPoint into a video for display on DVD players. Students will learn to prepare handouts, use presentation equipment, and modify advanced settings. This course is repeatable to meet the training needs of students or organizations. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CIS 1278 Spreadsheet (3-3-0)V

F	L	O	W

This course is designed to broaden a user's knowledge of Excel or other spreadsheet program. The course will focus on various calculation functions, customizing tables, plotting charts, filtering database records and using Access to enter

the World Wide Web. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CIS 1279 Advanced Spreadsheet (2-2-0)V

F	L	O	W

This course is designed to teach advanced usage of a spreadsheet program such as Excel. An intermediate knowledge of spreadsheet usage is required. The participants will learn to work in ranges, create templates, use the IF and VLOOKUP functions, create PivotTable and draw two-dimensional and three-dimensional objects. The course content will be based on the needs of individual companies and is repeatable to meet the needs of individual companies. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CIS 1282 Project Management (2-2-0)V

F	L	O	W

This course is designed to introduce the student to project management at the industrial/business level. The student will be introduced to the 8 step project management methodology and problem identification and problem solution. The participant will develop a draft project plan based on a real life situation. The course content will vary from site to site to meet the needs of individual companies and is repeatable to meet the needs of industries and business. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CIS 1284 Intermediate Word Processing (2-2-0)V

F	L	O	W

This course focuses on the use of word processing at the intermediate level. The content includes finding and replacing specific text, copying text, the TABS command, creating and formatting a table, inserting charts and pictures into a document and merging a main document and data source. Course content may vary from company to company to meet specific organizational needs. This course will be offered for variable credit to meet the training needs of individual organizations. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CIS 1285 Advanced Word Processing (2-2-0)V

F	L	O	W

This course focuses on the use of word processing at the advanced level. The content includes sorting data source records, generating mailing labels, using tables and borders toolbar, changing the page setup, editing, use of templates, applying autoformat, drawing two-dimensional and three dimensional objects. Course content may vary from company to company to meet specific organizational needs. This course will be offered for variable credit to meet the training needs of individual organizations. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CIS 1286 Database (3-3-0)V

F	L	O	W

This course introduces the use of microcomputers with Access or another packaged database program. The course will include an introduction to database usage. Course content will vary from course to course depending on the company need and will be offered for variable credit to meet the training needs of individual organizations. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CIS 1288 Advanced Database (2-2-0)V

F	L	O	W

This course focuses on the use of Access or another packaged database program at the advanced level. The content includes creating labels, charts and multilevel reports, advanced formatting, headers and footers, advanced wizards and forms, keyboard shortcuts, ten common crises, documenting, validation, programming, and integrating Access with other programs. Course content will vary from course to course depending on the company need. This course will be offered for variable credit to meet the training needs of individual organizations. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CIS 1298 Topics/Issues in Computers (3-3-0)V

F	L	O	W

This class provides enhanced study on a special topic or current issue in computers. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CIS 1601 Computer Skills I (3-3-0)V

F	L	O	W

This course is designed to introduce students to basic computer skills. This course assumes no prior computer knowledge. Students will be taught how to turn the computer on and off and how to use a mouse. Topics covered include standard concepts, basic computer applications, tools available, intro to digital cameras and scanning, CD burning and Internet usage. Keyboarding will be introduced. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CIS 1602 Computer Skills II (3-3-0)V

F	L	O	W

This course, which involves in-depth coverage of basic computer skills, is designed to provide the next level of computer instruction for Computer Skills I students. Topics include e-mail, online job searches, Power Points, Excel, Word, Internet use, word processing, continue digital cameras, scanning, DVD burning, and keyboarding. PREREQUISITE: CIS 1601 Computer Skills I or consent of instructor. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CIS 2101 Computer Programming for Teachers (3-3-0)

F	L	O	W

The emphasis of this course will be on writing and running programs in an appropriate manner to be utilized in classroom instruction. The course will be of primary interest to elementary through high school teachers regardless of subject area taught. Time will also be devoted to enhancing programs for educational use. Three classroom hours per week. 3 semester hours credit.

CIS 2102 Computer Applications for Instructors (2-2-0)

F	L	O	W

The student will become familiar with computer hardware and software available for classroom use and will learn how to incorporate the technology software into lesson plans. Two classroom hours per week. 2 semester hours credit.

CIS 2160 Introduction to Data Management (2-2-0)

F	L	O	W

An introduction to the use of data management systems using open database connectivity and database management software. The study of programming and customization techniques as applied to information systems is included. PREREQUISITE: CIS 1130 Introduction to Computer Science, CIS 1131 Intro to Information Tech, or a course with programming language content, or consent of instructor. Two classroom hours per week. 2 semester hours credit.

CIS 2170 Computer Science II (3-3-0)

F	L	O	W

This course continues any high-level language programming class including advanced programming, data structures and algorithm design. Topics include advanced language features data abstraction and object-oriented programming, recursion, stacks, queues, linked lists, trees and graphs, sorting and searching. PREREQUISITE: CIS 1130 Intro to Computer Science or CIS 2180 Computer Programming in C++ or consent of instructor. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

CIS 2180 Computer Programming in C++ (3-3-0)

F	L	O	W

The second in a sequence of courses for majors in Computer Science. Covers: design and implementation of large-scale problems; abstract data types; data structures (files, sets, points, lists, stacks, queues, trees, graphs); program verification and complexity; recursion; dynamic concepts (memory, scope, block structures); text processing; and an introduction to searching and sorting algorithms. PREREQUISITE: MTH 1171 Calculus and Analytic Geometry I and CIS 1130 Introduction to Computer Science. Three classroom hours per week. 3 semester hours credit.

CIS 2206 Advanced Web Page II (3-3-0)

F	L	O	W

This course is a continuation of CIS 1206. It is designed to teach advanced HTML techniques (including DHTML and CSS). Included in this course are methods to add simple interaction to web pages, provide a base of understanding of current technologies, and develop an understanding of the programs used to deploy these technologies. This course presents concepts beyond HTML, but does not include detailed discussion of scripting. Scripts used in this course will be developed modules which will be included as a unit. This course is intended for web page designers who wish to learn more about DHTML and CSS without learning about scripting. Once students complete this course, they will understand advanced approaches to maintaining large web sites with appropriate tools and methodologies. Tools which automate these processes will be discussed. Three classroom hours per week. 3 semester hours credit.

CMI 1203 Intermediate First Aid (1-1-0)V

			W

This course focuses on treating drug and alcohol emergencies in a hazardous environment. It may vary from company to company depending on training requirements and may be repeated to fulfill training needs, state and federal requirements. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 1204 Advanced First Aid (1-1-0)V

			W

This course focuses on first aid treatment of common emergencies and sudden illness in a hazardous environment. Course content may vary from company to company, depending on training requirements and may be repeated to fulfill training needs, state and federal requirements. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 1210 Science of Coal Mining (0.5-0.5-0)

			W

This course may vary from mining company to mining company depending on training requirements. May be repeated to fulfill company training needs, state and federal requirements. One half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 1211 Methods and Applications of Mining (1-1-0)V

			W

This course may vary from company to company depending on training requirements. It may be repeated to fulfill company training needs, state and federal requirements. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 1212 Introduction to Coal Mining (3-3-0)V

			W

Coal reserves of the U.S., geology and chemistry of coal and its uses, the atmosphere of mining, mining instruments and safety are covered. This course may vary from mining company to mining company depending on training requirements. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

CMI 1213 Methods & Applications of Mining 08 (1-1-0)V

			W

This course will introduce the student to the types of coal reserves and uses of coal in the U.S. The student will become familiar with mining terms, processes, history, roof control and ventilation methods of mining. Course may vary from company to company depending on training requirements and may be repeated to fulfill company training needs, state and federal requirements. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 1217 Accident Prevention 2011 (1-1-0)V

			W

This course is designed to reduce the frequency and severity of industrial accidents by making the trainee more aware of causes, both direct and indirect, of accidents. Trainees will study accident types, records and investigation procedures to become more aware of the influences of individuals and habits upon accidents. The content may vary from company to company to comply with specific training plans and to meet current needs of the various locations. The content of this course is based on the past year's most frequent and severe accident occurrences. Industries require all employees to participate in accident prevention programs a minimum of once a year. CFI, Part 48, requires that all companies provide training in accident prevention on a yearly basis. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 1218 Mine Accident Prevention 08 (0.5-0.5-0)

			W

This course is designed to reduce the frequency and severity of industrial accidents by making the trainee more aware of causes of accidents, both direct and indirect. Trainees will study accident types, records, and investigation procedures to become more aware of the influences of individuals and habits upon accidents. The content may vary from company to company to comply with specific training plans and meet current needs of the various locations. The content of this course is based on the past years most frequent and severe accident occurrences. Industries require all employees to participate in accident prevention programs a minimum of once a year. CFI, Part 48, requires that all companies provide training in accident prevention on a yearly basis. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 1219 Accident Prevention 08 (1-1-0)V

			W

This course is designed to reduce the frequency and severity of industrial accidents by making the trainee more aware of causes, both direct and indirect, of accidents. Trainees will study accident types, records and investigation procedures to become more aware of the influences of individuals and habits upon accidents. The content may vary from company to company to comply with specific training plans and to meet current needs of the various locations. The content of this course is based on the past year's most frequent and severe accident occurrences. Industries require all employees to participate in accident prevention programs a minimum of once a year. CFI, Part 48, requires that all companies provide training in accident prevention on a yearly basis. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 1229 Mining Accident Prevention (0.5-0.5-0)

			W

This course is designed to reduce the frequency and severity of industrial accidents by making the trainee more aware of causes of accidents, both direct and indirect. Trainees will study accident types, records, and investigation procedures to become more aware of the influences of individuals and habits upon accidents. The content may vary from company to company to comply with specific training plans and meet current needs of the various locations. The content of this course is based on the past year's most frequent and severe accident occurrences. Industries require all employees to participate in accident prevention programs a minimum of once a year. CFI, Part 48, requires that all companies provide training in accident prevention on a yearly basis. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 1230 Mining Maintenance Shop Skills II (3-3-0)V

			W

This course is designed to familiarize students in the proper operation of common mine repair shop machines. The course emphasizes correct operation of metal turning lathes, vertical and horizontal milling machines, band saws, and shop grinders. The course may vary from company to company, depending on equipment. This is a variable credit course and is repeatable to meet individual company training requirements and state and federal regulations. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMI 1236 Underground Diesel Engines II (3-3-0)V

			W

This course is designed to familiarize students with the operating fundamentals of diesel engines used in underground coal mining. It includes a study of compression, combustion, and aspiration. The course emphasizes the technical operating characteristics of diesel engines, including fuel control, speed control, and temperature control. Because this course may vary from company to company depending on equipment it is offered for variable credit. This course is repeatable to meet individual company training requirements and state and federal regulations. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMI 1241 Diesel Maint. Qualifications 08 (1.5-1.5-0)V

			W

This course is designed as a cooperative venture between MSHA, the college, and coal mine companies. The course is designed for working coal miners and will meet or exceed federal requirements for training the people directly responsible for diesel engine maintenance with regard to control of hazardous gas exhaust emission on underground mining equipment. This course is variable and repeatable to meet federal and state requirements. Course content may vary to meet state, federal and company requirements and may be team taught with the company. One-half classroom hour per week Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

CMI 1255 Mine Task Training-Roof Bolter (1.5-1.5-0)V

			W

This course is designed to exceed the minimal requirements established in Title 30 Code of Federal Regulations, Part 48, for mandatory task training for miners assigned to new work as operators of electrically-powered roof bolting machines. The content of the course will vary from mining company to mining company depending on: 1) the type(s) of roof bolting machines used; 2) existing training requirements; and 3) mine-specific needs. Since MSHA regulations require task training, not only for inexperienced persons, but also for everyone who has not performed "new work tasks" within the preceding 12 months, this course is repeatable. One and one half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

CMI 1263 Roof Bolter Hydraulic Systems I (1.5-1.5-0)V

			W

This course is designed to familiarize students with roof bolting machine hydraulic circuits. It emphasizes the location, function, and proper adjustments of the hydraulic system component parts. The content of the course will vary from company to company depending on the type of equipment. This course is offered for variable credit and is repeatable to meet individual company training requirements, state and federal regulations. One and one half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

CMI 1266 Roof Bolter Elec. Systems I (1.5-1.5-0)V

			W

This course offers a short review of industrial electrical symbols and emphasizes practical electrical circuit analysis and troubleshooting procedures for roof bolters. This course will be offered as an intensive 22.5 hour lecture, discussion, and demonstration program. Content will vary from company to company, depending on the equipment utilized. One and one-half classroom hours per week. Variable 0.5 to 1.5 semesters hour credit. Repeatable 3 times.

CMI 1267 Belt Feeder Mech. Systems I (1-1-0)V

			W

This course is a practical approach to familiarize students with the mechanical systems of belt feeders. It emphasizes the location, operation, problems, and adjustments of the mechanical systems components. The course may vary from mining company to mining company, depending on existing equipment. This course is offered for variable credit and is repeatable to meet individual company training requirements and state and federal regulations. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 1285 Feeder-Breaker Hydraulic Systems (0.5-0.5-0)

			W

This course is a review of the fundamentals of hydraulics with emphasis on practical hydraulic circuit analysis and troubleshooting procedures for mining feeder-breakers. This course will be offered as an intensive 8-hour lecture / discussion / demonstration. One half classroom hour per week. 0.5 semester hour credit.

CMI 1286 Feeder-Breaker Elec. Systems I (1-1-0)V

			W

This course offers a short review of industrial electrical symbols and emphasizes practical electrical circuit analysis and troubleshooting procedures for conveyor belt feeder-breakers. This course will be offered as an intensive 7.5 or 15 hour lecture / discussion / demonstration. The course may vary from company to company, depending on equipment. This course is offered for variable credit and is repeatable to meet individual company training requirements and state and federal regulations. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 1611 Methane Gas and Oxygen Def Testing(0.5-0.5-0)

			W

This course is a cooperative teaching effort between coal companies and Coal Mining Technology. It meets the training required by MSHA for miners wishing to be certified for use of the methane spotter and flame safety lamps as used for methane detection and oxygen deficiency testing as required by law in Title 30, Code of Federal Regulations, Parts 75 & 77. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 1617 Hands On SCSR Training 08 (1-1-0)V

			W

Title 30, Code of Federal Regulations, Part 48, requires that each miner be trained in the proper donning procedures for oxygen-producing self-contained self-rescue devices (SCSRs). Trainees then must demonstrate their competence by satisfactorily donning an SCSR using the "3+3" method and transferring to a second SCSR in smoke, simulated smoke or an equivalent environment. New federal requirements mandate that miners be provided a realistic experience of using a SCSR in an emergency situation similar to real life situations. This course meets those requirements. This training is required by federal and state regulations. This course is variable and may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 1618 Hands On SCSR Training 11 (1-1-0)V

			W

Title 30, Code of Federal Regulations, Part 48, requires that each miner be trained in the proper donning procedures for oxygen-producing self-contained self-rescue devices (SCSRs). Trainees then must demonstrate their competence by satisfactorily donning an SCSR using the "3+3" method and transferring to a second SCSR in smoke, simulated smoke or an equivalent environment. New federal requirements mandate that miners be provided a realistic experience of using a SCSR in an emergency situation similar to real life situations. This course meets those requirements. This training is required by federal and state regulations. This course is variable and may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 1620 Industrial Accident Prevention VI (3-3-0)V

			W

This course is designed to reduce the frequency and severity of industrial accidents by making trainees more aware of causes, both direct and indirect, of accidents. Trainees will study accident types, records, and investigation procedures to become more aware of the influence of individuals and habits upon accidents. The content may vary from industry to industry and from company to company to comply with specific training plans and meet current needs of the various locations. PREREQUISITE: As determined by approved training plans and site-specific needs as indicated by current accident reporting procedures. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMI 1621 Industry Accident Prevention (3-3-0)V

			W

This course is designed to reduce the frequency and severity of industrial accidents by making trainees more aware of causes, both direct and indirect, of accidents. Trainees will study accident types, records, and investigation procedures to become more aware of the influence of individuals and habits upon accidents. The content may vary from industry to industry and company to company to comply with specific training plans and meet current needs of the various locations. PREREQUISITE: As determined by approved training plans and site-specific needs as indicated by current accident reporting procedures. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMI 1622 Accident Prevention Industrial (3-3-0)V

			W

This course is designed to reduce the frequency and severity of industrial accidents by making trainees more aware of causes, both direct and indirect, of accidents. Trainees will study accident types, records, and investigation procedures

to become more aware of the influence of individuals and habits upon accidents. Content may vary from industry to industry and company to company to comply with specific training plans and meet current needs of the various locations. PREREQUISITE: As determined by approved training plans and site-specific needs as indicated by current accident reporting procedures. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMI 1637 Supervisory Skills Concepts (0.5-0.5-0)

			W

This short course provides management theory and application skills training for supervisory personnel and others involved with personnel management. Additionally, site-specific information including state and federal regulations, accident history, and current operating conditions and problems will be included as required. Course content may vary to meet current industry specific needs and state/federal training requirements. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 1638 Supervisory Communications Skills (0.5-0.5-0)

			W

This short course focuses on specific interpersonal communication skills training for supervisory and managerial personnel, especially for those in mining and manufacturing industries. The course may vary to meet current industry specific needs and state/federal training requirements. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 1639 Supervisory Skills Refresher (0.5-0.5-0)

			W

This course provides refresher/update training for first-line supervisory personnel and others involved with personnel management. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 1658 Electro/Mech. Devices & Circuits (1-1-0)V

			W

This course covers electro-magnetism and how it is used in the production of electricity, how DC motors work and how they are controlled through control devices. An introduction to alternating current, inductive and capacitive reactance in AC circuits. One classroom hour per week. Variable 0.5 to 1 semester hour credit.

CMI 1659 Electro/Mech. Devices & Circuits II (1-1-0)V

			W

A course covering the generation and transmission of alternating current, how voltage is transformed in single phase and three phase power, types of AC single phase and 3 phase motors, motor controls, control circuits, industrial wiring methods, and maintenance and troubleshooting of such equipment and circuits. One classroom hour per week. Variable 0.5 to 1 semester hour credit.

CMI 1660 Basic Electr/Schematics & Prints (1-1-0)V

			W

A basic electricity course designed to familiarize students with what electricity is, how it is produced, laws that show how it is controlled and used, measuring procedures, circuit connections, electrical devices, and safety precautions. The student will become familiar with electrical symbols used in schematics and wiring diagrams. One classroom hour per week. Variable 0.5 to 1 semester hour credit.

CMI 2200 Mine Examiner Training (3-3-0)V

			W

This course is designed to help miners prepare for the Department of Natural Resources examination for certification as a Mine Examiner. The content of the course includes, but is not limited to, the appropriate regulations, mine ventilation, mine atmosphere, measuring instruments, roof control, first aid, mine emergencies, and a review of mining mathematics. Content may vary with regulatory and/or administrative directives. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 2 times.

CMI 2203 Task Training for Elec. Shuttle Car (1.5-1.5-0)V

			W

This course is designed to meet or exceed the minimal requirements established in Title 30, Code of Federal Regulations, Part 48, for mandatory task training for miners assigned to new work tasks as operators of electrically-powered shuttle car haulage systems. The content of the course will vary from mining company to mining company depending on: (1) the type(s) of electrical shuttle cars used; (2) existing training requirements; and (3) mine-specific needs. This course will be offered in eight or sixteen hour versions. Since MSHA regulations require task training for everyone who has not performed the "new work tasks" within the preceding 12 months, this course will be repeatable. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 2 times.

CMI 2204 Task Training for Roof Bolting Mach.(1.5-1.5-0)V

			W

This course is designed to meet or exceed the minimal requirements established in Title 30, Code of Federal Regulations, Part 48, for mandatory task training for miners assigned to new work tasks as operators of electrically-powered roof bolting machines. The content of the course will vary from mining company to mining company depending on: (1) the type(s) of roof bolting machines used; (2) existing training requirements; and (3) mine-specific needs. This course will be offered in eight or sixteen hour versions. Since MSHA regulations require task training for everyone who has not performed the "new work tasks" within the preceding 12 months, this course will be repeatable. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 2 times.

CMI 2205 Task Training for Continuous Miner(1.5-1.5-0)V

			W

This course is designed to meet or exceed the minimal requirements established in Title 30, Code of Federal Regulations, Part 48, for mandatory task training for miners assigned to new work tasks as mobile equipment operators, haulage and conveyor systems operators, roof and ground control machine operators, and those in blasting operations. The content of the course will vary from mining company to mining company depending on: (1) the type(s) of continuous mining machines used; (2) existing training requirements; and (3) mine-specific needs. This course will be offered in

eight or twenty-two hour versions. Since MSHA regulations require task training for everyone who has not performed the "new work tasks" within the preceding 12 months, this course will be repeatable. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 2 times.

CMI 2206 Task Training for Scoop Tractor (1.5-1.5-0)V

			W

This course is designed to meet or exceed the minimal requirements established in Title 30, Code of Federal Regulations, Part 48, for mandatory task training for miners assigned to new work tasks as operators of mining systems which utilize battery-powered scoop tractors. The content of the course will vary from mining company to mining company depending on: (1) the type(s) of scoop tractors used; (2) existing training requirements; and (3) mine-specific needs. This course will be offered in eight or sixteen hour versions. Since MSHA regulations require task training for everyone who has not performed the "new work tasks" within the preceding 12 months, this course will be repeatable. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 2 times.

CMI 2207 Mine Manager Training (3-3-0)V

			W

This course is designed to help miners prepare for the Department of Natural Resources examination for certification as a Mine Manager. The content will include, but not be limited to, the appropriate regulation, mine ventilation, mine atmosphere, measuring instruments, roof control, first aid, mine emergencies, and a review of mining mathematics. Content may vary with regulatory and/or administrative directives. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 2 times.

CMI 2208 Mine Hoist Operation (3-3-0)V

			W

This course supplements technical knowledge in constructing, maintaining, and managing electrical hoisting apparatus with practical experience. Regulations relating to the hoisting and lowering of men and materials as set forth by the Department of Natural Resources of the State of Illinois are observed. Students who complete this course should have the competencies required to apply for certification as a Mine Hoist Operator in the State of Illinois. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

CMI 2209 Mine Manager Training (3-3-0)V

			W

This course is designed to help miners prepare for the Department of Mines and Minerals examination for certification as a Mine Manager. The content will include, but not be limited to, the appropriate regulations, mine ventilation, mine atmosphere, measuring instruments, roof control, first aid, mine emergencies, and a review of mining mathematics. Content may vary with regulatory and/or administrative directives and is repeatable to fulfill company training needs as well as state and federal requirements. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMI 2212 Mining Law III (2.5-2.5-0)V

			W

This course is an introduction to the Coal Mining Laws of the U.S. (federal). The content covers the Code of Federal Regulations, Part 75, Subparts A-S. The course may vary from mining company to mining company depending on training requirements. This course is offered for variable credit and may be repeated when necessary to fulfill company training needs and state of Illinois and federal requirements. Two and one-half classroom hours per week. Variable 0.5 to 2.5 semester hours credit. Repeatable 3 times.

CMI 2214 Mining Law III 2011 (2.5-2.5-0)V

			W

This course is an introduction to the Federal Coal Mining Laws of the U.S. The content covers the Code of Federal Regulations, Part 75, Subparts A-S. The course may vary from mining company to mining company depending on training requirements. This course is offered for variable credit and may be repeated when necessary to fulfill company training needs and state of Illinois and federal requirements. Two and one-half classroom hours per week. Variable 0.5 to 2.5 semester hours credit. Repeatable 3 times.

CMI 2216 Electrical Law-Surface II (1.5-1.5-0)V

			W

This course clarifies the mandatory and recommended requirements of Title 30, CFR, Part 77, Subparts F through J and S, plus selected parts of Subpart A, B, and C and the National Electrical Code. Because the course may vary from company to company this course is offered for variable credit and may be repeated when necessary to fulfill company training needs, state of Illinois and federal requirements. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

CMI 2221 Electrical Law-Underground II (1.5-1.5-0)V

			W

This course clarifies the mandatory and recommended requirements of Title 30, CFR, Part 77, Subparts F through K and S, plus selected parts of Subparts A, B, and D of Part 75. The course may vary from company to company. This course is offered for variable credit and may be repeated when necessary to fulfill company training needs and state of Illinois and federal requirements. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

CMI 2223 Elec. Law UG (1.5-1.5-0)V

			W

This course clarifies the mandatory and recommended requirements of Title 30, CFR, Part 77, Subparts F through K and S, plus selected parts of Subparts A, B, and CD of Part 75. Because the course may vary from company to company this course is offered for variable credit. This course may be team taught with industry. This course may also be repeated when necessary to fulfill company training needs, state of Illinois and federal requirements. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

CMI 2226 DC Circuit Components and Motors II (1-1-0)V

			W

This course is designed to familiarize mining electrical students with the operational concepts of DC control circuits, DC power circuits, and DC motor operation and control. Because the course may vary from company to company this course is offered for variable credit. This course may also be repeated when necessary to fulfill company training needs and state of Illinois and federal requirements. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 2231 AC Circuit Components & Motors II (1-1-0)V

			W

This course is designed to familiarize mining electrical students with the operational concepts of AC motor control circuits, AC motor power circuit components, and AC motor power connection and troubleshooting. Because the course may vary from company to company this course is offered for variable credit. Course may be repeated when necessary to fulfill company training needs and state of Illinois and federal requirements. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 2236 Splicing Trailing Cables II (1-1-0)V

			W

This course is designed to teach mining technicians the correct methods of splicing electrical equipment portable and trailing cables for low and medium voltages. It emphasizes the requirements issued by the Mine Safety and Health Administration and the cable manufacturing industry. Because the course may vary from company to company this course is offered for variable credit and may be repeated when necessary to fulfill company training needs and state of Illinois and federal requirements. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 2241 Underground Mine Power Distribution II(1-1-0)V

			W

This course is designed to teach students the high voltage power distribution network of their underground mine. It includes all of the major transformers, switch gears, power conductors, and protective systems of the surface and underground networks. Because the course may vary from company to company this course is offered for variable credit. This course may be repeated when necessary to fulfill company training needs and state of Illinois and federal requirements. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 2249 Programmable Controllers (2-2-0)V

			W

This course is designed to introduce students to the operational concepts and troubleshooting techniques of industrial programmable logic controllers that are used by the industry. Two classroom hours per week. Variable 0.5 to 2 semester hours credit.

CMI 2250 Mining Law I (0.5-0.5-0)

			W

This course is an introduction to the Coal Mining Laws of the State of Illinois. The content covers the introduction and importance of laws, the State Coal Mining Act, Articles I - XIII. The course may vary from company to company depending on training requirements. This course will fulfill all company training requirements, and state and federal requirements to upgrade the knowledge and skill of existing (as amended) mining laws. This course is repeatable because Title 30, CFR, and program policies are rewritten, promulgated, amended, updated, and/or modified regularly and miners must be apprised of all health and safety changes. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 2251 Mining Law II (1-1-0)V

			W

This course is an introduction to the Coal Mining Laws of the State of Illinois. The content covers the introduction and importance of laws, the State Coal Mining Act, Articles XIV - XXXII. The course may vary from company to company depending on training requirements. This course will fulfill all company training requirements, and state and federal requirements to upgrade the knowledge and skill of existing (as amended) mining laws. This course is repeatable because Title 30, CFR, and program policies are rewritten, promulgated, amended, updated, and/or modified regularly and miners must be apprised of all health and safety changes. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 2252 PLC Advanced Programming (3-3-0)V

			W

A course covering advanced functions of the programmable controller. These include data manipulation instructions, math instructions, program control instructions, diagnostic instructions, data highway connections and control, index addressing, update I/O instructions, discrete input routines, timed input routines, sequencer instructions, fault routines, and communication instructions. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

CMI 2262 Mining Trans. Sys. & Drive Trains (3-3-0)V

			W

This course introduces students to diagnosis, repair, and reconditioning of mine drive trains, final drives, belt mechanism, and transmission systems. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMI 2264 Operation of Mine Machinery-UG (2-1-2)V

			W

This course was designed to allow a student to gain valuable experience in both the hands-on operation of the equipment and an in-depth look into the functions of each machine used in an underground mine. Each machine is discussed in class with regard to its purpose, source of power, control panel, and safety. After the student has acquired sufficient knowledge about the function of the equipment s/he applies that knowledge to the actual operation of the equipment. This course may vary from company to company depending on training requirements and make and model of equipment utilized. This course may be repeated when necessary to fulfill company training needs, and state and federal requirements. Course content may vary depending on state and federal regulations and employer needs. One classroom hour per week. Two lab hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CMI 2268 Oper of Surface Machinery (2-1-2)V

			W

This course was designed to allow a student to gain valuable experience in both the hands-on operation of the equipment and an in-depth look into the functions of each machine used underground. Each machine is discussed in class with regard to its purpose, source of power, control panel and safety. After the student has acquired sufficient knowledge about the function of the equipment, s/he applies that knowledge to the actual operation of the equipment. This course may vary from company to company depending on training requirements and make and model of equipment utilized. This course may be variable and repeatable to fulfill company training needs, state and federal requirements. One classroom hour per week. Two lab hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CMI 2270 Mine Rescue Training I (1.5-1.5-0)V

			W

The U.S. Department of Labor's Mine Safety and Health Administration (MSHA) requires, with few exceptions, that every operator of an underground mine establish "at least two mine rescue teams" and that each team member and alternate be "fully qualified, trained, and equipped to provide emergency mine rescue service" (Part 49.2 (a) (1) and (b)). This course is designed to meet or exceed the requirements of Title 30, Code of Federal Regulations, Part 49, which pertain to the training of these rescue teams and their personnel. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit.

CMI 2271 Mine Rescue Training II (3-3-0)V

			W

The U.S. Department of Labor's Mine Safety and Health Administration (MSHA) requires, with few exceptions, that every operator of an underground mine establish "at least two mine rescue teams" and that each team member and alternate be "fully qualified, trained, and equipped to provide emergency mine rescue service" (Part 49.2 (a) (1) and (b)). This course is designed to meet or exceed the requirements of Title 30, Code of Federal Regulations, Part 49, which pertain to the training of these rescue teams and their personnel. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

CMI 2272 Fire Brigade Training (4-4-0)V

			W

This course is a cooperative teaching effort between coal companies and Coal Mining Technology. This course is an introduction to brigade fire fighting techniques. The content of the course covers fuel/ventilation, monitoring gases, basic laws of re-entry, exploration and recovery, sealing escape fire prevention. Four classroom hours per week. Variable 0.5 to 4 semester hours credit.

CMI 2274 Advanced Fire Brigade Training (5-5-0)V

			W

This course is a cooperative teaching effort between coal companies and CMT. This course is an advanced program in brigade fire fighting tech. Content of the course covers fuel/ventilation, monitoring gases, basic laws of reentry, exploration & recovery, sealing escape fire prevention. Course content may vary to meet state, federal and industry requirements. The course is repeatable to meet state and industry requirements. Five classroom hours per week. Variable 0.5 to 5 semester hours credit. Repeatable 3 times.

CMI 2275 Basic Mine Rescue Field Training (1-1-0)V

			W

This 15 contact-hour course is designed to meet the minimal requirements established in Title 30, Code of Federal Regulations, Part 49, for mandatory refresher training of mine rescue team personnel. The content of the course will vary from company to company depending on: (1) the type of mine rescue breathing apparatus used; (2) existing training requirements; and (3) mine specific needs. This course is designed to meet MSHA's minimal training standards. Since Title 30 CFR 49(b)(2) mandates annual refresher training, this course is repeatable. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 2278 UG Fire Fighting & Evac (0.5-0.5-0)

			W

A program for the instruction of underground miners in the location and use of fire fighting equipment, location of escape ways, exits and routes of travel to the surface, and proper evacuation procedures to be followed in the event of an emergency. This course may be team taught with industry. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 2280 Adv. Mine Rescue Field Training (5-3-4)V

			W

This course is a cooperative teaching effort between coal companies and Coal Mining Technology. This course is designed to exceed the minimal requirements established in Title 30, CFR, Part 49, for mandatory refresher training in mine rescue team personnel. In addition, this course contains heavy emphasis on mine rescue field training, in both practice and competitive situations. The content of the course will vary from company to company depending on: (1) the type of mine rescue breathing apparatus used; (2) existing training requirements; (3) mine specific needs; and (4) weather conditions, since much of the practice is done outdoors. Since federal regulations mandates that this refresher training be repeated annually, this course is repeatable. Three classroom hours per week. Four lab hours per week. Variable 0.5 to 5 semester hours credit. Repeatable 3 times.

CMI 2281 Operation of UG Machinery 2011 (2-1-2)V

			W

This course was designed to allow a student to gain valuable experience in both the hands-on operation of the equipment and an in-depth look into the functions of each machine used underground. Each machine is discussed in class with regard to its purpose, source of power, control panel and safety. After the student has acquired sufficient knowledge about the function of the equipment, s/he applies that knowledge to the actual operation of the equipment. This course may vary from company to company depending on training requirements and make and model of equipment utilized and may be team taught with industry officials. This course may be variable and repeatable to fulfill company training needs, state and federal requirements. One classroom hour per week. Two lab hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CMI 2282 UG Fire Fighting & Evac. 11 (1-1-0)V

			W

A program for the instruction of underground miners in the location and use of firefighting equipment, location of escape ways, exits and routes of travel to the surface, and proper evacuation procedures to be followed in the event of an emergency. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 2290 Basic Welding Refresher (0.5-0.5-0)

			W

This course updates skills and knowledge of experienced welders. Instruction in arc welding, cutting, and equipment is provided. Emphasis is placed on areas of importance and difficulty in mining situations and using the "track bonder". This course may vary from mining company to mining company and may be repeated to fulfill company training needs, and state and federal requirements. PREREQUISITE: Welding experience. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 2292 Advanced Welding Refresher (2-1-2)V

			W

This course was designed to update intermediate welders in arc welding and cutting procedures and equipment. Emphasis is placed on areas of importance and difficulty in mining situations and in using a "track bonder." This course may vary from mining company to mining company depending on training requirements. This course may be repeated to meet training needs of the company, and state and federal regulations. PREREQUISITE: Previous welding experience. One classroom hour per week. Two lab hours per week. Variable up to 2 semester hours credit. Repeatable 3 times.

CMI 2293 Intermediate Welding (1.5-0.5-2)V

			W

This course emphasizes safety and accident prevention as well as arc welding and oxyacetylene torch skills. Special attention is given to relevant state and federal mining regulations pertaining to cutting, welding, soldering, and/or brazing. Fillet metal selection and basic welding metallurgy complement "hands on" shielded metal arc welding and oxyacetylene torch skills. Training will focus on mine-specific welding and cutting equipment, supplies, and power sources when applicable. PREREQUISITE: Determined on a site by site basis to best meet the needs of the business and the trainees. One-half classroom hour per week. Two lab hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

CMI 2294 Mine Welding V (4-2-4)

			W

This course is designed to provide all position instruction for special mine welding projects. I-beam cutting and welding will be strongly emphasized, as well as cutting and welding of various diameter pipes. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

CMI 2295 Haz. Waste Oper & Emergency Response(3-3-0)V

			W

This course is designed to meet or exceed the Hazardous Waste Clean Up training requirements of Title 29, CFR, Part 1910.120, CFR 1910.210, CFR 1910.1200, and the employer's effective occupational safety and health program. It covers the spectrum of hazardous waste clean-up procedures, general safety hazards, and equipment usage. The content may vary to meet current industry specific needs and federal/state training requirements. PREREQUISITES: As determined by OSHA, MSHA, and CERCLA. Other prerequisites and course requirements to be determined by each industry's occupational safety and health program. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

CMI 2296 Supervisor Trainers Course (2-2-0)V

			W

This course is designed to meet or exceed the Hazardous Waste Clean Up training requirements of Title 29, Code of Federal Regulations, Part 1910.120 and the employer's effective occupational safety and health program for employees engaged in occasional visits to uncontrolled hazardous waste sites. It covers the spectrum of hazardous waste clean-up procedures, general safety hazards, and equipment usage. The content may vary to meet current industry specific needs and federal/state training requirements. PREREQUISITE: As determined by OSHA, MSHA, EPA, and CERCLA. Other prerequisites and course requirements to be determined by each industry's occupational safety and health programs. Two classroom hours per week. Variable 0.5 to 2 semester hours credit.

CMI 2297 Basic Welding Refresher (0.5-0.5-0)

			W

This course updates skills and knowledge of experienced welders. Instruction in arc welding, cutting and equipment is provided. Emphasis is placed on areas of importance and difficulty in mining situations and using the "track bonder". This course may vary from mining company to mining company and may be repeated. It fulfills company training needs, and state and federal requirements. PREREQUISITE: Welding experience. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 2610 Introduction to Longwall Mining (0.5-0.5-0)

			W

This course is a cooperative effort between coal companies and CMT, designed to be an introductory class for miners assigned to work tasks as operators of mining systems which utilize longwall mining equipment. The content of this course will vary, depending on: 1) the type and manufacturer of the longwall equipment; 2) existing training requirements; and 3) mine specific needs. Since MSHA requires task training for all miners who have not performed the "new work task" within the last 12 months, this course will be repeatable. PREREQUISITES: As assigned and required by the coal mine company and instructor. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 2611 Longwall Mining Operations-Crew Training(2-2-0)V

			W

This course is a cooperative effort between coal companies and CMT, designed to meet or exceed the minimum requirements established in Title 30 CFR, Part 48, for

mandatory task training of miners assigned to new work tasks as operators of mining systems which utilize longwall mining equipment. The content of this course will vary, depending on: 1) the type and manufacturer of the longwall equipment; 2) existing training requirements; and 3) mine specific needs. Since MSHA regulations require task training for all miners who have not performed the "new work task" within the last 12 months, this course will be repeatable. PREREQUISITES: As assigned and required by the coal company and instructor. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CMI 2613 Longwall Oper-Crew Trng 04 (2-2-0)V

			W

This course is a cooperative effort between coal companies and WED designed to meet or exceed the minimum requirements established in Title 30, CFR, Part 48, for mandatory task training of miners assigned to new work tasks as operators of mining systems which utilize longwall mining equipment. The content of this course will vary depending on: 1) the type of manufacturer of the equipment, 2) existing training requirements, and 3) mine specific needs. Since MSHA regulations require task training for all miners who have not performed the "new work task" within the last 12 months, this course is repeatable. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CMI 2621 JOY 14 CM VFD JANA (1.5-1.5-0)V

			W

This course is a cooperative effort between coal companies and CMT, designed to be an introductory class for miners assigned to maintenance crews. The program will include the safety aspects of a JOY JNA VFD System, the location and identification of all electrical components, reading and understanding an electrical schematic and troubleshooting and repair of the System. The content of this course will vary, depending on: 1) existing training, 2) mine specific needs. This course will be team taught with industry and is repeatable to meet federal and state requirements and company training needs. PREREQUISITES: As assigned and required by the coal mine company and instructor. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

CMI 2622 Saminco A777 (1-1-0)V

			W

This course is a cooperative effort between coal companies and CMT, designed to train maintenance crews and operators. The program will include the safety aspects of a Saminco A777 Drive, the location and identification of all electrical components, reading and understanding an electrical schematic and troubleshooting and repair of the Saminco A777 System. The content of this course will vary, depending on: 1) existing training requirements; and 2) mine specific needs. This course will be team taught with industry and is repeatable to meet federal and state requirements and company training needs. PREREQUISITES: As assigned and required by the coal company and instructor. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 2623 Joy 10SC32 VFD (1.5-1.5-0)V

			W

This course is a cooperative effort between coal companies and CMT, designed to be an introductory class for miners assigned to maintenance crews. The program will include the safety aspects of a JOY 10SC32 VFD System, the location and identification of all electrical components, reading and understanding an electrical schematic and, troubleshooting, and repair of the system. The content of this course will vary, depending on: 1) existing training, 2) mine specific needs. This course will be team taught with industry and is repeatable to meet federal and state requirements and company training needs. PREREQUISITES: As assigned and required by the coal mine company and instructor. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

CMI 2637 Elec Retaining UG/SUR 04 (2-2-0)V

			W

This course can be a cooperative teaching effort between industry and Coal Mining Technology, which fulfills not only the electrical retraining requirements of qualified electricians, but also their ongoing health and safety commitments throughout the year. It meets the current requirement of the U.S. Department of Labor's Mine Safety and Health Administration (MSHA) for electricians who possess underground, surface, and high-voltage electrical qualifications as specified in Title 30, Code of Federal Regulations, Part 75. Because times for topics vary from location to location, each operation has its own MSHA approved training plan to meet site specific needs; this course is offered for variable credit. This course is also being offered as repeatable to meet industry needs and state and federal regulations. Two classroom hours per week. Variable 1 to 2 semester hours credit. Repeatable 3 times.

CMI 2638 Elec Retraining UG/SUR 08 (1-1-0)V

			W

This course can be a cooperative teaching effort between industry and Coal Mining Technology, which fulfills not only the electrical retraining requirements of qualified electricians, but also their ongoing health and safety commitments throughout the year. It meets the current requirement of the U.S. Department of Labor's Mine Safety and Health Administration (MSHA) for electricians who possess underground, surface, and high-voltage electrical qualifications as specified in Title 30, Code of Federal Regulations, Part 75. Because times for topics vary from location to location, each operation has its own MSHA approved training plan to meet site specific needs; this course is offered for variable credit. This course is also being offered as repeatable to meet industry needs and state and federal regulations. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 2639 Elec Retraining UG/SUR (1-1-0)V

			W

This course can be a cooperative teaching effort between industry and Coal Mining Technology which fulfills not only the electrical retraining requirements of qualified electricians but also their ongoing health and safety commitments throughout the year. It meets the current requirement of the U.S. Department of Labor's Mine Safety and Health Administration (MSHA) for electricians who possess underground, surface, and high-voltage electrical

qualifications as specified in Title 30, Code of Federal Regulations, Part 75. Because times for topics vary from location to location, each operation has its own MSHA approved training plan to meet site specific needs; this course is offered for variable credit. This course is also being offered as repeatable to meet industry needs and state and federal regulations. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 2647 Mining Permissibility III (1-1-0)V

			W

This course emphasizes purpose, definitions, approval process, and investigating guidelines for examining permissible equipment (CFR 30, Part 18, Subpart A); enclosure dimensions, circuits, voltage limitations and electrical protection of circuits and permissible equipment (CFR 30, Part 18, Subpart B); and inspection and test criteria (CFR 30, Part 18, Subpart C & E). Course content may vary from company to company to meet individual company training needs. This course may be repeated to meet company training requirements, and state and federal regulations. PREREQUISITES: As assigned and prepared by the instructor. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 2650 Mechanical Systems (3-3-0)V

			W

This course familiarizes students with mechanical systems of mining equipment emphasizing location, operation, problems, adjustments, fire suppression system and lubricants. The course may vary from company to company depending on the equipment used. This course is variable and may be repeated to fulfill training needs, and state of Illinois and federal requirements. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMI 2651 Hydraulic Systems (3-3-0)V

			W

This course emphasizes hydraulic circuits of mining equipment with emphasis on circuit analysis and troubleshooting procedures. The content may vary from mining company to mining company depending on types of hydraulic equipment used and training requirements. This course is variable and may be repeated to fulfill company training needs, state or federal requirements. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMI 2653 Electrical Systems 08 (3-3-0)V

			W

This course reviews fundamentals of electricity and emphasizes electrical procedures for operating coal mining equipment. This course may vary from company to company, depending on types of equipment used and training requirements. The course is variable and may be repeated to fulfill company training needs, state, or federal requirements. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMI 2670 First Responder - Technicians (1-1-0)

			W

Hazardous materials technicians are those people who respond to the release or potential release of hazardous materials for the purpose of controlling the release. The course is a health and safety training program for those employees involved in emergency response to hazardous substance releases. Course content may vary from industry to industry to meet specific needs. This course is repeatable to meet state, federal and industry requirements. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

CMI 2672 First Responder Operations Level (1-1-0)V

			W

First responders at the operations level are individuals who respond to release or potential release of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. Course content may vary based on state, federal and industry requirements. This course is repeatable to meet state and federal requirements. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 2679 Confined Spaces Rescue Ref 04 (0.5-0.5-0)

			W

This course is designed to allow the student to fulfill the requirements of OSHA Standard 1910.146 that requires annual rescue practice to ensure proficiency in providing timely rescue to occupants of confined space during emergencies. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 2683 Fork Lift Training (2-2-0)V

			W

This course is a study of the general safety requirements for safe operation and inspection of powered industrial trucks. It stresses the importance of each individual operator's role in maintaining equipment in a safe environment and provides the operator the necessary information to inspect the equipment for safe operations. It stresses the importance of safe operation in the work environment. The course content may vary from company to company depending on training needs and state and/or federal regulations. The course may be repeated to meet training needs and/or state and federal regulations. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CMI 2684 Powered Industrial Truck Training (0.5-0.5-0)

			W

This course is a study of the general safety requirements for safe operation and inspection of powered industrial trucks. It stresses the importance of each individual operator's role in maintaining equipment in a safe environment and provides the operator the necessary information to inspect the equipment for safe operations. It stresses the importance of safe operation in the work environment. Course content may vary from site to site to meet state, federal and industry requirements. This course may be repeatable to meet state, federal and industry requirements. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 2696 30 Hour Construction Health & Safety (2-2-0)V

			W

This training is intended to meet the requirements of the OSHA with regard to construction health and safety training (29 CFR 1926). Special emphasis is placed upon those areas in construction that are the most hazardous. An OSHA "30 Hour Construction Safety and Health" course card will be

issued upon successful completion of the program. Two classroom hours per week. Variable 0.5 to 2 semester hours credit.

CMI 2697 Confined Spaces Training (2-2-0)V

			W

This course is designed to provide students with the information and training necessary to allow them to successfully identify a confined space and to monitor, enter, and exit the confined space in a safe manner. Two classroom hours per week. Variable 0.5 to 2 semester hours credit.

CMN 1211 Health & Safety Orientation I (0.5-0.5-0)

			W

This course is designed to provide both newly-hired and existing employees with fundamental workplace health and safety concepts, policies, rules, and regulations. To maximize effectiveness, employer personnel may assist college staff with this training. Flexible by design, the course is intended to meet the site-specific and job-specific needs of a variety of industries. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 1212 Health & Safety Orientation II (1-1-0)V

			W

This course is designed to provide both newly-hired and existing employees with fundamental workplace health and safety concepts, policies, rules, and regulations. To maximize effectiveness, employer personnel may assist college staff with this training. Flexible by design, the course is intended to meet the site-specific and job-specific needs of a variety of industries. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1219 First Aid Back Injury (1-1-0)V

			W

This course is designed to introduce the student to preventive methods for back injuries. The student will become familiar with the components of prevention and the critical balances of prevention. The student will be introduced to the anatomy and physiology of the spine, mechanics and components of injury, and relate this information to daily living and practical applications for work. State and federal regulations require that accident repeaters be enrolled in injury prevention classes to help reduce accidents in the workplace. The course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1223 ERG & Workplace Safety 08 (1-0.5-1)V

			W

This course is designed to reduce the number of occupational incidents, accidents, and injuries through the study of workplace design and human factors engineering. It is an expanded version of "Ergonomics & Workplace Safety" and is intended to facilitate the transfer of ergonomics principles from the classroom into the workplace. There, students will be observed and coached while performing actual job duties. In some cases, college-trained employer representatives may collaborate with college personnel on job safety observations and interventions in the workplace. Time spent in each area will vary by location and work group to meet site-specific needs. Ergonomics is an ongoing activity. To maximize effectiveness, both college faculty and college trained supervisory personnel may collaborate on these job site activities. State and federal regulations require that accident repeaters be enrolled in injury prevention classes to help reduce accidents in the workplace. This course may be team taught with industry. One-half classroom hour per week. One lab hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1224 ERG & Workplace Safety (1-0.5-1)V

			W

This course is designed to reduce the number of occupational incidents, accidents, and injuries through the study of workplace design and human factors engineering. It is an expanded version of "Ergonomics & Workplace Safety" and is intended to facilitate the transfer of ergonomics principles from the classroom into the workplace. There, students will be observed and coached while performing actual job duties. In some cases college-trained employer representatives may collaborate with college personnel on job safety observations and interventions in the workplace. Time spent in each area will vary by location and work group to meet site-specific needs. Ergonomics is an ongoing activity. To maximize effectiveness, both college faculty and college trained supervisory personnel may collaborate on these job site activities. State and federal regulations require that accident repeaters be enrolled in injury prevention classes to help reduce accidents in the workplace. This course may be team taught with industry. One-half classroom hour per week. One lab hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1232 Basic Digital Circuits (4-2-4)V

			W

This course is a digital electronics course using TTL integrated circuits. Subjects covered include basic gate circuits, decade counters, decoders, multiplexors, sequencers, light emitting diodes and displays, bussing, flip flops, memories, and arithmetic elements. A 6-digit, 7-segment LED clock will be built by each student as a project. Course content may vary to meet the needs of individual industries and may be team taught with industry. This course is repeatable to meet the needs of local industry. Two classroom hours per week. Four lab hours per week. Variable 1 to 4 semester hours credit. Repeatable 3 times.

CMN 1241 Back Injury (0.5-0.5-0)

			W

This course is designed to introduce the student to the prevention methods for back injuries. The students will become familiar with the components of prevention and the critical balances of prevention. The students will be introduced to the anatomy and physiology of the spine, the mechanics of injury, the components of injury and be able to relate this information to daily living and the practical applications for work. Course content may vary from company to company, and this course may be repeated to meet training needs and/or state and federal regulations. This course may be team taught with industry. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 1242 Substance Abuse (0.5-0.5-0)

			W

This course is designed to introduce the student to the topics, scope and treatment of drug abuse. The students will be made aware of the ways to recognize substance abuse, the problems and current trends in drug abuse and the holistic concepts of substance abuse. The student will be introduced to basic methods of treating substance abuse. Course content may vary from company to company and may be repeated to meet training needs and/or state and federal regulations. This course may be team taught with industry. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 1244 First Aid for Mining 08 (1-1-0)V

			W

This course is designed to introduce the student to the correct first aid emergency procedures in treating drug and alcohol emergencies in a hazardous environment. This course may vary from company to company depending on training requirements and may be repeated when necessary to fulfill company training needs, state, and federal requirements. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1245 First Aid for Mining 2011 (1-1-0)V

			W

This course is designed to introduce the student to the correct first aid emergency procedures in treating drug and alcohol emergencies in a hazardous environment. This course may vary from company to company depending on training requirements and may be repeated when necessary to fulfill company training needs, state, and federal requirements. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1600 EMT/Mining (7-5-4)V

			W

This course includes CPR training and certification and responding to several kinds of emergencies. Students will learn to use suction devices, airway resuscitation devices, oxygen equipment and delivery systems, sphygmomanometers, stethoscopes, splints, dressing and bandages, and bloodborne pathogens safety standards. Students will be introduced to automated defibrillators, pharynotracheal lumen airways, nasogastric tube insertion, endotracheal intubation and activated charcoal. Five classroom hours per week. Four lab hours per week. Variable up to 7 semester hours credit.

CMN 1601 EMT Instructor Training (3-3-0)V

			W

This course is designed to teach a certified EMT with three years experience, including ambulance experience, how to teach the knowledge, procedures, and skills necessary to become an EMT. The student will learn to write objectives, medical situation papers, lesson plans, and tests. The students will learn how to teach adults, develop and identify resources, and effectively use moulage in the classroom. PREREQUISITES: EMT Certification-3 years and ambulance experience. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

CMN 1603 Assessment Intervention Complexes (1-1-0)V

			W

This course addresses the most essential interventions and skills that a technician providing prehospital care could provide. The content of this course may vary to meet state and federal regulations. The course may be repeated to meet company training requirements, and state and federal regulations. PREREQUISITE: EMT Basic Training. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1604 Surface Mine Rescue In-Service (4-3-2)V

			W

This course meets the requirements of the IDPH for recertification of EMTs in surface mine rescue situations. Each EMT must receive 48 hours of EMT retraining in each 2-year period of recertification. The student will also receive 27 hours in extrication, helicopter safety, communication procedures, and rescue completion procedures. This course satisfies part of the education requirements for EMT recertification and may be repeated to fulfill training needs and state and federal requirements. PREREQUISITE: EMT Certification. Three classroom hours per week. Two lab hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMN 1612 First Responder (3-3-0)V

			W

This course provides training in emergency medical care for persons likely to be the first to respond to an accident. The course includes seven (7) modules on the following topics: Preparatory, Airway, Patient Assessment, Circulation, Illness and Injury, Childbirth and Children, and EMS Operations. PREREQUISITE: Training in first aid required. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMN 1615 Bloodborne Pathogens (0.5-0.5-0)

			W

This course will include information on exposure and risk reduction based on 1992 to 2002 OSHA standards for bloodborne pathogens. Students will learn how to limit occupational exposure to blood and other potentially infectious materials since any exposure could result in transmission of bloodborne pathogens. Infectious materials include semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial procedures, any body fluid visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids. Course content may vary depending on state and federal regulations and employer needs. This course may be team taught with industry. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 1620 Diesel Qualification Training (1.5-1.5-0)V

			W

This course meets or exceeds the training requirement of the U.S. Department of Labor, Mine Safety and Health Administration (Title 30, Code of Federal Regulations, 75.1915) for the training, qualification, and retraining of persons who perform specified work on diesel equipment. This course is a collaborative effort between the college instructors and the employees of the mine operator. This variable-credit course is offered in 1-, 2- and 3-day versions.

The content is site specific and varies to meet the requirements of the individual mine operators' training plans. PREREQUISITE: As determined by the requirements of Title 30, Code of Federal Regulations, 75.1915; MSHA-approved training plans; continuing health and safety education; and/or established training procedures. One and one-half classroom hour per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

CMN 1621 UG Retraining II 2011 (0.5-0.5-0)

			W

This course is a cooperative teaching effort between coal companies and CMT which fulfills their eight-hour annual refresher training requirements. It meets or exceeds the training requirements of the U.S. Department of Labor's Mine Safety and Health Administration (MSHA) for annual refresher training for underground miners as specified in Title 30, Code of Federal Regulations, Part 48. MSHA regulations require that all miners receive retraining on an annual basis. Actual course content may vary from company to company and may be team taught with industry. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 1622 Surface Retraining I 2011 (0.5-0.5-0)

			W

This course is a cooperative teaching effort between coal companies and coal mining technology, which fulfills their eight-hour annual refresher-training requirement. It meets or exceeds the training requirements of the U.S. Department of Labor's MSHA for annual refresher training for miners working in a surface mine or surface areas of an underground mine as specified in Title 30, CFR, Part 48. This training is required by U.S. federal and Illinois state law on an annual basis. Actual course content may vary from company to company and may be team taught with industry. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 1623 UG Retraining I 2011 (1-1-0)V

			W

This course is a cooperative teaching effort between coal companies and Workforce Ed and fulfills their eight-hour annual refresher-training requirement. It meets or exceeds the training requirements of the U.S. Department of Labor's MSHA for annual refresher training for miners working in a surface mine or surface areas of an underground mine as specified in Title 30, CFR, Part 48. This training is required by U.S. federal and Illinois state law on an annual basis. The course may be team taught with industry and/or state and federal agencies. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1624 Surface Retraining II 2011 (1-1-0)V

			W

This course is a cooperative teaching effort between coal companies and Workforce Ed and fulfills their eight-hour annual refresher-training requirement. It meets or exceeds the training requirements of the U.S. Department of Labor's MSHA for annual refresher training for miners working in a surface mine or surface areas of an underground mine as specified in Title 30, CFR, Part 48. This training is required by U.S. federal and Illinois state law on an annual basis. The course may be team taught with industry and/or state and federal agencies. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1625 Experienced Miner Training-Surface (1-1-0)V

			W

This course is designed to satisfy state and federal regulations (Title 30, Part 48, CFR) for training newly employed, inexperienced surface miners working on surface areas of underground mines. Content will vary to reflect the mine-specific training plan approved by the U.S. Department of Labor's Mine Safety and Health Administration. The course is repeatable to meet state and/or federal requirements. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1628 Experienced Miner Training-Underground(1-1-0)V

			W

This course is designed to satisfy the state and federal regulations (Title 30, Part 48, CFR) for training newly employed, experienced underground miners. The trainee will review mandatory health and safety standards, hazard recognition and other topics as prescribed by law. Course content may vary to meet mine specific MSHA approved training plans. Course is repeatable to meet state and/or federal regulations. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1629 Inexp New Miner-Surface (1.5-1.5-0)V

			W

This course is designed to satisfy state and federal regulations (Title 30, Part 48, CFR) for training newly employed, inexperienced surface miners working on surface areas of underground mines. Content will vary to reflect the mine-specific training plan approved by the U.S. Department of Labor's Mine Safety and Health Administration. The course is repeatable to meet state and/or federal regulations. This course may be team taught with industry. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

CMN 1630 Inexp. Miner Training UG 03 (3-3-0)V

			W

This course is designed to satisfy state and federal regulations (Title 30, Part 48, CFR) for training newly employed inexperienced underground miners. Trainees will be introduced to all aspects of the work environment, including transportation, communication, escapeways, emergency evacuation, barricading, roof and ground control, ventilation, hazard recognition and mine gases. The trainee will receive instruction in health and safety, first aid and the statutory rights of miners. Content may vary to reflect the mine specific training plan approved by the U.S. Department of Labor's Mine Safety and Health Administration. This course is repeatable to meet state/federal regulations. The course may be team taught with local business and industry and actual content may vary from company to company. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMN 1642 8-Hr Gen Health and Safety (0.5-0.5-0)

			W

This course is designed to update individuals annually on any changes in occupational safety, health standards and consumer product safety. It will also review medical emergencies and how best to deal with them. The course

will cover a broad spectrum of health and safety matters at home as well as in the workplace. It will include such issues as fire protection and prevention, electrical safety, hand-eye-ear protection, use and effects of alcohol, drugs, and tobacco (signs and symptoms), health related issues such as exercise and the value of nutritional habits. Some of the topics may be specific to a particular job application when the course is taught for business or industry. This course may be team taught with business and industry. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 1650 Accident Investigation (2-1-2)V

			W

This course is designed to prepare trainees to investigate accidents, along with developing a means to prevent recurrence. Trainees will learn basic causes of accidents, how direct and indirect causes contribute to accidents and the investigating of them. Trainees will also learn the difference and importance of unsafe acts and conditions. Course may be team taught with local business and industry. Actual hours devoted to any topic may vary from company to company. One classroom hour per week. Two lab hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CMN 1653 Health & Safety Orientation (1-0.5-1)V

			W

This course is designed to provide both newly hired and existing employees with fundamental workplace health and safety concepts, policies, rules and regulations. To maximize effectiveness, employer personnel may assist college staff with training. Flexible by design, the course is intended to meet the site specific and job specific needs of a variety of industries. This course may be repeated to fulfill company training needs, state of Illinois or federal regulations. One-half classroom hour per week. One lab hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1656 Occ Safety & Health Aware 06 (2-2-0)V

			W

This course is designed to introduce students to the fundamentals of OSHA standards and regulations. The course may be team taught with local business and industry. Actual hours may vary on some topics based on specific needs of companies. The course is variable and repeatable to meet the requirements of companies, general industry, and state/federal regulations. Variations in topics and time per topic may also be changed should the company wish to participate in OSHA's voluntary compliance program training (OSHA sets these training guidelines with some flexibility). This course may be team taught with industry. Lab hours will be available for those companies wishing personalized instruction, inspections, and/or program implementation processes. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CMN 1658 Occ Safety & Health Aware 11 (2-1-2)V

			W

This course is designed to introduce students to the fundamentals of OSHA standards and regulations. The course may be team taught with local business and industry. Actual hours may vary on some topics based on specific needs of companies. The course is variable and repeatable to meet the requirements of companies, general industry, state and federal regulations. Variations in topics and time per topic may also be changed should the company wish to participate in OSHA's voluntary compliance program training (OSHA sets these training guidelines with some flexibility). Lab hours will be available for those companies wishing personalized instruction, inspections, and/or program implementation processes. One classroom hour per week. Two lab hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CMN 1659 Job Safety Analysis 11 (3-2-2)V

			W

This course is designed to prepare trainees to prevent accidents and improve health and safety conditions in industry. Students will learn how Job Safety Analysis can systematically carry out the basic strategy for accident prevention by learning to recognize, evaluate and control hazards in the workplace. This course is repeatable and variable to meet the needs of industry and state/federal regulations. The course may be team taught with local business and industry and actual content may vary from company to company. Two classroom hours per week. Two lab hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMN 1663 Blueprint Reading & Specifications (5-5-0)V

			W

This course is designed to introduce the student to blueprint reading and specifications, laborers AGC plan reading, and metric blueprints. The student will develop basic skills in the use of different equations, lines, architects scales, dimension conventions, construction standards, scaling and dimension practices, various plans, the use of metrics in construction, metric theory and the use of metrics in blueprints. The course content will vary from site to site to meet the needs of individual companies and federal and state laws. The course is repeatable and variable to meet the needs of companies and the state and federal government. Five classroom hours per week. Variable 0.5 to 5 semester hours credit. Repeatable 3 times.

CMN 1667 Surface Retraining II 2008 (1-1-0)V

			W

This course is a cooperative teaching effort between coal companies and Workforce Education that fulfills the eight-hour annual refresher-training requirement. It meets or exceeds the training requirements of the U.S. Department of Labor's MSHA for annual refresher training for miners working in a surface mine or surface areas of an underground mine as specified in Title 30, CFR, Part 48. This training is required by U.S. federal and Illinois state law on an annual basis. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1668 UG Retraining I 08 (1-1-0)V

			W

This course is a cooperative teaching effort between coal companies and coal mining technology. It meets the eight-hour annual refresher training requirement and the ongoing health and safety commitments throughout the year. It also meets or exceeds the training requirements of the U.S. Department of Labor's MSHA for annual refresher training for underground miners as specified in Title 30, CFR, Part 48. This training is required by U.S. federal and Illinois state law on an annual basis. Course content may vary from company

to company. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1682 EMT Refresher (2-2-0)V

			W

This course meets the retraining requirements for Emergency Medical Technicians. In addition to reviewing major emergency medical skills, it provides hands-on training to update and improve proficiencies. This course may be repeated as required to fulfill training needs and state and federal requirements. The course is variable to meet site specific needs. Course content may vary from site to site and may be team taught with industry. This course satisfies part of the educational requirements for EMT recertification as established by the Illinois Department of Public Health. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CMN 1684 Emergency CPR for Industry (1-1-0)V

			W

This course prepares the student to recognize and respond to cardiac arrest, respiratory arrest and foreign-body airway obstruction. After successfully completing this course the student will be able to recognize and respond to heart attack and stroke in adults and breathing difficulties in children utilizing cardiopulmonary resuscitation where appropriate. This course is repeatable to meet the on-going training needs of industry and/or state and federal regulations. Course content may vary based on the site specific needs of a company or students. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1686 Emergency CPR/First Aid (0.5-0.5-0)

			W

This course prepares Nursing Home employees, as well as the general public, to respond to cardiac arrest, respiratory arrest and medical emergencies. Included in this course are information and techniques needed for cardiopulmonary resuscitation (CPR), special rescue situations and basic first aid information. This course is repeatable to meet the on-going training needs of industry and/or state and federal regulations. Course content may vary based on the site specific needs of a company or students. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 1687 EMT In-Service (3-3-0)V

			W

This course meets the requirements of the Illinois Department of Public Health for recertification of EMTs. Each EMT must receive 48 hours of retraining in each two-year recertification period. This course reviews and updates trauma and medical emergency procedures as well as current reporting and recording procedures. This course may be repeated as required to fulfill training needs and state and federal requirements. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMN 1689 Emergency CPR/First Aid (0.5-0.5-0)

			W

This course prepares Nursing Home employees, as well as the general public, to respond to cardiac arrest, respiratory arrest and medical emergencies. Included in this course are information and techniques needed for cardiopulmonary resuscitation (CPR), special rescue situations and basic first aid information. This course is repeatable to meet the on-going training needs of industry and/or state and federal regulations. Course content may vary based on the site specific needs of a company or students. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 1690 Occ. Safety & Health Awareness (2-1-1)V

			W

This course is designed to introduce students to the fundamentals of OSHA standards and regulations. The course may be team taught with local business and industry. Actual hours may vary on some topics based on specific needs of companies. The course is variable and repeatable to meet the requirements of companies, general industry, and state/federal regulations. Variations in topics and time per topic may also be changed should the company wish to participate in OSHA's voluntary compliance program training (OSHA sets these training guidelines with some flexibility). Lab hours will be available for companies wishing personalized instruction, inspections, and/or program implementation processes. One classroom hour per week. One lab hour per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CMN 1691 Job Safety Analysis (3-2-1)V

			W

This course is designed to prepare trainees to prevent accidents and improve health and safety conditions in industry. Students learn how Job Safety Analysis can systematically carry out the basic strategy for accident prevention by learning to recognize, evaluate and control hazards in the workplace. This course is repeatable and variable to meet the needs of industry and state and federal regulations. The course may be team taught and content may vary from company to company. Two classroom hours per week. One lab hour per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMN 1692 EMT-In Service (3-3-0)V

			W

This course meets the requirements of the Illinois Department of Public Health for rectification of EMTs. Each EMT must receive 48 hours or retraining in each two-year rectification period. This course reviews and updates trauma and medical emergency procedures as well as current reporting and recording procedures. This course may be repeated as required to fulfill training needs and state and federal requirements. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMN 2230 Ind. Repair & Troubleshooting (4-2-4)V

			W

This course emphasizes techniques that help the student develop a systematic approach for locating problems and troubleshooting within various systems. Students will learn to narrow their search by examining subsystem functions, fault isolation within a subsystem, quiescent checks, signal checks, and troubleshooting digital systems. Course content may vary to meet the needs of individual industries. This course is repeatable and variable to meet the needs of industry and may be team-taught with industry. Two classroom hours per week. Four lab hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

CMN 2251 PLC Basic Programming (3-3-0)V

			W

This course is designed to familiarize individuals with the basic functions of programmable logic controllers (PLC's) programming language, ladder logic as it applies to PLC's, and basic troubleshooting techniques with the use of PLC's. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

CMN 2252 PLC Basic Programming II (3-3-0)V

			W

This course is designed to familiarize individuals with the basic functions of Allen Bradley programmable logic controllers (PLCs) programming language as used in the Rockwell RS Logic software for the personal computer, ladder logic as it applies to Allen Bradley PLCs and troubleshooting techniques with the use of Allen Bradley PLCs. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

CMN 2610 Fluid Power I (3-1-4)V

			W

A study of basic industrial fluid power systems common to automated industrial equipment, including hydraulic and pneumatic. One classroom hour per week. Four lab hours per week. Variable 0.5 to 3 semester hours credit.

CMN 2620 Fluid Power II (3-1-4)V

			W

To increase the student's knowledge of fluid power systems relating to electro-hydraulic and electro-pneumatic systems. Advanced principles also include proportional and servo technologies. One classroom hour per week. Four lab hours per week. Variable 0.5 to 3 semester hours credit.

CMN 2630 Power Distribution and Motors (3-2-2)V

			W

This course is designed to acquaint students with basic power distribution systems, transformers, and AC and DC motors. Two classroom hours per week. Two lab hours per week. Variable 0.5 to 3 semester hours credit.

CMN 2654 Hazwoper Annual Ref 08 (0.5-0.5-0)V

			W

This course is designed to meet or exceed the Hazwoper annual refresher training requirements of Title 29, CFR, Parts 1910.120, 1910.210, 1910.1200, and the employers effective occupational safety and health program. This course covers a spectrum of Hazwoper procedures, general safety hazards, and equipment usage. The content may vary to meet current industry specific needs and federal and state training requirements. This course may be repeated as required by state or federal requirements. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 2657 HAZWOPER Annual Ref 2011 (0.5-0.5-0)

			W

This course is designed to meet or exceed the Hazwoper annual refresher training requirements of Title 29, CFR, Parts 1910.120, 1910.210, 1910.1200, and the employer's effective occupational safety and health program. This course covers a spectrum of Hazwoper procedures, general safety hazards, and equipment usage. The content may vary to meet current industry specific needs and federal and state training requirements. This course may be repeated as required by state or federal requirements. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 2670 MSDS/Hazardous Material 2011 (0.5-0.5-0)

			W

This course is a cooperative effort between Illinois industries and the college. Successful completion of this course fulfills the Illinois requirements of the Right-to-Know Act regarding material hazard awareness. Topics covered include employee rights, employer responsibilities, protective equipment and methods, hazardous materials, and reporting requirements. This course is repeatable because legislation requires continual update and review of material hazards. PREREQUISITES: As determined by the requirements of the Illinois Right-to-Know Act regarding hazardous materials. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 2671 Confined Spaces Rescue (1-1-0)V

			W

The student will be provided information and training that will enable them to understand 29 CFR 1910.146 as it relates to rescue personnel. The student will engage in hands-on practice with retrieval equipment, air monitoring equipment, self-contained breathing apparatus, medical equipment, two-way radios, mechanical lifting equipment and lighting equipment. This course may be repeated to fulfill company training requirements, state and federal legislation. One classroom hour per week. Variable 0.5-1 semester hour credit. Repeatable 3 times.

CMN 2688 Confined Spaces - Supervisors (0.5-0.5-0)V

			W

This course will provide students with the information and training that is required in 29 CFR 1910.146 as it relates to supervisors. This course may be repeated to fulfill company training requirements, and state and federal legislation. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 2689 Impoundment Annual Refresher (0.5-0.5-0)

			W

This course is a cooperative effort between coal mining industries and CMT. Successful completion fulfills MSHA requirements for annual impoundment inspection refresher training as required by Title 30, CFR, Part 77. This course is repeatable to meet company needs and state and federal legislation and may be team taught. Topics covered include legislation review, recording procedures, construction and inspection. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 2690 Impoundment Initial Training (1-1-0)V

			W

This course is a cooperative teaching effort between coal mining industries and CMT. This course fulfills the MSHA initial training requirements for persons who are required to inspect impoundments as specified in Title 30, CFR, Part 77. Topics covered include legislation, recording procedures, construction for impoundment, and the inspection process. This course may be repeated to fulfill industry training needs and state or federal requirements. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 2693 Hazardous Waste Annual Ref. (0.5-0.5-0)

			W

This course is designed to meet or exceed the Hazardous Waste annual refresher training requirements of Title 29, CFR, Parts 1910.120, 1910.210 and 1910.1200, and the employer's effective occupational safety and health program. This course covers a spectrum of hazardous waste procedures, general safety hazards, and equipment usage. The content may vary to meet current industry-specific needs and federal/state training requirements. This course may be repeated as required by state/federal law. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 2694 First Responder Awareness (0.5-0.5-0)

			W

This training is intended to meet the requirements of the Occupational Safety and Health Administration and U.S. Environmental Protection Agency (OSHA/USEPA) Hazardous Waste Operations and Emergency Response Final Rule (29 CFR 1910.120) and National Fire Protection Association (NFPA) 472 for emergency response personnel who may be the first-on-the-scene at a hazardous materials accident. The training program covers basic hazard recognition, identification, reporting, and self-protection for individuals who may do preliminary observation of an event. This course may be repeated to meet industry training requirements and/or state and federal regulations. This course may be team taught with industry. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 2695 Construction Health & Safety (0.5-0.5-0)

			W

This training is intended to meet the requirements of the Occupational Safety and Health Administration with regard to construction health and safety (29 CFR 1926). Special emphasis is placed upon those areas in construction that are the most hazardous to the employees. OSHA "10 Hour Construction Safety and Health" course cards will be issued upon successful completion of the program. This course may be repeated to meet industry training needs and/or state and federal requirements. This course may be team taught with industry. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMT 1200 Introduction To Coal Mining (4-4-0)V

			W

This course introduces the student to how coal was formed, coal resources in the United States, and methods of mining coal. Four classroom hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 1205 Introduction to Surface Mining (3-3-0)V

			W

Lectures emphasize safety of individual miners. Coal formation, extraction, and methods of surface mining are included. Field trips to surface mines are planned. Three classroom hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

CMT 1210 Accident Prevention (4-4-0)V

			W

A comprehensive safety course designed to develop student awareness of a wide range of coal mining specific hazards, general accident prevention techniques and principles, and the avoidance of such hazardous situations. The course will stress accident analysis, analyzing problems, developing good safety, and accident investigation. Four classroom hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 1220 Roof Control (3-3-0)V

			W

A comprehensive course designed to develop a working knowledge of roof and rib hazards, recognition, cause, and avoidance. Students will become familiar with the techniques used to avoid roof and rib hazards. Three classroom hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

CMT 1230 First Aid (4-4-0)V

			W

This course is designed to provide the student with the knowledge necessary for the temporary and immediate care of a person who is injured or suddenly becomes ill. The class will include recognizing life-threatening conditions and taking effective action to keep the injured or ill person alive and in the best possible condition until medical treatment can be obtained. This course will be taught according to American Red Cross and American Heart Association standards and recommendations. Four classroom hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 1240 Mining Law (4-4-0)V

			W

This course introduces the student to federal and Illinois state laws governing the operation of any underground coal mine. Intent and statement of the Illinois Coal Mining Act and Code of Federal Regulations, Parts 70 and 75, are covered in depth. Four classroom hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 1250 Mine Ventilation (4-4-0)V

			W

This course is designed to instruct the student in the importance, terms, and operation of a coal mine ventilation system. A logical progression of ventilation procedures from surface installations through main intake air courses, face ventilation, and main return air courses of an operating mine. The student will also be instructed in the state and federal laws governing ventilation of a coal mine. Four classroom hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 1260 Mining Problems (4-3.5-1)V

			W

This course acquaints students with problems of management in the day-to-day operation of a coal mine. The union, management relations, grievances, and contract disputes are discussed. Responsibilities and duties of management and hourly employees are examined. Three classroom hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

CMT 1270 Coal Mining Internship I (4-0-21)V

			W

The student is placed as a full-time intern. The course is offered for eight weeks following the freshman year. The

college coordinator and the employer supervise the intern. Attention is given to career planning, OTJ problems, and mining practices. An individual training agreement signed by the employer, student, and college coordinator is developed for each student. PREREQUISITE: Completion of all freshman classes. Twenty-one lab hours per week. Variable 0.5 to 4 semester hours credit.

CMT 1280 Management Skills in Mining (4-4-0)V

			W

This course is designed to make the student cognizant of supervisory and human relations skills needed for high productivity and safety in mining. The student is introduced to arbitration case processes. Four classroom hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 1290 Supervisory Skills in Mining (4-4-0)V

			W

This course is a training program for coal mine section supervisors. Students review interpersonal relations including planning, leading, directing, and controlling personnel. Four classroom hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 2200 Conveyor Belt Maintenance (2-1-2)V

			W

This course describes problems involved in maintaining and repairing belts and repairs and adjustments required to keep coal moving. It includes principle types of conveyor lines, both belt and mechanical. One classroom hour per week. Two lab hours per week. Variable up to 2 semester hours credit. Repeatable 3 times.

CMT 2210 Mine Machinery Repair I (4-3.5-1)V

			W

This course is designed to familiarize students with the various types of repairs needed for underground coal mining equipment; the mechanical, hydraulic, and electrical systems and procedures to safely locate and repair each. Three and one-half classroom hours per week. One lab hour per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 2220 Mine Machinery Repair II (4-3-2)V

			W

This course teaches students the skills involved in repair and maintenance of mine machinery. Emphasis is placed on tool usage, measuring instruments, fasteners, shafts, bearings, belts, couplings and lubricants. Students develop a working knowledge of cable reels and steering linkages as they are used in the mining industry. Three classroom hours per week. Two lab hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 2225 Mining Welding I (2-1-2)V

			W

This course is designed to give students a basic understanding of welding safety and an introductory understanding of oxyacetylene welding, various gas and arc welding and cutting procedures and equipment. An introduction into areas of significant importance and difficulty which arise in a mine will be included. One classroom hour per week. Two lab hours per week. Variable up to 2 semester hours credit. Repeatable 3 times.

CMT 2226 Mining Welding II (4-2-4)V

			W

This course provides instruction in all position welds using various gas and arc welding and cutting procedures and equipment. Special emphasis will be placed on areas of significant importance and difficulties which arise in mining situations and state and federal mine legislation (fire hazards and prevention, mine ventilation precautions, mine atmosphere checks, use of "track bonder", etc.). Welding cost analysis may be included. Two classroom hours per week. Four lab hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 2230 Mine Hydraulics I (4-4-0)V

			W

This course covers fundamentals of hydraulic flow, pressure, and direction. It also includes applications of hydraulics and hydraulic systems. Hydraulic components, including reservoirs, filters, pumps, cylinders, piping, and seals are studied. Four classroom hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 2240 Mine Hydraulics II (4-3.5-1)V

			W

Mine Hydraulics I is a prerequisite for Mine Hydraulics II. This course is designed to study the application of fluid use in a hostile environment. Motors and valves are discussed in detail, as well as schematics, testing procedures, troubleshooting, adjustments, and preventative maintenance. PREREQUISITE: CMT 2230 Mine Hydraulics I. Three and one-half classroom hours per week. One lab hour per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 2250 Mine Electrical Maintenance I (4-4-0)V

			W

This course introduces the student to the theory of direct current and its use in mining equipment series, parallel, and series/parallel circuits. The theory of atomic structure, sources of electrical force, and atomic particle characteristics are also covered. Basic technology, units of measurement, symbols, and motors are discussed in detail. Four classroom hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 2260 Mine Electrical Maintenance II (4-3-2)V

			W

Mine Electrical Maintenance I is a prerequisite. This course discusses alternating current, maintaining AC mining equipment, and terminology used in electronics. An in-depth study of voltage generation, inductance, capacitance, series and parallel circuits, transformers and AC motors allows students to analyze circuit problems. PREREQUISITE: CMT 2250 Mine Electrical Maintenance I. Three classroom hours per week. Two lab hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 2270 Static Control I (4-3-2)V

			W

This course introduces the student to concepts, theories, and applications of solid state electronics as utilized in the mining industry. Electronics, electronic circuits, circuit components, and logic elements are covered. Students maintain electronic equipment, analyze circuit problems and solve problems with

mining electrical equipment. PREREQUISITE: CMT 2250 and 2260 Mine Electrical Maintenance I and II. Three classroom hours per week. Two lab hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 2280 Mine Electrical Maint III (8-8-0)V

			W

This course will fulfill the MSHA training requirements for an electrical card and can replace CMT 2250 and 2260. The course introduces the student to the theory of direct current and its use in mining equipment series, parallel, and series/parallel circuits. The theory of atomic structure, sources of electrical force, and atomic particle characteristics are also covered. Basic technology, units of measurement, symbols, and motors are discussed in detail. The student focuses on alternating current, maintaining AC mining equipment, and terminology used in electronics. An in-depth study of voltage generation, inductance, capacitance, series and parallel circuits, transformers and AC motors allows students to analyze circuit problems. Eight classroom hours per week. Variable up to 8 semester hours credit. Repeatable 3 times.

CMT 2290 Mining Systems (4-3-2)V

			W

This course familiarizes the student with practices and equipment involved in extracting and transporting coal. Three existing methods of mining - conventional, continuous, and longwall are studied, as well as electric, hydraulic, and compressed air power mining. Use is made of simulated mining equipment and proper and safe operating procedures are stressed. At the completion of the class, each student should be able to make minor adjustments, repairs, and cable splices to operate machines. Three classroom hours per week. Two lab hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 2295 Coal Mining Internship II (4-0-21)V

			W

The student is placed as a full-time intern. The course is offered for eight weeks following freshman year. The college coordinator and the employer supervise the intern. Attention is given to career planning, OJT problems and mining practices. An individual training agreement, signed by the employer, student, and college coordinator, is developed for each student. Twenty-one lab hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

CNS 1203 Local Area Networks (3-3-0)

F		O	

Develops competencies in physically interconnecting multiple computers through network adapter cards and cabling which allow one computer to share specified resources, such as disk drives, printers, and modems, with other computers on the network. PREREQUISITES: CNS 1201 Networking Fundamentals and CNS 1202 Router Theory and Tech. Three classroom hours per week. 3 semester hours credit.

CNS 1204 Wide Area Networks (3-3-0)

F		O	

Develops competencies for connecting multiple computers in different geographical locations through the use of the switched telephone networks or leased data lines, by optical or other long-distance cabling, or by infrared, radio, or satellite links. PREREQUISITES: CNS 1201 Networking Fundamentals, CNS 1202 Router Theory & Tech and CNS 1203 Local Area Networks. Three classroom hours per week. 3 semester hours credit.

COM 1201 Practical Advertising Techniques (2-1.5-1)

			W

An application course for current and future business managers responsible for advertising in local markets using local media. Topics of presentation include the processes of creative design, layout, production and distribution of advertising messages. Selection of advertising media will discuss various options including posters, fliers, inserts, outdoor, radio, TV, cable, on-line and others. Guest speakers from the advertising profession will provide additional insights into the local advertising media. One and one half classroom hours per week. One lab hour per week. 2 semester hours credit.

CON 1201 Construction Fundamentals (4-1-3)

F	L		

This course covers the basic safety principles fundamental to construction, including the correct and safe use of hand and power tools, emergency and first aid procedures, and avoiding hazardous conditions. It prepares students to identify, obtain, and keep jobs in the construction/maintenance field. Essential employability skills are introduced in this course and reinforced throughout the remainder of the program. One classroom hour per week. Three lab hours per week. 4 semester hours credit.

CON 1202 Blueprint & Building Codes (4-1-3)

F	L		

This course teaches students to read and interpret construction symbols and blueprints and to read and interpret appropriate building codes. Students will learn how to sketch and dimension rough drawings. One classroom hour per week. Three lab hours per week. 4 semester hours credit.

CON 1210 Framing/Finishing Fundamentals (4-1-3)

F	L		

This course is the first of two carpentry classes that prepares the student to be able to perform basic rough carpentry skills and techniques used in the construction and remodeling industries. One classroom hour per week. Three lab hours per week. 4 semester hours credit.

CON 1211 Framing/Finishing Applications (4-1-3)

F	L		

This course continues to build on the rough carpentry skills covered in Basic Carpentry I and introduces basic finish carpentry knowledge and skills needed for entry level employment in construction and remodeling. One classroom hour per week. Three lab hours per week. 4 semester hours credit.

CON 1220 Masonry Fundamentals (4-2-2)

F	L		

This course introduces the student to the masonry/concrete trade, providing them with the opportunity to learn basic skills needed to work in the residential construction field. Students will be introduced to masonry construction material and methods, principles of concrete design, finishing with hand and power trowel equipment, and proper methods of

curing and testing concrete. Two classroom hours per week. Two lab hours per week. 4 semester hours credit.

CON 1230 Plumbing Fundamentals (4-1-3)

F	L		

This course introduces the student to the plumbing trade, providing them with the opportunity to learn basic skills needed to work in the residential construction field. Students will work with plastic copper, steel, and cast iron pipe. Students will be able to identify and apply common copper and threaded fittings. Figuring offsets and common pipe joints are also covered. One classroom hour per week. Three lab hours per week. 4 semester hours credit.

CON 1240 Residential Wiring (4-1-3)

F	L		

This course introduces basic electrical knowledge and skills utilized in residential wiring applications. One classroom hour per week. Three lab hours per week. 4 semester hours credit.

CON 2210 Forms & Layout (4-1-3)

F	L		

This course continues to build on the carpentry skills covered in Framing & Finishing Applications and continues with the introduction of finish knowledge and skills required for entry level employment in construction and remodeling. One classroom hour per week. Three lab hours per week. 4 semester hours credit.

CON 2211 Site Layout Techniques (4-1-3)

F	L		

This course continues to build on the carpentry skills covered in Forms & Layout and continues with the introduction of knowledge and skills for entry level employment in construction and remodeling. One classroom hour per week. Three lab hours per week. 4 semester hours credit.

CON 2230 Construction Tech Internship (6-0-6)V

F	L		

Students will work a minimum of 10 hours per week in a construction/building trades environment. The coordinator and the training supervisor will work together in establishing goals and experiences for the students. Variable internship hours are based on 75 hours equated to 1 semester hour of credit. PREREQUISITE: Completion of the first year of the program requirements. Thirty lab hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

CON 2250 Paint/Finishing Fundamentals (3-1-2)

F	L		

This course introduces the student to various types of surfaces and surface preparation for finishing. Students learn to identify and apply different types of finishing materials and wall coverings. One classroom hour per week. Two lab hours per week. 3 semester hours credit.

CON 2251 Paint/Finishing Applications (3-1-2)

F	L		

This second level course continues to teach the student various types of surfaces and surface preparation for advanced finishing. One classroom hour per week. Two lab hours per week. 3 semester hours credit.

CON 2260 Plumbing Applications (3-1-2)

F	L		

This course continues to introduce the student to the plumbing trade, providing them with the opportunity to continue to learn skills needed to work in the residential construction field. Students will install water supply piping; as well as, fixtures, valves, and faucets. One classroom hour per week. Two lab hours per week. 3 semester hours credit.

COS 1200 Cosmetology I (12-4-32)V

		O	

This course focuses on personal hygiene and professional ethics, bacteriology, sanitation, and sterilization as pertains to salon-setting operation. Basic fundamentals of perm-waving, hair shaping, types of shampoos, manicuring, and procedures and theory of facial massage and scalp manipulations are taught. Four classroom hours per week. Thirty-two lab hours per week. (Four hundred eighty clinical hours per semester.) Variable up to 12 semester hours credit.

COS 1210 Cosmetology IIA (12-4-32)V

		O	

This course is a continuation of development of manipulation skills in areas of hairstyling, perm waving, and manicuring using more advanced techniques. Hair coloring and chemical relaxing will also be covered. The basic theory of electricity, heat and light energy as related to the practice of cosmetology will be taught with various safety precautions followed. A working knowledge of cosmetic chemistry, as applied to scalp, hair treatment, and makeup is presented. PREREQUISITE: COS 1200 Cosmetology I. Four classroom hours per week. Thirty-two lab hours per week (Four hundred eighty clinical hours per semester.) Variable up to 12 semester hours credit.

COS 1220 Cosmetology IIB (8-3-20)V

		O	

This course is designed for maximum development of cosmetology skills necessary to assure success in the field. Emphasis will be on proficiency in all areas included in Cosmetology I and Cosmetology IIA, while including anatomy and physiology, body systems, and the Illinois law as applied to cosmetology. PREREQUISITES: COS 1200 Cosmetology I and COS 1210 Cosmetology IIA. Three classroom hours per week. Twenty lab hours per week. Three hundred clinical hours per semester. Variable up to 8 semester hours credit.

COS 1250 Cosmetology Teacher I (8-2-24)V

		O	

This course focuses on developing basic cosmetology skills. Teaching techniques and teaching skills are covered in this course. In addition, basic business skills are introduced. Students will be able to participate in supervised student teaching experiences in this course. PREREQUISITE: Current Illinois Licensed Cosmetologist and 24-36 months current salon experience. Two lecture hours per week. Twenty-four lab hours per week. Variable up to 8 semester hours credit.

COS 1251 Cosmetology Teacher II (8-2-24)V

		O	

This course is a continuation of COS 1250. Students are introduced to additional teaching theories and methodologies. Business methods will also be covered including inventory, recordkeeping, interviewing, supplies,

the Illinois Barber, Cosmetology, Esthetics, and Nail Technology Act of 1985 and 68 Ill. Adm., Code 1175. Students will be able to participate in supervised student teaching. Prerequisite: COS 1250 Cosmetology Teacher I. Two lecture hours per week. Twenty-four lab hours per week. Variable up to 8 semester hours credit.

COS 1252 Cosmetology Teacher III (8-2-24)V

		O	

This course is a continuation of COS 1251. Students will learn advanced teaching skills and methods. Additional business methods will also be covered in this course. Students will be able to participate in supervised student teaching experiences in this course. PREREQUISITE: COS 1251 Cosmetology Teacher II. Two lecture hours per week. Twenty-four lab hours per week. Variable up to 8 semester hours credit.

CYS 1201 Security Procedures I (3-3-0)

	L		

Importance of key control, security observation, operating a gate or door assignment, tower duty, use of an institutional radio, personnel search, procedures for tool control, security call-ins and counts, movement of the inmates, and transporting inmates. Proper use of restraining devices, the need for drug and alcohol awareness within the institution and methods of controlling drugs and alcohol in an institution. Three classroom hours per week. 3 semester hours credit.

CYS 2201 Security Procedures II (3-3-0)

	L		

This course covers advanced security procedures and information and is a continuation of study in the career of security and corrections. Emphasis is placed on the contemporary problems of protective services and corrections. PREREQUISITE: CYS 1201 Security Procedures I. Three classroom hours per week. 3 semester hours credit.

DAP 1201 Business Computer Systems (3-3-0)

F	L	O	W

A study of computer concepts, including the information processing cycle, file organization, data communications and operating systems and systems software. Applications software, including spreadsheets, database, word processing, presentation software, computer communications, operating systems, and Internet access and use with E-Commerce emphasis. Emphasis on computer hardware and software concepts. PREREQUISITE: Recommended one semester of typing. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

DAP 1203 Microcomputer Applications in Business(3-3-0)

F	L	O	W

This course is a study of business microcomputer applications, including word processors, spreadsheets, databases, graphical presentations, office management, and various information processing and management software based on the most current operating systems. PREREQUISITE: DAP 1201 Business Computer Systems or equivalent. Three classroom hours per week. 3 semester hours credit.

DAP 1233 Computer Applications (Database) (2-1-2)

F	L	O	W

This course is an introduction to database management on microcomputers. Students learn to use both custom-design and user-designed applications for data management, reports management, inventory control and general accounting. PREREQUISITE: Recommended one semester of typing and CIS 1101 Introduction to Computers and Their Applications, or DAP 1201 Business Computer Systems. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

DAP 1236 Keyboarding Essentials (3-3-0)

		O	

This course is designed for those who wish to develop and improve keyboarding speed as well as learn to format basic business documents. Speed for preparation of documents will also be considered. Basic word processing skills will also be covered. PREREQUISITE: Knowledge of the keyboard or BOC 1201 Beginning Keyboarding. Three classroom hours per week. 3 semester hours credit.

DAP 1237 Presentation and Promotion (3-3-0)

		O	

This course will consist of the study of design principles for business presentations and documents, and the use of these principles in developing promotional materials for a business. Development of illustration skills to effectively use graphics will be covered. Limited photo editing (in PowerPoint) for restoration, enhancement, and creation of digital images will also be introduced. Three classroom hours per week. 3 semester hours credit.

DAP 2180 Computer Programming in C++ (3-3-0)

F	L	O	W

An introduction to computer programming in C++ and Visual C++ using basic program paradigms and structured problem solving, numerical algorithms, iteration, decision-making functions, arrays, and data tables. Object-oriented programming is introduced using objects and classes, manipulating objects, function overload, inheritance and files. Business-related programming problems are emphasized. PREREQUISITE: DAP 1201 Business Computer Systems or consent of instructor. Three classroom hours per week. 3 semester hours credit.

DAP 2202 Word Processing I (3-3-0)

F	L	O	W

This is an introductory course in which students will learn techniques of input, editing, and output specific to electronic word processors. PREREQUISITE: Previous keyboarding experience required. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

DAP 2203 Word Processing II (3-3-0)

F	L	O	W

This is an advanced course to further refine the student's skills through word processing software packages. Special attention is given to multi-page documents, tables, and advanced editing procedures with an emphasis on productivity. PREREQUISITE: DAP 2202 Word Processing I. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

DAP 2208 Software Systems/Packages (2-2-0)

F	L	O	W

Introduction to commercial software packages for word processing, spreadsheet, and database management. Includes utility routines and operating systems. PREREQUISITE: BOC 1201 Beginning Keyboarding, BOC 1202 Intermediate Keyboarding or BOC 2203 Advanced Keyboarding. Two classroom hours per week. 2 semester hours credit. Repeatable 3 times.

DAP 2265 Desktop Publishing I (3-3-0)

F	L	O	W

Concepts of desktop publishing. Includes terminology and use of current desktop programs to produce simulated business publishing projects and working with multiple typefaces, multi-column layouts, and graphics. PREREQUISITE: Previous keyboarding experience required. Three classroom hours per week. 3 semester hours credit.

DAP 2266 Desktop Publishing II (2-2-0)

F	L	O	W

Concepts of desktop publishing. Includes terminology and use of current desktop programs to produce simulated business publishing projects and working with scanners, typefaces, resizing, and making design decisions. Expands upon information and knowledge acquired in DAP 2265. PREREQUISITE: DAP 2265 Desktop Publishing I or approval of instructor. Two classroom hours per week. 2 semester hours credit.

DEQ 1211 Engine Fundamentals (3-2-2)

			W

The first three weeks begin with the theory and operation of two- and four-cycle gasoline engines. This will be taught in the classroom accompanied by appropriate demonstrations and laboratory experience to prepare the student to perform tune-up and repair on engines. The rest of the semester is devoted to multi-cylinder engines, construction, operation, and tune-up. This prepares the student for further training in engine tune-up, diagnosis and repair. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

DEQ 1212 Electrical Systems I (3-2-2)

			W

The theory of electro-magnetism is taught as applied to the cranking, charging, and ignition circuits of gas and diesel engines. Lab work involves testing batteries, maintenance, repair, testing of cranking motors, alternators, and other electrical components. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

DEQ 1213 Diesel Fuel Systems I (2-2-0)

			W

This course is taught concurrently with engine fundamentals and emphasizes the differences between gasoline engines and diesel engines as well as discussion of the properties of diesel fuels, lubricants and coolants. In addition, the course covers filtering requirements, water filters, fuel heaters, and an overview of diesel injection components. Two classroom hours per week. 2 semester hours credit.

DEQ 1214 Brake/Suspension Systems (3-2-2)

			W

Emphasis is placed upon the study of the basic design of agricultural and industrial equipment. Laboratory experiences will include safety, care and proper use of tools and measuring instruments, and selection of fasteners. Use of service manuals will be stressed in the assembly, servicing and adjustment of farm and industrial machinery. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

DEQ 1215 Transmissions I (3-2-2)

			W

This course deals with the physics of power transmission. It is an introductory course in gear types and ratios, bearings, clutches, p.t.o., differential, final drives and brakes. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

DEQ 1217 Opportunities in Power Technology (0.5-0.5-0)

			W

This course is designed to acquaint the student with the opportunities for employment in the power equipment industry. One half classroom hour per week. 0.5 semester hour credit.

DEQ 1221 Hydraulics I (4-2-4)

			W

This course covers the operating principles of hydraulic components of mobile, industrial and agricultural hydraulic systems. Various hydraulic circuits are studied with laboratory exercises involving repairs, adjustments, and troubleshooting of pumps, cylinders, control valves, motors, reservoirs, and accumulators. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

DEQ 1222 Air Conditioning Certification (2-1-2)

			W

This course is designed to give students a better understanding of and prepare them to troubleshoot, repair, and service air conditioning systems on mobile equipment. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

DEQ 1223 Diesel Distributor Fuel Systems (3-2-2)

			W

This course teaches the principles of single pump, multi-cylinder fuel injection as found in brands such as Stanadyne, CAV, and others. The course covers injection pump operation, removal and replacement, timing, overhaul and testing as well as system diagnosis. The fuel system will be studied in the "live engine" setting as well as on the injection test stand. PREREQUISITES: DEQ 1211 Engine Fundamentals and DEQ 1213 Introduction to Diesel Fuel Systems. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

DEQ 1225 Opportunities in On-The-Job Training (0.5-0.5-0)

			W

A continuation of Opportunities in Power Technology. This course prepares students for their experiences while engaged in the work experience training at a power technology

dealership. One-half classroom hour per week. 0.5 semester hour credit.

DEQ 1298 Topics/Issues in Mechanical Tech (6-6-0)V

			W

Seminar on a special topic or current issue in engineering or engineering-related area. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

DEQ 2215 Industry Qualifications (3-3-0)V

			W

This course will demonstrate student's proficiency relative to Cummins engine products. Three classroom hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

DEQ 2231 Diesel Unit Injector Applications (4-2-4)

			W

This course covers engines using the increasingly popular unit injector style of fuel systems. Detroit Diesel, Cummins Diesel and some models of Caterpillar Diesel Engines will be the emphasis. The course will cover the similarity and differences in the major reconditioning techniques of these engines. In addition to the fuel systems diagnosis and repair, emphasis will be placed on other component parts of these diesel engines, such as turbochargers and blowers. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

DEQ 2232 Hydraulics II (4-3-2)

			W

This course is designed to show how hydraulic principles are applied to mobile, agricultural, and industrial equipment operation. Competencies will be developed in the areas of inspection, testing, and servicing hydraulic circuits and components such as power steering, power brakes, hydrostatic transmissions, clutch packs, and power assist transmissions. The student will be utilizing appropriate testing procedures and equipment to diagnose system failures and common service problems. PREREQUISITES: DEQ 1221 Basic Hydraulics and DEQ 1215 Basic Transmissions. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

DEQ 2234 Planting/Harvesting Equipment (3-2-2)

			W

This course is designed to teach the students proper operation, care, and adjustments of planting and harvesting equipment so that maximum productivity is obtained. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

DEQ 2236 Supervised Work Experience (6-0-30)V

			W

This is a practical experience course in which the student is placed in a power equipment dealership in a garage for full-time work experience. An individual training agreement will be developed for each student enrolled and signed by employer, student and college coordinator. The student will be supervised by the employer and the college coordinator. Variable internship hours based on 75 hours equated to 1 semester hour of credit. PREREQUISITE: 2.0 grade point average in all classes prior to the work experience. Thirty lab hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

DEQ 2237 Power Equipment Seminar (0.5-0.5-0)

			W

This course is designed to correlate with the internship experience. Student reports and panel discussion pertinent to internship experience will be presented. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

DEQ 2241 Engine Performance/Diagnostic (2-1-2)

			W

This course is designed to teach the principles of inline diesel fuel injection pumps as found on Caterpillar, Robert Bosch and AMBAC fuel systems. The course covers pump operation, removal and replacement, timing, overhaul and testing in addition to system diagnosis. The fuel system will be studied on live engines as well as on the injection test stand. PREREQUISITE: DEQ 1211 Engine Fundamentals and DEQ 1213 Intro. to Diesel Fuel Systems. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

DEQ 2242 Diesel Power Equipment Repair (4-1-6)

			W

This course involves the reconditioning of major components of agricultural, mobile, and the trucking industry. Emphasis is placed upon the proper use of precision instruments and special tools. The manufacturer's suggested repair procedures will be followed. PREREQUISITE: DEQ 1211 Engine Fundamentals. One classroom hour per week. Six lab hours per week. 4 semester hours credit.

DEQ 2243 Electronic Controls/Monitoring (3-2-2)

			W

This course is designed to give the student an overall understanding of microprocessor applications as related to ag, heavy truck, and industrial equipment. An understanding of the processors, sensors, monitors, wiring harnesses and schematics will comprise the fundamentals of the course. Emphasis will be placed on diagnosis and testing of component parts of the systems and the use of computer aided diagnostic tools. PREREQUISITE: DEQ 1212 Electrical Systems I. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

DEQ 2244 Global Positioning Technology (3-3-0)V

			W

This course is designed to cover the concept of GPS as it relates to the farming, construction, and trucking industries. Through activities and demonstrations students will understand the different uses for GPS in the diesel equipment field. Three classroom hours per week. Variable 1-3 semester hours credit.

DEQ 2299 Independent Study in Mechanical Tech(6-6-0)V

			W

Independent study of a specialized engineering nature which is not available in the college's course offerings, with instructional approval and supervision. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

DEV 1601 Gun Safety (1-0-2)

F			W

Students will be required to demonstrate safe handling of firearms under actual field conditions. Care and safety of guns are stressed. Two lab hours per week. 1 semester hour credit.

DRA 1111 Introduction to Theatre (3-3-0)

F	L	O	W

This course is an overview of theories, methodologies and skills involved in theatre arts. Emphasis is placed upon the study of theatre as a composite art. History, directing, designing, acting, playwriting, critiquing and physical aspects of the theatre are covered. Three classroom hours per week. 3 semester hours credit. IAI: F1 907

DRA 1121 Acting (3-2-2)

F	L	O	W

This course is an introduction to acting with particular focus upon the vocal, physical, and mental tools of the actor. Laboratory sessions explore voice, elementary movement training, and improvisation. Students act in public performances. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

DRA 1131 Improvisation (3-3-0)

F	L	O	W

A practical application of the following improvisational acting techniques: focus, spontaneity, teamwork, listening, reacting and observation. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

DRA 1141 Acting Workshop (3-2-2)V

F	L	O	W

This course provides a workshop setting for students to hone their acting skills under direction. Students act in public performances. Two classroom hours per week. Two lab hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

DRA 2111 Stage Craft and Lighting (3-2-2)

F	L	O	W

This course is a study of the fundamentals of scenery construction, scenery painting and stage lighting. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

DRA 2121 Stage Makeup (3-2-2)

F	L	O	W

Students study materials, equipment and applications involved in theatrical makeup. Particular emphasis is placed upon knowing how to suggest character and age through makeup. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

DRA 2122 Costuming (3-2-2)

F	L	O	W

A conceptual and practical application of the following costuming concepts: script analysis, character analysis, setting and time research, costume sketching, pattern making and the cutting, stitching and finishing of costumes. With each theater performance the experience and the opportunity to create are renewed. The characters are different. The period of time is different. The script is different. Thus the process of script reading, character analysis, costume design and construction start over again each time. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

DRA 2131 Theater Production: Cast (3-0-6)

F	L	O	W

This course provides practical experience in acting and directing stage productions. To enroll in this course, consent of the instructor is required. PREREQUISITE: Consent of instructor. Six lab hours per week. 3 semester hours credit. Repeatable 3 times.

DRA 2141 Theater Production: Crew (2-0-4)

F	L	O	W

This course provides practical experience in set building, lighting, costuming, acquiring properties, and character makeup. PREREQUISITE: Consent of instructor. Four lab hours per week. 2 semester hours credit. Repeatable 3 times.

ECD 1101 Intro to Early Childhood Education (3-3-0)

F	L	O	W

Course will be the survey of early childhood educational programs and principles to give historical and philosophical perspective to current issues and trends. Desirable qualities, skills, duties, and responsibilities of early childhood care providers are examined. Three classroom hours per week. 3 semester hours credit.

ECD 1201 Principles of Early Childhood (5-5-0)

			W

Course will be the survey of early childhood educational programs and principles to give historical and philosophical perspective to current issues and trends. Desirable qualities, skills, duties, and responsibilities of early childhood care providers are examined. Five classroom hours per week. 5 semester hours credit.

ECD 1202 Childhood Teaching Techniques I (5-4-2)

F			W

Course will include exploration of various stimulating teaching techniques to foster the optimum physical, intellectual, social and emotional development of young children. Methods will concentrate on preschool age children although activities for infants and toddlers will be discussed. All curriculum areas will be covered, but lesson plan work will be emphasizing literature, language, art and music. Four classroom hours per week. Two lab hours per week. 5 semester hours credit.

ECD 1203 Health and Safety of Children (3-3-0)

			W

This course deals with issues that affect the health of children. It includes nutrition, hygiene, diseases, protection, first aid and safety. Laws and standards governing early childhood facilities are examined. Three classroom hours per week. 3 semester hours credit.

ECD 1204 Childhood Teaching Techniques II (5-4-2)

			W

This course explores teaching techniques which foster optimum physical, intellectual, social and emotional

development of young children. Methods of teaching preschool children are stressed although activities for infants and toddlers are discussed. All curricula will be covered, but mathematics, physical sciences, social sciences and computer activities are stressed. Four classroom hours per week. Two lab hours per week. 5 semester hours credit.

ECD 1205 Curriculum for Young Children (5-5-0)

			W

A survey of methods of curriculum planning for early childhood facilities is presented. Goals, objectives, motivational techniques, teaching methods, unit planning, lesson plan construction and creative activities are emphasized. Five classroom hours per week. 5 semester hours credit.

ECD 1206 Developments in Early Childhood (1-1-0)

			W

Presentation of new developments, trends, and problem areas in the field of Early Childhood will be covered. Special attention will be focused upon the needs and adjustments the students must make in their own areas of skill and responsibility. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

ECD 1207 Child Study and Field Observation (5-2-6)

			W

This course reviews case studies, studies anecdotal records, presents outside readings and utilizes diagnostic tools for studying children. The field experience will include action research, supervised observational activities, individual student participation as well as evaluative reporting on the physical, emotional, social, and mental value of each educational setting for children. Two classroom hours per week. Six lab hours per week. 5 semester hours credit.

ECD 1208 Parent-Child Relations I (3-0-6)V

			W

This is a lab-observational experience course in parent-cooperative early childhood development to be conducted in an identified formal child care facility. Lab and learning activities include observational skills, child need assessment, child management, health, nutrition, safety practices, participation in small group staff discussions, support readings in current child care and child psychology literature, curriculum planning and implementation, and supervised, direct care activities with young children. Six lab hours per week. Variable 0.5 to 3 semester hours credit.

ECD 1209 Parent-Child Relations II (3-0-6)V

			W

This is a continuation of ECD 1208 Parent-Child Relations I and is a follow-up to this lower level course. This is a lab-observational experience course in parent-cooperative early childhood development to be conducted in an identified formal child care facility. Lab and learning activities include observational skills, child need assessment, child management, health, nutrition, safety practices, current child care and child psychology literature, curriculum development and hands-on child care activities. Six lab hours per week. Variable 0.5 to 3 semester hours credit.

ECD 1210 Developmental Parenting (3-3-0)

			W

This course presents theories of child development to students and parents to enable informed, judicious, child-rearing decisions. Included are an overview of child development in relation to everyday issues, toys for instruction and play, effective discipline techniques, and parent-child communications. Three classroom hours per week. 3 semester hours credit.

ECD 1221 Heads Up! Reading (3-3-0)V

			W

This course will present the research-based principles and practices for providing children, birth through age 5, a strong foundation in early reading and writing within a developmentally appropriate approach. The purpose of this course is to prepare current or future early childhood teachers and care givers to enhance the early literacy outcomes of young children by improving teachers knowledge of early literacy development and their skills in teaching early literacy to young children. Three classroom hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

ECD 1601 Child Development Aide Training (3-3-0)V

			W

An introduction to the variety of child care facilities including duties and responsibilities of the child care worker. A variety of skills and principles relating to child care will be offered. Very specific topics can be covered (i.e. toilet training) depending on the needs and skills of the class. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ECD 2201 Administering Childhood Facilities (5-5-0)

			W

Topics included are state agencies and regulations, public relations, selecting and managing staff, selecting space and equipment, managing money and monitoring programming. Five classroom hours per week. 5 semester hours credit.

ECD 2202 Childhood Teaching Practicum (5-0-25)V

			W

The course is a supervised teaching and caregiving experience for young children. The student teacher/caregiver will demonstrate skills of educational planning, providing effective classroom discipline, and motivational techniques for teaching young children. Variable practicum hours based on seventy-five hours equated to one semester hour of credit. Twenty-five lab hours per week. Variable 0.5 to 5 semester hours credit. Repeatable 3 times.

ECD 2203 Early Childhood Seminar I (1-1-0)

			W

This seminar will be offered to students who have needs in the following areas: on the job training orientation, new techniques in childhood teaching, personal and career enhancement strategies and refresher instruction to post graduates of Early Childhood Development. One classroom hour per week. 1 semester hour credit.

ECD 2204 Early Childhood Practicum (5-0-25)V

			W

The course is a supervised, on the job experience of caring and teaching the child in a group setting. The student will develop educational plans for teaching and caring for children. An individual training agreement will be developed for each student to assist them in meeting educational objectives necessary for their teaching objectives. Twenty-five lab hours per week. Variable 0.5 to 5 semester hours credit. Repeatable 3 times.

ECD 2205 Early Childhood Seminar II (1-1-0)

			W

This seminar will be offered to students who have needs in the following areas: on the job training orientation, new techniques in childhood teaching, personal and career enhancement strategies and refresher instruction to post graduates of Early Childhood Development. One classroom hour per week. 1 semester hour credit.

ECD 2206 Early Childhood Innovations (1-1-0)

			W

A survey of innovations, trends, and development areas in the occupational areas of early childhood will be examined. Special attention will be focused upon the needs and adjustments the caregivers must make in their own areas of skill and responsibility. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

ECD 2207 Family Setting Child Care (5-2-6)

			W

This course is designed to prepare and certify the student for child care giving in a family setting (ex. nanny). Skills relating to first aid-CPR, nutrition and food selection, home safety, cultural-educational-physical enrichment activities, and behavioral management will be assessed. Each student will develop an individual Dossier-Vita for purposes of job competencies credit, work placement and employment bonding. Two classroom hours per week. Six lab hours per week. 5 semester hours credit.

ECD 2208 Early Childhood Teaching Lab II (5-1-8)

			W

The student will, in a laboratory format or setting, demonstrate skills of early childhood instruction. Eight hours of laboratory credit will be given and one hour of lecture. The lecture session will involve a discussion of teaching techniques, problems, and evaluation of results. One classroom hour per week. Eight lab hours per week. 5 semester hours credit.

ECN 1101 Introduction to Economics (3-3-0)

F	L	O	W

This is an introduction to essentials of microeconomic and macroeconomic theory and practice. Macroeconomic study includes the essentials of consumer demand, producers supply decisions, market structure, labor market behavior, competitive versus monopolistic market behaviors and government intervention. In addition, microeconomic study includes the essentials of the business cycle, unemployment, inflation, government policy, Federal Reserve along with the study of fiscal and monetary policy. Three classroom hours per week. 3 semester hours credit. IAI: S3 900

ECN 2101 Principles of Macroeconomics (3-3-0)

F	L	O	W

The American system of economics is introduced. Subject matter includes an introduction to the sectors of the American economy, business, households, government, the theory of supply and demand, national income accounts, the business cycle, inflation, unemployment, Keynesian theory, the Federal Reserve System and uses of money, international trade, balance of trade, balance of payments, exchange rate systems, and economics of developing countries. Attention will be given to application and illustration of theory to current problems. Global economics content, and the role of the United States in formulating, influencing and directing global trade and policy, will be infused throughout the course. Three classroom hours per week. 3 semester hours credit. IAI: S3 901

ECN 2102 Principles of Microeconomics (3-3-0)

F	L	O	W

This course is concerned with the study of specific economic units. It introduces the student to generalized models of business, structures of the American economy, price and output determination of firms and industries, problems related to these segments, and a general review of the operation of the price system. It includes a study of the mechanics of supply and demand, price and consumer behavior. International trade and a review of the stock market are included. Three classroom hours per week. 3 semester hours credit. IAI: S3 902

EDR 1202 Mechanical Blueprint Reading (4-2-4)

			W

This course covers the graphic communication standards used in engineering design drawings. Forging, coating, fabrication, detail, assembly, and die drawings are studied. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

EDS 1201 Electrical Distribution Systems (2-2-0)

F			

This course will give the student an overview of the types of electrical distribution systems in use. It is a comprehensive class with real world applications, operations, power conversion, control, measurement and quality issues. Transmission and distribution structures and the power grid will also be covered. PREREQUISITE: Students must be accepted into the EDS Program to be eligible. Two classroom hours per week. 2 semester hours credit.

EDS 1202 Safety and Accident Prevention (3-2-2)

F			

The student will gain knowledge of the hazards associated with electrical distribution systems. The pupil will be able to demonstrate the proper climbing techniques, Safety Rules and Safe Work Practices from the American Public Power Association Safety Manual, and successful completion of cardiopulmonary resuscitation (CPR) and first aid. The student will learn OSHA rules and regulations associated with this industry, reporting and the penalties that pertain to these regulations. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

EDS 1203 Climbing Skills (2-1-2)

F			

The student will gain knowledge of the proper care of climbing tools and the mastering of climbing wood structures. Upon completion of this course the student will also be able to determine the proper aspects of pole inspection and recognize the hazards of climbing. Successful completion of timed pole top rescue in two different methods. An introduction to aerial pole framing is included. PREREQUISITE: EDS 1202 Safety and Accident Prevention. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

EDS 1204 Pole Framing and Const. Specs. (3-2-2)

F			

This will give the student a working knowledge of the REA line construction specifications set forth by the Department of Agriculture. This will include the aspects of 12,500; 14,400; and 34,500 volt construction. The student will be able to recognize the different types of materials used for the different types of construction by sight and definition. The student will be required to demonstrate working specification knowledge both in an aerial and a ground situation as well as installation and repair of conductors, guy assemblies, cross arms, and insulators. They will also be introduced to the different size and types of overhead and underground conductors. Basic line staking principles and NESC clearances will be included. PREREQUISITE: EDS 1202 Safety and Accident Prevention. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

EDS 1205 Equipment Operation (3-2-2)

F			

This course provides classroom instruction and actual truck driving experience intended to enable the student to obtain a Class A Commercial Driver's License. The student will also learn the various operations of different digger/derrick and bucket/basket aerial platform trucks used in the construction of electrical distribution systems. This section covers units on mobile hydraulic systems, vehicle maintenance and inspection, safety rules, rigging and lifting capacities, vehicle grounding practices, and the hands-on operation of equipment. PREREQUISITE: EDS 1202 Safety and Accident Prevention. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

EDS 1206 Setting and Replacing Poles (2-0-4)

F			

The student will learn the basic principles in setting and replacing poles. There will be an emphasis on the proper use of cover-up material and vehicle grounding practices while the electric lines are energized. Temporary pole supports, rigging and worksite hazard protection will also be recognized. PREREQUISITE: EDS 1202 Safety and Accident Prevention. Four lab hours per week. 2 semester hours credit.

EDS 2201 Transformer Theory and Install. (5-4-2)

F			

The student will gain a thorough knowledge of transformer theory and installation. Single-phase and three-phase configurations with different types of connections will be included. Other units covered will include over voltage and over current protection, equipment grounding, cutout protection, proper cover-up techniques, lighting arrestor application and installation, REA specifications and pole framing. Basic troubleshooting practices and current and potential transformers will also be included. PREREQUISITES: EDS 1203 Climbing Skills, EDS 1204 Pole Framing and Const. Specs., EDS 1205 Equipment Operation, and EDS 1206 Setting and Replacing Poles. Four classroom hours per week. Two lab hours per week. 5 semester hours credit.

EDS 2202 Conductor Install, Serv. & Meter (4-1-6)

F			

The student will gain extensive knowledge of single- and three-phase watt-hour meters, meter locations, and the different types of copper and aluminum conductors. The student will also be exposed to the construction of meter loops and poles, instrument metering, temporary meter locations, compression sleeves, connectors and tools including strap hoists, chain hoists, sag charts and tables, pulling grips and mechanical jumpers. Also included are disciplines on meter tampering, power theft, proper grounding techniques and safe work practices. PREREQUISITES: EDS 1203 Climbing Skills, EDS 1204 Pole Framing and Const. Specs., EDS 1205 Equipment Operation, and EDS 1206 Setting and Replacing Poles. One classroom hour per week. Six lab hours per week. 4 semester hours credit.

EDS 2203 Rubber Glov. & Undergrnd. Distrib. (4-2-4)

F			

The student will obtain basic discipline in the methods of working on energized lines with rubber gloves and rubber sleeves from an insulated aerial platform in a safe and efficient manner. Students will be exposed to the care and well-being of soft and hard shell rubber goods and their application. Students will also receive instruction on personal protective equipment, hot-line tools, live-line maintenance and review the safe operation of aerial platforms and grounding practices. Additionally, the student will gain working knowledge of URD systems. Students will receive practical experience in the direct burial of primary and secondary cables, installation of 200 and 600 amp elbows, splices, lightening arrestors and overhead terminations. The installation will also be covered. The requirements of shoring and sloping of trenches required by the safe work practices will be used in practical experience. Troubleshooting of primary and secondary cable fault locating, review of backhoe/trencher operation and safe work practices and procedures are also covered. PREREQUISITES: EDS 1203 Climbing Skills, EDS 1204 Pole Framing and Const. Specs., EDS 1205 Equipment Operation, and EDS 1206 Setting and Replacing Poles. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

EDS 2204 Fusing, Substation & Volt. Reg. (3-1-4)

F			

The student will be familiarized with the different types and methods of system coordination, substations, capacitors, voltage regulators and auto-boosters. A working knowledge of oil reclosures, sectionalizers and the application of fuses will also be gained. Practical experience in the grounding, inspection, maintenance and operation of basic substations will be expanded. The student will learn to install and operate single- and three-phase pole mount reclosures, gang operated air break and load break switches and substation fuses and reclosures. This course will also cover SCADA

(Supervisory Control and Data Acquisition), the operation of high side switches, power transformers, buswork and transfer switches, and voltage regulators within the substation. PREREQUISITES: EDS 1203 Climbing Skills, EDS 1204 Pole Framing and Const. Specs., EDS 1205 Equipment Operation, and EDS 1206 Setting and Replacing Poles. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

EDU 1100 Introduction to Elementary & Junior High Education (3-3-0)

F	L	O	W

This course will give students an overview of teaching in the elementary and junior high schools and will help students analyze the challenges and opportunities confronting individuals considering the field of teaching. Topics included will be a view of the national education picture and the primary characteristics for the work of teachers and administrators. The student will also be required to spend 8 clock hours in classrooms observing children in kindergarten through junior high school ages. Three classroom hours per week. 3 semester hours credit.

EDU 1101 Cultural Diversity (3-3-0)

F	L	O	W

This course explores the dynamics of diversity (ethnic, racial, socioeconomic, etc.) relative to human experiences. Includes the study of diversity through literature, film, art, music, photography, etc., and through topics on race, ethnicity, gender, and other issues and topics related to improving human conditions. Three classroom hours per week. 3 semester hours credit.

EDU 1102 Basic Activities for Elementary/Secondary Schools (3-3-0)

F	L	O	W

This course covers games and activities for children in elementary and secondary schools, including body mechanics, basic exercises, and rhythms. Developing a physical education curriculum with appropriate lesson and unit plans is also discussed. Three classroom hours per week. 3 semester hours credit.

EDU 1103 Organization and Administration of Playground (3-3-0)

F	L	O	W

This course focuses on administrative problems associated with operating recreation facilities and playgrounds. Discussions cover personnel, publicity, financing, liability, programming, and operation. Three classroom hours per week. 3 semester hours credit.

EDU 1107 Health (3-3-0)V

F	L	O	W

This course deals with current terminology and knowledge necessary to analyze physical, mental and social health issues as they relate to one's well-being. Topics include emotional health, use of drugs, alcohol and tobacco, sexuality, diseases, physical fitness, nutrition, environmental, community and consumer health problems. Three classroom hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

EDU 1108 Standard Red Cross First Aid (2-2-0)

F	L	O	W

This course, which is designed for the general public, consists of regulations, American Red Cross first aid methods and safety procedures. It includes self-help and home care first aid procedures. Two classroom hours per week. 2 semester hours credit. Repeatable 3 times.

EDU 1109 Community Health (3-3-0)

F	L	O	W

This course is an introduction into community health and current health issues facing people today. Personal health of the individual, including nutrition, health and safety issues with emphasis on meeting health needs for children in group settings. Three classroom hours per week. 3 semester hours credit.

EDU 1111 Multimedia First Aid (1-1-0)V

F			

This course teaches emergency care of the injured and ill until medical care is obtained. Also discussed are accident awareness and prevention. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

EDU 1114 Educating Exceptional Children (3-3-0)

F	L	O	W

Introductory course is an overview of special educational services for exceptional children. It surveys all areas of exceptionality, including identification, intervention strategies, methods, and programs to meet the student's special needs. Identification and utilization of legal aspects including applicable federal and state laws, structure of services, role of general classroom and special education personnel, background knowledge in classroom management, and remediation of behaviors will be discussed. Techniques for gathering, analyzing, and utilizing assessment data for developing IEP will be covered. Awareness of the role of general education and the inclusion of the exceptional individual including accommodations and modification of academic standards will be discussed. Impact of the exceptional individual on family, public school education, and transition for this individual after completion of their public school program will be covered. Awareness of concerns for the future of special education for exceptional individuals will be discussed. Three classroom hours per week. 3 semester hours credit.

EDU 1115 Using Instructional Media (3-2-2)

F	L	O	W

It provides an introduction to a variety of instructional media used in classrooms and learning centers. Creative and effective uses of audio visual materials are discussed. Particular emphasis is placed on the adaptive application of materials to developing each individual's personal instructional style. The evaluation and selection techniques of both materials and equipment are essential considerations for each potential user of instructional media and are covered in this course. Finally, knowledge of the operation and maintenance of the equipment and its corresponding software material is explored to ensure the success of future presentations by the student. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

EDU 1116 Introduction to Teaching (3-3-0)

F	L	O	W

This is an introductory course in professional education exploring the nature of teaching, its opportunities, and its responsibilities. It also offers an overview of American education as both a professional and a public enterprise. Other topics include: history and philosophy of education, school organization and governance, ethical and legal issues, the nature of teaching, curriculum and the social examination of current issues, policies and trends in the field of education, including cultural diversity. At least fifteen hours of observation in a K-12 classroom are required. Three classroom hours per week. 3 semester hours credit.

EDU 1118 Intro to the Philosophy of Education (3-3-0)

F	L	O	W

This course is designed to provide the student with a systematic and critical approach to the philosophical development of education with an interpretation of this course on modern educational thought. Emphasis will be placed upon a realistic understanding of the need for critical and creative thinking. Three classroom hours per week. 3 semester hours credit.

EDU 1120 Theory of Basketball Coaching (2-2-0)

	L	O	W

This course is a comprehensive study of the game of basketball. Rules, philosophy of offense and defense, fundamental skills, teaching techniques, practice organization, game preparation, game strategies, and professional responsibilities are included. This course is designed for students planning to major in physical education. Two classroom hours per week. 2 semester hours credit. Repeatable 3 times.

EDU 1121 Theory of Baseball Coaching (2-2-0)

	L	O	W

This course is a comprehensive study of the game of baseball. Rules, philosophy of offense and defense, fundamental skills, teaching techniques, practice organization, game preparation, game strategies, and professional responsibilities are included. This course is designed for students planning to major in physical education. Two classroom hours per week. 2 semester hours credit. Repeatable 3 times.

EDU 1199 Preparing for the TAP (3-3-0)V

F	L	O	W

This course is designed to prepare prospective teachers to take and pass the Test of Academic Proficiency (TAP) by refreshing and/or improving skills and abilities in reading, language arts, writing and mathematics. PREREQUISITE: Basic computer skills. Three classroom hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

EDU 1208 Substance Abuse Education (3-3-0)

	L		

The facts, attitudes, problems and impact of drug and alcohol use and abuse will be studied. Topics include identification of stimulants, depressants, and hallucinogens; physiological, psychological, economic, social, and cultural factors; recognition of drug abuse and their symptomatic reactions; and identification of helping organizations, institutions and agencies, and counseling techniques and strategies are discussed. Three classroom hours per week. 3 semester hours credit.

EDU 1210 Career Counseling and Guidance (3-2-2)V

	L	O	

This course helps students develop essential personal skills for success in college and in life. This class will explore various assessment instruments used in evaluating career potential. Students will participate in the actual administration, scoring, and interpretation of at least one commonly used and scientifically validated career assessment instrument. Students will be provided with the results of the assessment and counseled in how to use the results to maximize their education process and career selection. Topics include: Expanding self-awareness, goal setting, identification of one's personal strengths and weaknesses as it pertains to course selection, career choice, exploring and building learning skills, relationships, teamwork, communication, and making choices. Two classroom hours per week. Two lab hours per week. Variable 1 to 3 semester hours credit. Repeatable 3 times.

EDU 1298 Preparing for the COMPASS (3-3-0)V

F	L	O	W

This course is designed to prepare students to take and pass the COMPASS test by refreshing and/or improving skills and abilities in reading, English skills, and math. Three classroom hours per week. Variable up to 3 semester hours credit. Repeatable 1 time.

EDU 1601 Teacher Aide Test Prep/Review (1-1-0)

F	L	O	W

This course prepares individuals to take one of two state-endorsed paraprofessional assessments: ACT WorkKeys Paraprofessional or ETS parapro. The course includes reading, writing, and mathematics preparation as well as test-taking strategies. The course also provides information about the No Child Left Behind (NCLB) federal legislation, which outlines certification requirements for paraprofessionals. One classroom hour per week. 1 semester hour credit.

EDU 2102 Art for Elementary School Teachers (3-3-0)

F	L	O	W

The principles and practical classroom procedures in art for the elementary school teacher will be studied. Art education theory, art terms, techniques, media, and organization of art programs in the classroom will be included. Three classroom hours per week. 3 semester hours credit.

EDU 2103 Educational Psychology (3-3-0)

F	L	O	W

Educational Psychology is a comprehensive course covering statistical concepts, learning theory, and Piaget's concepts. The course includes lectures on functional aspects of teaching, such as discipline, parent-teacher relations, homogeneous grouping, tracking systems, special education, standardized testing, guidance, and grading. PREREQUISITE: PSY 1101 General Psychology or consent of the instructor. Three classroom hours per week. 3 semester hours credit.

EDU 2104 Prevention/Treatment of Athletic Injury (3-3-0)

	L	O	W

This course covers principles and techniques of preventing, recognizing, treating and rehabilitating common athletic injuries. Emphasis is on supportive taping and wrapping; duties and responsibilities of athletic trainers, budgeting and ordering supplies; and operation of training room facilities. Three classroom hours per week. 3 semester hours credit.

EDU 2105 Science in the Elementary School (4-3-2)

F	L	O	W

This course is an introduction to the teaching of science in the elementary school. It includes disciplines, principles, and topics in the elementary school science curriculum. The course emphasizes laboratory, demonstrations, and projects as tools for motivating scientific thinking and learning of basic science skills. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

EDU 2106 Reading Methods (2-2-0)

F	L	O	W

Basic principles and techniques of the teaching of reading in elementary schools is stressed. Emphasis is placed on reading as a phase of communication and its relation to the other language arts. Instruction in, and observation of, the use of materials and techniques in the teaching of word recognition (including phonics), comprehension, and critical reading. PREREQUISITE: PSY 1101 General Psychology or equivalent. Two classroom hours per week. 2 semester hours credit.

EDU 2107 Preclinical Experiences in Education (4-2-4)V

F	L	O	W

This course is designed to give those students who are majoring in the field of education the opportunity to observe certified teachers teaching, assist in teaching and the preparation of educational materials. Two classroom hours per week. Four lab hours per week. Variable 0.5 to 4 semester hours credit.

EDU 2108 Drug and Alcohol Education (3-3-0)

F	L	O	W

The facts, attitudes, problems and impact of drug and alcohol use and abuse will be studied. Topics include identification of stimulants, depressants, and hallucinogens; physiological, psychological, economic, social, and cultural factors; recognition of drug abuse and their symptomatic reactions; and identification of helping organizations, institutions and agencies. Three classroom hours per week. 3 semester hours credit.

EDU 2109 Language Arts in the Elementary School (3-3-0)

F	L	O	W

This course will provide an introduction to recent trends, basic problems, and procedures in the teaching of language arts (reading, writing, listening, and speaking) in the elementary school. A general survey of the data and principles of current organization, content, method, and evaluation will be included. Three classroom hours per week. 3 semester hours credit.

EDU 2198 Topics/Issues in Education (6-6-0)V

F	L	O	W

Seminar on a special topic or current issue in education. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

EDU 2210 Behavior Management and Observation (3-3-0)

F	L	O	W

This course will be an overview of the basic foundations and principles of behavior management. It is to provide a working knowledge of behavior management procedures utilized in a classroom environment. Students will examine the methods, guidelines and effectiveness of behavior interventions currently being utilized. Three classroom hours per week. 3 semester hours credit.

EGR 1131 Engineering Graphics and Design (3-3-0)

F	L	O	W

Introduction to engineering design and graphics, including sketching, computer aided drafting, dimensioning, tolerancing, multi-view orthographic representations, auxiliary views, section views, and working drawings. Design concepts such as adding features to aid in product manufacturability will also be discussed. Finite analysis of some models will be performed. Students are required to use CAD in this course. Three classroom hours per week. 3 semester hours credit.

EGR 1298 Topics/Issues in Engineering Technology (6-6-0)V

F	L	O	W

Seminar on a special topic or current issue in engineering or engineering-related area. PREREQUISITE: Consent of instructor. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

EGR 1602 Tool Design Principles (2-2-0)

F		O	W

The course covers designing cutting tools, cutting and forming dies, fixtures, tooling, and safety. Two classroom hours per week. 2 semester hours credit.

EGR 1603 Tool Design Techniques (3-2-2)

F		O	W

The course covers using cutting tools, cutting and forming dies, fixtures, tooling and safety. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

EGR 1606 Air Conditioning Repair (2-2-0)

F	L	O	W

Air Conditioning Repair is an introductory course that emphasizes diagnosing problems, using test equipment, and repairing air conditioning systems. Two classroom hours per week. 2 semester hours credit.

EGR 2181 Intro to Circuit Analysis (3-3-0)

F	L	O	W

Topics include concepts of electricity and magnetism; circuit variables (units, voltage, inductance, power and energy); circuit elements (R, L, C and operational amplifiers); simple resistive circuits; circuit analysis (node-voltage, mesh-current, equivalents and superposition); transient analysis; and

sinusoidal steady state (analysis and power). PREREQUISITES: MTH 2173 Calculus & Analytic Geometry III and PHY 2112 General Physics II. Three classroom hours per week. 3 semester hours credit.

EGR 2201 Independent Study (3-3-6)V

F	L	O	W

This course is designed to present problems in the occupational program through reading and individual research. Problems and topics may be selected by the student with approval of the coordinator. The coordinator will direct and evaluate the study. This course is for the self-motivated and self-disciplined student. PREREQUISITE: Consent of the instructor. Three classroom hours per week. Six lab hours per week. Variable 0.5 to 3 semester hours credit.

EGR 2299 Independent Study in Engineering Technology(6-6-0)V

F	L	O	W

This class will provide individualized specialized knowledge and understanding on a unique topic in the field of electronics technology, waste water/water purification, welding and metallurgy, industrial quality control, industrial engineering drafting, computer aided drafting, coal mining technology, coal mining technology/production management, petroleum drilling, and petroleum technology. Detailed objectives are to be developed for the independent study program using the IECC Independent Study Contract form. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

ELC 1604 Basic Electricity (3-2-2)

F	L	O	W

This course provides instruction in electricity and electronics. It includes Ohm's and Kirchoff's laws; series, parallel, and combination circuits; resistance; magnetism; and electro-magnetic induction; inductance and capacitance in DC circuits; generation and measurement of AC; and transformers, reactance, impedance, resonance, and filters in AC circuits. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

ELC 1607 Principles of Electricity (2-2-0)V

F	L	O	W

Topics include AC current voltage, resistance, and Ohm's Law. Series and parallel circuits along with AC and DC systems are emphasized. PREREQUISITE: High school algebra or consent of instructor. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ELC 1608 Electric-Schematics and Blueprints (3-2-2)V

F	L	O	W

This course has a special emphasis on schematics and blueprint reading as used in electrical systems. Lab time is spent on developing knowledge and skills in this area. Two classroom hours per week. Two lab hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ELE 1601 Lineworker Tree Trim. Safety (1-1-0)V

F			

This course will give students information on how to safely work when trimming trees from power lines. This course covers regulations and safety that meet OSHA and ANSI. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

ELT 1212 Electronics CAD (4-3-2)

			W

This drafting course is for electronic technology students and includes electric and electronic layouts, schematic and block diagrams, control devices, graphic symbols, wiring connections, and installation drawings required in circuit design. The course also includes PC board layout, design and development. PREREQUISITES: Electronics Technology student or instructor approval. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

ELT 1213 DC Circuits (4-2-4)

			W

This is the first in a sequence of core courses, which deal with the principles of electricity and electronics. The laws and theories which govern electricity/electronics will be covered in this course. Application of the theorems discussed in lectures will be made under experimental conditions, hands-on by the student, during instructional laboratory sessions. An introduction to Electronic WorkBench and its use will be included during the course of study. Concurrent enrollment in MTH 1201 Technical Math and ELT 1223 Electronic Systems Servicing, or consent of instructor. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

ELT 1214 Solid State Electronics (4-2-4)

			W

This course introduces the student to a study of semiconductor theory and solid state devices including diodes, transistors, rectifiers, and FETs. The use of solid state devices in electronic circuits including power supplies, amplifiers, and oscillators. Application of the precepts discussed in lectures will be made under "hands-on" conditions by the student during instructional laboratory sessions. PREREQUISITE: Completion of ELT 1213 DC Circuits, MTH 1201 Technical Math, and ELT 1223 Electronic Systems Servicing, or consent of instructor. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

ELT 1221 AC Circuits (4-2-4)

			W

This is the second in a sequence of core courses, which deal with the principles of electricity and electronics. A continuation of the laws and theories which govern electricity/electronics as they pertain to AC will be covered in this course. Of primary concern will be AC components, their construction and operational characteristics. Use of the precepts discussed in lectures will be made under "hands-on" conditions by the student during instructional laboratory sessions. An introduction to electrical wiring as it applies to industry and home will be made during this course. PREREQUISITES: Completion of ELT 1213 DC Circuits, MTH 1201 Technical Math, and ELT 1223 Electronic Systems Servicing, or consent of instructor. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

ELT 1222 Pulse & Digital Circuits (5-3-4)

			W

Pulse & Digital Circuits provides a comprehensive coverage of basic digital principles and circuits including analysis, design, troubleshooting, and applications. During instructional laboratory sessions the student will gain empirical knowledge based on textbook and lectures to create circuits and

perform tests and analysis. This "hands-on" experience with actual components expands the student's knowledge. This course is a precursor to Computer Circuits and Systems ELT 2233. PREREQUISITE: ELT 1213 DC Circuits and ELT 1214 Solid State Electronics, or consent of instructor. Three classroom hours per week. Four lab hours per week. 5 semester hours credit.

ELT 1223 Electronic Systems Servicing (4-4-0)

			W

This course provides an analysis of troubleshooting procedures for electronic devices and systems. Component testing, repair methods, and test equipment utilization are covered. PREREQUISITES: ELT 1213 DC Circuits and ELT 1221 AC Circuits or consent of the instructor. Four classroom hours per week. 4 semester hours credit.

ELT 2231 Telecommunications Circuits & Systems I(5-3-4)

			W

This course is the first of a two-course sequence in electronics as applicable to the telecommunications field. The course covers principles of AM and FM circuits, modulation, TRF receivers, superheterodyne units, transmitters and transmission principles. PREREQUISITES: ELT 1213 DC Circuits and ELT 1221 AC Circuits and MTH 1201 Technical Math, or MTH 1102 College Algebra, or instructor approval. Three classroom hours per week. Four lab hours per week. 5 semester hours credit.

ELT 2232 Occupational Investigation (2-2-0)

			W

This class provides student orientation to the work places and work environments of the electronic technology field. It includes an overview of the business, industry and service areas of electronics. Students develop an awareness of job opportunities and job requirements as well as a knowledge of working conditions. PREREQUISITE: A second year student in electronics, related field or instructor approval. Two classroom hours per week. 2 semester hours credit.

ELT 2233 Computer Circuits & Systems (3-2-2)

			W

Computer Circuits and Systems builds upon the knowledge gained in ELT 1222. This course introduces the student to the crucial ideas behind the modern Personal Computer (PC) and the Programmable Logic Controller (PLC) operation. Use of the precepts discussed in lectures will be made under "hands-on" conditions by the student during instructional laboratory sessions. The student will construct, using digital components, and test each of these common circuits. Several types of computer families will be discussed and compared. A hands-on introduction to Local Area Networking (LAN) will be among the many state-of-the-art concepts introduced. The course format is extremely flexible to take advantage of the ever changing field of computers and their peripherals. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

ELT 2234 Industrial Electronics (4-2-4)

			W

This class is intended to give the electronics technology student an overview of electronic devices commonly used by manufacturing industries today. Includes panel mounted components such as push buttons, selector switches, emergency stops, and indicator lamps, as well as control devices such as relays, timing relays, latching relays and programmable logic controllers. Relay circuits are wired and PLC functions are programmed with Allen Bradley's RS Logix 500 software by the students during lab sessions. Common industrial safety practices such as lockout-tagout are covered in lecture and lab environments. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

ELT 2241 Telecommunications Circuits & Systems II(4-2-4)

			W

This course is the second of a two course sequence in electronics as applicable to the communications field. It introduces the student to microwave theory, instruments, equipment and techniques used in microwave communications. It includes land-based microwave, radar and satellite usage. Also included in the class are other developing high tech systems used in communications and microwave fields. PREREQUISITE: Second year Electronics students or consent of the instructor. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

ELT 2243 Special Problems in Electronics (4-3-2)

			W

This course is a research problem solving/independent study of a specialized electronic nature. The study must be of sufficient depth to merit four hours credit and should be an area that interests the student. It must be conducted with the approval and supervision of the instructor. PREREQUISITES: Final semester of electronics program or consent of instructor. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

EMA 1200 NIMS Certification (2-2-0)

F			

This course was designed to provide students with knowledge and skills in regards to emergency planning as developed by the Emergency Management Institute and incident management outlined by the National Incident Management System (NIMS). Topics will include incident command system history, communications, multi-agency and volunteer coordination, problem solving, and emergency planning design. This course was designed in combination with EPF 1208 and EPF 1209 to prepare individuals for the Office of the Illinois State Fire Marshal (OSFM) Level: Basic Operations Firefighter certification. Students planning to submit a request for Basic Operations Firefighter certification will be required to meet Office of the Illinois State Fire Marshal (OSFM) eligibility requirements. Two classroom hours per week. 2 semester hours credit. Repeatable 3 times.

EMA 1210 Incident Command Fundamentals (4-4-0)

F			

This course is designed to provide students with knowledge and skills in regards to incident operation management. Students will participate in online training via the Blue Card Command Certification Program, followed by computerized simulation-based training. Four classroom hours per week. 4 semester hours credit. Repeatable 3 times.

EMS 1201 Emergency Planning (3-3-0)V

	L		

Promote the development of an integrated Emergency Operations Plan (EOP). Established planning concepts are reviewed and discussed. The components of an effective

Emergency Operations Plan are presented and discussed. This course will review the planning process, hazard specific planning, and hazard analysis. This course addresses all Emergency Operations Plan requirements outlined in the codes of several agencies in the Federal and State Government. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

EMS 1202 Emergency Mgt & Volunteers (3-3-0)V

	L		

Introduction to emergency management. The needs for an emergency management system and the importance of an integrated approach to managing emergencies are examined. Participants formulate the elements of an integrated teamwork system and devise specific actions for improving their own contributions to local emergency management teams. During the course, participants are exposed to the five basic concepts of emergency management: mitigation, prevention, preparedness, response and recovery. The role of the emergency manager and impact they have on their community is discussed in great detail. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

EMS 1203 Incident Command System (3-3-0)V

	L		

IS700 National Incident Management System, IS800 National Response Framework, IS100 Introduction to Incident Command System, and IS200 Incident Command System for Single Resources will all be combined to give the students the ability to see the overall response framework for the United States Government. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

EMS 1204 HSEEP (3-3-0)V

	L		

Designed to review the capabilities of the performance based exercise program. This course provides a standardized policy, methodology, and language for designing, developing, conducting and evaluating all exercises. This course will also review the development of the Training and Exercise Planning Workshop, After-Action Reports and Improvement Plans. Also covers how to manage an exercise program. Participants will have the opportunity to apply what they have learned during group activities. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

EMS 2201 Management & Communication (2-2-0)

	L		

Designed to enhance your ability to communicate more effectively during all aspects of an incident. Students will conduct a self-assessment of their listening skills and compare different communication styles. Students will not only learn the importance of communication, but also some of the best techniques for utilizing the different forms of communications. The participant's ability to lead and influence others in the areas of emergency management by increasing their range of skills in such areas as conflict management, use of power and group dynamics. Two classroom hours per week. 2 semester hours credit. Repeatable 3 times.

EMS 2202 Incident Command II (2-2-0)

	L		

This is a continuation of Incident Command I and will increase knowledge of IS700 National Incident Management System, IS800 National Response Framework, IS100 Introduction to Incident Command System, and IS200 Incident Command System for Single Resources will be combined to increase the student's knowledge and overall response framework for the United States Government. Will use the ICS 300 course to meet a higher level of Incident Command. PREREQUISITE: EMS 1203 Incident Command. Two classroom hours per week. 2 semester hours credit. Repeatable 3 times.

EMS 2203 EMS: Schools & Terrorism (3-3-0)V

	L		

The course uses historical data of Emergency Management and Terrorism Incidents on American soil. Using historical reference of past incidents to compare and contrast the best and worst practices in preparing, responding, and recovery from the incident. Determines the manner in which terrorism, both domestic and international, were able to evade detection and the political background for such attacks. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

EMS 2204 Emergency Mgt. & Terrorism (2-2-0)

	L		

The course uses historical data of Emergency Management and Terrorism Incidents on American soil. Using historical reference of past incidents to compare and contrast the best and worst practices in preparing, responding, and recovery from the incident. Determines the manner in which terrorism, both domestic and international, were able to evade detection and the political background for such attacks. Two classroom hours per week. 2 semester hours credit. Repeatable 3 times.

ENG 1101 Introduction to Composition (3-3-0)

F	L	O	W

A portfolio-based, preparatory course in reading, writing, reflection, and discussion, emphasizing rhetorical analysis and strategies for focusing, developing, and organizing writing. Special attention is given to strategies for revising and editing writing. Three classroom hours per week. 3 semester hours credit.

ENG 1111 Composition I (3-3-0)

F	L	O	W

Composition I is an introductory course in composition and rhetoric emphasizing expository prose. Major focus is on organization, paragraph structure, and elimination of mechanical errors. The writing course sequence will (1) develop awareness of the writing process; (2) provide inventional, organizational, and editorial strategies; (3) stress the variety of uses for writing; and (4) emphasize critical skills in reading, thinking, and writing. Grade of C or better is required for IAI transfer credit. Three classroom hours per week. 3 semester hours credit. (Not to be used for humanities credit) IAI: C1 900

ENG 1121 Composition & Analysis (3-3-0)

F	L	O	W

ENG 1121 provides further training and practice in the comprehension and expression of written English. It focuses on organization, logic, and correct research techniques and format, including American Psychological Association and/or Modern Language Association parenthetical noting and bibliographic citations. It also includes an introduction to one genre of literature and the writing of a critical analysis of a piece of literature. The writing course sequence will (1) develop awareness of the writing process; (2) provide inventional, organizational, and editorial strategies; (3) stress the variety of uses for writing; and (4) emphasize critical skills in reading, thinking, and writing. PREREQUISITE: ENG 1111 Composition I. Grade of C or better is required for IAI transfer credit. Three classroom hours per week. 3 semester hours credit. (Not to be used as humanities credit) IAI: C1 901R

ENG 1201 Communications (3-3-0)

F	L	O	W

This course is designed to develop the student's appreciation of the value of communication between individuals and between business and industries. It is to provide a practical application for today's trades, business, and industrial workers, particularly in the comprehension and expression of written English as it applies to business letters, reports, and memoranda. Three classroom hours per week. 3 semester hours credit.

ENG 1202 Business Correspondence (3-3-0)

F	L	O	W

This course deals with principles required to compose business and professional letters such as standard acknowledgment, credit, adjustment, sales, collection, application, and personal data sheets. Three classroom hours per week. 3 semester hours credit.

ENG 1212 Technical Writing (3-3-0)V

F	L	O	W

This course contains the basic principles of writing technical reports for business and industry. The students will receive training and practice in the preparation, writing, and the revising of technical reports, as well as develop skills in the comprehension of industry documents (reports, procedural plans, etc.). Topics covered include: basic grammatical rules, the organization and presentation of technical information, and the role of technical report writing. PREREQUISITE: College level reading and writing placement scores or consent of instructor. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

ENR 1201 Intro to Energy (3-3-0)

			W

This course will explain the basic principles behind the use of energy, including energy mechanics, thermodynamics, and heat transfer. Conventional and renewable energy systems will be studied and their impact on the environment will be analyzed. Three classroom hours per week. 3 semester hours credit.

ENR 1202 Introduction to Biofuels (3-3-0)

			W

This introductory college level biofuels course focuses on combustion fuels made from nonpetroleum sources and introduces the sources, processing, and social impacts of biofuel utilization. Three classroom hours per week. 3 semester hours credit.

ENR 1203 Biofuel Production (2-2-0)V

			W

Students will assist in making biodiesel from waste vegetable oil from commercial food preparation kitchens. Safety, collection, processing and use of biodiesel and other renewable fuels will be discussed. Field trips, case studies, and class projects may also be used to investigate the use of conventional and renewable energy sources. Three classroom hours per week. 3 semester hours credit.

ENR 1204 Fossil Fuel Technology (3-3-0)

			W

Students will be introduced to the basic principles and concepts related to the geology, composition, exploration, and utilization of conventional fossil fuels (coal, methane, natural gas, and oil). Sustainability, social, and environmental issues related to fossil fuel development and use will also be addressed. Three classroom hours per week. 3 semester hours credit.

ENR 1205 Effects of Alternative Fuels (3-2-2)

			W

This course will study the effects and performance of alternative fuels on engines. It includes data collection, analysis of performance and effects on engines, and determination of beneficial and adverse effects in relation to alternative fuel use on an engine. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

ENR 1296 Topics in Energy (6-6-0)V

			W

Application of energy principles to latest energy technology practices and innovation. A study through specific problems via case studies, simulation, special projects, or problem-solving procedures. The course topic is listed on the student's permanent record. Special Topics courses earn variable credit depending upon the specific level. Six classroom hours per week. Variable up to 6 semester hours credit. Repeatable 3 times.

ENR 2201 Energy Policies (2-2-0)

			W

This course will examine local, national and international policies that impact energy and energy technologies. Specific issues will include fossil fuels, renewable fuels and biofuels and their impact on the environment, economy and society in general. Two classroom hours per week. 2 semester hours credit.

ENR 2202 Energy Efficiency & Comparison (3-3-0)

			W

Study of the analytical techniques used to reduce energy consumption in residential and commercial building systems. Energy accounting, auditing, management, and efficiency will be covered. Other topics include: Green building techniques, purchasing energy supplies, HVAC and space conditioning,

motors, and pumps. Three classroom hours per week. 3 semester hours credit.

ENR 2203 Renewable Fuels (3-3-0)

			W

This course will define and identify renewable energy sources; explore the fuel characteristics; infrastructure needed to produce, store, distribute, and use them. Social, economic, and environmental impacts of the use of renewable energy sources will be addressed. Three classroom hours per week. 3 semester hours credit.

ENR 2204 Alternative Fuel Production II (4-4-0)V

			W

Students will assist in making alternatives fuels such as methane and ethanol. Safety, collection, processing and use of feed stocks and other renewable fuels will be discussed. Field trips, case studies and class projects may also be used to investigate the use of conventional and renewable energy sources. Four classroom hours per week. Variable 1 to 4 semester hours credit. Repeatable 3 times.

ENT 1210 Intro to Entrepreneurship (3-3-0)

		O	

This course will provide an introduction to entrepreneurial skills for self-employment and small business ownership. Course includes decision-making, feasibility studies, risk-taking, business ethics, organizational and other skills. The course will include guest speaker presentations. Three classroom hours per week. 3 semester hours credit.

ENT 1298 Entrepreneur Topics & Issues (6-6-0)V

		O	

This course will provide a survey of current issues and trends in Entrepreneurship. The course will include research of issues and trends as well as a required interview of an entrepreneur. The course will also include case studies of successful and unsuccessful entrepreneurial ventures. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

ENT 2210 Business Portfolio (2-2-0)V

		O	

Development of a portfolio that documents the development of a small business. Includes planning, financial planning, implementation planning, timeliness, etc. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

EPE 1203 EP-Adult Education (2-2-0)

F			

This introductory course covers the responsibilities of emergency services organizations at the local, state, and federal levels. It also addresses the structure and functions of emergency service organizations as well as preventive and emergency measures. Two classroom hours per week. 2 semester hours credit.

EPE 1205 EP-Communications I (3-3-0)

F			

Students learn to use various types of emergency equipment. Also, they learn to set up, use, and tear down communication devices. Emphasis is placed on accurately relaying messages. Three classroom hours per week. 3 semester hours credit.

EPE 1208 EP-Defensive Driving (1-1-0)

F			

The course equips the student to avoid hazardous driving situations associated with emergency driving. One classroom hour per week. 1 semester hour credit.

EPE 1209 EP-Disaster Analysis (2-2-0)

F			

Designed to develop skills in collecting physical evidence, this course allows experts to analyze a personal, natural, or man-made disaster. Also discussed are techniques of collecting, processing, and organizing disaster documentation. Two classroom hours per week. 2 semester hours credit.

EPE 1210 Skills Development in EP (1-1-0)

F			

Subjects related to operating local emergency management organizations are discussed. One classroom hour per week. 1 semester hour credit.

EPE 1211 Career Development in Civil Defense (2-2-0)

F			

Designed for emergency management officials, the course deals with local civil defense organizations. Topics such as disaster plans, office procedures, communications, public information, training and recruiting are presented. Two classroom hours per week. 2 semester hours credit.

EPE 1212 Industrial Emergency Preparedness (2-2-0)

F			

This course instructs industrial workers in preparing for civil disturbances and sabotage. Continuing and restoring operations is stressed. Discussion topics may include emergency control organization, personnel protection, fire prevention, plant security, utilities and services, planning, coordination and liaison, records, records protection, and restoration. Two classroom hours per week. 2 semester hours credit.

EPE 1213 Basic EP Leadership Training (2-2-0)

F			

This course is designed to meet needs of emergency services workers. Covered are: self-improvement, human relations, motivation, organization, listening, and group dynamics. Two classroom hours per week. 2 semester hours credit.

EPE 1214 Radiological Monitoring I (3-3-0)

F			

Students learn effects of nuclear weapons and radiological monitoring. Terminology and techniques necessary to perform essential duties are also covered. Three classroom hours per week. 3 semester hours credit.

EPE 1218 EP-Planning and Operations I (2-2-0)

F			

This course trains emergency services staff to plan for and carry out emergency operations. Two classroom hours per week. 2 semester hours credit.

EPE 1220 Shelter Management (3-2-2)

F			

The course provides instruction in the duties of shelter manager, including organization, operation, safety, monitoring, maintenance, information and training. Two

classroom hours per week. Two lab hours per week. 3 semester hours credit.

EPE 1224 Disaster Preparedness in Public School (2-2-0)

F			

This course is designed to help board members, superintendents, principals and teachers plan for nuclear or natural disasters in their districts and schools. Topics discussed include types of disasters, organizations, disaster plans for nuclear or natural disaster and evaluation of individual needs. Two classroom hours per week. 2 semester hours credit.

EPE 1225 EP-Equipment Maintenance (3-2-2)

F			

This course provides theory and training for maintaining surplus equipment, other than vehicles, provided by the Illinois Emergency Services and Disaster Agency. Generators, air compressors, hydraulic rescue equipment, SCUBA equipment, non-technical medical equipment and emergency lighting equipment are discussed. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

EPE 1227 Preparedness for Severe Weather (3-2-2)

F			

This course, geared to emergency services personnel and the general public, covers severe storms, ground fog, thunderstorms, lightning, floods and tornadoes. Emergency services personnel are trained to react to these weather conditions. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

EPE 1228 EP-Severe Weather Spotter Training (3-2-2)

F			

Tornadoes, severe thunderstorms, flash floods, ice storms, blizzards and other severe weather conditions are studied. Also covered are communication facilities, inter-relationships between state and federal agencies involved in publicizing weather warnings, and techniques of educating the public and local officials in community preparedness. Emphasis is placed on severe weather identification and public warning systems. PREREQUISITE: EPE 1227 Preparedness for Severe Weather. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

EPE 1229 Psychology of Disaster (2-2-0)

F			

Communicating with police officers, medical workers, local officials, and disaster victims is covered. Using counseling skills in crisis intervention and with victims in a disaster is also taught. Two classroom hours per week. 2 semester hours credit.

EPE 1601 Introduction to Emergency Management(2-2-0)

F			

This course gives persons in emergency management a better understanding of the system and their roles within the system. The course is divided into these sections: reactions of participants in an integrated emergency management's system; team approach to emergency management; personal strategies to assist students in planning roles within the emergency protection team. Two classroom hours per week. 2 semester hours credit.

EPE 1602 Emergency Planning (2-2-0)

F			

This course is designed to help individuals develop and maintain an emergency management plan. Students evaluate existing disaster plans, perform community analysis, develop and maintain alternate disaster plans, and manage individuals participating in the planning process. Two classroom hours per week. 2 semester hours credit.

EPE 2201 EP-Communications II (3-3-0)

F			

This advanced course teaches students to use communication equipment quickly and effectively. Emphasis is placed on achieving high quality, long-range communication and obtaining an amateur radio operator's license. PREREQUISITE: EPE 1205 EP-Communications I or consent of instructor. Three classroom hours per week. 3 semester hours credit.

EPE 2203 Emergency Health & Medical Preparedness(2-2-0)

F			

The aim of this course is to train medical and para-medical personnel to meet medical needs of their city or county emergency organization during a nuclear attack or natural disaster. Two classroom hours per week. 2 semester hours credit.

EPE 2205 EP-Planning and Operations II (2-2-0)

F			

This course trains emergency services personnel in advanced methods of planning and techniques in delivering emergency operations. PREREQUISITE: EPE 1218 EP-Planning and Operations I. Two classroom hours per week. 2 semester hours credit.

EPE 2206 Emergency Operations Simulation Training(4-2-4)

F			

This course provides local government and emergency services personnel with experiences in conducting disaster operations in controlled situations. Students gather information for the local resource manual, develop and conduct an emergency operations exercise, and gain expertise in evaluating the community's ability to react to disaster. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

EPE 2207 Radiological Monitoring II (3-3-0)

F			

This course is a continuation of EPE 1214, Radiological Monitoring I. Topics include types of nuclear incidents, terminology, instruments, and developing a community radiological monitoring system. PREREQUISITE: EPE 1214 Radiological Monitoring I. Three classroom hours per week. 3 semester hours credit.

EPE 2208 Radiological Defense (3-3-0)

F			

This course qualifies selected individuals to serve as Radiological Defense Officers or instructors in nuclear attack and domestic accident emergencies. Three classroom hours per week. 3 semester hours credit.

EPF 1201 Firefighter II-Module A (4-2-4)

F			

This is an introductory course in firefighting. Topics covered include fire behavior, tools and equipment, proper uses of extinguishers, self-contained breathing apparatus (SCBA), ladders, hoses, and personal safety. The student will be exposed to both classroom and hands-on instruction. Upon successful completion of this course, the student will be qualified to challenge the Illinois Fire Marshal Office exam for certification. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

EPF 1202 Firefighter II-Module B (4-3-2)

F			

This course is designed to expose the student to both classroom as well as hands-on instruction. Topics covered include ropes and knots, water supply, fire streams, forcible entry, ventilation, rescue, and overhaul. Upon successful completion of this course, the student will be qualified to challenge the Illinois Fire Marshal Office exam for certification, Firefighter II - Module B. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

EPF 1203 Fire Ground Operations (3-2-2)

F			

This course was designed as an introductory course to provide students with knowledge and skills in regards to utilization of search and rescue, fire control, loss control, evidence protection, fire detection, alarm and suppression systems, prevention, public education, wildland and ground cover firefighting, and survival safety best-practices. This course was designed in combination with EPF 1208 and EPF 1209 to prepare individuals for the Office of the Illinois State Fire Marshal (OSFM) Level: Basic Operations Firefighter certification. Students planning to submit an examination request for the Basic Operations Firefighter Module C exam will be required to meet Office of the Illinois State Fire Marshal (OSFM) eligibility requirements. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

EPF 1204 Firefighting Applications (2-1-2)

F			

This course was designed to prepare individuals for the Office of the Illinois State Fire Marshal (OSFM) Level: Advanced Firefighter Technician. Students planning to submit an examination request for the Advanced Firefighter Technician exam will be required to meet Office of the Illinois State Fire Marshal (OSFM) eligibility requirements. Course topics include fire department organization, fire behavior, accountability, written communication, building construction, fire hose, water supply, tools and equipment, forcible entry, fire control, evidence protection, fire prevention and public education, detection and alarm systems, survival safety best-practices, and technical rescue. PREREQUISITE: Completion of EPF 1208 Firefighting Fundamentals, EPF 1209 Fire Suppression Fundamentals, EPF 1203 Fire Ground Operations, and completion or concurrent enrollment in EPF 1219 Technical Rescue Awareness. One classroom hour per week. Two lab hours per week. 2 semester hours credit. Repeatable 3 times.

EPF 1205 Vehicle Operator Fundamentals (0.5-0.5-0)

F			

This course was designed to prepare individuals for the Office of the Illinois State Fire Marshal (OSFM) Level: Fire Service Vehicle Operator. Students planning to submit an examination request for the Fire Service Vehicle Operator exam will be required to meet Office of the Illinois State Fire Marshal (OSFM) eligibility requirements. Course topics include law, emergency vehicle-related accidents, personnel selection and effective driver training programs, vehicle dynamics, vehicle inspections and maintenance, and related administrative procedures. Minimum valid Illinois class B non-CDL driver license required for road-operation practical skills portion of course. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

EPF 1206 Extrication Practices (3-2-2)

F			

This course was designed to prepare individuals for the Office of the Illinois State Fire Marshal (OSFM) Level: Advanced Firefighter Technician. Students planning to submit an examination request for the Vehicle/Machinery Operations exam will be required to meet Office of the Illinois State Fire Marshal (OSFM) eligibility requirements. Course safety, incident command, size-up, equipment, vehicle extrication and patient care, machinery extrication and patient care, as well as practical skills demonstration. PREREQUISITE: Completion of EPF 1208 Firefighting Fundamentals, EPF 1209 Fire Suppression Fundamentals, EPF 1203 Fire Ground Operations, and completion or concurrent enrollment in EPF 1219 Technical Rescue Awareness. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

EPF 1207 Fire Apparatus Engineer (3-2-2)

F			

This course instructs firefighters in the use and maintenance of fire apparatus. Topics will include pump operation and troubleshooting, water supply, related pressures and calculations, sprinkler and standpipe systems, as well as the use of foam and specialized equipment. This course was designed to prepare individuals for the Office of the Illinois State Fire Marshal (OSFM) Fire Apparatus Engineer exam. Students planning to submit an examination request will be required to meet Office of the Illinois State Fire Marshal (OSFM) eligibility requirements. PREREQUISITE: Completion of EPF 1208 Firefighting Fundamentals, EPF 1209 Fire Suppression Fundamentals, and EPF 1203 Fire Ground Operations. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

EPF 1208 Firefighting Fundamentals (4-2-4)

F			

This course was designed as an introductory course to provide students with knowledge and skills in regards to fire behavior, tools, equipment, and self-contained breathing apparatus. Safety best-practices and risk management discussion will include the Firefighter Life Safety Initiatives as considered in the Courage to Be Safe Program. This course was designed in combination with EPF 1209 and EPF 1203 to prepare individuals for the Office of the Illinois State Fire Marshal (OSFM) Level: Basic Operations Firefighter certification. Students planning to submit an examination request for the Basic Operations Firefighter Module A exam

will be required to meet the OSFM requirements. Two classroom hours per week. Four lab hours per week. 4 semester hours credit. Repeatable 3 times.

EPF 1209 Fire Suppression Fundamentals (4-3-1)

F			

This course was designed as an introductory course to provide students with knowledge and skills in regards to utilization of ground ladders, fire hose and appliances, water application and supply, forcible entry, ventilation, and safety best-practices. This course was designed in combination with EPF 1208 and EPF 1203 to prepare individuals for the Office of the Illinois State Fire Marshal (OSFM) Level: Basic Operations Firefighter certification. Students planning to submit an examination request for the Basic Operations Firefighter Module B exam will be required to meet the OSFM requirements. Three classroom hours per week. One lab hour per week. 4 semester hours credit. Repeatable 3 times.

EPF 1215 HAZMAT Transportation Emergencies (2-2-0)

F			

This course addresses emergencies involving hazardous materials. Highway, railway, airport and marine settings are studied. Two classroom hours per week. 2 semester hours credit.

EPF 1216 Pipeline Transportation Emergencies (1-1-0)

F			

This course concentrates on pipeline transportation emergencies. It deals with characteristics and dangers of hazardous pipeline materials and federal regulations concerning responsibilities in emergencies. One classroom hour per week. 1 semester hour credit.

EPF 1217 Hazardous Materials Awareness (2-2-0)

F			

This course covers basic hazard recognition, identification, reporting, and self-protection for individuals who may do preliminary observation of an event. This course is designed to benefit those who may be the first to arrive at a hazardous material incident including: law enforcement officers, firefighters, emergency medical personnel, state and local government officials, emergency personnel, and private citizens. Two classroom hours per week. 2 semester hours credit.

EPF 1218 Emerg. Response to Terrorism (1-1-0)

F			

The course deals with the basic concepts of terrorism. Addressed are such topics as the recognition of terrorism, self-protective measures, scene control, tactical considerations and incident management. First responders in the fire, medical services, law enforcement and emergency management areas will benefit from this course. One classroom hour per week. 1 semester hour credit.

EPF 1219 Technical Rescue Awareness (0.5-0.5-0)

F			

This course was designed to prepare individuals for the Office of the Illinois State Fire Marshal (OSFM) Level: Basic Operations Firefighter certification. Students planning to submit an examination request for the Technical Rescue Awareness exam will be required to meet Office of the Illinois State Fire Marshal (OSFM) eligibility requirements. Topics include incident command, methods of extrication, excavation and rescue, including structural collapse, rope rescue, confined space, vehicle and machinery, water, wilderness search and rescue, and trench and excavation, as well as safety best-practices. PREREQUISITES: Completion of EPF 1208 Firefighting Fundamentals, EPF 1209 Fire Suppression Fundamentals, EPF 1203 Fire Ground Operations. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

EPF 1221 Emergency Rescue Technician Training (4-3-2)

F			

This course stresses knowledge and skills necessary for emergency services personnel to deal with accidents and disasters. Topics include preparing and developing the squad; response; hazardous materials and handling; assessment; hazard control; support operations; gaining access; emergency care; disentanglement; removal and transfer; and termination. PREREQUISITE: EPM 1209 Emergency Medical Technician Training, or EPM 1214 Advanced Red Cross First Aid, or EPM 1216 First Responder Training. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

EPF 1222 EP-SCUBA (3-3-0)

F			

The Emergency Preparedness SCUBA course qualifies the students to become certified SCUBA divers. Covered are equipment, skin and SCUBA diving. Students practice diving in the water. Students are taught how SCUBA diving fits into the entire scope of emergency services. Three classroom hours per week. 3 semester hours credit.

EPF 1223 EP-SCUBA II (2-1-2)

F			

Emergency Preparedness SCUBA II prepares the diver for advanced certification and open water diving. Time is included for actual practices in water. The course stresses how diving fits into the entire scope of emergency services. PREREQUISITE: EPF 1222 EP-SCUBA . One classroom hour per week. Two lab hours per week. 2 semester hours credit.

EPF 1224 EP Hazardous Materials (0.5-0.5-0)

F			

The course will provide first responders with the knowledge and skills to understand hazardous materials and their risks, to recognize the presence of hazardous materials and to understand the role of the emergency responder at the awareness level. This course meets the requirements of the Illinois Office of the State Fire Marshal, the Illinois Emergency Management Agency and the National Fire Academy. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

EPF 1298 Topics/Issues in Fire Science (6-6-0)V

F			

This course provides fire service personnel the opportunity to pursue enhanced study on a topic of interest in Fire Service through the application of case studies, simulation, special problems, or problem solving procedures. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable three times.

EPF 1600 Firefighting Safety Fundamentals (0.5-0.5-0)

This course was designed as an introduction to safety best-practices and risk management and will include the Firefighter Life Safety Initiatives as considered in the Courage to Be Safe Program. This course was designed to fulfill the Courage to Be Safe course requirement for the Office of the Illinois State Fire Marshal (OSFM) Level: Basic Operations Firefighter certification. One-half classroom hour per week. 0.5 semester hour credit.

EPF 2201 Firefighter II-Module C (3-2-2)

F

This course is designed to expose the student to both classroom as well as "hands-on" instruction. Topics covered include communications, sprinkler systems, salvage, fire inspection, fire cause, and hazardous materials. Upon successful completion the student will be qualified to challenge the Illinois Fire Marshal Office exam for certification, Firefighter II, Module C. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

EPF 2202 Techniques of Firefighting (3-2-2)

F

This course instructs firefighters in use and care of fire hoses and streams, apparatus driving, and firefighting tactics. PREREQUISITE: EPF 2201 Firefighter II-Module C. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

EPF 2203 Fire Instructor Fundamentals (3-3-0)

F

This course is designed in combination with EPF 2204, EPF 2206, EPF 2207 and EPF 2209 to introduce individuals to responsibilities of fire science related instruction in preparation for the Office of the Illinois State Fire Marshal (OSFM) Level: Fire Officer I. Students planning to submit an examination request for the Instructor I exam will be required to meet Office of the Illinois State Fire Marshal (OSFM) eligibility requirements. Concepts introduced will include approaches to learning, instructional design and methods, as well as use of technology and assessment tools. PREREQUISITE: EPF 1204 Firefighting Applications. Three classroom hours per week. Three semester hours credit. Repeatable 3 times.

EPF 2204 Fire Investigation & Inspection (3-3-0)

F

This course was designed in combination with EPF 2203, EPF 2206, EPF 2207 and EPF 2209 to prepare individuals for the Office of the Illinois State Fire Marshal (OSFM) Level: Fire Officer I. Students planning to submit an examination request for the Fire Prevention Principles exam will be required to meet Office of the Illinois State Fire Marshal (OSFM) eligibility requirements. Topics covered include building occupancy, building construction, fire protection systems, content combustibility, developing a pre-plan, and performing an inspection. PREREQUISITE: EPF 1204 Firefighting Applications. Three classroom hours per week. 3 semester hour credit. Repeatable 3 times.

EPF 2205 Fire Prevention Officer (3-3-0)

F

This course was designed to prepare individuals for the Office of the Illinois State Fire Marshal (OSFM) Level: Fire Prevention Officer. Students planning to submit an examination request for the Fire Prevention Officer exam will be required to meet Office of the Illinois State Fire Marshal (OSFM) eligibility requirements. Topics covered include legal topics, Life Safety Code, building construction and occupancy, inspection techniques, fire protection systems, and public education. PREREQUISITE: EPF 1204 Firefighting Applications. Three classroom hours per week. 3 semester hour credit. Repeatable 3 times.

EPF 2206 Fire Administration Fundamentals (3-3-0)

F

This course was designed in combination with EPF 2203, EPF 2204, EPF 2207 and EPF 2209 to prepare individuals for the Office of the Illinois State Fire Marshal (OSFM) Level: Fire Officer I. Students planning to submit an examination request for the Management I exam will be required to meet Office of the Illinois State Fire Marshal (OSFM) eligibility requirements. This course specifically addresses the principles of management, including problem solving, budgeting, and roles and responsibilities of a leadership role. Topics also include public relations, verbal communication, and development of goals and objectives. PREREQUISITE: EPF 1204 Firefighting Applications. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

EPF 2207 Fire Administration Applications (3-3-0)

F

This course was designed in combination with EPF 2203, EPF 2204, EPF 2206, and EPF 2209 to prepare individuals for the Office of the Illinois State Fire Marshal (OSFM) Level: Fire Officer I. Students planning to submit an examination request for the Management II exam will be required to meet Office of the Illinois State Fire Marshal (OSFM) eligibility requirements. This course specifically addresses the principles of management, including problem solving, budgeting, and roles and responsibilities of a leadership role. Topics also include public relations, written and verbal communication, record keeping and safety best-practices. PREREQUISITE: EPF 1204 Firefighting Applications and EPF 2206 Fire Admin Fundamentals. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

EPF 2208 EP-SCUBA Search and Rescue (2-1-2)

F

Emergency Preparedness SCUBA Search and Rescue is an advanced course teaching certified SCUBA divers special rescue procedures and patterns of search and recovery. This course is designed to train a group of qualified SCUBA divers to work as a unit of divers. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

EPF 2209 Tactic & Strategy Fundamentals (3-3-0)

F

This course was designed in combination with EPF 2203, EPF 2204, EPF 2205, EPF 2206, and EPF 2207 to prepare individuals for the Office of the Illinois State Fire Marshal (OSFM) Level: Fire Officer I. Students planning to submit an examination request for the Tactic & Strategy I exam will be required to meet Office of the Illinois State Fire Marshal (OSFM) eligibility requirements. Topics covered include pre-

incident planning and incident management, truck company and engine company operations, hazardous materials incidents, fire chemistry and behavior, building construction, and firefighting strategies. PREREQUISITE: EPF 1204 Firefighting Applications. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

EPF 2210 Firefighter III-Module A (2-1-2)

F			

The Firefighter III courses are designated for the advanced student in firefighting. This course is the first of three modules at the Firefighter III level. Subjects covered in this course include fire behavior, portable fire extinguishers, tools and equipment, self-contained breathing apparatus, ladders, fire hoses, nozzles and appliances, and personal safety. Upon successful completion of this course the student will be qualified to challenge the Illinois Fire Marshal Office Firefighter III Module A Examination. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

EPF 2211 Firefighter III - Module B (2-1-2)

F			

The Firefighter III courses are designed for the advanced student in firefighting. This course is the second of three modules at the Firefighter III level. Subjects covered in this course include emergency medical care, water supply, overhaul, fire streams, ventilation, and rescue. Upon the successful completion of this course, the student will be qualified to challenge the Illinois Fire Marshal Office Firefighter III Module B Examination. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

EPF 2212 Firefighter III - Module C (2-1-2)

F			

The Firefighter III courses are designated for the advanced student in firefighting. This course is the third of three modules at the Firefighter III level. Subjects covered in this course include communications, sprinkler systems, fire inspections, fire cause, hazardous materials, and building construction. Upon successful completion of this course, the student will be qualified to challenge the Illinois Fire Marshal Office Firefighter III-Module C Examination. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

EPF 2213 Fire Instructor Applications (3-3-0)

F			

This course is designed to introduce individuals to responsibilities of fire science related instruction in preparation for the Office of the Illinois State Fire Marshal (OSFM) Level: Instructor II. Students planning to submit an examination request for the Instructor II exam will be required to meet Office of the Illinois State Fire Marshal (OSFM) eligibility requirements. Concepts introduced will include approaches to program management, planning and development, instructional design and delivery, as well as methods of evaluation. PREREQUISITE: EPF 2203 Fire Instructor Fundamentals. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

EPF 2230 Fire Service Internship (3-0-3)

F			

This course is an internship designed to provide hands-on experience in the field of firefighting. The program director and the student's supervisor will coordinate goals and practical skills work experience for the student. Students may be required to meet eligibility requirements based on the qualifications of the coordinating fire protection organization. The internship will incorporate 75 contact hours of work experience for each semester credit hour. PREREQUISITE: EPF 1204 Firefighting Applications. 3 semester hour credit.

EPH 1200 Hazardous Mat Fundamentals (1-1-0)

F			

This course was designed to provide hazardous awareness training in regards to notification procedures, local emergency response plans, hazardous material identification classes and their hazards. Additional topics covered include identifying facility and transportation hazardous material markings, MSDS data sheets, use of the North American Emergency Response Guidebook as well as scene safety and the use of personal protective equipment. This course was designed to prepare individuals for the Office of the Illinois State Fire Marshal (OSFM) Hazardous Materials First Responder-Awareness Certification Exam. Students planning to submit an examination request will be required to meet Office of the Illinois State Fire Marshal (OSFM) eligibility requirements. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

EPH 1201 Hazardous Materials Operations (3-3-0)

F			

This course was designed to provide hazardous awareness training in regards to the evaluation of hazardous materials incidents and the safety and defense decisions relevant to achieving response objectives. Topics discussed will include related legislative requirements and industry standards, specific chemical and physical properties related to hazardous materials contents and containers, relevant physical and health hazards, as well as incident command and safety best-practices. This course was designed to prepare individuals for the Office of the Illinois State Fire Marshal (OSFM) Hazardous Materials First Responder-Operations Certification Exam. Students planning to submit an examination request will be required to meet Office of the Illinois State Fire Marshal (OSFM) eligibility requirements. PREREQUISITE: EPH 1200 Hazardous Mat Fundamentals. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

EPM 1200 CPR Fundamentals (0.5-0.5-0)

F			

This course prepares the student to recognize and respond to cardiac arrest, respiratory arrest and foreign-body airway obstruction. The course will enable the student to recognize and respond to heart attack and stroke in adults and breathing difficulties in children utilizing cardiopulmonary resuscitation where appropriate. Training regarding the use of an automated external defibrillator (AED) and two-rescuer CPR will also be introduced. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

EPM 1201 Emergency Medical Responder (4-3-1)

F			

This course provides the knowledge and skills required to provide pre-hospital care and function as an entry-level Emergency Medical Responder (EMR) in accordance with the standards established by the National Highway Traffic Safety Administration and the Illinois Department of Public Health. This course incorporates lecture, lab, and clinical

components. Topics include National Emergency Medical Services (EMS) foundation standards, anatomy and physiology, medical terminology, Pathophysiology, life span development, public health, pharmacology, airway management, respiration, artificial ventilation, patient assessment, medicine, shock and resuscitation, trauma, special patient populations, and EMS operations. Completion of this course should prepare the student for both the cognitive and psychomotor requirements of the National Registry of Emergency Medical Technician (NREMT) First Responder exam and the Illinois Department of Public Health (IDPH). Students planning to submit an examination request and subsequent licensures will be required to meet eligibility requirements of NREMT, IDPH and relative agencies. Three classroom hours per week. One lab hour per week. 4 semester hours credit.

EPM 1202 EMT Fundamentals (9-7-4)

F			

This course provides the knowledge and skills required to provide pre-hospital care and function as an entry-level Emergency Medical Technician (EMT) in accordance with the standards established by the National Highway Traffic Safety Administration and the Illinois Department of Public Health. This course incorporates lecture, lab, and clinical components. As part of the clinical component, the individual will observe emergency department operations and perform a minimum of ten patient assessments in an approved clinical setting. Topics include National Emergency Medical Services (EMS) foundation standards, anatomy and physiology, medical terminology, pathophysiology, life span development, public health, pharmacology, airway management, respiration, artificial ventilation, patient assessment, medicine, shock and resuscitation, trauma, special patient populations, and EMS operations. Completion of this course should prepare the student to sit for both the cognitive and psychomotor portion of the National Registry of Emergency Medical Technician (NREMT) and the Illinois Department of Public Health (IDPH) Emergency Medical Technician-Basic Exams. Students planning to submit an examination request and subsequent licensures will be required to meet eligibility requirements of NREMT, IDPH and relative agencies. Seven classroom hours per week. Four lab hours per week. 9 semester hours credit. Repeatable 1 time.

EPM 1204 EP Strategies for Success (2-2-0)V

F			

This course is designed to acquaint the EMT or Paramedic student with the community college and the Emergency Preparedness Program. Topics include: Introduction of program objectives, expectations, pre-requisite and entrance requirements. Students will also be provided an overview of the Internet-based data collection system utilized for course clinical and field experiences, as well as online and traditional learning resources. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

EPM 1209 Emergency Medical Technician Training (7-5-4)

F			

This course includes CPR training and certification and responding to several kinds of emergencies. Students learn to use suction devices, airways, resuscitation devices, oxygen equipment and delivery systems, sphygmomanometers, stethoscopes, splints, dressings and bandages. Five classroom hours per week. Four lab hours per week. 7 semester hours credit.

EPM 1214 Advanced First Aid (3-3-0)

F			

This course trains students to deal with persons who have become injured or ill. Covered are respiratory emergencies, artificial respiration, poisoning, burns, dressings and bandages, fractures, emergency childbirth, bone and joint injuries, emergency rescue and transfer. Three classroom hours per week. 3 semester hours credit.

EPM 1215 CPR Instructor Training (2-2-0)

F			

This course teaches instructors of cardiopulmonary resuscitation (CPR). Two classroom hours per week. 2 semester hours credit.

EPM 1216 First Responder Training (3-3-0)

F			

This course provides training in emergency medical care for persons likely to be the first to respond to an accident. Three classroom hours per week. 3 semester hours credit.

EPM 1217 EP-Paramedic I (7-6-2)

F			

This course is the first of three to prepare the student for the Illinois Department of Public Health EMT-Paramedic examination. Topics include the role of the paramedic; law and ethics; related issues, such as death, dying and the patient's rights. The student learns terminology and human anatomy and physiology. Six classroom hours per week. Two lab hours per week. 7 semester hours credit.

EPM 1218 EP-Paramedic II (8-7-2)

F			

This course is the second of three to prepare the student for the Illinois Department of Public Health EMT-Paramedic examination. Topics include classifications of drugs, dosages, side effects, and administration. PREREQUISITE: EPM 1217 EP-Paramedic I. Seven classroom hours per week. Two lab hours per week. 8 semester hours credit.

EPM 1219 EP-Paramedic Module A (6-4-4)

F			

This course is the first of two utilized to prepare the student for the Illinois Department of Public Health EMT-Intermediate examination. Topics include an overview of the rules and responsibilities of the EMT-I, airway management, patient assessment, trauma and trauma systems. PREREQUISITE: EPM 1209 Emergency Medical Tech Training or consent of the instructor. Four classroom hours per week. Four lab hours per week. 6 semester hours credit.

EPM 1220 EP-Paramedic Module B (6-4-4)

F			

This course is the second of two utilized to prepare the student for the Illinois Department of Public Health EMT-Intermediate examination. Topics include medical emergencies, special consideration emergencies and assessment-based management. Prerequisite: EPM 1219 EP-Paramedic Module A or consent of the instructor. Four classroom hours per week. Four lab hours per week. 6 semester hours credit.

EPM 1221 EP-Paramedic Skills I (7-1-12)

F			

This course is designed to expose the student to the skills required to complete their paramedic-intermediate training. Topics include clinical activities in trauma therapy, endotracheal intubations, automated external defibrillator applications, drug administration, blood draws, electrocardiogram strip interpretation, obstetrical experience and autopsy observation. Prerequisite: EPM 1209 Emergency Medical Technician Training or consent of the instructor. One classroom hour per week. Twelve lab hours per week. 7 semester hours credit.

EPM 1298 Topics/Issues in Emergency Medical Services(6-6-0)V

F			

This course provides Emergency Medical Services personnel the opportunity to pursue enhanced study on a topic of interest in Emergency Medical Services through the application of case studies, simulation, special problems, or problem solving procedures. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

EPM 1601 EP EMT In-Service: Head Injuries (1-1-0)

F			

This course deals with methods for treating head injuries and offers the certified emergency medical technician, and other medical personnel, opportunities to acquire in-service training. One classroom hour per week. 1 semester hour credit.

EPM 1602 EP EMT In-Service: Triage (1-1-0)

F			

This course deals with methods for evaluating injuries and offers the certified emergency medical technician, and other medical personnel, opportunities to acquire in-service training. In addition, any new developments in triage and its application to injured patients are presented. One classroom hour per week. 1 semester hour credit.

EPM 1603 EP EMT In-Service: Basic Life Support (1-1-0)V

F			

This course deals with life support procedures and offers the certified emergency medical technician, and other personnel, opportunities to acquire in-service training. The course reviews the respiratory system, injuries of the chest, the circulatory system, bleeding and control of bleeding, shock, basic life support, and oxygen therapy. One classroom hour per week. Variable 0.5 to 1 semester hour credit.

EPM 1604 EP EMT In-Service: Childbirth (1-1-0)

F			

This course deals with childbirth and offers the certified emergency medical technician and other medical personnel opportunities to acquire in-service training. One classroom hour per week. 1 semester hour credit.

EPM 1605 EP EMT In-Service: Abdominal Injury (1-1-0)

F			

This course deals with current methods of evaluating abdominal injuries and offers the certified emergency medical technician, and other medical personnel, opportunities to acquire in-service training. This course reviews characteristics of severe abdominal injuries and solid and hollow organ injuries. One classroom hour per week. 1 semester hour credit.

EPM 1606 EP EMT In-Service: MAST (1-1-0)

F			

This course reviews the use of military anti-shock trousers (MAST) in the treatment of hypervolemic shock. It offers the certified emergency medical technician, and other medical personnel, opportunities to acquire in-service training. One classroom hour per week. 1 semester hour credit.

EPM 1607 EP EMT In-Service: Legal Liability (1-1-0)

F			

This course addresses the question of legal liability in emergency medical services. One classroom hour per week. 1 semester hour credit.

EPM 1608 EP EMT In-Service: Airways (1-1-0)V

F			

This course deals with methods for establishing and maintaining a patient's airway. Additionally, emergency medical technicians, and other medical personnel, are provided opportunities to acquire in-service training. One classroom hour per week. Variable 0.5 to 1 semester hour credit.

EPM 1609 EP EMT In-Service: Bleeding (1-1-0)V

F			

This course deals with several methods for controlling bleeding. Additionally, emergency medical technicians and other medical personnel are presented with the sequence of events that occur physiologically to a patient with serious bleeding. Emergency medical technicians and other medical personnel are provided opportunities to acquire in-service training. One classroom hour per week. Variable 0.5 to 1 semester hour credit.

EPM 1610 EP EMT In-Service: Shock (1-1-0)V

F			

This course deals with shock, or the collapse and failure of the cardiovascular system. Emergency medical technicians, and other medical personnel, are presented with a definition of the various stages of shock, as well as with the appropriate emergency medical care for each stage. Emergency medical technicians and other medical personnel are provided opportunities to acquire in-service training. One classroom hour per week. Variable 0.5 to 1 semester hour credit.

EPM 1611 CPR Instructor Updates (0.5-0.5-0)

F			

This course was designed to provide cardiopulmonary resuscitation (CPR) training updates to current CPR instructors. Topics discussed include time sensitive information from selected training sources including the American Heart Association and the American Red Cross in preparation for curriculum roll-outs and annual or biannual practical skills check-offs. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

EPM 1613 Emergency Medical Technician Intermediate(5-3-4)

F			

This advanced course for emergency medical technicians deals with EMT roles and responsibilities, human systems, patient assessment, shock and fluid therapy. Successfully completing this course qualifies the student to challenge the

State of Illinois Department of Health Emergency Medical Technician - Intermediate exam. Prospective students must satisfy standards established by the Illinois Department of Public Health and the host hospital. PREREQUISITE: EPM 1209 Emergency Medical Technician Training. Three classroom hours per week. Four lab hours per week. 5 semester hours credit.

EPM 1614 EP EMT In-Service, Cardiac Care (1-1-0)

F			

This course addresses the various procedures and techniques included in emergency cardiac care. Emergency medical personnel, as well as the general public, are occasionally called upon to provide the emergency breathing, chest compression, and anti-choking procedures taught in this course. One classroom hour per week. 1 semester hour credit.

EPM 1615 EP EMT In-Service/Cardiac Emergency (1-1-0)

F			

This course details the procedures and techniques utilized by emergency medical personnel, as well as the general public, at the site of a cardiac emergency. Emergency responders are often called upon to maintain artificial circulation and/or ventilations for victims of accidents or injuries. These procedures and techniques include the removal of an airway obstruction, cardiac compression, and artificial ventilations on adults, juniors, and infants. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

EPM 1616 EP EMT In-Service, Cardiac Trauma (1-1-0)

F			

This course prepares the student in the techniques and procedures required to properly respond to a cardiac trauma. These techniques, utilized by emergency responders as well as the general public, will help maintain artificial circulation and/or ventilations for victims of both health and trauma induced emergencies. Included in this class are procedures and techniques utilized for the removal of an airway obstruction, cardiac compression, and artificial ventilation, on adults, juniors, and infants. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

EPM 1617 EP EMT In-Service, Emer CPR (1-1-0)V

F			

This course prepares healthcare professionals, as well as the general public, to respond to cardiac and respiratory emergencies. Included in this course are information and techniques needed for adult and pediatric cardiopulmonary resuscitation (CPR) and special rescue situations. Additionally, safety and ethical considerations encountered during training and actual rescue are addressed. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

EPM 1618 Emergency CPR/First Aid (0.5-0.5-0)

F			

This course prepares Illinois Department of Corrections employees, as well as the general public, to respond to cardiac, respiratory and medical emergencies. Included in this course are information and techniques needed for cardiopulmonary resuscitation (CPR), special rescue situations and basic first aid information. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

EPM 1619 Emergency CPR (1-1-0)V

F			

This course prepares the student to recognize and respond to cardiac arrest, respiratory arrest and foreign-body airway obstruction. The course will enable the student to recognize and respond to heart attack and stroke in adults and breathing difficulties in children utilizing cardiopulmonary resuscitation where appropriate. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

EPM 1620 CPR/First Aid (1-1-0)V

F			

This course prepares the general public as well as the Illinois Department of Corrections employees to respond to cardiac, respiratory and medical emergencies. This course contains the 2006 American Heart Association updated standards. This course also contains information and techniques needed for cardiopulmonary resuscitation (CPR), basic first aid information, and special rescue situations. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

EPM 1621 EP/CPR Response (1-1-0)V

F			

This course prepares the student to respond in an appropriate manner to cardiac arrest situations. The course enables the student to respond to heart attack, stroke, and foreign-body airway obstruction in adults. The course also trains the student to respond to foreign-body airway obstruction and heart problems in infants and children. Additionally, the student will learn to use an automated external defibrillator (AED). One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

EPM 2202 Advanced Cardiac Life Support (1-1-0)

F			

This course consists of basic life support and employment of therapy in the treatment of the patient with suspected or overt myocardial infarction, during cardiac arrest, and in the post-arrest phase. One classroom hour per week. 1 semester hour credit.

EPM 2203 EP-Paramedic III (8-6-4)

F			

This course is the last of three courses preparing students to challenge the Illinois Department of Public Health, EMT-Paramedic examination. Topics covered include the central nervous system, soft tissue injuries, the musculoskeletal system, medical emergencies, obstetric/gynecologic emergencies, pediatrics and neonatal transportation. Also discussed is managing emotionally disturbed patients, extrication/rescue techniques, telemetry and communications. Six classroom hours per week. Four lab hours per week. 8 semester hours credit.

EPM 2204 Paramedic I (9-7-4)

F			

This course was designed in combination with EPM 2205, EPM 2206, and EPM 2207 to provide the knowledge and skills required to provide pre-hospital care and function as an entry-level Paramedic in accordance with the standards established by the National Highway Traffic Safety Administration and the Illinois Department of Public Health.

This course incorporates lecture and lab components. Topics include National Emergency Medical Services (EMS) foundation standards, anatomy and physiology, medical terminology, pathophysiology, life span development, public health, pharmacology, airway management, respiration, artificial ventilation, and patient assessment. Completion of this course, followed by EPM 2205, EPM 2206, and EPM 2207, should prepare the student to sit for both the cognitive and psychomotor portion of the National Registry of Emergency Medical Technician (NREMT) and the Illinois Department of Public Health (IDPH) Emergency Medical Technician-Paramedic Exams. Students planning to submit an examination request and subsequent licensures will be required to meet eligibility requirements of NREMT, IDPH and relative agencies. PREREQUISITE: Current EMT licensure, current American Heart Association CPR Certification (BLS for Healthcare Providers), or consent of program director. Seven classroom hours per week. Four lab hours per week. 9 semester hours credit.

EPM 2205 Paramedic II (9-6-6)

F			

This course was designed in combination with EPM 2204, EPM 2206, and EPM 2207 to provide the knowledge and skills required to provide pre-hospital care and function as an entry-level Paramedic in accordance with the standards established by the National Highway Traffic Safety Administration and the Illinois Department of Public Health (IDPH). This course incorporates lecture, lab and clinical components, as well as field experience. Topics include medicine, intravenous therapy, and cardiac care. Completion of this course, in combination with EPM 2204, EPM 2206, and EPM 2207, should prepare the student to sit for both the cognitive and psychomotor portion of the National Registry of Emergency Medical Technician (NREMT) and the IDPH Emergency Medical Technician-Paramedic Exams. Students planning to submit an examination request and subsequent licensures will be required to meet eligibility requirements of NREMT, IDPH and relative agencies. PREREQUISITE: Current EMT licensure, current American Heart Association CPR Certification (BLS for Healthcare Providers), EPM 2204 or consent of program director. Six classroom hours per week. Six lab hours per week. 9 semester hours credit. Repeatable 1 time.

EPM 2206 Paramedic III (9-6-6)

F			

This course was designed in combination with EPM 2204, EPM 2205, and EPM 2207 to provide the knowledge and skills required to provide pre-hospital care and function as an entry-level Paramedic in accordance with the standards established by the National Highway Traffic Safety Administration and the Illinois Department of Public Health (IDPH). This course incorporates lecture, lab and clinical components, as well as field experience. Topics include trauma, shock and resuscitation, and special patient populations. Completion of this course, combination with EPM 2204, EPM 2205, and EPM 2207, should prepare the student to sit for both the cognitive and psychomotor portion of the National Registry of Emergency Medical Technician (NREMT) and the IDPH Emergency Medical Technician-Paramedic Exams. Students planning to submit an examination request and subsequent licensures will be required to meet eligibility requirements of NREMT, IDPH and relative agencies. PREREQUISITE: Current EMT licensure, current American Heart Association CPR Certification (BLS for Healthcare Providers), EPM 2204 and EPM 2205 or consent of program director. Six classroom hours per week. Six lab hours per week. 9 semester hours credit. Repeatable 1 time.

EPM 2207 Paramedic IV (6-3-6)

F			

This course was designed in combination with EPM 2204, EPM 2205, and EPM 2206 to provide the knowledge and skills required to provide pre-hospital care and function as an entry-level Paramedic in accordance with the standards established by the National Highway Traffic Safety Administration and the Illinois Department of Public Health (IDPH). This course incorporates lecture, lab and clinical components, as well as field experience. Topics include EMS operations. Completion of this course, in combination with EPM 2204, EPM 2205, and EPM 2206, should prepare the student to sit for both the cognitive and psychomotor portion of the National Registry of Emergency Medical Technician (NREMT) and the IDPH Emergency Medical Technician-Paramedic Exams. Students planning to submit an examination request and subsequent licensures will be required to meet eligibility requirements of NREMT, IDPH and relative agencies. PREREQUISITE: Current EMT licensure, current American Heart Association CPR Certification (BLS for Healthcare Providers), EPM 2204, EPM 2205, and EPM 2206 or consent of program director. Three classroom hours per week. Six lab hours per week. 6 semester hours credit. Repeatable 1 time.

EPM 2601 EMT Extended Applied Skills (3-3-0)

F			

This course emphasizes professional delivery of practical skills as a vital part of pre-hospital emergency care. It satisfies part of the educational requirements for EMT re-certification as established by the Illinois Department of Public Health. Three classroom hours per week. 3 semester hours credit.

EPM 2603 EMT-I Defibrillation (3-2-2)

F			

This course is designed for the Emergency Medical Technician - Intermediate, who wishes to expand his/her skills. Defibrillation is the technique of electrically depolarizing myocardial cells and allowing uniformed repolarization so that a coordinated contraction will ensue. Defibrillation is the first treatment of choice for managing ventricular fibrillation. Students who are affiliated with an approved EMS delivery system, upon successfully completing this course, will be able to function on the EMT-Intermediate defibrillation level. PREREQUISITE: Students must be certified by the Illinois Department of Public Health at the EMT-Intermediate level before starting this course. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

EPP 1201 EP-Police Training I (3-3-0)

F			

Topics for discussion include probable cause for arrest or search, stages of criminal proceedings, elements of arrest, police officers' use of force, search doctrines and rights of the accused. Also discussed are current traffic laws for the state of Illinois. Three classroom hours per week. 3 semester hours credit.

EPP 1202 EP-Police Training II (3-3-0)

F			

This course is designed for the individual who has completed EPP 1201 Emergency Preparedness Police Training I, and wishes to take more advanced police training. Illinois criminal law and procedure and constitutional law are studied, including principles of criminal liability, offenses against persons and property, and Supreme Court rulings. PREREQUISITE: EPP 1201 EP-Police Training I. Three classroom hours per week. 3 semester hours credit.

EPP 1203 Firearm Training (2-0-4)V

F	L		

This course trains individuals whose employment requires carrying a gun. Use, maintenance, identification, and safety in handling, firing, carrying and storing of firearms are covered. Also includes the physical, legal, and moral hazards associated with the misuse of firearms. Includes supervised practice to develop the student's ability to use firearms effectively and safely. Four lab hours per week. Variable 1 to 2 semester hours credit.

EPP 1204 EP-Police Investigating Procedures (3-3-0)

F			

This course covers interviews and interrogations, physical evidence, testifying in court, report writing and specialized investigations. The student will also examine proper patrol procedures for his/her area. PREREQUISITE: EPP 1202 EP-Police Training II. Three classroom hours per week. 3 semester hours credit.

EPP 1605 EP-Police Survival Skills (3-3-0)

F			

This course covers statute laws, court decisions and applications and personal defense tactics. PREREQUISITE: EPP 2201 EP-Police Marksmanship Training. Three classroom hours per week. 3 semester hours credit.

EPP 2201 EP-Police Marksmanship Training (3-2-2)

F			

EP-Police Marksmanship Training develops officers' knowledge, judgment and skills in using firearms. PREREQUISITE: EPP 1204 EP-Police Investigative Procedures. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

ESL 0901 Basic ESL Grammar (4-4-0)V

F	L	O	W

Basic instruction in grammar in the English language for persons whose native language is not English and who plan to pursue college and/or university education. Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

ESL 0902 Basic ESL Listening/Speaking (4-4-0)V

F	L	O	W

Basic instruction in listening and speaking in the English language for persons whose native language is not English and who plan to pursue college and/or university education. Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

ESL 0903 Basic ESL Reading (4-4-0)V

F	L	O	W

Basic instructions in reading in the English language for persons whose native language is not English and who plan to pursue college and/or university education. PREREQUISITE: Consent of instructor (placed by examination or interview with instructor). Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

ESL 0904 Basic ESL Writing (4-4-0)V

F	L	O	W

Basic instruction in writing in the English language for persons whose native language is not English and who plan to pursue college and/or university education. PREREQUISITE: Consent of instructor (placed by examination or interview with instructor). Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

ESL 0905 Basic ESL English (4-4-0)V

F	L	O	W

Instruction in grammar, vocabulary, listening/speaking, and writing at the beginning level for persons whose native language is not English and whose skills in English are minimal. Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

ESL 0911 Low-Intermediate ESL Grammar (4-4-0)V

F	L	O	W

Instruction in grammar in the English language at the intermediate level for persons whose native language is not English and who plan to pursue college and/or university degrees. PREREQUISITE: ESL 0901 Basic ESL Grammar or consent of instructor. Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

ESL 0912 Low-Intermediate ESL Listening/Speaking(4-4-0)V

F	L	O	W

Instruction in listening/speaking in the English language at the intermediate level for persons whose native language is not English and who plan to pursue college and/or university degrees. PREREQUISITE: ESL 0902 Basic ESL Listening & Speaking or consent of instructor. Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

ESL 0913 Low-Intermediate ESL Reading (4-4-0)V

F	L	O	W

Instruction in reading in the English language at the intermediate level for persons whose native language is not English and who plan to pursue college and/or university degrees. PREREQUISITE: ESL 0903 Basic ESL Reading or consent of instructor. Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

ESL 0914 Low-Intermediate ESL Writing (4-4-0)V

F	L	O	W

Instruction in writing in the English language at the intermediate level for persons whose native language is not English and who plan to pursue college and/or university degrees. PREREQUISITE: ESL 0904 Basic ESL Writing or consent of instructor. Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

ESL 0921 High-Intermediate ESL Grammar (2-2-0)V

F	L	O	W

Instruction in grammar in the English language at the high-intermediate level for persons whose native language is not English and who plan to pursue college and/or university degrees. PREREQUISITE: ESL 0911 Low-Intermediate ESL Grammar or consent of instructor. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ESL 0922 High-Intermediate ESL Listening/Speaking(2-2-0)V

F	L	O	W

Instruction in listening and speaking in the English language at the high-intermediate level for persons whose native language is not English and who plan to pursue college and/or university degrees. PREREQUISITE: ESL 0912 Low-Intermediate ESL Listening/Speaking or consent of instructor. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ESL 0923 High-Intermediate ESL Reading (2-2-0)V

F	L	O	W

Instruction in reading in the English language at the high-intermediate level for persons whose native language is not English and who plan to pursue college and/or university degrees. PREREQUISITE: ESL 0913 Low-Intermediate ESL Reading or consent of instructor. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ESL 0924 High-Intermediate ESL Writing (2-2-0)V

F	L	O	W

Instruction in writing in the English language at the high-intermediate level for persons whose native language is not English and who plan to pursue college and/or university degrees. PREREQUISITE: ESL 0914 Low-Intermediate ESL Writing or consent of instructor. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ESL 0931 Advanced ESL Grammar (3-3-0)V

F	L	O	W

Instruction in grammar in the English language at the advanced level for persons whose native language is not English and who plan to pursue college and/or university degrees. PREREQUISITE: ESL 0921 High-Intermediate ESL Grammar or consent of instructor. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ESL 0932 Advanced ESL Listening/Speaking (3-3-0)V

F	L	O	W

Instruction in listening and speaking in the English language at the intermediate level for persons whose native language is not English and who plan to pursue college and/or university degrees. PREREQUISITE: ESL 0922 High-Intermediate ESL Listening/Speaking or consent of instructor. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ESL 0933 Advanced ESL Reading (3-3-0)V

F	L	O	W

Instruction in reading in the English language at the advanced level for persons whose native language is not English and who plan to pursue college and/or university degrees. PREREQUISITE: ESL 0923 High-Intermediate ESL Reading or consent of instructor. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ESL 0934 Advanced ESL Writing (3-3-0)V

F	L	O	W

Instruction in writing in the English language at the advanced level for persons whose native language is not English and who plan to pursue college and/or university degrees. PREREQUISITE: ESL 0924 High-Intermediate ESL Writing or consent of instructor. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ESL 0991 ESL Basic Skills (4-4-0)V

F	L	O	W

This course will provide instruction in ESL for students whose native language is not English. The course is designed to help students function in English in their daily lives and on the job. It will cover listening, speaking, reading and writing in English at the basic level. Emphasis will be on life skills. Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

ESL 0992 ESL Low Intermediate Skills (4-4-0)V

F	L	O	W

This course will provide instruction in ESL for students whose native language is not English. The course is designed to help students function in English in their daily lives and on the job. It will cover listening, speaking, reading and writing in English at the Low Intermediate level. Emphasis will be on basic academic and work related skills. Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

ESL 0993 ESL High Intermediate Skills (4-4-0)V

F	L	O	W

This course will provide instruction in ESL for students whose native language is not English. The course is designed to help students function in English in their daily lives and on the job. It will cover listening, speaking, reading and writing in English at the High Intermediate level. Emphasis will be on understanding and using multiple paragraphs as well as work related skills. Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

ESL 0994 ESL Advanced Skills (4-4-0)V

F	L	O	W

This course will provide instruction in ESL for students whose native language is not English. The course is designed to help students function in English in their daily lives and on the job. It will cover listening, speaking, reading and writing in English at the advanced level. Emphasis will be on work and academic skills that could transition students into GED or post-secondary education. Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

FRE 1111 Elementary French I (4-3-2)

F	L	O	W

This course is designed for the student with no previous instruction in French. Emphasis is on grammar, phonetics, listening, speaking, reading, and writing. Extensive use is made of language tapes and audio-visual materials. Students are required to listen to the language tapes by native French

speakers for each textbook lesson. Class attendance is required. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

FRE 1121 Elementary French II (4-3-2)

F	L	O	W

This course develops listening, speaking, reading and writing skills. Assigned readings are based on the geographical, historical, and literary aspects of the French civilization. PREREQUISITE: FRE 1111 Elementary French I or equivalent. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

FRE 2111 Intermediate French I (4-3-2)

F	L	O	W

This course is a review of grammar. Class discussions are conducted in French. Readings are assigned on contemporary France and in French literature. Audio-visuals are extensively used. PREREQUISITE: FRE 1111 Elementary French I and FRE 1121 Elementary French II, or equivalent. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

FRE 2121 Intermediate French II (4-3-2)

F	L	O	W

This course is a continuation of Intermediate French I. Class discussions are conducted in French. Emphasis is placed on translating, speaking and reading. Cultures of selected French-speaking countries are examined. PREREQUISITE: FRE 2111 Intermediate French I or equivalent. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

GAD 1201 Computer Graphic Fundamentals (3-2-2)

F			

The course introduces the individual to graphic design using the computer. This course develops a technical understanding of how the operating system and design software interact to influence the development of computer art from a visual perspective. Further emphasis is placed on developing a fundamental understanding of industry standards, page layout, illustration, and photo alteration software (e.g. PowerPoint, Adobe Illustrator, and Adobe Photoshop). PREREQUISITE/CO-REQUISITE: ART 1113 Introduction to Drawing. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

GAD 1211 Computer Graphic Applications (3-2-2)

F			

The course focuses on developing design and production skills for printed publications. Students will use industry-standard digital tools to efficiently and accurately create 2D graphic elements and content. Basic visual design and production techniques are covered, including typography, vector-based graphics, and approaches to corporate identity and branding. Further, students will attain advanced skills with Photoshop's tool sets, techniques, capabilities and commands. Emphasis will be placed on making accurate selections, creating digital composites, working with contrast and color control/correction and layers, and developing professional skills needed for the digital print imaging industry. PREREQUISITE/CO-REQUISITE: ART 1114 Design I. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

GAD 1221 Computer Graphic Techniques (3-2-2)

F			

The course focuses on advanced visual communication using computer graphics to produce advertising and layout designs for complex publications, including web publishing. Students will also study the history of advertising, media types, and advertising strategies. Emphasis is placed on attaining a good grasp of design concepts, creativity, effective problem solving, and presentation through lecture, presentation, in-class assignments, a research project, and outside class work. Work will be based on mastering hand skills in the form of sketches and layout and design. Computer skills will be perfected in the areas of design work on Adobe Illustrator and Photoshop using scanners and color printers. Adobe Dreamweaver and Flash will be introduced to facilitate web design and simple logo animation. PREREQUISITE/CO-REQUISITE: GAD 1211 Computer Graphic Applications. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

GAD 1231 Computer Animation (3-2-2)

F			

This course focuses on the fundamentals of designing, authoring and producing many types of interactive user experiences including interface design, usability, navigation, flowcharting, interaction and animation. Students will use Flash as both a content creation and production tool. Further, the student will be introduced to the fundamentals of 3D modeling, lighting and texture using Maya/Foundation. Theory and production of animated 2D graphics for time-based media environments; concept, research, design and pre-production routines for motion graphics projects; focus on the animation typography, graphic objects and still images is heavily emphasized. Finally, the student will produce a time-based graphics and typography for end-use as film/video title and credit sequences, commercials, short-form video-based stories, web banners and experimental motion graphics. PREREQUISITE/CO-REQUISITE: GAD 1211 Computer Graphic Applications. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

GEG 1101 Introduction to Physical Geography (4-3-2)V

F	L	O	W

A survey of Earth's physiographic features, physical geography includes several natural sciences: atmosphere and oceans, weather, climate, soils and soil formation, and others. The focus of physical geography is on the life layer, a shallow zone of the atmosphere, lands and oceans. Three classroom hours per week. Two lab hours per week. Variable 3-4 semester hours credit. Repeatable 3 times. IAI: P1 909

GEG 1102 World Geography (3-3-0)

F	L	O	W

This course covers the geographical structure of the world; natural, human, and cultural regional patterns of people; places and products, and their interrelations, and man's occupancy for the natural environmental regions of the world. Three classroom hours per week. 3 semester hours credit. IAI: S4 900N

GEG 1103 Introductory Meteorology (4-3-2)V

F	L	O	W

This course will provide an introduction to atmospheric science leading to a better understanding of day-to-day weather, including frontal systems and severe storms.

Students may elect to take the regular class offering or one with the included lab. Three classroom hours per week. Two lab hours per week. Variable 3-4 semester hours credit. Repeatable 3 times. IAI: P1 905

GEL 1110 General Geology (3-2-2)

F	L	O	W

This course is an introduction to geology that covers the earth, its minerals, rocks and natural resources. Emphasis will be placed on geologic principles necessary for an understanding of minerals, rocks, weathering and erosion, geologic mapping, petroleum, ground water and glaciation. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. IAI: P1 907L

GEL 1112 Physical Geology (4-3-2)

F	L	O	W

This course covers materials of the earth's crust, structures, and geologic features. Geologic processes and concepts are studied. Common rock forming minerals and rock identifications are included in laboratory work. Topographic maps, geologic maps, and aerial photographs are also studied. Three classroom hours per week. Two lab hours per week. 4 semester hours credit. IAI: P1 907L

GEL 2110 Historical Geology (4-3-2)

F	L	O	W

This course includes a survey of the biological and physical history of the earth from the origin of the earth's solar system, through geological time, to the present. It covers the physical history of earth and the evolution of life as evidenced by fossil records. PREREQUISITE: GEL 1112 Physical Geology or GEL 1110 General Geology. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

GEL 2111 Environmental Geology (4-3-2)

F	L	O	W

Examines human interaction with geologic processes and hazards, including earthquakes, volcanoes, landslides, subsidence, hydrology and flooding; occurrence and availability of geologic resources, such as energy, water and minerals; and land use planning, pollution, waste disposal, environmental impact, health and law. Three classroom hours per week. Two lab hours per week. 4 semester hours credit. (IAI: P1 908L) IAI: P1 908L

GEN 1101 Cooperative Educational Experience I (2-1-5)V

F	L	O	W

This course stresses an independent or small group cooperative educational experience by students who wish to pursue a particular natural science, life science, social science, or humanity subject area of interest through a cooperatively designed learning program. The student is required to submit an Independent Study Plan, including a work experience contract, at an appropriate site which must be approved by the Cooperative Education Coordinator and the student's Instructor/Supervisor. Cooperative education hours are based on 75 hours equated to 1 semester hour credit. PREREQUISITE: 12 semester hours of total credit and approval of Instructor/Supervisor. One classroom hour per week. Five internship hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 1 time.

GEN 1102 Cooperative Educational Experience II (2-1-5)V

F		O	W

This course stresses an independent or small group cooperative educational experience by students who wish to pursue a particular natural science, life science, social science, or humanity subject area of interest through a cooperatively designed learning program. The student is required to submit an Independent Study Plan, including a work experience contract, at an appropriate site which must be approved by the Cooperative Education Coordinator and the student's Instructor/Supervisor. Cooperative education hours are based on 75 hours equated to 1 semester hour credit. PREREQUISITE: 12 semester hours of total credit, and approval of Instructor/Supervisor. One classroom hour per week. Five internship hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 1 time.

GEN 1103 College Orientation/Personal Development(1-1-0)V

F	L	O	W

This course is designed to acquaint the student with the community college, to develop the skills necessary to succeed in college work, and to teach the student how systematically to approach the world of work. Includes the college's organization, offerings, services, role in the community, personal goal setting, motivation and awareness of self; learning modes and library and learning resource skills. One classroom hour per week. Variable 0.5 to 1 semester hour credit.

GEN 1104 Strategies for Success (2-2-0)V

F	L	O	W

Designed to improve student performance in college and beyond. Topics include: identification of college and career goals; introduction to college resources; implementation of study, note taking and test taking strategies; development of life management skills including: time management, value clarification, establishing relationships, improving memory and stress management. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 2 times.

GEN 1105 Success in College and Beyond (2-2-0)V

F	L	O	W

This course helps students develop essential personal skills for success in college and in life. Topics include: Expanding self-awareness, goal setting, taking responsibility, creating and maintaining a healthy lifestyle, exploring and building learning skills, relationships, teamwork, diversity, and making choices. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 1 time.

GEN 1106 Online Freshman Seminar (1-1-0)V

F	L	O	W

This online course is designed to acquaint the student with the community college, to develop the skills necessary to succeed in college work, and to teach the student how to approach the world of work systematically. Includes the college's organization, offerings, services, role in the community, personal goal setting, motivation and awareness of self, learning modes and library and learning resource skills. One classroom hour per week. Variable 0.5 to 1 semester hour credit.

GEN 1108 Exploring Careers (2-2-0)V

F	L	O	W

This course will provide students with information and experiences to assist them in understanding the criteria used for making sound career choices. The course will investigate the education levels needed for particular fields of interest and how to secure the financial resources needed to obtain their education. It will also address the student's skills, experiences and values as they relate to choosing a career. Students will also learn how to research occupational information, how to complete a resume and cover letter and how to conduct themselves prior to and during an interview. Two classroom hours per week. Variable up to 2 semester hours credit. Repeatable 3 times.

GEN 1109 Cross Age Tutoring (1-0.5-1)V

F	L	O	W

This course will assist students to prepare for a career in teaching by allowing them to explore the issues concerning the students, the parents, the school system and the laws as they relate to the teaching profession. One-half classroom hour per week. One lab hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

GEN 1110 Leadership Development (1-1-0)

F	L	O	W

This course will prepare students to successfully address the issues of interpersonal communication, conflict resolution, money management and advanced education as each relates to the development of leadership skills and involvement with local city and organizational boards. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

GEN 1207 e-Portfolio Development (0.5-0.5-0)

F	L	O	W

Development of a student e-Portfolio is a purposeful collection of student work that exhibits the student's efforts, progress, and achievements in one or more areas covering their program's identified outcomes. The course will provide instruction on what a student e-Portfolio is; what it means educationally to the student; and what types of educational artifacts to include in the e-Portfolio. GEN 1207 is the first course in a series of three portfolio courses that must be completed by students, the other two courses are CIS 1210 and GEN 2207. One-half classroom hour per week. 0.5 semester hour credit.

GEN 1210 Correctional Officer Test Prep (1-1-0)V

F	L	O	

This course is designed to assist students in passing the Correctional Officer Screening Test administered by the Illinois Department of Corrections. The course will cover all of the components of the CO-Prep test: application packet, reading comprehension, observation skills, interviewing skills and physical agility information. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

GEN 1221 Occupational Safety (2-2-0)

	L	O	W

This course is a study of the general safety requirements for using and operating tools and equipment in high technology industry. It stresses the importance of each individual's attitudes, work habits, and responsibility in promoting safety on the job. Two classroom hours per week. 2 semester hours credit.

GEN 1602 Employee Orientation (1-1-0)

F	L	O	W

This course is designed to introduce new hires to Illinois Eastern Community Colleges' mission, history, benefits review, evaluation procedures, IT services, and other items regarding their employment. One classroom hour per week. 1 semester hour credit.

GEN 2207 e-Portfolio Assessment (0.5-0.5-0)

F	L	O	W

The course covers the completion, review, and assessment of student e-Portfolio using Angel e-Portfolio for publication, access, and faculty review and evaluation. PREREQUISITES: GEN 1207 e-Portfolio Development and CIS 1210 e-Portfolio Mechanics. One-half classroom hour per week. 0.5 semester hour credit.

GEN 2297 Employment Skills (3-3-0)V

F	L	O	W

This course prepares the student for job interviews, job placement, and employment. Verbal and written communication skills are implemented through assigned reports. Topics of discussion and debate range from securing and keeping a job to individual attitudes, work habits, work ethics, and interviewing skills. The student will be required to prepare a written resume and to apply communication skills in practical situations. Three classroom hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

GER 1111 Elementary German I (4-3-2)

F	L	O	W

This course covers fundamentals of grammar, speech, pronunciation and reading. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

GER 1121 Elementary German II (4-3-2)

F	L	O	W

This course continues to stress writing and speaking. Also, vocabulary building and conversation are studied with emphasis upon idiomatic expressions. Special readings are assigned. PREREQUISITE: GER 1111 Elementary German I or equivalent. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

GER 2111 Intermediate German I (4-3-2)

F	L	O	W

This course reviews the rules of grammar. Exercises in conversation and composition as well as selected readings are assigned. Extensive use is made of the language laboratory. PREREQUISITE: GER 1111 Elementary German I and GER 1121 Elementary German II, or equivalent. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

GER 2121 Intermediate German II (4-3-2)

F	L	O	W

This course is an overview of the German culture from the beginning of World War I. Selected readings are assigned, and class discussions are in German. PREREQUISITE: GER 2111 Intermediate German I or equivalent. Three classroom

hours per week. Two lab hours per week. 4 semester hours credit.

GNS 1201 Gunsmithing I (7-5-4)V

			W

Provides an overview of tools, tool design, gun and school safety, orientation to gunsmithing, firearms history, ammo history, gunpowder history, firearms locking systems, operation cycles, basic trouble shooting, basic cleaning procedures, regulations, ethical issues, and business considerations. Also covers advanced disassembly, assembly and repair procedures of popular firearms. Five classroom hours per week. Four lab hours per week. Variable up to 7 semester hours credit.

GNS 1202 Gunsmithing II (7-5-4)V

			W

Course introduces the student to Lathe operations, milling, drill press, surface grinding, shop designs & layout, shop safety, use of hand tools, use of measuring tools, layout and building parts and tools, basic metallurgy, heat treatment, and soldering and brazing, and barrel liner installation. Five classroom hours per week. Four lab hours credit. Variable up to 7 semester hours credit.

GNS 1203 Bench Metal (4-2-4)

			W

Emphasizes safety in the shop with hand and machine tools. Addresses the use of hand tools and welding equipment. Proper use of measuring tools are explained and demonstrated. Covers layout and building of tools and gun parts, using common basic processes. Includes a study of basic metallurgy, heat treatment, soldering and brazing. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

GNS 1204 Gunsmithing Ethics (1-1-0)

			W

Introduces philosophical ethical theory and its application to decision making. Considers theories of economic justice, social responsibility, regulations, conflict of interest and objection, ethics of advertising, product quality and safety, environmental responsibility, hiring practices, etc. One classroom hour per week. 1 semester hour credit.

GNS 1206 Model 1911 Pistol Build (2-2-0)

			W

Student will apply knowledge and skills learned in Gunsmithing I to build a fully functional Model 1911 semi-automatic pistol. Firearm must meet all tolerances set forth by the instructor and operate reliably. Two classroom hours per week. 2 semester hours credit.

GNS 1298 Topics/Issues in Gunsmithing (6-2-8)V

			W

This course will apply principles to specific problems through case studies, simulation, special projects, or problem-solving procedures. Course will also include a section on federal, state, and local laws, ordinances and requirements, and guest speakers including representatives from the federal bureau of Alcohol, Tobacco, & Firearms. Two classroom hours per week. Variable 0.5 to 8 semester hour credit. Repeatable 3 times.

GNS 2201 Gunsmithing III (7-5-4)

			W

Introduces special machining processes for blueprinting actions, scope mounts, sights, accessories and parts. Introduces barrel fitting, threading, and contouring. Five classroom hours per week. Four lab hours per week. 7 semester hours credit.

GNS 2202 Gunsmithing IV (7-5-4)

			W

Provides an overview of choke tubes, forcing cones and other shotgun enhancements. Introduces wood stock design fit and finish. Introduces glass stocks, including painting and bedding. Introduces metal working that includes, polishing, finishing, bluing and painting. Five classroom hours per week. Four lab hours per week. 7 semester hours credit.

GNS 2203 Stock Making (4-2-4)

			W

Introduces tool design and application in stock making utilizing wood, metal, and other fibrous materials. Covers inletting, forend tip, grip cap, shaping, recoil pad installation, sanding, finishing and refinishing with oil based finishes. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

GNS 2204 Firearms Repair (6-2-8)

			W

Provides the student with an overview of firearms repair theory. Includes necessary tools and the design, function, takedown, troubleshooting, assembly and repair of selected semi-automatic handgun, single action revolvers, pump and semi-automatic shotguns, and various .22 rimfire rifles. Two classroom hours per week. Eight lab hours per week. 6 semester hours credit.

GNS 2205 AR15 Rifle Build (2-2-0)

			W

Student will apply knowledge and skills learned in Gunsmithing I to build a fully functional AR15 semi-automatic rifle. Firearm must meet all tolerances set forth by the instructor and operate reliably. Two classroom hours per week. 2 semester hours credit.

GNS 2206 Alternative Finishes (2-2-0)

			W

Student will apply knowledge and skills learned in Gunsmithing I to build a fully functional Bolt Action rifle. Firearm must meet all tolerances set forth by the instructor and operate reliably. Two classroom hours per week. 2 semester hours credit.

GNS 2210 Advanced Gunsmith/Machining (2-1-2)

			W

Focuses on continued theory and practice of machine tool operation with special emphasis on gunsmithing procedures. Projects include specialized gunsmithing tools and fixtures. Covers safety, milling cutters, cutting speeds and feeds, rifle barrel lining, abrasive machining, cutting tool materials, and machine maintenance. Shop safety is strongly emphasized. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

GNS 2215 Metal Finishing (4-0-8)

			W

Teaches the skills necessary to operate a gun bluing and/or parkerizing business. Includes necessary equipment, chemical procedures, and safety as they apply to hot caustic and cold rust bluing and parkerizing. Eight lab hours per week. 4 semester hours credit.

GRP 1606 Basic Graphic Design (3-2-2)

F	L	O	W

The course introduces the individual to the advertising and printing field and covers techniques used in layout, design and lettering. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

GRP 1608 Calligraphy I (3-2-2)

F	L	O	W

Four basic alphabets are studied: Uncial, Bookhand, Gothic, and Italic. Projects are done on parchment using a variety of pens and nibs. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HEA 1201 Conversational Sign Language I (3-3-0)

F	L	O	W

Development of communication skills in American Sign Language. Includes dialogues incorporating semantically related vocabulary. Three classroom hours per week. 3 semester hours credit.

HEA 1203 Basic Nurse Assistant Training Program (7-4-6)

F	L	O	W

Health care skills for supporting and assisting individuals and families are introduced. This course meets the Illinois Department of Public Health's nursing aide certification requirements. Four classroom hours per week. Six lab hours per week. 7 semester hours credit. Repeatable 2 times.

HEA 1206 Teacher Preparation for Nurse Assistant (2-2-0)

F	L	O	W

The purpose of this course is to prepare registered nurses to teach nursing assistants. The course will focus on necessary teaching skills including the teaching-learning process, behavioral objectives and educational outcomes, teaching methods and tools, utilization of audio-visual equipment, and evaluating learning. Application to the clinical laboratory will be included. Students will be required to prepare written assignments, present oral reports and complete all in-class assignments. A basic review of Alzheimer's Disease and appropriate nursing care of Alzheimer's patients is included in this course. This course meets the Illinois Department of Public Health's requirements for teachers of the state approved nursing assistant course. PREREQUISITES: RN license in the State of Illinois and two years of nursing experience one of which must be caring for the chronically ill or elderly in a nursing facility. Two classroom hours per week. 2 semester hours credit.

HEA 1207 Resident Attendant Assistant (1.5-1-1)

F	L	O	W

Health care skills for assisting individuals with feeding and some basic hygiene are introduced. This course meets the Illinois Department of Public Health's resident attendant certification requirements. One classroom hour per week. One lab hour per week. 1.5 semester hours credit.

HEA 1208 Clinical Procedures (3-1-4)

	L		

The student will assist in providing clinical care under the direction of a registered nurse, physician, or other medical professional. The course will provide the student with applied knowledge of working as a member of a health care team performing clinical procedures that include taking patient histories and vital signs, preparing treatments, and conducting diagnostic tests. PREREQUISITE: HEA 1225 Intro to Medical Terminology with a grade of C or better. COREQUISITES: HEA 1210 Medical Asst. Pharmacology and LSC 2265 Medical Assisting Anatomy. Course enrollment restricted to Medical Assistant program majors only. Students are highly encouraged to complete this course immediately prior to internship completion. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

HEA 1209 HIPAA Compliance (1-1-0)

	L	O	

HIPAA Compliance is designed for health care professionals and includes an overview of the Health Insurance Portability and Accountability Act (HIPAA). Focus is on the HIPAA patient privacy regulations, electronic data interchange, and security. The course is designed to satisfy the mandatory training component of HIPAA privacy for a healthcare organization's staff, including hospital administrators, physicians, nurses, medical office personnel (office managers, receptionists, etc.), or any other individuals or organizations involved in healthcare wishing to comply with or learn about HIPAA guidelines. One classroom hour per week. 1 semester hour credit.

HEA 1210 Medical Assist Pharmacology (2-2-0)

	L		

Practical knowledge of pharmacology will be addressed including: drug actions, interactions, indications and contraindications, side effects, dosing methods and procedures, and methods of administration of pharmaceuticals. Two classroom hours per week. 2 semester hours credit.

HEA 1212 Clinical Processes (3-1-4)

		O	

This course includes instruction in medical assisting principles and procedures including applications and methods in medical business office, such as scheduling and receiving patients, preparing and maintaining medical records, and performing administrative procedures. The course will also provide the student with applied knowledge of working as a member of a health care team performing clinical procedures that include taking patient histories and vital signs, preparing treatments, and conducting diagnostic tests. PREREQUISITE: HEA 1225 Intro to Medical Terminology with a grade of C or better. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

HEA 1225 Introduction to Medical Terminology (3-3-0)V

F	L	O	W

This course introduces common root words, prefixes, and suffixes used in medical terminology. Emphasis is placed on comprehension, spelling, pronunciation, ability to use a medical dictionary, vocabulary building, and common abbreviations. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

HEA 1226 Allied Health Anatomy (3-3-0)

F			

This course provides a foundational knowledge of the structure and function of the primary body systems including the skeletal, muscular, nervous, cardiovascular, respiratory, endocrine, immune, lymphatic, digestive, and urinary systems. In association with each body system, common pathological conditions are also emphasized. This is a non-lab course that is intended for individuals who intend to work as a non-clinical allied health professional. Three classroom hours per week. 3 semester hours credit.

HEA 1227 Pharmacotherapy Fundamentals (3-3-0)

F			

This course provides a foundational knowledge, at an introductory level, of the action of drugs including absorption, distribution, metabolism, and excretion of drugs by the human body. Further, emphasis is placed on acquiring the terminology necessary for the development and coding of medical reports. Upon successful completion of this course, the individual should be able to use pharmacological terminology in an appropriate context. This is a non-lab course that is intended for individuals who intend to work as a non-clinical allied health professional. Three classroom hours per week. 3 semester hours credit.

HEA 1228 Human Pathophysiology (3-3-0)

F			

This course focuses on the common diseases of each body system as encountered by healthcare professionals in various healthcare settings. Emphasis is placed on understanding the etiology (cause), signs and symptoms, diagnostic tests, and treatment (including pharmacologic) of each disease on the human body. This is a non-lab course that is intended for individuals who intend to work as a non-clinical allied health professional. A science background is not needed to be successful in this course. PREREQUISITE: HEA 1225 Intro to Medical Terminology and HEA 1226 Allied Health Anatomy. Three classroom hours per week. 3 semester hours credit.

HEA 1270 OSHA AHT - Hazard Comm (1-1-0)V

	L		W

This course is designed to educate healthcare workers about the potential hazards of working in a healthcare environment. The trainees will review various hospital settings in which healthcare workers may come into contact with hazardous chemicals. The trainees will learn to recognize the dangers of chemical exposure and develop safer work practices to protect them from injury. The course takes a comprehensive health and safety approach to employee health care and safety in the industry. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1271 OSHA AHT - Healthcare PPE (1-1-0)V

	L		W

This course is designed to educate healthcare workers about the different types of PPE available and how they can protect themselves from on-the-job hazards. It will include information about allergic reactions to natural rubber latex products. The course takes a comprehensive health and safety approach to employee health care and safety in the industry. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1272 Bloodborne Pathog/Healthcare (1-1-0)V

	L		W

This course is designed to educate healthcare workers about OSHA's BBP standards 1910.1030. Trainees will learn how to reduce the risk of exposure to Hepatitis C, Hepatitis B, and HIV. Trainees will learn about the serious risk of infection transmission in behavioral healthcare. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1273 Tuberculosis in Healthcare (1-1-0)V

	L		W

This course is designed to educate healthcare workers about the risk of tuberculosis in behavioral healthcare. Trainees will learn about tuberculosis identification and control. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1274 Ergonomics in Healthcare (1-1-0)V

	L		W

All healthcare workers have a high risk of developing musculoskeletal disorders or back injuries. This course is designed to train healthcare workers about how to protect themselves whether they are moving patients, test tubes, laundry, or food. Trainees will learn how to identify ergonomic hazards in the work area and how to prevent injuries. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1275 Fire Emergency in Healthcare (1-1-0)V

	L		W

This course is designed to educate healthcare workers about the importance of on-going fire awareness and proper fire safety procedures. Trainees will learn about the different classes of fire and the proper use of fire extinguishers. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1276 Preventing Patient Falls (1-1-0)V

	L		W

Healthcare professionals are on the front lines of proactive fall prevention. This course is designed to educate healthcare workers about the proper assessment tools and protective strategies they can use to prevent falls. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1277 Pain & Medication Management (1-1-0)V

	L		W

All accredited healthcare organizations are required to comply with JCAHO's pain management standards. This course is designed to educate healthcare workers about the prevention of medication errors and JCAHO standards for pain management. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1278 Healthcare Workplace Violence (1-1-0)V

	L		W

This course is designed to educate healthcare workers (employees and supervisors) about how to identify the warning signs of workplace violence and how to prevent it. Trainees will discuss the strategies for handling patients whose behavior is a problem and lead to disruptions of care. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1279 Hand Hygiene in Healthcare (1-1-0)V

	L		W

This course is designed to educate healthcare workers about proper hand hygiene, where contamination can occur and how to prevent it. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1280 Domestic & Elder Abuse (1-1-0)V

	L		W

One in every four Americans is a victim, witness to, or perpetrator of family violence. Healthcare workers-often the first to encounter abuse-have a unique opportunity to identify victims early. This course is designed to train healthcare workers about the warning signs of abuse and how to report suspicious behavior. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1281 Safety for Healthcare Workers (1-1-0)V

	L		W

Healthcare workers in long-term facilities face the same risks as those who work in hospitals. However, the intensive personal care needed by most residents can increase healthcare workers risk. This course is designed to train workers to protect themselves by becoming aware of the potential hazards they may encounter on the job. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1282 Managing Healthcare Stress (1-1-0)V

	L		W

Anyone who enters a healthcare facility will recognize the stressful situations that can exist. This course is designed to train workers in how to manage stress in a healthcare facility. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1283 Healthcare Electrical Safety (1-1-0)V

	L		W

Healthcare workers of today work with more electrical devices, monitoring equipment and diagnostic equipment than ever before. From maintenance shop to emergency room, from operating room to patient bedside, there is an environment of potential electrical hazards. This course is designed to train workers in how to work safely around electrical appliances in a healthcare facility. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1284 Patient Safety (1-1-0)V

	L		W

This course is designed to train workers in how to increase patient safety through risk assessment and reduction techniques. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1285 HIV/AIDS in Healthcare Facilities (1-1-0)V

	L		W

In December 2001 the CDC reported 57 documented cases of US healthcare workers who had seroconverted (developed antibodies) to HIV following occupational exposure. This course is designed to train healthcare employees in how to avoid exposure to HIV/AIDS. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1294 OSHA Allied Health Topics 2011 (2-2-0)V

	L		W

This course is designed to educate trainees about OSHA's outreach and enforcement initiatives in allied health. These initiatives are designed to reduce injuries and illnesses among nursing home and personal care facility employees. The course takes a comprehensive health and safety approach to employee health care and safety in the industry. This course may be team taught with the health care industry and is repeatable to meet state and federal guidelines. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

HEA 1295 OSHA Allied Health Topics 05 (2-2-0)V

			W

This course is designed to educate trainees about OSHA's outreach and enforcement initiatives in allied health. These initiatives are designed to reduce injuries and illnesses among nursing home and personal care facility employees. The course takes a comprehensive health and safety approach to employee health care and safety in the industry. This course may be team taught with the health care industry and is repeatable to meet state and federal guidelines. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

HEA 1296 OSHA Allied Health Topics II (2-2-0)V

	L		W

This course is designed to educate trainees about OSHA's outreach and enforcement initiatives in allied health. These initiatives are designed to reduce injuries and illnesses among nursing home and personal care facility employees. The course takes a comprehensive health and safety approach to employee health care and safety in the industry. This course may be team taught with industry and is repeatable to meet state and federal guidelines. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

HEA 1297 OSHA Allied Health Topics (3-1.5-3)V

F	L	O	W

This course is designed to educate trainees about OSHA's outreach and enforcement initiatives in allied health. These initiatives are designed to reduce injuries and illnesses among nursing home and personal care facility employees. The course takes a comprehensive health and safety

approach to employee health care and safety in the industry. This course may be team taught with industry. One and one-half classroom hours per week. Three lab hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

HEA 1298 Case Studies/Problems in Allied Health(4-4-0)V

F	L	O	W

Application of allied health occupation principles to specific problems through case studies, simulation, special class projects or problem-solving procedures. Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 2 times.

HEA 1601 Habilitation Aide Training Program (6-3-6)V

			W

The student is introduced to residential care for the developmentally disabled, functions of long-term care facilities, support services, the interdisciplinary team and job descriptions of the habilitation aide. The student also will be placed in appropriate situations where they will observe and participate in a residential facility, where they will utilize, under supervision, the skills and techniques which they have learned. Three classroom hours per week. Six lab hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

HEA 1602 Physical Rehabilitation Aide (2-1-2)

F			W

This course is a concentrated lecture/laboratory course designed to meet the requirements of the Illinois Department of Public Aid for Physical Rehabilitation Aide. It provides an introduction to residential care for the developmentally disabled, functions of long-term care facilities, support service, and the interdisciplinary team. State certified nurse assistants completing this certificate may anticipate employment in nursing homes and health care situations. PREREQUISITE: Registration with State of Illinois as a Certified Nurse Assistant and/or successful completion of HEA 1203 Basic Nurse Assistant course. One classroom hour per week. Two lab hours per week. 2 semester hours credit. Repeatable 1 time.

HEA 1603 Practical Pharmacology (1-1-0)

F	L	O	W

Students are introduced to concepts in pharmacology with special emphasis on application. Adverse effects and routes of administration are stressed. One classroom hour per week. 1 semester hour credit.

HEA 1630 Current Developments in Gerontology (1-1-0)

	L	O	W

This course familiarizes the student with problems and lifestyles of older adults. Students gain knowledge and understanding of the aged, including community life, needs, and ramifications of illness. One classroom hour per week. 1 semester hour credit.

HEA 1631 Current Trends in Rehabilitation (4-4-0)

F	L	O	W

This course provides theory needed by the professional nurse to provide rehabilitation to the client in the nursing home setting. Four classroom hours per week. 4 semester hours credit.

HEA 2201 Conversational Sign Language II (3-3-0)

F		O	W

Refinement of communication skills in American Sign Language. Includes dialogues incorporating semantically related vocabulary. PREREQUISITE: HEA 1201 Conversational Sign Language I. Three classroom hours per week. 3 semester hours credit.

HEA 2210 Stat Analysis of Health Data (4-4-0)

	L	O	

Health care data analysis will include the collection and reporting of medical statistical data, use of public health statistics and registries, and health information report generation. Statistical measures will include but not be limited to measures of central tendency and variability, random variables and probability, distributions, estimation, and testing hypotheses. PREREQUISITE: Placement into college level mathematics or successful completion of REM 0421 Beginning Algebra. Four classroom hours per week. 4 semester hours credit.

HEA 2215 Electronic Med Records Mgmt (3-3-0)

		O	

This course examines the functions of medical records personnel, the health information management department, filing procedures, processing medical records, assembling the medical record, analysis of the record, confidentiality issues and release of information, and other issues related to managing health records. The student will be introduced to systems and processes for collecting, maintaining, and disseminating health related information. Three classroom hours per week. 3 semester hours credit.

HEA 2264 Medical Insurance & Coding I (3-3-0)

		O	

The first semester starts with an overview of characteristics of ICD-9, Components of Volume 1, 2, 3, and procedures. The main content of the course will be divided into systems, or diseases to learn how to code in each type of situation. V codes and E codes will be covered. We will take a brief look at UB-04 and CMS-1500 forms. Lastly, we will discuss the crosswalk to ICD-10, and learn procedures for coding in ICD-10. PREREQUISITE: Completion of HEA1225 Introduction to Medical Terminology or approval of instructor. Three classroom hours per week. 3 semester hours credit.

HEA 2266 Medical Insurance and Coding II (3-3-0)

		O	

The purpose of this course is to provide the student with the basic guidelines of CPT Coding and Classification System, sequencing of codes, and impact on reimbursement. You will practice assigning codes for procedures and explore HCPCS codes as well. Three classroom hours per week. 3 semester hour credit.

HEA 2298 Internship (3-0-30)V

	L		

Internship with supervised work experience in a health care facility. Review of program objectives and certification test review may be included. Thirty internship hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

HEA 2299 Independent Study in Allied Health (6-6-0)V

F	L	O	W

Independent study of a specialized allied health occupation topic, which is not available in the college's course offerings with instructor approval and supervision. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

HEA 2603 Alzheimer's Patient Care (1-1-0)

F	L	O	W

This course is designed to assist the caregiver with basic knowledge to meet the physiologic and psychosocial aspects of caring for the client/patient with Alzheimer's Disease. This includes knowledge in effective communication techniques, maintenance of body functions, and activities of daily living throughout the stages of Alzheimer's Disease. The course identifies psychosocial adjustments, legal considerations and available resources for the family as the caregiver. PREREQUISITES: None. Those students seeking certification as a Certified Nurse Assistant must also take HEA 1203 Basic Nurse Assistant Training. One classroom hour per week. 1 semester hour credit.

HEC 1101 Nutrition (3-3-0)

F	L	O	W

This course deals with topics involving the fundamentals and principles of normal nutrition and metabolism, food values, and requirements for maintenance and growth. Emphasis is placed on essential nutrients and current nutritional topics. Three classroom hours per week. 3 semester hours credit.

HEC 1198 Topics/Issues in Home Economics (3-3-0)V

F	L	O	W

Seminar on a special topic or current issues in home economics. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 2 times.

HEC 1201 Introduction to Custodial Services (3-3-0)

F			

This course covers machine and electrical safety, the detergency process, chemical usage, handling and mixing. Guidelines for working with bloodborne pathogens and for complying with OSHA and EPA regulations are emphasized. Basic employability skills and the growing career opportunities in this field are also covered. Three classroom hours per week. 3 semester hours credit. Repeatable 1 time.

HEC 1298 Problems/Topics in Home & Inst. Serv. (6-6-0)V

F	L	O	W

Application of vocational early childhood development education principles to specific problems through case studies, simulation, special projects, or problem solving procedures. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

HEC 1601 Custodial Services I (3-1-4)

F	L	O	W

This course provides the student with skills necessary to maintaining carpet, gym, and hardwood floors. Work processes and tasks are included in the curriculum. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

HEC 1602 Nutrition and Food Selection (3-3-0)V

F	L	O	W

Fundamentals and principles of normal nutrition and metabolism, food values, and requirements for maintenance and growth are studied. Emphasis is placed on food selection. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

HEC 1603 Clothing Selection & Construction (3-3-0)

F		O	W

Help prepare individuals to design, construct, alter, and repair men's, women's, and children's garments and apparel. Includes instruction in tailoring design, fabric selection, and customizing to customer specifications, taking measurements and fitting, preparing patterns, cutting, sewing, altering, refitting, and adjusting, operation of hand and power equipment, and pressing techniques. Three classroom hours per week. 3 semester hours credit.

HEC 1604 Adv Clothing Selection & Constru (3-3-0)

F		O	W

Help prepare individuals to design, construct, alter, and repair men's, women's, and children's garments and apparel. Includes instruction in tailoring design, fabric selection, and customizing to customer specifications, taking measurements and fitting, preparing patterns, cutting, sewing, altering, refitting, and adjusting, operation of hand and power equipment, and pressing techniques. Three classroom hours per week. 3 semester hours credit. PREREQUISITE: HEC 1603 Clothing Selection and Construction, or consent of instructor. Three classroom hours per week. 3 semester hours credit.

HEC 1605 Tailoring and Clothing Construction (3-3-0)

F		O	W

Help prepare individuals to design, construct, alter, and repair men's, women's, and children's garments and apparel. Includes instruction in tailoring design, fabric selection, and customizing to customer specifications, taking measurements and fitting, preparing patterns, cutting, sewing, altering, refitting, and adjusting, operation of hand and power equipment, and pressing techniques. PREREQUISITE: HEC 1603 Clothing Selection and Construction, HEC 1604 Advanced Clothing Selection and Construction, or consent of instructor. Three classroom hours per week. 3 semester hours credit.

HEC 1606 Introduction to Interior Design (3-2-2)

F	L	O	W

Included are theories of color, design, rhythm, balance, and space. Topics begin with the caveman's primitive living arrangements and move through Egyptian, Greek, Elizabethan, French, Mediterranean, Colonial, Victorian and modern periods. Students are expected to be able to identify each period. Designers of homes and furniture are studied. Emphasis is on heritage influenced design as well as the utility of the design. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HEC 1607 Interior Design (2-2-0)

F	L	O	W

Floor plans, room arrangements, selecting furniture, carpeting, draperies, and accessories are studied. Two classroom hours per week. 2 semester hours credit.

HEC 2201 Parent/Community Involvement: Pre-school Education (3-3-0)

F	L	O	W

This course is designed to expose early childhood education personnel to parent involvement strategies and community agencies as they relate to the goals of early childhood education programs. Three classroom hours per week. 3 semester hours credit.

HEC 2299 Independent Study in Home and Institutional Services (6-6-0)V

F	L	O	W

Independent study of a specialized topic, which is not available in the college course offerings. Requires instructor approval and supervision. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

HIM 1201 Introduction to HIM (3-3-0)

	L		

An introduction to the health care delivery system with specific emphasis upon the profession of health information management. This overview includes a review of healthcare providers and facilities (acute care, ambulatory care, home health care, long term care, etc.), medical staff organization and functions, the health information department and its management, current trends in health care, and the changing roles of health care professionals. PREREQUISITE: BOC 1201 Beginning Keyboarding or concurrent enrollment. Three classroom hours per week. 3 semester hours credit.

HIM 1202 HIM Data Management (3-3-0)

	L		

This course explores the more complex issues surrounding management of the health information record management process, including record development, maintenance, retention and preservation. This course will expand upon the coding and records administration systems which were introduced in BOC 2267 Medical Insurance & Coding and HIM 1201 Intro to HIM. Three classroom hours per week. 3 semester hours credit.

HIM 1205 HIM Intro to Human Pathophys (3-3-0)

	L		

An introduction to human diseases with emphasis upon etiology, symptoms, and diagnostic findings which will assist the student in interpreting information within the medical record. PREREQUISITE: BOC 1225 or HEA 1225 Intro to Medical Terminology. Three classroom hours per week. 3 semester hours credit.

HIM 1207 CEMRS Medical Terminology (3-3-0)

	L		

This course is designed specifically for the student pursuing a career as a Certified Electronic Medical Records Specialist. This course includes an introduction to medical terms and incorporates a fundamentally basic anatomy overview to enhance the student's knowledge of medical terms and the anatomical locations that go along with the terms. This course also will include abbreviations and Eponyms that will be used in the student's professional career. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

HIM 2220 Clinical Practicum (6-0-30)V

	L		

A supervised clinical experience in a health facility which provides the HIM student with applied exposure to a pre-determined breadth of experiences pertinent to the field of health information management. Prior to the clinical assignment, the student must have satisfactorily completed all program coursework and have provided the college with a certified health screening which meets all program expectations. The student must provide their own transportation to and from the clinical experience. Thirty internship hours per week. Variable up to 6 semester hours credit. Repeatable 3 times.

HIS 1103 Women in American History (3-3-0)

F	L	O	W

This course is a historical survey of women in American history. Their contributions, roles, changing status, and problems will be studied. Three classroom hours per week. 3 semester hours credit.

HIS 1104 History of Eastern Civilizations I (4-4-0)

F	L	O	W

This course covers political, social, economic, and cultural history of the Asian world from the Mongols to 1600. PREREQUISITE: Reading and writing skills at the college level. Four classroom hours per week. 4 semester hours credit. IAI: S2 908N

HIS 1105 History of Eastern Civilizations II (4-4-0)

F	L	O	W

This course covers political, social, economic, and cultural history of the Asian world from 1600 to present. PREREQUISITE: Reading and writing skills at the college level. Four classroom hours per week. 4 semester hours credit. IAI: S2 909 N

HIS 1111 Western Civilization Before 1600 AD (3-3-0)

F	L	O	W

This is a survey of western civilization from the prehistoric times through the Reformation. Major topics include Mesopotamian, Egyptian, Greek, and Roman civilizations, the rise of Christianity, the Middle Ages, Renaissance and the Reformation. Three classroom hours per week. 3 semester hours credit. IAI: S2 902

HIS 1112 Western Civilization After 1600 AD (3-3-0)

F	L	O	W

This is an introductory course surveying the political, social and economic forces that have shaped the western world since 1600 AD. Major topics include the rise of European states, the French Revolution, Napoleon Industrial Revolution, nationalism, imperialism, World War I, World War II, postwar problems including the Cold War and Arms race. Three classroom hours per week. 3 semester hours credit. IAI: S2 903

HIS 2101 U.S. History to 1877 (3-3-0)

F	L	O	W

In this course students will study the colonial period; the independence movement; the framing and adoption of the Constitution; the growth of American nationality; Western development and Jacksonian Democracy; Manifest Destiny

and the slave controversy; and the Civil War. Three classroom hours per week. 3 semester hours credit. IAI: S2 900

HIS 2102 U.S. History Since 1877 (3-3-0)

F	L	O	W

In this course students will study Reconstruction; the new industrial society and the agrarian movement; the war with Spain; the United States as a world power; the progressive movement; the First World War; post war problems; the Depression and the New Deal; the Second World War and foreign and domestic post war problems. Three classroom hours per week. 3 semester hours credit. IAI: S2 901

HIS 2103 Illinois History (3-3-0)

F	L	O	W

This course is a study of the history of the state of Illinois with emphasis on the political, economic, religious and cultural features. Three classroom hours per week. 3 semester hours credit.

HIS 2122 History of Vietnam War (3-3-0)

F	L	O	W

This course will primarily cover the United States' involvement in Southeast Asia. Included is a detailed examination of the political regimes both in Saigon and Hanoi; the military aspects of the war; and the consequences of the struggle for the United States, both domestically and internationally. Three classroom hours per week. 3 semester hours credit.

HIS 2124 Contemporary History: U.S. Since 1945 (3-3-0)

			W

America enters the atomic age; a study of American society since the end of the second World War and the role played by the United States in the world. Three classroom hours per week. 3 semester hours credit.

HIS 2125 America During the 1960s (3-3-0)

F	L	O	W

Survey of American culture, politics, economy, and society during the 1960s. Three classroom hours per week. 3 semester hours credit.

HIS 2126 American Indian History (3-3-0)

F	L	O	W

A study of American Indian history, with emphasis on Indians of the American West. Consideration is given to Indian politics, social, and economic continuity and change. Developments in the nineteenth and twentieth centuries are featured in the course. Three classroom hours per week. 3 semester hours credit.

HIS 2129 History of Modern Terrorism (3-3-0)

F	L	O	W

This course is a historical overview of modern terrorism from the French Revolution to the attacks of September 11, 2001. Three classroom hours per week. 3 semester hours credit.

HIS 2198 Topics in History (1-0-2)

F	L	O	W

This course is a seminar on a special topic or current issue in history. Two lab hours per week. 1 semester hour credit.

HIT 1201 Healthcare Delivery Systems (3-3-0)

F			

This course examines the organization, financing, accreditation, licensure, and impact of regulatory agencies on the delivery of health care services. Individuals who complete this course will be able to identify components and functions of multiple health care delivery systems, compute routine institutional statistics, analyze and interpret health care data, prepare health care data for presentation purposes; and verify reliability and validity of health care data. Three classroom hours per week. 3 semester hours credit.

HIT 1202 Health Data Management (3-2-2)

F			

This course examines the role of information technology in the healthcare environment through an investigation of the electronic health record (EHR), business software applications, and specialized software applications found in the healthcare environment. Special emphasis is placed on exploring how specialized record requirements are implemented in primary and secondary health data systems. Aspects relating to the legal, ethical, privacy, security, and confidentiality practices required of the health information professional is also emphasized. PREREQUISITE: DAP 1201 Business Computer Systems or concurrent enrollment. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HIT 1203 Healthcare Reimbursements (3-3-0)

F			

This course prepares individuals to compare healthcare payers, illustrate the reimbursement cycle, and comply with regulations related to fraud and abuse of healthcare reimbursement services. Individuals will assign Diagnosis Related Groups (DRGs), Ambulatory Payment Classification (APCs) & Resource Utilization Groups (RUGs) with entry-level proficiency using computerized encoding & grouping software. Attention is given to the history of health insurance in the United States. A summary of insurance coverage is then provided. The impact of managed care on hospital and physician reimbursement is highlighted. The structure of Government payers, Medicare and Medicaid are explained and the stringent coding rules mandated by Medicare are discussed. Individuals will engage in simulations that illustrate the importance of negotiation and cooperation in providing services under different reimbursement scenarios. PREREQUISITE: HIT 1201 Healthcare Delivery Systems and HIT 1202 Health Data Management or concurrent enrollment. Three classroom hours per week. 3 semester hours credit.

HIT 1204 Diagnostic Coding Fundamentals (4-2-4)

F			

This course introduces the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-10-CM) codebook. Special emphasis is placed on coding conventions and rules, methodology and sequencing, data sets, documentation requirements, data retrieval, quality control, appropriate use of modifiers, and use of coding resources. PREREQUISITE: HEA 1228 Human Pathophysiology, HIT 1203 Healthcare Reimbursements or concurrent enrollment. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

HIT 2201 Health Statistics & Research (3-3-0)

F			

This course provides an introduction to the management of medical data with a focus on the statistical research methodology and principles used in local medical facilities. Special emphasis is placed on descriptive statistics, including definitions, collection, calculation, compilation, and the display of numerical data. Additional topics include: vital statistics; reportable disease registries; verification of health care data including data validity and reliability; and guidelines required by regulatory agencies. PREREQUISITE: HIT 1202 Health Data Management. Three classroom hours per week. 3 semester hours credit.

HIT 2202 Healthcare Law & Ethics (3-3-0)

F			

This course focuses on the ethical, legal, and social issues that influence the use of computer-based technology and information systems in the delivery of healthcare with an emphasis on the requirements needed to perform in a Health Information Management Department. Individuals will explore ethical, legal, and social issues and apply a decision making model to actual situations and case studies. Special emphasis is placed on: medical ethics; fraud and abuse; data privacy and confidentiality; informed consent; intellectual property issues; disclosure; transparency and accountability; compliance programs; healthcare data privacy and security regulations; and conflicts of interest. PREREQUISITE: HIT 1202 Health Data Management. Three classroom hours per week. 3 semester hours credit.

HIT 2203 Procedural Coding Fundamentals (4-2-4)

F			

This course focuses on the application of procedural codes from the Current Procedural Terminology (CPT) and the Healthcare Procedural Coding System (HCPCS) by introducing the rules, regulations, and techniques used to code physician services and for reporting medical services (i.e. care and equipment) provided to Medicare beneficiaries. Individuals will use procedural coding encoder software to apply CPT/HCPCS codes for ambulatory payment classification (APC) assignment. Special emphasis is placed on the application of coding principles to accurately assign CPT/HCPCS codes to health records, coding conventions and rules, methodology and sequencing, data sets, documentation requirements, data retrieval, quality control, appropriate use of modifiers, and use of coding resources. PREREQUISITE: HEA 1228 Human Pathophysiology, HIT 1203 Healthcare Reimbursements or concurrent enrollment. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

HIT 2204 Clinical Coding Applications (4-2-4)

F			

This course provides focused application and a breadth of practice aimed at developing proficiency in the assignment of appropriate diagnosis or procedure codes for common and specialized medical records with an emphasis on accuracy and speed development. Specifically, individuals will build on their fundamental knowledge of the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-10-CM), Healthcare Procedural Coding System (HCPCS) level II, and Current Procedural Terminology (CPT), to ensure that all medical records are coded accurately, quickly and consistent with Diagnosis-Related Group (DRG), Ambulatory Patient Group (APG), and Ambulatory Payment Classification (APC) assignments. PREREQUISITES: HIT 1204 Diagnostic Coding Fundamentals and HIT 2203 Procedural Coding Fundamentals. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

HIT 2205 Healthcare Quality Mgt (3-3-0)

F			

This course explores the many facets of quality standards, programs, and processes used to maintain and improve the quality of service in a healthcare environment. Special emphasis is placed on quality assurance, quality improvement, computation and presentation of data in statistical formats, utilization management, risk management, licensing, accreditation, and credentialing. Additional emphasis is placed on how external regulatory agency guidelines, accrediting agency requirements, and peer review organizations impact health information. Quality applications are integrated throughout the course, stressing the importance of application, including data collection, statistical quality control, data display, and assessment. PREREQUISITE: HIT 1202 Health Data Management and HIT 2201 Health Statistics & Research. Three classroom hours per week. 3 semester hours credit.

HIT 2206 Certification Review (2-2-0)

F			

This course provides a comprehensive review of the competencies and skills needed to pass certification exams. Special emphasis is placed on review of topics related to coding, healthcare data management, legal issues, quality management, health statistics, and information technology systems used in the healthcare environment. Tips and practical suggestions on how best to prepare for certification exams are also provided. PREREQUISITE: Successful completion or concurrent enrollment in HIT 2202 Healthcare Law & Ethics, HIT 2204 Clinical Coding Applications, and HIT 2205 Healthcare Quality Mgt. Two classroom hours per week. 2 semester hours credit.

HIT 2230 Health Informatics Practicum (3-0-15)

F			

This capstone course provides individuals with practical opportunities to apply theories and techniques learned in the classroom to actual situations, issues or problems within a healthcare facility with guidance from an experienced healthcare manager. PREREQUISITE: Student should be in their final semester of study in the Health Informatics program and successful completion or concurrent enrollment in HIT 2202 Healthcare Law & Ethics, HIT 2204 Clinical Coding Applications, and HIT 2205 Healthcare Quality Mgt. Fifteen internship hours per week. 3 semester hours credit.

HIT 2231 Health Informatics Simulation (3-0-15)

F			

This capstone course provides individuals with practical opportunities to apply theories and techniques learned in the classroom to situations, issues or problems in a simulated healthcare environment with the instructor acting as a supervisor. PREREQUISITE: Student should be in their final semester of the Health Informatics program and successful completion or concurrent enrollment in HIT 2202 Healthcare Law & Ethics, HIT 2204 Clinical Coding Applications, and HIT 2205 Healthcare Quality Mgt. Fifteen internship hours per week. 3 semester hours credit.

HLT 1201 Health Careers Orientation (2-1-2)

F	L	O	W

Designed to assist students in the development of their self-concept and in matching personal abilities to a tentative career choice. Content will provide in-depth information into health careers, the occupational and educational opportunities and the attitudinal requirements needed by health care workers. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

HLT 1202 Health Careers Related Skills (2-1-2)V

F	L	O	W

This course is designed to provide a core of knowledge related to skills utilized in many health occupations. The student will develop cognitive and affective skills necessary for a foundation for entry-level skills utilized in health care facilities. PREREQUISITE: Concurrent enrollment in HLT 1201 Health Careers Orientation or consent of instructor. One classroom hour per week. Two lab hours per week. Variable 1 to 2 semester hours credit. Repeatable 3 times.

HLT 1203 Health Careers I (2-1-2)V

F	L	O	W

This course will include those skills that would enable a person to give proper immediate care to those who have been injured or suddenly become ill, until competent medical care can be obtained. It will include how to recognize a serious medical emergency and knowledge of how to get help. First aid skills and cardiopulmonary resuscitation skills will be emphasized. Demonstration of skills will be required for completion of the course. PREREQUISITE: HLT 1201 Health Careers Orientation or consent of instructor. One classroom hour per week. Two lab hours per week. Variable 1 to 2 semester hours credit. Repeatable 3 times.

HLT 2198 Topics/Issues in Public Health (6-6-0)V

F	L	O	W

This class provides enhanced study on a special topic or current issues in the areas of community health and wellness through the application of focused case studies, simulation, special projects, or problem solving procedures. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

HLT 2202 Health Careers Topics (3-1-4)V

F	L	O	W

This course covers special topics in health care; it is offered for variable and repeatable credit so that a variety of health trends and issues can be offered. One classroom hour per week. Four lab hours per week. Variable 1 to 3 semester hours credit. Repeatable 3 times.

HLT 2204 Health Careers II (7-4-6)V

F	L	O	W

This course is part one of a two part course that will prepare students for a specific health occupation or cluster of closely related occupations. Students will complete occupational task lists in the classroom, lab, and clinical area as identified health occupations. PREREQUISITE: HLT 1201 Health Careers Orientation or consent of instructor. Four classroom hours per week. Six lab hours per week. Variable 1 to 7 semester hours credit. Repeatable 3 times.

HLT 2205 Health Careers III (7-4-6)V

F	L	O	W

This course is a continuation of the Health Careers II course content. The health occupation clusters provide the potential for employment immediately following high school-level instruction in a variety of health occupations. PREREQUISITE: HLT 1201 Health Careers Orientation and HLT 2204 Health Careers II, or consent of instructor. Four classroom hours per week. Six lab hours per week. Variable 1 to 7 semester hours credit. Repeatable 3 times.

HLT 2298 Topics/Issues in Health Care (6-6-0)V

F	L	O	W

This course provides incumbent health care workers or people pursuing a career in a variety of health care fields the opportunity to pursue enhanced study on a topic of interest or current issue in the health care industry through the application of focused case studies, simulation, special projects, or problem solving procedures. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

HRT 1201 Landscape Plant Identification (4-2-4)

	L		

This course presents the materials necessary for the identification of a collection of woody perennial plants that are used or commonly appear in the residential landscape. The plant's characteristics including: size, shape, fruit, fall color, flowers, and landscape value are included. The limitations and environmental requirements are discussed to assist in creation of optimum growing conditions. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

HRT 1202 Pest Control (3-2-2)

	L		

This course will provide identification of major pests, their life cycles and the damage they cause. Feasibility and methods of pest control are covered including the proper use and identification and use of pesticides. At the conclusion of the course students will be able to pass the Illinois Commercial Pesticide Operator Core Test and the Private Pesticide Applicator Test. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HRT 1203 Plant Propagation I (3-2-2)

	L		

This course is an introduction to the art and science of plant propagation. Basic theories essential to plant propagation will be discussed. Topics include: propagation by seed, leaf, root and stem cuttings, environmental control and growth regulators. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HRT 1204 Landscape Design and Installation (3-1-4)

	L		

This course presents the principles of landscape design, their application and use in solving specific landscape issues. Topics discussed include: identification and establishment of landscape needs, site analysis, landscape architectural sign language, selection of landscape materials and structures, steps involved in the backward process of design, plant material characteristics (with regard to form, texture, and color), plant material selection, and the identification of the

architectural relationship of the plant materials to the structures in the public and private areas of the landscape. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

HRT 1205 Soils (2-1-2)

	L		

This course will give the student an overall view of soil structure, horizons, textural classifications and chemical properties. It provides a basic knowledge of soil pH, nutrient, and water requirements. Concepts of soil analysis and recommendations for tilth improvement, fertility, and conservation practices are also covered. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

HRT 1206 Woody Plant Maintenance (3-2-2)

	L		

This course covers the practical application of grounds maintenance techniques. Topics include: Transplanting shade trees, fertilizing and watering shade trees, identifying and controlling tree and shrub insects and establishing the value of trees. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HRT 1207 Perennial, Biennial & Annual ID (3-2-2)

	L		

This course discusses the identification and characteristics of commercially produced and newly introduced perennials and some biennials. The plant's common and scientific name, and characteristics such as: hardiness zone, size, habit flower type, color and effective time; culture, propagation and cultivars, pests, and diseases are presented and discussed. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HRT 1208 Introduction to Horticulture (3-2-2)V

F	L	O	W

Introduction to Horticulture will acquaint the student with a basic understanding of plants' form and function. This course will cover employability opportunities and skills necessary for employment which will be reinforced throughout the remainder of the program. Two classroom hours per week. Two lab hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

HRT 1209 Greenhouse Operation (3-2-2)

	L		

This is an introductory course designed to give the student a basic understanding of the maintenance and proper use of greenhouse structures and equipment. Proper safety procedures, growing techniques, and management practices used in producing greenhouse crops are covered. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HRT 1601 Tree Maintenance for Lineworkers (1-1-0)V

F			

Course provides instruction for utility workers in the identification, care, and maintenance including pruning techniques for trees, shrubs, and vines growing around utility lines, poles, meters, etc. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HRT 2201 Landscape Design & Construction (3-2-2)

	L		

This course is a continuation of HRT 1204, Landscape Design and Installation. Students are exposed to landscape implementation and construction techniques. Materials covered include: landscape bed and edging installation, patio and deck installation as well as walks, steps and retaining walls. Other topics included are: pools, fountains, bridges, boulders, landscape containers and lighting. PREREQUISITE: HRT 1204 Landscape Design and Installation or concurrent enrollment in HRT 1204. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HRT 2202 Plant Propagation II (2-1-2)

	L		

This course is a continuation of HRT 1203, Plant Propagation I. The effects of environmental factors, growth regulators, grafting, budding and tissue culture techniques are emphasized. Propagation of tunicate and non-tunicate bulbs, rhizomes, stolons and seedless vascular plants are discussed. PREREQUISITE: HRT 1203 Plant Propagation I. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

HRT 2203 Nursery Operations (3-2-2)

	L		

This course is an introduction to the techniques and practices used in the commercial production of nursery crops. Topics included are: herbaceous perennials, ground covers, deciduous shrubs and trees, conifers and broadleaf evergreens. Greenhouse and nursery production techniques will be emphasized. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HRT 2204 Bedding Plant Production (3-1-4)

	L		

This course is an introduction to the identification and commercial production of bedding plants. The material includes: media preparation, seed sowing, transplanting, plant growth & development, finishing and sale. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

HRT 2205 Turf Grass Management (3-2-2)

	L		

This course material includes turfgrass identification, propagation, and maintenance for lawns, athletic fields, and golf courses. Topics include: irrigation, sodding techniques, weeds identification, insects and disease identification and control. Other topics presented are: selection of turfgrasses and equipment. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HRT 2206 Nursery Operations II (3-2-2)

	L		

This course is a continuation of HRT 2203 Nursery Operations I. The study of commercial nursery stock production emphasizes plant growth patterns and responses in relation to the soil, water, and fertility. Other topics included are: wholesale and retail marketing, inventory control and laws, regulations, and codes as they apply to the nursery industry. Financial management, nursery site selection and

organization are introduced. PREREQUISITE: HRT 2203 Nursery Operations I. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HRT 2207 Landscape Plant Maintenance (3-2-2)

	L		

This course will cover the practical application of grounds maintenance techniques. Topics presented include: pruning, marketing landscape maintenance, estimating, personnel management, water and fertilization management, the use of color and maintenance of equipment. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HRT 2209 Landscape Irrigation Des & Install (3-2-2)

	L		

This course is an introductory course in permanent and temporary, automatically operated, landscape irrigation system design (sprinkler and drip irrigation), and installation. Topics include, but are not limited to: design techniques, practical methods of installation and components, hydraulics, pipe characteristics and uses, control systems, as well as the operation and management of irrigation systems. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HRT 2210 Special Topics in Horticulture (6-6-0)V

	L		

This is a special topics class in horticulture. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

HRT 2212 Hort Computer Applications (3-3-0)

	L		

This course is designed to provide horticulture major's basic computer skills needed to successfully function in the horticulture business environment. Basic applications in Microsoft Office will be covered including Word, Excel, Access and PowerPoint and how they apply to the Horticulture field. Entrepreneurial skill development and critical thinking are emphasized through horticultural applications, lab exercises and projects. Three classroom hours per week. 3 semester hours credit.

HRT 2216 Internship (3-0-30)V

	L		

This course is an internship designed to specifically provide hands on work experience in the field of horticulture. The program coordinator and supervisor work together to document the work experience. The internship is based on 75 contact hours of work experience for each semester credit hour. PREREQUISITE: Completion of the first-year's program requirements or consent of the instructor. Thirty lab hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

HUM 1111 Intro to Art Music and Theatre (3-3-0)

F	L	O	W

This course is a non-traditional, interdisciplinary course in the humanities. It focuses on the interrelationships and aesthetic commonalties in the visual and performing arts. Three classroom hours per week. 3 semester hours credit. IAI: F9 900

HUM 2111 Hispanic Culture Through Travel (5-4-2)V

	L	O	W

A field trip is taken in a Spanish speaking country. Orientation prepares students for an on-the-spot study of the country's history, government, and sociology. A total of 60 classroom hours will be spent in orientation and testing. Also mini-sessions will be held during the trip and there is a post-trip summary and evaluation. Four classroom hours per week. Two lab hours per week. Variable 0.5 to 5 semester hours credit. Repeatable 3 times.

HUM 2121 European Culture Through Travel (3-2-2)

	L	O	W

A field trip is taken in Europe to study European culture and history. Places visited are selected for their artistic beauty and historical significance. Orientation prepares participants for an on-the-spot study of the country's history, art, and culture. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HUM 2131 Intro to Latin American Culture (3-3-0)

F	L	O	W

This multi-disciplined course is designed to give students the opportunity to understand a Hispanic culture. History, literature, art, religion, economics, political science, and sociology of a Hispanic culture are studied. It may be repeated for up to six semester hours of credit. Field trips to significant regional museums is encouraged. Three classroom hours per week. 3 semester hours credit. Repeatable 1 time. IAI: S2 911N

HUM 2141 Topics in Humanities: Food & People (3-3-0)

F	L	O	W

This course examines the national and international controversies concerning food consumption, production, and allotment. World hunger, agribusiness practices, food costs, and nutrition are put into social, historical, ethical, and economic perspectives. Three classroom hours per week. 3 semester hours credit.

HUM 2151 Introduction to Asian Culture (3-3-0)

F	L	O	W

This multi-disciplined course is designed to give students the opportunity to understand Asian culture. History, literature, art, religion, economics, political science, and sociology of Asian cultures are studied. Three classroom hours per week. 3 semester hours credit.

HUM 2161 Forging the American Character (3-3-0)

F	L	O	W

History of the major developments in the United States from the colonial period to the present. Considers the ways in which American's have extended the Western tradition and America's distinctive cultural contributions. Three classroom hours per week. 3 semester hours credit.

HUM 2198 Topics/Issues in the Humanities (6-6-0)V

F	L	O	W

Seminar on a special topic or current issue in the humanities (literature, writing, speech, foreign languages, religion, philosophy, music, art history, photography, and art). Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

HUM 2199 Independent Study in the Humanities (6-6-0)V

F	L	O	W

Advanced study, special project, or experiment on a topic in the humanities, which is not available in the college's course offerings, under supervision of a humanities instructor. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

IND 1201 Strategies of Success (2-2-0)

	L		

Topic course focuses on specific management principles. Examples of topics include team building, industrial technology, business accounting, diversity, etc. Two classroom hours per week. 2 semester hours credit.

IND 1210 General Safety (3-3-0)V

	L	O	

This course is an orientation to the safety parameters inherent in the diverse trades' related industry. Emphasis is on the range of safety issues inherent within various industry environments. This class will be taught with local business and industry professional involvement; therefore, specific content may vary based upon company involvement. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

IND 2210 Manufacturing Internship (5-0-25)V

	L		

Students gain work experience in an appropriate training site under supervision. The academic coordinator and the training supervisor work together in establishing goals and work experiences for the student. PREREQUISITES: Successful completion of the Manufacturing Skills certificate program requirements or consent of instructor. Internship course provides supervised work experience at an appropriate training site. Twenty-five lab hours per week. Variable up to 5 semester hours credit. Repeatable 3 times.

IND 2212 Supervisory Internship (5-0-25)V

	L		

Students gain work experience in an appropriate training site under supervision. The academic coordinator and the training supervisor work together in establishing goals and work experiences for the student. PREREQUISITES: Successful completion of the Supervisory Skills certificate program requirements or consent of instructor. Twenty-five lab hours per week. Variable up to 5 semester hours credit. Repeatable 3 times.

INM 1200 Mechanics (5-5-0)V

		O	

This course includes basic mechanics, lubrication, drive components, and bearings, as related to industrial applications. PREREQUISITE: Concurrent enrollment in or completion of INM 1206 Introduction to Industrial Maintenance Tech. Five classroom hours per week. Variable 0.5 to 5 semester hours credit. Repeatable 3 times.

INM 1205 Fluid Power (6-6-0)V

		O	

This course includes basic hydraulics, hydraulic troubleshooting, pumps and piping system, pneumatics and pneumatic trouble shooting, as related to industry. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

IMN 1206 Introduction to Industrial Maintenance Technology (3-3-0)V

		O	

Career exploration that provides an orientation to the field of Industrial Maintenance Technology. Employee qualifications and work-related characteristics, types of equipment, job duties, employment potential, career trends and safety operations will be explored. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

INM 1208 Special Topics in Ind. Maintenance Technology(6-6-0)V

		O	

Courses that apply principles to specific problems and/or training through case studies, simulation, special projects, or problem solving procedures. Can be taught as a seminar, training sessions, workshop, or class. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

INM 1220 Basic A/C & Refrigeration (4-3-2)

		O	

Maintenance and repair of window type and central air conditioning. Emphasis on basic refrigeration theory, refrigeration components identification and operation, system charging and evacuation. Copper brazing and electrical troubleshooting residential A/C systems will also be covered. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

INM 1225 Basic Heating (3-2-2)

		O	

Introduction to heating systems, gas forced air, medium and high efficiency, electric and hydronic system installation, control system operation, and troubleshooting. Emphasis on system service and troubleshooting. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

INM 2200 Electro-Mechanics I (5-5-0)V

		O	

This course includes basic electricity, batteries, AC and DC circuits, transformers, and electrical measuring instruments. PREREQUISITE: Concurrent enrollment in or completion of INM 1206 Introduction to Industrial Maintenance Tech. Five classroom hours per week. Variable 0.5 to 5 semester hours credit. Repeatable 3 times.

INM 2205 Electro-Mechanics II (5-5-0)V

		O	

This course includes electrical protective devices, AC and DC equipment controls, single-phase motors, three-phase systems and electrical troubleshooting. PREREQUISITE: INM 2200 Electro-Mechanics I or consent of instructor. Five classroom hours per week. Variable 0.5 to 5 semester hours credit. Repeatable 3 times.

INM 2206 Program Logic Controllers I (3-3-0)V

		O	

Includes instruction in the history of machine automation, principles of robotics, design and operational testing, system maintenance and repair procedures, robot computer systems and control language, specific system types, applications to

specific industrial tasks, and safety. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

INM 2207 Robotics Technology (3-3-0)

		O	

A course that prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing and using stationary and mobile robotics. Instruction includes history of automation, safety, principles of robotics design and application, system types, control language and operation, mechanical functions, electrical wiring, remote control, sensors, mobility, robots tasking, pneumatic functions, and basics electronics, system maintenance and repair. Three classroom hours per week. 3 semester hours credit.

INM 2208 Program Logic Controllers II (3-3-0)V

		O	

Includes instruction in the history of machine automation, principles of robotics, design and operational testing, system maintenance and repair procedures, robot computer systems and control language, specific system types, applications to specific industrial tasks, and safety. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

INM 2209 INM Internship (2-0-2)

		O	

Students will work a minimum of ten hours per week in an Industrial Maintenance position in industry. Objectives for the internship are determined in concert with the internship coordinator, job-site training supervisor, and student. The student will follow and track the objectives to ensure timely completion. Internship hours are based on 75 hours equated to one semester hour of credit. PREREQUISITE: Level I and Level II certificates or consent of instructor. Two semester hours credit.

INM 2210 Occupational Safety (OSHA) (3-3-0)V

F	L	O	W

This course is based on the Occupational Safety & Health Training Course in General Industry Safety & Health and the Illinois Onsite Safety & Health Consultation Program. In this course the student will learn what the OSH Act is and why it became necessary in protecting the workforce in the United States, what the Federal Code of Regulations are and how to identify workplace hazards, and also how to work with industrial managers in eliminating these workplace hazards. PREREQUISITE: CIS 1104 Intro to Online Learning. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times to upgrade current safety skill levels and qualifications requirement.

INM 2220 Adv. A/C Commercial Refrig (4-3-2)

		O	

Maintenance repair and troubleshooting of larger A/C 6 tons and up, walk-in coolers, freezers, ice machines, display cases, commercial refrigerators, and water coolers. Emphasis on refrigerant and refrigerant controls found mainly on commercial equipment. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

INM 2225 Air Distribution/Load Calc (4-3-2)

		O	

This course covers heating and cooling load calculations needed to determine equipment size, airflow requirements, duct sizing, construction and materials, and different duct system types. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

INM 2230 Recovery & EPA Tech Cert (0.5-0.5-0)

		O	

This course covers proper use and operation of refrigerant recovery equipment with an emphasis on taking the EPA technician certification exam. One-half classroom hour per week. 0.5 semester hour credit.

INS 1101 Class Instruments I (1-0-2)

F	L	O	W

This course involves training in fundamentals of performance on a band or orchestral instrument. No prior knowledge of music or of the instrument is assumed. Two lab hours per week. 1 semester hour credit.

INS 1102 Class Instruments II (1-0-2)

F	L	O	W

This course is a continuation of INS 1101. It provides further training in fundamentals of performance on the same instrument or initial training on another instrument. PREREQUISITE: INS 1101 Class Instruments I or the consent of the instructor. Two lab hours per week. 1 semester hour credit.

INS 1103 Class Instruments III (1-0-2)

F	L	O	W

This course is a continuation of INS 1102. If the student chose the same instrument classification in INS 1102 as they did in INS 1101 they must now choose a different classification or if they chose a different classification in INS 1102 they may continue with that classification. PREREQUISITE: INS 1102 Class Instruments II or consent of instructor. Two lab hours per week. 1 semester hour credit.

INS 1104 Class Instruments IV (1-0-2)

F	L	O	W

This course is a continuation of INS 1103. If the student chose the same instrument classification in INS 1103 as they did in INS 1102 they must now choose a different classification or if they chose a different classification in INS 1103 they may continue with that classification. PREREQUISITE: INS 1103 Class Instruments III or consent of instructor. Two lab hours per week. 1 semester hour credit.

INS 1111 Instrumental Applied Music I (1-1-0)

	L	O	W

This course involves one private lesson a week in string, brass, woodwind, or percussion. One classroom hour per week. 1 semester hour credit.

INS 1112 Instrumental Applied Music II (1-1-0)

	L	O	W

This course is a continuation of INS 1111 and involves one private lesson per week in string, brass, woodwind, or percussion. PREREQUISITE: INS 1111 Instrumental Applied Music I or consent of instructor. One classroom hour per week. 1 semester hour credit.

INS 1113 Instrumental Applied Music III (1-1-0)

	L	O	W

This course is a continuation of INS 1112 and involves one private lesson per week in string, brass, woodwind, or percussion. PREREQUISITE: INS 1112 Instrumental Applied Music II or consent of the instructor. One classroom hour per week. 1 semester hour credit.

INS 1114 Instrumental Applied Music IV (1-1-0)

	L	O	W

This course is a continuation of INS 1113 and involves one private lesson per week in string, brass, woodwind, or percussion. PREREQUISITE: INS 1113 Instrumental Applied Music III or consent of the instructor. One classroom hour per week. 1 semester hour credit.

INS 1121 Concert Band I (2-1-2)

F	L	O	W

This class forms a musical unit to study and perform all types of band literature. The band performs at concerts and special events. PREREQUISITE: Open to all students who have a basic knowledge of an instrument that is part of a concert band. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 1122 Concert Band II (2-1-2)

F	L	O	W

This course is a continuation of INS 1121. The class forms a musical unit to study and perform all types of band literature. The band performs at concerts and special events. PREREQUISITE: INS 1121 Concert Band I or consent of the instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 1123 Stage Band I (2-1-2)

F	L	O	W

The class forms a musical unit to study and perform all types of stage band literature. PREREQUISITE: Consent of the instructor only. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 1124 Stage Band II (2-1-2)

F	L	O	W

This course is a continuation of INS 1123. The class forms a musical unit to study all types of stage band literature. PREREQUISITE: INS 1123 Stage Band I or consent of the instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 1131 String Ensemble I (2-1-2)

F	L	O	W

The string ensemble functions as a musical unit to study and perform all types of string ensemble literature and performs at special events. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 1132 String Ensemble II (2-1-2)

F	L	O	W

This course is a continuation of INS 1131. The string ensemble functions as a musical unit to study and perform all types of string ensemble literature and performs at special events. PREREQUISITE: INS 1131 String Ensemble I or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 1141 Jazz Band I (2-1-2)

F	L	O	W

This class forms a musical unit to study and perform jazz literature. The band will perform for special events. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 1142 Jazz Band II (2-1-2)

F	L	O	W

This class is a continuation of INS 1141. This class forms a musical unit to study and perform jazz literature. The band will perform for special events. PREREQUISITE: INS 1141 Jazz Band I or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 1143 Pep Band I (2-1-2)

F	L	O	W

This class forms a musical unit to study and perform a variety of pep band literature. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 1144 Pep Band II (2-1-2)

F	L	O	W

This class is a continuation of INS 1143. This class forms a musical unit to study and perform a variety of pep band literature. PREREQUISITE: INS 1143 Pep Band I or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 1151 Community Band (2-1-2)V

F	L	O	W

This course brings together community members to form a musical unit to study and perform a variety of music literature. The band will perform for special events. One classroom hour per week. Two lab hours per week. Variable 0.5 to 2 semester hours credit.

INS 1152 Community Band II (2-1-2)V

F	L	O	W

This course is a continuation of INS 1151. This course brings together community members to form a musical unit to study and perform a variety of music literature. The band will perform for special events. One classroom hour per week. Two lab hours per week. Variable 0.5 to 2 semester hours credit.

INS 2111 Instrumental Applied Music V (1-1-0)

	L	O	W

This course is a continuation of INS 1114. This course involves one private lesson per week in string, brass, woodwind, or percussion. PREREQUISITE: INS 1114 Instrumental Applied Music IV or consent of instructor. One classroom hour per week. 1 semester hour credit.

INS 2112 Instrumental Applied Music VI (1-1-0)

	L	O	W

This course is a continuation of INS 2111. It involves one private lesson per week in string, brass, woodwind, or percussion. PREREQUISITE: INS 2111 Instrumental Applied Music V, or consent of instructor. One classroom hour per week. 1 semester hour credit.

INS 2113 Instrumental Applied Music VII (1-1-0)

	L	O	W

This course is a continuation of INS 2112. It involves one private lesson per week in string, brass, woodwind, or percussion. PREREQUISITE: INS 2112 Instrumental Applied Music VI or consent of instructor. One classroom hour per week. 1 semester hour credit.

INS 2114 Instrumental Applied Music VIII (1-1-0)

	L	O	W

This course is a continuation of INS 2113. It involves one private lesson per week in string, brass, woodwind, or percussion. PREREQUISITE: INS 2113 Instrumental Applied Music VII or consent of instructor. One classroom hour per week. 1 semester hour credit.

INS 2121 Concert Band III (2-1-2)

F	L	O	W

This course is a continuation of INS 1122. The band functions as a musical unit to study and perform all types of band literature and performs at athletic and special events. PREREQUISITE: INS 1122 Concert Band II or consent of the instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 2122 Concert Band IV (2-1-2)

F	L	O	W

This course is a continuation of INS 2121. The band functions as a musical unit to study and perform all types of band literature and performs at concerts and special events. PREREQUISITE: INS 2121 Concert Band III or consent of the instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 2123 Stage Band III (2-1-2)

F	L	O	W

The class forms a musical unit to study all types of stage and band literature. PREREQUISITE: INS 1124 Stage Band II or consent of the instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 2124 Stage Band IV (2-1-2)

F	L	O	W

This course is a continuation of INS 2123. The class forms a musical unit to study all types of stage and band literature. PREREQUISITE: INS 2123 Stage Band III or consent of the instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 2131 String Ensemble III (2-1-2)

F	L	O	W

This course is a continuation of INS 1132. The string ensemble functions as a musical unit to study and perform all types of string ensemble literature and performs at special events. PREREQUISITE: INS 1132 String Ensemble II or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 2132 String Ensemble IV (2-1-2)

F	L	O	W

This course is a continuation of INS 2131. The string ensemble functions as a musical unit to study and perform all types of string ensemble literature and performs at special events. PREREQUISITE: INS 2131 String Ensemble III or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 2141 Jazz Band III (2-1-2)

F	L	O	W

This class is a continuation of INS 1142. This class forms a musical unit to study and perform jazz literature. The band will perform for special events. PREREQUISITE: INS 1142 Jazz Band II or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 2142 Jazz Band IV (2-1-2)

F	L	O	W

This class is a continuation of INS 2141. This class forms a musical unit to study and perform jazz literature. The band will perform for special events. PREREQUISITE: INS 2141 Jazz Band III or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 2143 Pep Band III (2-1-2)

F	L	O	W

This class is a continuation of INS 1144. This class forms a musical unit to study and perform a variety of pep band literature. PREREQUISITE: INS 1144 Pep Band II or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 2144 Pep Band IV (2-1-2)

F	L	O	W

This class is a continuation of INS 2143. This class forms a musical unit to study and perform a variety of pep band literature. PREREQUISITE: INS 2143 Pep Band III or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 2151 Community Band III (2-1-2)V

F	L	O	W

This course brings together community members to form a musical unit to study and perform a variety of music literature. The band will perform for special events. One classroom hour per week. Two lab hours per week. Variable 0.5 to 2 semester hours credit.

IQM 2202 Statistical Process Control II (3-3-0)

F			

This course is an advanced study in the various aspects and applications of statistical process control. Areas studied include process capability studies, control chart patterns, process control charts, quality control teams, and acceptance sampling. PREREQUISITE: QAC 1202 Statistics/Productivity & Quality or consent of instructor. Three classroom hours per week. 3 semester hours credit.

IQM 2203 Geometric Tolerancing (3-3-0)

F			

This course presents the basic features and applications in geometric dimensioning and tolerancing. It reflects an international trend toward greater use of standards on this subject. Topics discussed include use and application of geometric dimensioning and tolerancing, tolerances of form and orientation, tolerances of location, profile of noncylindrical and coaxial features, position extended features, and concentricity. PREREQUISITE: QAC 1204 Dimen. Metrology & Blueprint Interp. or consent of

instructor. Three classroom hours per week. 3 semester hours credit.

IQM 2204 Gauges and their Application (3-2-2)

F			

Measuring gauges, measuring standards, and the proper uses of various gauges are contained in this course. Topics included are basic linear instruments, fixed gauges, surface plate equipment and methods, dial indicators, pneumatic gauging, optical comparators, coordinate measurement machines, and surface texture measurement. PREREQUISITE: QAC 1204 Dimen. Metrology & Blueprint Interp. or consent of instructor. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

IQM 2205 Advanced Blueprint Interpretation (3-3-0)

F			

This is an advanced course in the reading and interpretation of blueprints. The coursework will focus on industrial and mechanical applications. Topics addressed will include: orthographic projection, surface texture, GEO-METRICS tolerances, identifying steels, structural steel shapes, and worm gearing. PREREQUISITE: QAC 1204 Dimen. Metrology & Blueprint Interp. or consent of instructor. Three classroom hours per week. 3 semester hours credit.

IQM 2206 Certified Quality Auditor Review (4-4-0)

F			

This course is an advanced level review of industrial quality auditing. The student will be exposed to a current review of quality auditing techniques and principles utilizing American Society for Quality Control standards and materials. Upon successful completion of the course, the student will be prepared to challenge the certification exam for the level of Certified Quality Auditor. PREREQUISITE: Consent of instructor. Four classroom hours per week. 4 semester hours credit.

IQM 2207 Certified Quality Manager Review (4-4-0)

F			

This course contains a broad description of quality management policies and principles. Additionally, the student is taught to apply quality management principles to practical situations in industry. Upon the successful completion of this course, the student will be prepared to challenge the American Society for Quality Control's exam for the level of Certified Quality Manager. PREREQUISITE: Consent of instructor. Four classroom hours per week. 4 semester hours credit.

IQM 2208 FMEA/Measurement Analysis Sys (4-4-0)

F			

This is an entry level course in Failure Mode and Effects Analysis (FMEA). The students will recognize and evaluate the potential failure of a product/process and its effects, and identify actions which could eliminate the chance of a potential failure occurring. The students will also study the documentation of the process by addressing Measurement Systems Analysis (MSA). Four classroom hours per week. 4 semester hours credit.

IQM 2209 Adv Ind Quality Management (4-4-0)

F			

This is an advanced course on the continuous improvement requirement that has been identified by a fundamental QS-9000 quality system. Addressed are the various elements to be considered when developing and implementing a continuous improvement program. Included are the various elements of QS-9000, selected TQM tools, and correlation between the tools and the elements. Four classroom hours per week. 4 semester hours credit.

IQM 2210 Part Approv Proc/Adv Prod Plan (4-4-0)

F			

This course addresses requirements for production part approval. It applies equally whether the commodities are produced internally or externally. Additionally, product quality planning as a structured method of defining and establishing the steps necessary to assure customer satisfaction is addressed. Four classroom hours per week. 4 semester hours credit.

ISM 1202 Computer Hardware Fundamentals (4-2-4)

F			

This course is designed to introduce students to the basic computer hardware operation, then, progress to a more in-depth and advanced investigation including the anatomy of popular personal computers. From a PC repair perspective, this course teaches students to manage, maintain, and troubleshoot personal computers. This course maps fully to CompTIA's A+ Exam objectives which prepares students for the A+ 220-701 and 220-702 exams.. This course structure is a comprehensive, step-by-step approach to learning the fundamentals of supporting and troubleshooting computer hardware. The course will cover the anatomy of popular personal computers including such elements as the microprocessor, motherboard, coprocessors, memory, displays, data and expansion buses, USB and hard disks, mass storage systems, and optical storage units. Two classroom hours per week. Four lab hours per week. Four semester hours credit.

ISM 1204 Computer Hardware & Maint. II (3-3-0)

F			

This course teaches more in-depth and advanced microcomputer components and their operations, including the anatomy of popular personal computers. Also includes elements such as microprocessor, motherboard, coprocessors, memory, displays, data and expansion buses, floppy and hard disks, mass storage systems, optical storage and tapes. PREREQUISITE: ISM 1202, Computer Hardware & Maint I. Three classroom hours per week. 3 semester hours credit.

ISM 2201 Systems Analysis & Design (3-3-0)

F			

This course provides a real-world understanding of information systems (ISs) for business and computer science students as well as providing students with a firm foundation in business-related information technology (IT) on which they can build successful careers regardless of the particular field they choose. The fundamental principle guiding this course is that ISs are everywhere in business. Information systems are pervasive because information is the single most powerful resource in every business function in every industry. Knowledge of IT is not always explicitly stated as a job

requirement but it is an essential element of success in virtually any position. Not everyone in business needs to have all the technical skills of an IT professional but everyone needs a deep enough understanding of the subject to know how to use IT in their profession. Three classroom hours per week. 3 semester hours credit.

ISM 2204 Business Prob Solving/Access (3-3-0)

F			

This course offers real-life cases which provide the context for the critical thinking and problem-solving needed to reinforce the advanced features of Microsoft Access 2002 when used as a problem solving tool for any business functioning in a global economy. Three classroom hours per week. 3 semester hours credit.

ISM 2206 Intro to JAVA Programming (3-3-0)

F			

This course uses a practical, step-by-step approach to provide comprehensive instruction on basic to advanced Java Script concepts. Through this course students will be creating web pages and sites featuring animated text, image rollovers, pull-down menus as well as drag and drop menus. Three classroom hours per week. 3 semester hours credit.

ISM 2212 ISM Internship (3-0-15)

F			

Students will work 5 hours per week in a chosen Information Technology position in private industry. Goals are determined as the internship coordinator and training supervisor discuss the work plan for each individual. Internship hours are based on 75 hours equated to 1 semester hour of credit. PREREQUISITE: Completion of first-year's program requirements or consent of instructor. Fifteen lab hours per week. 3 semester hours credit.

ISS 1201 Computer Support Fundamentals (2-1-2)

F			

This course is designed to provide an in-depth look at the business skills, soft skills, and self-management skills needed to provide effective customer service and support in a technical environment. In the demanding world of help desk analysis, it is no longer enough to only possess a solid technical background. Today's help desk analyst must also master soft and self-management skills. This course examines the skills needed to deliver excellent customer support at the help desk, including active listening, effective communication, problem-solving, handling difficult customer situations, stress-management, and team building to name a few. The course offers real-world examples, interactive activities such as role playing and support emulation to reinforce key concepts in preparation for a career as a desktop support technician. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

ISS 1202 Word Processing Support (5-3-4)

F			

This is a comprehensive course in which students will learn techniques of input, editing, and output specific to electronic word processors. This course begins as an introduction to word processing and then progresses to further refine the student's skills through the Microsoft Word processing software package in more advanced documents. Special attention is given to multi-page documents, tables, and advanced editing procedures with an emphasis on productivity. This course also prepares the student to take the Microsoft Certified Application Specialist exam in Microsoft Word. Three classroom hours per week. Four lab hours per week. Five semester hours credit.

ISS 1203 Client Operating Systems (4-2-4)

F			

Students will gain a complete, step-by-step approach for learning the fundamentals of supporting and troubleshooting Microsoft Windows computer operating systems. This course maps fully to CompTIA's latest A+ 220-701 and 220-702 Exam objectives. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

ISS 1204 Productivity Applications (3-2-2)

F			

This course covers three Microsoft products: PowerPoint, Outlook, and Publisher. Students will begin with an introduction to each application and then move towards more advanced topics. Students will also learn how to support end-users in these applications from an information systems support standpoint. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

ISS 1205 Spreadsheet Support (5-3-4)

F			

This course introduces students to Microsoft Excel then progresses to more advanced features. In this course, students will use Microsoft Office Excel to manage, edit, and print data. Students will then learn to streamline repetitive tasks and display spreadsheet data in more visually effective ways. Next, students learn to enhance spreadsheets with templates, charts, graphics, and formulas. Finally, students will extend their knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications. This course also prepares the students to take the Microsoft Certified Applications Specialist exam for Excel. Three classroom hours per week. Four lab hours per week. 5 semester hours credit.

ISS 1206 A+ Preparation and Exam (2-2-0)

F			

This course prepares students for the Comp TIA A+ certification track that includes the A+ Essentials exam (220-701) and the Practical Application exam (220-702). This course consists of full coverage of all exam objectives in a systematic approach so the student is prepared for both exams. There will also be practical hands-on exercises to reinforce critical skills as well as real-world scenarios that will put what the student has learned in the context of actual job roles. PREREQUISITES: ISM 1202 Computer Hardware Fundamentals, or concurrent enrollment, and ISS 1203 Client Operating Systems. Two classroom hours per week. Two semester hours credit.

ISS 2200 Database Support (5-3-4)

F			

In this course, students will first be introduced to the concept of the relational database and the Microsoft Office Access relational database application and its information management tools. Students will then learn how to design and create a new Access database, customize database

components, and share Access data with other applications. Students will learn how to use a variety of complex query techniques, create more efficient forms and reports, and create and use macros to automate their forms. In addition, students will gain experience with Internet-related features, including hyperlinks and the Web toolbar. Students will learn how to develop an application and tie the objects together into a cohesive system by using macros and Visual Basic for Applications code. Three classroom hours per week. Four lab hours per week. 5 semester hours credit.

ISS 2201 Computer Support Techniques (3-3-0)

F			

This course is aimed at individuals specifically looking to enter the computer support industry. This course ties together customer support along with the computer skills required of a help desk computer support position. In depth discussion of troubleshooting, problem solving, communication with clients, determining a client's specific needs, and training end users will be discussed that are unique to the customer support of computer users. The course offers real-world examples, interactive activities such as role playing and support simulation to reinforce key concepts in preparation for a career as an information support technician. PREREQUISITES: ISM 1202 Computer Hardware Fundamentals, ISS 1201 Computer Support Fundamentals, and ISS 1203 Client Operating Systems. Three classroom hours per week. 3 semester hours credit.

ISS 2202 Applications Support Techniques (4-2-4)

F			

This course is intended for people getting started in information support who have experience with a Microsoft Windows operating system and Microsoft Office applications, in both home and corporate environments. The course offers real-world examples, interactive activities such as role playing and support emulation to reinforce key concepts in preparation for a career as a desktop IT professional. Also featured is troubleshooting tips for solutions to common problems encountered by users. The intended focus of support is operating systems and office applications. PREREQUISITES: ISS 1201 Computer Support Fundamentals, ISS 1202 Word Processing Support, ISS 1204 Productivity Applications, ISS 1205 Spreadsheet Support, and ISS 2200 Database Support. A student may be concurrently enrolled in ISS 2200. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

ISS 2203 Microsoft MCITP Prep & Exam (2-2-0)

F			

This course prepares the student to take the 70-680 (Windows 7 Configuration) and 70-685 (Windows 7 Enterprise Desktop Support Technician) exams, which combine to make-up the Microsoft Certified IT Professional Enterprise Desktop Support Technician on Windows 7 certification. Objectives for both exams will be reviewed. Students will take computer based practice exams to simulate the actual exams. PREREQUISITES: ISS 2201 Computer Support Techniques and ISS 2202 Application Support Techniques or concurrent enrollment. Two classroom hours per week. Two semester hours credit.

ISS 2204 Network Systems Support (5-3-4)

F			

This course develops competencies in physically interconnecting multiple computers through network adapter cards and cabling which allow one computer to share specified resources, such as disk drives, printers, and modems, with other computers on the network. After learning how to design and create a network this course covers many topics of Microsoft's Windows Server and is designed to introduce students to basic and advanced configuration of a Network Operating System and how it is implemented on a network. Students will be given the opportunity to learn in a hands-on environment from installing the OS, configuring and troubleshooting network services, configuring and troubleshooting hardware devices and their drivers, managing the system performance and its reliability, managing data storage, troubleshooting network connections, and implementing, monitoring, and troubleshooting network security. PREREQUISITES: ISS 1206 A+ Preparation and Exam or consent of instructor. Three classroom hours per week. Four lab hours per week. 5 semester hours credit.

ISS 2205 Net+ Preparation and Exam (2-2-0)

F			

This course prepares students for the Comp TIA Network+ certification. This course consists of a full coverage of all exam objectives in a systematic approach so the student is prepared for the exam. There will also be practical hands-on exercises to reinforce critical skills as well as real-world scenarios that will put what the student has learned in the context of actual job roles. PREREQUISITES: ISS 2204 Network Systems Support or concurrent enrollment. Two classroom hours per week. 2 semester hours credit.

ISS 2230 IS Support Internship (3-0-6)

F			

Students will work a minimum of five hours per week in an information systems support environment. The coordinator and the training supervisor will work together in establishing goals and experiences for the students. Internship hours are based on students working a minimum of 225 hours at 75 hours equated to one semester hour of credit. PREREQUISITE: Completion of the first year of the program requirements. Fifteen lab hours per week. 3 semester hours credit.

ISS 2231 IS Support Simulation (3-0-6)

F			

Students will work a minimum of five hours per week in an information systems support role at Frontier Community College. The coordinator and the training supervisor will work together in establishing goals and experiences for the students. This is a seminar course where the student will work in a simulated work environment where the student is exposed to real-world case studies. The instructor will play the role of the support manager and the student will play the role of the support technician. This course is ideal for the student currently working in the support industry who would prefer not to do an internship. Internship hours are based on 75 hours equated to one semester hour of credit. PREREQUISITE: Completion of the first year of the program requirements. Fifteen lab hours per week. 3 semester hours credit.

IST 1200 Information Tech Fundamentals (3-3-0)

		O	

This course prepares students with a solid understanding of the fundamentals of information systems using today's most current technologies. Exploration of the core principles of IS and an examination of how they are practiced and implemented today is covered. Students gain a strong understanding of the latest developments and their impact on the rapidly changing role of an IS professional today. Emphasis on the increased use of cloud computing throughout the world and the latest in mobile solutions and challenges in IS today. Three classroom hours per week. 3 semester hours credit.

IST 1210 Computer Maintenance & Repair (4-3-1)

		O	

This is a step-by-step, highly visual hands-on approach with a comprehensive introduction to managing and maintaining computer hardware. CompTIA A+ exam objectives are closely integrated to prepare students for the hardware portions of this certification. This course is fully integrated to reflect the current technology, techniques, and industry standards in the dynamic field of PC repair. Both core concepts and advanced topics are organized to facilitate practical application and to encourage students to learn by doing. Three classroom hours per week. One lab hour per week. 4 semester hours credit.

IST 1220 Java Programming Web & Mobile (4-3-1)

		O	

This is a beginning programming course for those intending to write applications for the web and mobile computing devices. A thorough and engaging hands-on introductory approach will be taken in developing applications in Java for building visually interesting GUI and web based situations. First-time programmers will quickly develop useful programs while learning the basic principles of structured and object oriented programming. Three classroom hours per week. Onelab hour per week. 4 semester hours credit.

IST 1230 Business Database Systems (3-2-1)

		O	

This course is designed to introduce students to database design, database implementation, and database application development from a business perspective. In-depth coverage of database design demonstrating that the key to successful database implementation is in proper design of databases to fit within a larger strategic view of the data environment. This course provides coverage of green computing/sustainability for modern data-centers, the role of redundant relationships, and examples of web-database connectivity and code security. Database design and implementation for mobile devices will also be covered. Two classroom hours per week. One lab hour per week. 3 semester hours credit.

IST 1240 Business Apps. Computing (3-2-1)

		O	

The successful student will acquire an understanding of information systems concepts and how computers process business data through solving a variety of business related problems. Students combine all of the tools of Microsoft Office plus web computing with decision making and formatting using real-world projects. Emphasis on the basic and commonly-used advanced skills required in the workplace. Numerous projects throughout the course integrates new skills with prior application skills that incorporates Word, Excel, PowerPoint, Access, Publisher, OneNote, and Web computing with office Web Apps. Section on mobile computing with business apps will be covered as well. Two classroom hours per week. One lab hour per week. 3 semester hours credit.

IST 1250 Web & Mobile App Development (4-3-1)

		O	

Students learn the essential concepts of HTML, XHTML, and XML. Students begin with developing a basic web page then move to a basic web site including paper design, working with tables and frames. Working with forms will be covered along with cascading style sheets and multimedia. After learning HTML code, students will be introduced to Adobe InDesign CS6 Interactive Digital Publishing for the Internet and the iPad. This course contains in-depth lessons that teach students how to create web sites with video, sound, hyperlinks, animation, and complex interactivity utilizing Adobe InDesign. This course also teaches students how to register, purchase hosting and upload files to create a web site. Finally, how to create layouts for the iPad and other mobile devices, upload to these devices, and how to create downloadable apps. Three classroom hours per week. One lab hour per week. Four semester hours credit.

IST 1260 Operating Systems (4-3-1)

		O	

This step-by-step highly visual course provides students with a comprehensive introduction to managing and maintaining computer software. This course closely integrates the Computing Technology Industry Association (CompTIA) A+ exam objectives to prepare students for the software portions of the 220-801 and 220-802 certification exams. The course incorporates extensive reflective current technology, techniques, and industry standards in the dynamic, fast paced field of PC repair. Each section of this course covers both core concepts and advanced topics, organizing material to facilitate practical application and encourage students to learn by doing. Supported by a wide range of supplemental resources to enhance learning including innovative instructional tools, interactive exercises and activities, and online study guides. Three classroom hours per week. One lab hour per week. Four semester hours credit.

IST 2200 Network Operating Systems (4-3-1)

		O	

This course provides students with the knowledge to deploy and configure an organization's infrastructures with the most current network operating systems. By using realistic case scenarios and hands-on activities, concepts for configuring a network server infrastructure are presented in a clear and concise way. Practical guidance and coverage of core application infrastructure technologies, such as Windows Deployment Services (WDS), storage devices, terminal services, web services, network application services, hyper-v virtualization, and configuring windows Server 2012 for high-availability are covered. PREREQUISITE: IST 1260 Operating Systems. Three classroom hours per week. One lab hour per week. Four semester hours credit.

IST 2210 IST Internship (2-0-2)

		O	

Students will work ten hours per week in a chosen Information Systems Technology position in private industry. Goals are determined as the internship coordinator and training supervisor discuss the work plan for each individual. Internship hours are based on 75 hours equated to one semester hour of credit. PREREQUISITE: IST 2200 Network Operating Systems and IST 2270 LANs, WANs, and Wireless or consent of instructor. Two semester hours credit.

IST 2220 CompTIA A+ Cert. Review (3-2-1)

		O	

This course prepares students for the 220-801 and 220-802 CompTIA A+ certification exams. The course is completely mapped to the latest CompTIA certification exams and organized by those objectives. PREREQUISITE: IST 1210 Computer Maintenance and Repair and IST 1260 Operating Systems. Two classroom hours per week. One lab hour per week. Three semester hours credit. Repeatable 3 times.

IST 2230 MCSA: Windows 8 Cert Review (3-2-1)

		O	

This course prepares students for the 70-687 and 70-688 Microsoft Certified Solution Associate MCSA certification exams. The course is completely mapped to MCSA's latest certification exams and organized by those objectives. PREREQUISITE: IST 1210 Computer Maintenance and Repair and IST 1260 Operating Systems. Two classroom hours per week. One lab hour per week. Variable up to three semester hours credit. Repeatable 3 times.

IST 2250 CompTIA Network+ Cert Review (3-2-1)

		O	

This course prepares students for CompTIA's Network + exam N10-005. This course is completely mapped to the latest CompTIA certification exam and organized by those objectives. PREREQUISITE: IST 2200 Network Operating Systems and IST 2270 LANs, WANs, and Wireless or consent of instructor. Two classroom hours per week. One lab hour per week. 3 semester hours credit. Repeatable 3 times.

IST 2260 Network Security (3-2-1)

		O	

This course provides an in-depth look at the major business challenges and threats that are introduced when an organization's network is connected to the public internet. This course provides a comprehensive explanation of network security basics, including how hackers access online networks and the use of firewalls and VPNs to provide security measures. PREREQUISITE: IST 2270 LANs, WANs, and Wireless or consent of instructor. Three classroom hours per week. 3 semester hours credit.

IST 2270 LANs, WANs, and Wireless (3-2-1)

		O	

This course covers the technical skills and industry know-how for a career in installing, configuring and troubleshooting computer networks. This course covers all topics in the CompTIA Network + certification exam with fundamentals in protocols, topologies, hardware, and network design. The course explores TCP/IP, Ethernet, wireless transmission, wide-area networks, and security concepts. PREREQUISITE: IST 1210 Computer Maintenance & Repair and IST 1260 Operating Systems or consent of instructor. Two classroom hours per week. One lab hour per week. 3 semester hours credit.

IST 2280 MCSA: Windows Server Cert (5-3-2)

		O	

This course prepares students for the following three exams required of the MCSA: Windows Server 2012: 70-410 Installing and configuring Windows Server 2012, 70-411 Administering Windows Server 2012, and 70-412 Configuring advanced Windows Server 2012 services. PREREQUISITE: IST 2200 Network Operating Systems and IST 2270 LANs, WANs, and Wireless or consent of instructor. Three classroom hours per week. Two lab hours per week. Five semester hours credit.

JLM 1111 Survey of Mass Media (3-3-0)

F	L	O	W

This course provides a broad overview of the nature, functions, and responsibilities of the mass communication industries. Emphasis is placed on the media's role in the American society and culture. The topics of media history, journalism, laws, ethics, advertising, and current media issues discussed. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

JLM 1121 Newswriting I (3-2-2)

F	L	O	W

Principles and practices of evaluating, interviewing, and preparing copy for publication are examined. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

JLM 1141 Student Publications (2-0-4)

F	L	O	W

This course provides practical experience in working on the production of student publications. PREREQUISITE: Consent of instructor. Four lab hours per week. 2 semester hours credit.

JLM 2121 Photojournalism (3-2-2)

F	L	O	W

This course is an introduction to the basic principles of news and magazine photography with emphasis on black and white photography, laboratory work in taking, developing, printing and marketing photographs. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

JUS 1200 Introduction to Criminal Justice (3-3-0)

	L	O	

A survey and analysis of the criminal justice system, including an historical and philosophical overview of the development, with special emphasis on the system's primary components and the relationship of these components in the administration of criminal justice in the United States. Three classroom hours per week. 3 semester hours credit.

JUS 1205 Ethics for Police Officers (3-3-0)

		O	

The student will learn the importance of ethics as a part of law enforcement and everyday life. The student will understand the objective of ethical reflection, decision making and conduct as it relates to police officers. Students will learn the value of ethics as it relates to their future law

enforcement career. Three classroom hours per week. 3 semester hours credit.

JUS 1210 Criminal Law I (3-3-0)

	L	O	W

This course introduces law as it applies to crime against persons, property, and the state with emphasis on laws of arrest. Special emphasis will also be placed on the elements of crimes and criminal law and procedures as applied in the Illinois Criminal Law Statutes and federal agency jurisdiction. Three classroom hours per week. 3 semester hours credit.

JUS 1211 Criminal Law II (3-3-0)

F	L	O	W

This course reflects the law as it pertains to the suspect and defendant's rights as guaranteed under the United States Constitution. Special emphasis will be placed on search and seizure, also the first fourteen amendments of the United States Constitution. PREREQUISITE: JUS 1210 Criminal Law I. Three classroom hours per week. 3 semester hours credit.

JUS 1215 Introduction to Criminology (3-3-0)

	L	O	

An introduction to the multi-disciplinary study and analysis of the nature, causes, and control of crime; measurement of crime; and the interactive roles of the system, victim, and offender. Three classroom hours per week. 3 semester hours credit.

JUS 1220 Youth and Administration of Justice (3-3-0)

	L	O	

An overview and analysis of the juvenile justice system in the United States. History and the philosophies of society's reaction to juvenile behavior and problems. Interaction among the police, judiciary, and corrections are examined within the context of cultural influences. Introduces theoretical perspectives of causation and control. Three classroom hours per week. 3 semester hours credit.

JUS 1221 Police Report Writing (3-3-0)

		O	

This course is designed to teach students police report writing skills. Emphasis will be on techniques appropriate to narrative structures necessary for operational police reports. Included are legal aspects, content, organization, and grammar. The focus is to produce a quality police report capable of withstanding courtroom scrutiny. Students will also learn how to document an investigation in a manner that communicates concise and factual information. Covered throughout the course are techniques and procedures for gathering information at certain stages during an investigation and documenting it in a logical and understandable format. Three classroom hours per week. 3 semester hours credit.

JUS 1225 Homeland Security (3-3-0)

		O	

This course will give students knowledge of the role of local and state police in dealing with the threat of terrorism on our nation and the relationship between the federal government and those local units of law enforcement to maintain homeland security. Three classroom hours per week. 3 semester hours credit.

JUS 1226 Terrorism (3-3-0)

		O	

The class will focus on terrorism today, as well as the history of terrorism, those involved in terrorism, and future threats of terrorism. Local law enforcement will be the front guard of defense against terrorism; students will need to know what to expect and to develop plans to counter terrorism. Three classroom hours per week. 3 semester hours credit.

JUS 1230 Substance Abuse Issues (3-3-0)V

	L	O	

A survey of drug abuse in society. The role and relationship of community, legislation, and police in controlling vice, with emphasis on drugs will be discussed. Law enforcement intelligence and enforcement procedures will be studied. Three classroom hours per week. Variable up to 3 semester hours credit.

JUS 2200 Criminal Justice Internship (3-0-15)

		O	

This structured work experience program strives to bring training and education into a meaningful relationship. The student will observe the operation of a criminal justice agency under general supervision of the agency. PREREQUISITE: JUS 1200 Introduction to Criminal Justice, JUS 1211 Criminal Law II, and consent of the Administration of Justice instructor and the Dean of the college. The student must be 18 years of age or have secured parental permission prior to the internship. Fifteen internship hours per week. 3 semester hours credit.

JUS 2201 Criminal Investigations I (3-3-0)

	L	O	

An introductory course in the basic concepts of criminal investigations. The course will cover theory and procedures of criminal investigations and problems that can arise in criminal investigations. Emphasis will be focused on the preliminary criminal investigations, protection of the crime scene, protection of evidence, interviewing, and interrogations. PREREQUISITES: JUS 1200 Introduction to Criminal Justice, JUS 1210 Criminal Law I, and JUS 1215 Introduction to Criminology. Three classroom hours per week. 3 semester hours credit.

JUS 2202 Criminal Investigation II (3-3-0)

		O	

An advanced study in criminal investigations that helps a student to prepare an investigation from the beginning to final court preparation with emphasis on report writing and court preparation. PREREQUISITE: JUS 2201 Criminal Investigations I. Three classroom hours per week. 3 semester hours credit.

JUS 2220 Police Organization & Operations (3-3-0)

		O	

A study of the historical, social, political and democratic aspects of administering police agencies. Topics such as police tasks, structures, principles and functions will be examined. Organizational interactions and managerial guidance mechanisms along with flow of information within the organization will be emphasized. PREREQUISITE: JUS 1200 Introduction to Criminal Justice. Three classroom hours per week. 3 semester hours credit.

JUS 2230 Institutional Corrections (3-3-0)

	L	O	

An overview and analysis of the United States correctional system: history, evolution, and philosophy of punishment and treatment; operation and administration in institutional and non-institutional settings; and issues in constitutional law. Three classroom hours per week. 3 semester hours credit.

JUS 2240 Traffic Administration (3-3-0)

		O	

This course will present principles of traffic control, education, engineering and enforcement. It will also consider practical applications to traffic control and current research techniques. Three classroom hours per week. 3 semester hours credit.

JUS 2250 Current Issues in Corrections (4-4-0)V

	L	O	

This course provides ideological and pragmatic justification for punishment and imprisonment; sentencing trends and alternatives to incarceration; organization and management of correctional institutions; inmate life, prisonization; treatment and custody; discharge and parole. Exploration of major issues facing correctional employees; socioeconomic, political, and other perspectives related to criminal justice and protective services. Four classroom hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

JUS 2251 Supervision of Inmates (3-3-0)

		O	

This course assists the correctional officer to be an effective supervisor of inmates. This course includes other institutional assignments for inmates in housing units/cell houses, procedures for responding to inmates' requests, giving instructions to inmates, and responding to inmates who violate rules or administrative directives, disciplinary actions for inmate violations and inmate grievance procedures. Three classroom hours per week. 3 semester hours credit.

JUS 2252 Correctional Facility Operations (3-3-0)

		O	

This course covers the operation of a correctional facility from the reception of an inmate to release. Included is the recognition of Administrative Directives of the Department of Corrections and of the institution as the basis of the operational policies. Three classroom hours per week. 3 semester hours credit.

JUS 2253 Probation and Parole (3-3-0)

	L	O	

This course provides an examination of the historical development of probation and parole. This course also provides a practical look at the way our current systems function in respect to both adult and juvenile offenders. Illinois probation and parole systems and recent trends in community corrections that are geared toward making ex-offenders' re-entry into society a successful one are investigated. The challenges faced by professionals in the field regarding their supervisory relationship with the different classifications and ages of offenders is also examined. Three classroom hours per week. 3 semester hours credit.

JUS 2260 Criminalistics (3-3-0)

		O	

This course gives students the knowledge needed to undertake a basic crime scene investigation. Students will learn about processing a crime scene, types of evidence and types of analysis. Three classroom hours per week. 3 semester hours credit.

KEY 1101 Class Piano I (1-0-2)

F	L	O	W

This course is for the beginner who has little or no piano experience. It is intended to teach hand position, note readings and other basic fundamentals required in piano playing. Two lab hours per week. 1 semester hour credit.

KEY 1102 Class Piano II (1-0-2)

F	L	O	W

This course is a continuation of KEY 1101 with more advanced music. Sight reading new material is stressed in this course. PREREQUISITE: KEY 1101 Class Piano I or consent of the department. Two lab hours per week. 1 semester hour credit.

KEY 1103 Class Piano III (1-0-2)

F	L	O	W

This course is a continuation of KEY 1102 with more advanced music literature. Transposition is stressed in this course. PREREQUISITE: KEY 1102 Class Piano II or consent of instructor. Two lab hours per week. 1 semester hour credit.

KEY 1104 Class Piano IV (1-0-2)

F	L	O	W

This course is a continuation of KEY 1103 with more advanced music literature. Improvisation is stressed in this course. PREREQUISITE: KEY 1103 Class Piano III or consent of instructor. Two lab hours per week. 1 semester hour credit.

KEY 1111 Keyboard Applied Music I (1-1-0)

	L	O	W

This course involves one private lesson per week in piano, organ, or other keyboard instrument. One classroom hour per week. 1 semester hour credit.

KEY 1112 Keyboard Applied Music II (1-1-0)

	L	O	W

This course is a continuation of KEY 1111. It involves one private lesson per week in piano, organ, or other keyboard instrument. PREREQUISITE: KEY 1111 Keyboard Applied Music I or consent of the instructor. One classroom hour per week. 1 semester hour credit.

KEY 1113 Keyboard Applied Music III (1-1-0)

	L	O	W

This course is a continuation of KEY 1112. It involves one private lesson per week in piano, organ, or other keyboard instrument. PREREQUISITE: KEY 1112 Keyboard Applied Music II or consent of the instructor. One classroom hour per week. 1 semester hour credit.

KEY 1114 Keyboard Applied Music IV (1-1-0)

	L	O	W

This course is a continuation of KEY 1113. It involves one private lesson per week in piano, organ, or other keyboard

instrument. PREREQUISITE: KEY 1113 Keyboard Applied Music III or consent of the instructor. One classroom hour per week. 1 semester hour credit.

KEY 2111 Keyboard Applied Music V (1-1-0)

	L	O	W

This course is a continuation of KEY 1114. It involves one private lesson per week in piano, organ, or other keyboard instrument. PREREQUISITE: KEY 1114 Keyboard Applied Music IV or consent of the instructor. One classroom hour per week. 1 semester hour credit.

KEY 2112 Keyboard Applied Music VI (1-1-0)

	L	O	W

This course is a continuation of KEY 2111. It involves one private lesson per week in piano, organ, or other keyboard instrument. PREREQUISITE: KEY 2111 Keyboard Applied Music V or consent of the instructor. One classroom hour per week. 1 semester hour credit.

KEY 2113 Keyboard Applied Music VII (1-1-0)

	L	O	W

This course is a continuation of KEY 2112. It involves one private lesson per week in piano, organ, or other keyboard instrument. PREREQUISITE: KEY 2112 Keyboard Applied Music VI or consent of the instructor. One classroom hour per week. 1 semester hour credit.

KEY 2114 Keyboard Applied Music VIII (1-1-0)

	L	O	W

This course is a continuation of KEY 2113. It involves one private lesson per week in piano, organ, or other keyboard instrument. PREREQUISITE: KEY 2113 Keyboard Applied Music VII or consent of the instructor. One classroom hour per week. 1 semester hour credit.

LBR 1201 Labor Craft Orientation (2-1-2)

			W

Work zone flagger training, sun sense, math review, back injury prevention, construction rigging and knot tying, hazard communication, drug and alcohol awareness. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

LBR 1202 Occupational Safety and Health (1-0.5-1)

			W

Occupational Safety and Health Act 29 CFR 1926, common causes of accidents and fatalities in industry. Students practice applications of standards. One-half classroom hour per week. One lab hour per week. 1 semester hour credit.

LBR 1203 Mason Tending (3-2-2)

			W

Practices and procedures of mason tending including scaffold erection, stocking techniques, mixing mortar and grout, and forklift operation. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

LBR 1204 Concrete Practices and Procedures (3-2-2)

			W

Concrete materials and mix proportions, tools and equipment used with concrete. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

LBR 1205 Asphalt Tech and Construction (3-2-2)

			W

Asphalt technology and construction, flagger certification, manual tape application, paint striping operator, carbide asphalt grinder. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

LBR 1206 Principles of Pipelaying (3-2-2)

			W

Principles of pipelaying, including gravity flow piping systems, batterboards, sewer lasers, utility lines and grades, review of metric system. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

LBR 1207 Highway Construction Plans (3-3-0)

			W

Reading and interpreting highway construction plans and specifications. Three classroom hours per week. 3 semester hours credit.

LBR 1208 Asbestos Abatement (3-2-2)

			W

Asbestos abatement principles and practice, approved by Illinois Department of Public Health/E.P.A. Accredited. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

LBR 1209 Basic Construction Surveying (2-2-0)

			W

Basic instrument methods and computations for leveling applications and site-level circuits, slope staking, baselines and offsets, building and utility layout. Two classroom hours per week. 2 semester hours credit.

LBR 1210 Apprenticeship I (3-0-24)

			W

On-the-job component of Laborer's Apprenticeship Program; work related to skills learned in the classroom including mason tending, concrete procedures and asphalt use. All work activities performed under direct supervision of journeyman. Twenty-four lab hours per week. 3 semester hours credit.

LBR 1211 Bridges (3-2-2)

			W

Methods of bridge construction, renovation, and demolition for the laborer. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

LBR 1212 Hazardous Waste (4-3-2)

			W

Hazardous waste training for the Laborer's Apprentice. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

LBR 1215 Apprenticeship II (3-0-24)

			W

On-the-job component of Laborer's Apprenticeship Program. Work related to skills learned in the classroom including mason tending, concrete procedures, asphalt use pipelaying, asbestos abatement, and blueprint reading. All work activities performed under direct supervision of journeyman. Twenty-four lab hours per week. 3 semester hours credit.

LBR 1220 Apprenticeship III (3-0-24)

			W

On-the-job component of Laborers Apprenticeship Program; work related to skills learned in the classroom including mason tending, concrete procedures, asphalt use, pipelaying, asbestos abatement, and blueprint reading, surveying, bridge construction and hazardous waste handling. All work activities performed under direct supervision of journeyman. Twenty-four lab hours per week. 3 semester hours credit.

LBR 2200 History of the Labor Movement (3-3-0)

			W

Effects of labor on economic, political, and social systems of the United States. Three classroom hours per week. 3 semester hours credit.

LBR 2201 Labor Management Development (3-3-0)

			W

Develops skills needed to serve as foreman on construction jobs. Includes leadership, motivation, documents, safety, planning and control, communication and conflict resolution. Three classroom hours per week. 3 semester hours credit.

LET 1101 Speed Reading (2-2-0)

F		O	W

Emphasis is on increasing reading speed and comprehension. PREREQUISITE: ENG 1111 Composition I or consent of instructor. Two classroom hours per week. 2 semester hours credit.

LET 2111 Creative Writing (3-2-2)

F	L	O	W

This course is an introduction to the principles, problems, and processes involved in writing creatively. The course includes a study of structure and stylistic elements in a variety of genres with emphasis upon directed writing assignments. The course partially fulfills the humanities degree program. PREREQUISITE: ENG 1111 Composition I or ENG 1121 Composition and Analysis. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

LET 2112 Creating Poetry (3-2-2)

F	L	O	W

This course is an introduction to principles and processes of poetry writing with an emphasis on open and closed forms. It deals with the writing and critiquing of poetry. This course includes the methods for submitting the poems to publishers. PREREQUISITE: ENG 1111 Composition I or ENG 1121 Composition and Analysis. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

LET 2113 Creating Fiction (3-3-0)

F	L	O	W

This course is an introduction to the principles and processes of fiction writing with a major emphasis on the short story. It deals with the actual writing and critiquing of short fiction. Included will be a study of structure and stylistic elements of fiction. Prerequisites: ENG 1111 Composition I or ENG 1121 Composition & Analysis or consent of instructor. Three classroom hours. 3 semester hours credit.

LGL 1201 Intro to Legal Systems (3-3-0)

			W

This course is an introduction to the U.S. and state legal and judicial systems and some of the more common areas of law practiced by paralegals in this area. Students will learn the core information needed to understand the workings of the law and law practices. Successful completers will be prepared for further study in the Paralegal program. Three classroom hours per week. 3 semester hours credit.

LGL 1202 Legal Forms and Terminology (3-3-0)

			W

This course is an introduction to the purpose and use of legal forms and drafting formats. Students will learn legal terminology and be able to create basic legal documents and define terminology used in the law office. Students will demonstrate necessary skills to use forms and terminology in a support or user position. Prerequisite: ENG 1111 with a grade of C or better or equivalent or consent of instructor. Three classroom hours per week. 3 semester hours credit.

LGL 1203 Legal Research and Writing I (4-4-0)

			W

Students will learn the basic techniques and skills necessary to conduct legal research, determine what makes cases relevant to a particular set of facts, and begin to learn to summarize the results of that research in written form. Four classroom hours per week. 4 semester hours credit.

LGL 1204 Technology in the Law Office (3-3-0)

			W

This course is an introduction to application software used specifically in law offices. Students will learn and use pleading, litigation support, case management, and timekeeping software. Students will learn computer concepts and rules of the legal community and be able to use the computer in factual and legal research as well as communicating with others in a support or user position. PREREQUISITE: LGL 1201 Intro to Legal Systems or equivalent and DAP 1201 Business Computer Systems or equivalent or consent of instructor. Three classroom hours per week. 3 semester hours credit.

LGL 2201 Civil Procedures (3-3-0)

			W

This course will create an understanding of civil litigation from the initial client meeting through post-judgment proceedings. Students will develop knowledge of the procedural rules of litigation and hands-on training drafting litigation documents. Three classroom hours per week. 3 semester hours credit.

LGL 2203 Legal Research & Writing II (4-4-0)

			W

A continuation of Legal Research and Writing I, students will continue to develop their legal research skills with added emphasis on more detailed summaries of that research and proper legal form. PREREQUISITE: C or higher in LGL 1203 Legal Research and Writing I. Four classroom hours per week. 4 semester hours credit.

LGL 2204 Business Law for Paralegal (3-3-0)

			W

A study of the law in relation to businesses and business ownership. The course will encompass a study of sales and the UCC, negotiable instruments, secured transactions, bankruptcy, agency, employment, business organizations, including corporations, and anti-trust law. PREREQUISITE: BUS 2101 Business Law I or consent of instructor. Three classroom hours per week. 3 semester hours credit.

LGL 2205 Property and Estates (3-3-0)

			W

This course will develop the skills and understanding necessary to assist attorneys in the development of trusts, estates, and probate documents. Students will also get an introduction to real and personal property law. Three classroom hours per week. 3 semester hours credit.

LGL 2210 Seminar (1-1-0)V

			W

The student trainee receives vocational counseling as well as individual and group assistance. Seminar I is a related instructional class with legal internship. Areas of law office professionalism are stressed with emphasis placed on each individual's employment needs. Must be taken in sequence. PREREQUISITE: Completion of the first-year's program requirements or consent of instructor. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

LGL 2298 Internship (3-0-6)V

			W

Students work a minimum of 10 hours a week in a law office or other legal environment. The coordinator and the training supervisor work together in establishing goals and work experience for the student. PREREQUISITE: Completion of the first-year's program requirements or consent of instructor. Variable 1 to 3 semester hours credit. Repeatable 3 times.

LIB 1604 Computer Applications: Library (2-2-0)

F	L	O	W

Students examine how libraries use computers for public service and technical support. Micro and mini computers are stressed. The course also covers major regional and national databases. Hands on experience is given in operating the computer. Two classroom hours per week. 2 semester hours credit.

LIT 2101 Introduction to Literature (3-3-0)

F	L	O	W

Introduction to Literature presents the basic techniques of poetry, drama, and fiction. PREREQUISITE: ENG 1111 Composition I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: H3 900

LIT 2111 American Literature to 1855 (3-3-0)

F	L	O	W

American Literature to 1855 is a study of American authors from colonial times through the Romantic Movement, with emphasis on historical trends and major authors through analysis of representative texts. PREREQUISITE: ENG 1111 Composition I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: H3 914

LIT 2112 American Literature Since 1855 (3-3-0)

F	L	O	W

American Literature Since 1855 is a study of American authors from the Age of Realism through the Modern Period, with emphasis on literary trends and major authors through analysis of representative texts. PREREQUISITE: ENG 1111 Composition I. Three classroom hours per week. 3 semester hours credit. IAI: H3 915

LIT 2121 English Literature to 1800 (3-3-0)

F	L	O	W

A study of English prose, poetry, and drama from the Middle Ages through the Restoration is covered in this course with emphasis on literary trends and major authors through analysis of representative texts. PREREQUISITES: ENG 1111 Composition I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: H3 912

LIT 2122 English Literature Since 1800 (3-3-0)

F	L	O	W

A study of English prose, poetry, and drama from the Romantics to the present will be covered with emphasis on literary trends and major authors through analysis of representative texts. PREREQUISITE: ENG 1111 Composition I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: H3 913

LIT 2131 World Literature to 1620 (3-3-0)

F	L	O	W

World Literature to 1620 is a historical, critical, and analytical study of representative ancient and medieval literature. PREREQUISITE: ENG 1111 Composition I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: H3 906

LIT 2132 World Literature Since 1620 (3-3-0)

F	L	O	W

World Literature since 1620 is a historical, critical, and analytical study of representative literature from the Age of Neoclassicism to the present. PREREQUISITES: ENG 1111 Composition I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: H3 907

LIT 2135 Women in Literature (3-3-0)

F	L	O	W

This course will examine the ways in which women are represented in various genres of literature. The course will cover various time periods, focusing on a wide range of women's experiences. Women as writers and as characters will be examined. The historical and social considerations both within the texts and surrounding the writers and how they influence the role of women in literature will also be examined. PREREQUISITE: ENG 1111 Composition I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: H3 911D

LIT 2141 Understanding Poetry (3-3-0)

F	L	O	W

This course fosters understanding and enjoying poetry, with emphasis on reading and analyzing many poems, particularly the shorter forms, selected from old and new poetry. PREREQUISITE: ENG 1111 Composition I or consent of

instructor. Three classroom hours per week. 3 semester hours credit. IAI: H3 903

LIT 2142 Understanding Drama (3-3-0)

F	L	O	W

This course emphasizes understanding and appreciating drama and includes reading and analyzing a variety of plays. PREREQUISITE: ENG 1111 Composition I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: H3 902

LIT 2143 Understanding the Short Story (3-3-0)

F	L	O	W

Reading and analysis of short stories from a variety of periods. Approaches to determining literary meaning, form, and value. PREREQUISITE: ENG 1111 Composition I or consent of the instructor. Three classroom hours per week. 3 semester hours credit. IAI: H3 901

LIT 2144 Understanding the Novel (3-3-0)

F	L	O	W

This course emphasizes understanding and appreciating the novel. It includes an analysis of the novel as a literary form, with representative examples from the 18th, 19th, and 20th centuries. PREREQUISITE: ENG 1111 Composition I or instructor approval. Three classroom hours per week. 3 semester hours credit.

LIT 2145 Children's Literature (3-3-0)

F	L	O	W

Children's Literature provides a study of the major genres, themes, and critical concerns of literature written for children and young adults with special attention to the historical, social, and cultural contexts that have influenced literature for young people. Written reactions to texts and formal interpretations of the literature are integral components of the course. Students will also critically analyze the age-appropriateness of children's books as well as strategies for teaching about cultural, ethnic, religious, and societal implications and differences when teaching books from varying genres. PREREQUISITE: ENG 1111 Composition I. Three classroom hours per week. 3 semester hours credit. IAI: H3 918

LIT 2151 Shakespeare (3-3-0)

F	L	O	W

This course includes a study of Elizabethan theater and Shakespearean stage conventions. Representative tragedies, comedies, and histories will be studied with emphasis on Shakespeare's style, characterization, and philosophy. PREREQUISITE: ENG 1111 Composition I or instructor's approval. Three classroom hours per week. 3 semester hours credit. IAI: H3 905

LIT 2161 Contemporary Literature (3-3-0)

F	L	O	W

LIT 2161 covers recent trends, developments, techniques, and philosophies in British and American literature from 1945 to the present. Authors studied vary from semester to semester, but are chosen for their style and the significance of their themes. PREREQUISITE: ENG 1111 Composition I or consent of the instructor. Three classroom hours per week. 3 semester hours credit.

LIT 2171 Topics in Literature (3-3-0)

F	L	O	W

This course deals with topics and areas of literature not studied in survey or genre courses. Topics vary. PREREQUISITE: ENG 1111 Composition I or consent of instructor. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

LIT 2181 Mythology (3-3-0)

F	L	O	W

The myths of cultures from around the world are included, focusing on gods and heroes. Types of myths read may include: creation, fertility, and hero, ranging from the classical mythology of Greece and Rome to more contemporary ones from North American Indians and African tribes. PREREQUISITE: ENG 1111 Composition I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: H9 901

LIT 2191 Introduction to American Folklore (3-3-0)

F	L	O	W

Focuses on oral literature in America. The main forms of folklore (tale, legend, joke, myth, proverb, speech, riddle, belief, ballad, custom material) are studied, as well as major folk groups. Also the role of folklore in literature and culture is examined. PREREQUISITE: ENG 1111 Composition I or consent of instructor. Three classroom hours per week. 3 semester hours credit.

LSC 1101 General Biology I (4-3-2)

F	L	O	W

This is a general introduction to the evolutionary study of life. A brief history of biology, natural selection, cell theory, cell structure and function, chemistry of life, photosynthesis, cellular respiration, cell division, patterns of inheritance, DNA, biotechnology, developmental biology and reproduction will be included. Related laboratory exercises will be incorporated. This course is the first class in an introductory sequence for biological sciences majors. Three classroom hours per week. Two lab hours per week. 4 semester hours credit. NO PREREQUISITE. IAI: L1 900L

LSC 1102 General Biology II (4-3-2)

F	L	O	W

This course is a continuation of LSC 1101 General Biology I with emphasis placed on tissues, organs, organ systems and organisms. This course will involve a survey of biological macroevolution and microevolution, origin of life and the species, environmental biology, viruses, bacteria, fungi, algae, plants, and animals including the invertebrates and vertebrates. Related laboratory exercises will be incorporated. This course is the second class in the sequence for biological sciences majors. PREREQUISITE: Two years of high school biology or completion of LSC 1101 General Biology I or its equivalent or permission of instructor. Three classroom hours per week. Two lab hours per week. 4 semester hours credit. L1 900L

LSC 1103 General Botany (4-3-2)

F	L	O	W

This lecture and laboratory course is a non-majors course emphasizing inquiry through selected topics in plant biology. Surveys of the algae, fungi, non-vascular plants and vascular plants based on evolution, morphology, histology, physiology,

taxonomy and biological development. Societal components between plants and humans will include topics on: economics, environmental, medical, agricultural, and food industry. These topics are to be emphasized along with interactions of algae, fungi, plants, and humans. No college prerequisite but students are expected to have a basic understanding of high school biology. Three classroom hours per week. Two lab hours per week. 4 semester hours credit. IAI: L1 901L

LSC 1104 General Zoology (4-3-2)

F	L	O	W

This lecture and laboratory course is a non-majors course emphasizing inquiry through selected topics in animal biology. Surveys of the protist and animal kingdoms based on evolution, ecology, morphology, histology, physiology, taxonomy, parasistology, and embryology. Economic, environmental and medical relationships between protists, animals, and humans are emphasized. No college pre-requisite but students are expected to have a basic understanding of high school general biology. Three classroom hours per week. Two lab hours per week. 4 semester hours credit. IAI: L1 902L

LSC 1105 Environmental Biology (4-4-0)

F	L	O	W

This course is a study of the relationships of natural resources to human's social and economic welfare. It is designed to make students aware of components, structures, and functions of ecological processes and human impacts on the environment. It includes the history and causes of present environmental problems and analysis of proposed solutions. Four classroom hours per week. 4 semester hours credit. IAI: L1 905

LSC 1106 Introduction to Biology (4-3-1)

F	L	O	W

This course is designed for the non-science major student. The course provides laboratory experience and lecture concepts that help the non-science major student understand the principles of biology. An introduction to biology and the nature of science, as well as historical and modern applications of biology to society is included. Topics include, but are not limited to, the scientific method, evolution, ecology, animal behavior and cell science. An inquiry-based approach to understanding biological processes is emphasized. Three classroom hours per week. One lab hour per week. 4 semester hours credit. NO PREREQUISITE.

LSC 1150 Orchid Plant Biology (2-2-0)V

	L	O	

This course is an introduction to the fascinating orchid family of plants. Students will learn the basic taxonomy and biology of this large group of flowering plants. Topics include names, potting media, growth/culture requirements, and hybridization techniques. Two classroom hours per week. Variable up to 2 semester hours credit. Repeatable 3 times.

LSC 1198 Topics/Issues Life Sciences (2-2-0)V

F	L	O	W

This course is the application of various scientific principles to a special topic or current issue in the life sciences. Two classroom hours per week. Variable up to 2 semester hours credit. Repeatable 3 times.

LSC 2104 Field Biology (4-2-4)

F	L	O	W

Students identify, catalog, and record information about flora and fauna in selected areas of North America. Analysis and presentation of this information follows extensive field work. PREREQUISITE: LSC 1105 Environmental Biology, or LSC 1101 General Biology I, or permission of instructor. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

LSC 2110 General Microbiology (4-3-2)

F	L	O	W

This course is an introduction to microbiology and microorganisms. A survey of major viruses, mycoplasmas, chlamydiae, rickettsiae, eubacteria, protozoa, and fungi along with their morphologies, cytologies, structures, functions, and habitats will be included. Major emphasis will be placed on the roles of pathogenic microbes and their effects on the health and well-being of human life. Asepsis, disinfection, bacterial culturing, staining, microscopy, standard universal precautions, human microbial diseases, and immunology will also be covered. Laboratory exercises will be incorporated to support these topics. PREREQUISITE: 2 years high school biology, OR LSC 1101 General Biology I or equivalent, OR consent of instructor. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

LSC 2111 Human Anatomy & Physiology I (4-3-2)

F	L	O	W

This course will study the structures and functions and cells, tissues, organs, and some organ systems of the human body. These systems include: integumentary, skeletal, muscular, urinary, and reproductive. Fluids, electrolytes, acids, and bases are also discussed. Human cadavers or alternative selected mammal will be used to reinforce anatomical laboratory skills. Physiological mechanisms will also be emphasized. PREREQUISITE: Two years of high school biology or equivalent or consent of instructor. Three classroom hours per week. Two lab hours per week. 4 semester hours credit. IAI: L1 904L

LSC 2112 Human Anatomy & Physiology II (4-3-2)

F	L	O	W

This course completes the study of the structure and function of human organ systems including nervous, endocrine, cardiovascular, lymphatic, respiratory, and digestive. Human cadavers or alternative selected mammal will be used to reinforce anatomical laboratory skills. Physiological mechanisms will be emphasized. PREREQUISITE: LSC 2111 Human Anatomy and Physiology I or its equivalent, or consent of instructor. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

LSC 2113 Human Cadaver Anatomy (2-1-2)

	L	O	W

This course will include a complete dissection of the human body with directed learning experiences designed to enhance histology and human cadaver dissection competence. Included are the following systems: integumentary, reproductive, skeletal, muscular, circulatory, nervous, sensory, endocrine, respiratory, urinary, and digestive. PREREQUISITE: LSC 2111 Human Anatomy & Physiology I and LSC 2112 Human Anatomy & Physiology II, or permission of instructor. Can be taken concurrently with LSC 2112. Instructor's permission is required to enter class. One

classroom hour per week. Two lab hours per week. 2 semester hours credit.

LSC 2114 Intro to Human Pathophysiology (3-3-0)

F	L	O	W

Underlying molecular mechanisms and causes of altered physiological states in the human body are covered. Major concepts emphasized in the course include maintenance of acid-base and body fluid balances, oxygenation, neuroendocrine regulation and control, immune defense mechanisms, cardiovascular mechanisms, and aging. Critical thinking and problem solving techniques will be used to study the interaction of body systems in the development of various disease states. This course is designed for Allied Health practitioners and preprofessional students. PREREQUISITES: LSC 2111 Human Anatomy & Physiology I, LSC 2112 Human Anatomy & Physiology II. Three classroom hours per week. 3 semester hours credit.

LSC 2264 Anatomy for Medical Secretaries (3-3-0)

F	L	O	W

Systems of the human body are studied as a basis for understanding written and dictated medical material and increasing medical vocabulary. The course includes a study of diseases and operative and drug.terms related to each system. Three classroom hours per week. 3 semester hours credit.

LSC 2265 Medical Assisting Anatomy (3-3-0)

	L		

This course offers the basic understanding of how the human body operates on a daily basis from birth to death. This course will study the structure and functions of cells, tissues, and all organ systems of the human body. This very basic course is designed for allied health practitioners. Three classroom hours per week. 3 semester hours credit.

MAC 1203 Precision Measurement (3-3-0)

			W

This course is designed to provide students with an appropriate knowledge and skills in precision measurement, inspection methods, and quality control. Included will be the techniques of precision measurement and the theory of measurement calibration. These skills will be applied to industrial inspection equipment for measurement of production work. Three classroom hours per week. 3 semester hours credit.

MAC 1208 Interm. Machine Processes (6-3-6)

			W

An introduction to the proper operation of lathes, mills, and drill presses. The student will read and interpret blueprint and machine parts/stock to standard tolerances up to +/- .001". The student will also perform simple operations such as basic grinding, face, turn, bore, knurl, chamfer, center drill, tap, groove, cut tapers, adjust speeds and feeds, mill flat, square surfaces, and make slots. The use of layout tools and hand tools will be emphasized. The student will set up machines for simple operations and learn to adjust the machines to meet the quality requirement of the blueprint. Three classroom hours per week. Six lab hours per week. 6 semester hours credit.

MAC 1225 Internship (6-0-30)V

			W

This is an internship experience in which the student receives practical experience in an industrial area. A training agreement will be developed for each student cooperatively between the employer, student, and college coordinator. The student will be supervised by the employer and the college coordinator. Variable internship hours based on 75 hours equated to 1 semester hour of credit will be given. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

MAC 1226 Internship Seminar (1-1-0)

			W

This course is designed to correlate with the supervised work experience. Student reports, panel discussion, and class discussion pertinent to on-the-job training experience will be presented. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

MAC 2203 Manufacturing Processes (6-6-0)V

	L		W

This course introduces the student to basic manufacturing processes. An understanding of the relationship between the product and the method of production is studied. The major areas of study are materials, casting and forming processes, machining processes, welding processes, and techniques related to manufacturing processes. Six classroom hours per week. Variable up to 6 semester hours credit. Repeatable 3 times.

MAC 2221 Special Machine Process EDM (2-2-0)

			W

This course introduces the student to nontraditional machining practices. Operation and set up of EDM machines are the primary emphasis of the course. Two classroom hours per week. 2 semester hours credit.

MAC 2231 Introduction to CNC (3-2-2)

			W

This course is a comprehensive introduction to the operation of numerical control (NC) systems with emphasis on computer numerical control (CNC) systems, their programming capabilities, advantages, operation, and maintenance. Laboratory experience includes programming and operating CNC machine tools. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

MAC 2232 Advanced CNC Training (3-2-2)

			W

The major emphasis of this course is the programming and operating of computer numerically controlled (CNC) machine tools. Laboratory experiences include writing and editing programs. Students will produce parts on both CNC milling machines and lathes. Also, the student will incorporate CAD-CAM. This technology eliminates the need for the CNC programmer to master the traditional M and G codes and dramatically shortens CNC programming time. PREREQUISITE: MAC 2231 Introduction to CNC. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

MAC 2242 Adv. Design and Manufacturing (6-2-8)V

			W

This course provides the individual with an advanced application of the methods, materials, processes, design, fabrication and engineering techniques developed throughout their previous Machine Shop coursework. CAD, CNC, teamwork, safety and advance machining techniques will be emphasized. The individual will complete an approved project from initial design through final implementation. PREREQUISITE: Completion of one year Machine Shop Technology coursework or with special permission of the Machine Shop Technology Lead Instructor. Two classroom hours per week. Eight lab hours per week. Variable up to 6 semester hours credit. Repeatable 2 times.

MAN 1201 Introduction to Machining (5-2-6)

			W

This course is designed to give students a basic understanding of the operation of a machine shop. The course covers the nomenclature, care, and use of most basic machine shop tools. Some of the machines covered will be the drill press, lathe, milling machine, saws, and various grinders. Precision measuring instruments will also be used. Safety in the shop is stressed. Two classroom hours per week. Six lab hours per week. 5 semester hours credit.

MAN 1202 Industrial Safety (2-2-0)V

			W

Focuses upon the nature, background, importance, and needs in industrial safety. Major emphasis is placed on regulatory aspects of industrial safety, identification and controlling safety hazards, accident and injury analysis, development of safety goals, material handling, and fire prevention and protection. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

MAN 1204 Manuf Materials & Processes (4-4-0)

			W

This course introduces the student to various types of industrial materials, their properties and how the materials themselves are manufactured. Materials will include: ferrous metals, non-ferrous metals, powder metallurgy, composites, plastics, ceramics and other materials as technology progresses. Further study will be given to the manufacturing processes that use these materials to create products and goods. Major areas of concentration in manufacturing processes include: casting, molding, forging, machining processes, welding/joining processes and other techniques related to modern manufacturing. Four classroom hours per week. Four semester hours credit.

MAN 1205 Predictive Maintenance (4-2-4)

			W

Predictive maintenance techniques provide data that defines servicing and inspection periods so that maintenance departments can determine, in advance, when equipment should be shut down for overhaul. This course provides training in laser alignment, vibration analysis, oil analysis, infrared thermography, motor testing and power quality. Computer based maintenance management systems will be introduced. Two classroom hours per week. Four lab hours per week. Four semester hours credit.

MAN 1206 Hydraulics & Pneumatics (4-2-4)

			W

This course covers the operating principles of hydraulic components of stationary industrial hydraulic & pneumatic systems. Various hydraulic circuits are studied with laboratory exercises involving repairs, adjustments, and troubleshooting of pumps, cylinders, control valves, motors, reservoirs, and accumulators. Two classroom hours per week. Four lab hours per week. Four semester hours credit.

MAN 1207 Introduction to HVAC (3-2-2)

			W

This course is designed to provide introductory training and skills for efficient, cost-effective and current methods in choosing, installing, maintaining, troubleshooting, servicing and repairing today's AC and refrigeration equipment. Two classroom hours per week. Two lab hours per week. Three semester hours credit.

MAN 1210 Industrial Materials (3-3-0)

			W

This is an introduction to types and uses of industrial materials. Topics include the three general classifications of materials: ferrous metals, nonferrous metals, and composites. Emphasis will be placed on the manufacture, properties, and applications of these materials in contemporary industry. Corrosion and powder metallurgy will also be covered. Three classroom hours per week. 3 semester hours credit.

MAN 1211 Industrial Electricity (4-2-4)

	L		W

This course provides instruction in industrial electricity including atomic structure, metric system, electrical qualities, series circuits, parallel circuits, combination circuits, simple control devices, and control relays. Emphasis is placed on applying classroom theory to lab reality and basic troubleshooting of electrical circuits is taught. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

MAN 1215 Mechanical Drives (3-2-2)

			W

This course deals with the physics of power transmission. It is an introductory course in gear types and ratios, bearings, clutches, p.t.o., differential, final drives, and brakes. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

MAN 1216 Principles of Industrial Mgt (3-3-0)V

			W

This course provides an overview of management in an industrial setting. Topics include operations analysis, research and development, physical facilities, production planning, productivity improvement, product flow, quality control, jobs and wages, and employee motivation. Three classroom hour per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

MAN 1221 Motors/Motor Controls (4-2-4)V

			W

This course will teach the operational theories and trouble-shooting techniques of DC and AC single- and three-phase motors and motor controls as found in industrial and

manufacturing settings. Topics to be covered include safety, magnetism and electromagnetism, Lorentz forces, single phase AC motor operations and construction, three phase AC motor operations and construction, DC motor operations and construction, industrial voltages, motor starters, overload contacts, reversing motor contacts, and variable frequency drives. PREREQUISITE: ELC 1604 Basic Electricity or instructor consent. Two classroom hours per week. Four lab hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

MAN 2201 Quality Concepts & Techniques (2-2-0)V

			W

This course is designed to emphasize lean manufacturing, to analyze and improve present management and operational work methods. As a learning partner, the student will be introduced to traditional industrial engineering tools for method improvement. The objective is to utilize various charting techniques, modern time study methods, ergonomics, incentives and alternative methods of improving present operational management processes. Emphasis will be placed on value-added and non-value-added activities and their relationship to the financial success of an organization. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

MAN 2202 Leadership (3-3-0)V

			W

The primary focus of the course is the development of leadership skills. It provides a basic understanding of leadership principles and group dynamics and helps students develop a personal leadership philosophy and style. Issues of diversity, personal growth and interpersonal relationships are explored within the context of leadership development. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

MAN 2203 Organizational Behavior (3-3-0)

			W

Organizational Behavior is the people-centered study of the relationships, interactions and behaviors within the individual, group and organizational levels of an organization functioning in the global environment. Focus of study will be placed on managing diversity, social processes and decision making, organizational behavior, change leadership and organizational design. Three classroom hours per week. 3 semester hours credit.

MAN 2206 Intro to Design Concepts (4-4-0)

			W

This course introduces the student to the principles of designing for manufacturing. Topics include: material selection, tool design, workholding, gaging, and tolerancing. Design software will be used to produce designs similar to those used in industry. PREREQUISITES: EGR 1131 Engineering Graphics and Design or consent of the instructor. Four classroom hours per week. 4 semester hours credit.

MAN 2208 3D Contouring (3-2-2)

			W

The major emphasis of this course is the programming and operating of computer numerically controlled (CNC) machine tools to produce parts from multi-axis simultaneous tool paths. Three dimensional bosses and pockets used in industries such as molding will be produced using advanced solid modeling and CAD-CAM techniques. PREREQUISITE: MAC 2232 Advanced CNC Training. Two classroom hours per week. Two lab hours per week. Three semester hours credit.

MAN 2210 Stamping and Molding (6-3-6)

			W

This is an advanced class which facilitates the student to utilize the skills and knowledge learned in previous machine shop courses. Theory of stamping dies, molds, and EDM processes will be covered. The construction of small jigs, fixtures, dies and molds will also be taught. Successful completion of the course requires the student to be proficient with the standard machine shop tools, attachments, and appropriate procedures. PREREQUISITES: MAN 1201 Intro. to Machining and MAC 1208 Interm. Machine Processes or consent of instructor. Three classroom hours per week. Six lab hours per week. 6 semester hours credit.

MAN 2211 Programmable Logic Controllers (4-2-4)

			W

This course provides instruction in the theory and application of industrial logic control circuits involving relays and programmable logic controllers. Control relays, time delay relays, latching relays, as well as basic and advanced PLC commands are discussed in theory and applied in lab with an emphasis on safety. PREREQUISITE: MAN 1211 Industrial Electricity or instructor consent. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

MAN 2212 Industrial Automation I (3-2-2)

			W

This course provides an introduction to various sensor and process control concepts used in manufacturing systems. It provides instruction concerning the use, testing and repair of sensing units and in the use and basic programming of microcontrollers. Sensing concepts include, but are not limited to: proximity, optical, ultrasonic, flow, temperature and pressure. An introduction to vision systems will also be covered in the course. Course material is intended to evolve with technological trends. PREREQUISITES: MAN 1211 Industrial Electricity or consent of instructor. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

MAN 2214 Industrial Automation II (4-2-4)

			W

This course provides instruction that builds on concepts practiced in both MAN 2212 Industrial Automation I and MAN 2211 Programmable Logic Controllers. Students will implement design techniques and industrial networks to design and build increasingly advanced automated systems. Course will include, but is not limited to: PLC networks, communication with various field devices, vision inspection, pneumatic systems, sensing concepts and data logging. Students will be required to troubleshoot bugged automation devices and/or PLC programs with appropriate tools and documentation. As students progress in the course, robotic systems will also be added. PREREQUISITES: MAN 2211 Programmable Logic Controllers and MAN 2212 Industrial Automation I or consent of instructor. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

MAN 2215 Robotics & Vision Systems (4-2-4)

			W

This course provides the theory and technology of robots as used in manufacturing and production. Various configurations of robotic manipulators, power supplies, and effectors and programming devices/methods will be discussed. Students will be introduced to vision guidance and inspection as it applies to robotics. During instructional laboratory sessions the student will receive hands-on knowledge based on text and lectures as students program the robot controllers to achieve useful robotic movements. Tests and analyses are performed on these student generated programs. PREREQUISITES: MAN 1211 Industrial Electricity and MAN 2211 Programmable Logic Controllers or consent of instructor. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

MAN 2221 Automated Process Control (4-2-4)

			W

This course deals with the various devices and techniques used to control automated processes. The course includes theory and lab practice involving limit switches, proximity switches, and photo sensors, as well as temperature sensors, flow control circuits, and pressure sensors. Techniques used in relay and PLC control circuits are also discussed and students are expected to implement these techniques in their own designs. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

MAN 2222 Topics in Computer Graphics (3-3-0)

			W

This course applies principles to specific problems through case studies, simulation, special projects, or problem-solving procedures. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

MED 1201 Intro to Clinical Lab (3-2-2)

		O	

Intro to Clinical Lab will acquaint the MLT student with the profession of Medical Laboratory Technology. The course will give the student fundamentals of the clinical laboratory including safety regulations, collection and handling of clinical specimens, laboratory mathematics, basic Quality Assurance, laboratory measurements, and the handling and care of laboratory instrumentation, including laboratory microscopes. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

MED 1202 Serology (2-1-2)

		O	

This course covers an introduction to immunology with an emphasis on applied serology. The immune response, properties, and synthesis of antibodies, antigens, antibody reactions and serological procedures most widely performed in the clinical laboratory are the major topics for discussion. Two classroom hours per week. One lab hour per week. Two semester hours credit.

MED 1205 Clinical Microbiology (3-2-2)

		O	

A study of the theory and microscopic examination of urine and other body fluids (i.e., synovial fluid, thoracentesis fluid, semen, and gastric fluid). Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

MED 2201 Immunohematology (4-3-2)

		O	

This course covers the blood groups of humans and the significance in immunohematology and transfusion services. Also included are the inheritance and properties of blood group and antigens and the corresponding antibodies, methods of detection and identification; hemolytic disease processes; processing of group immunology; record keeping regulations; standard control. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

MED 2202 Hematology and Homeostasis (5-4-2)

		O	

This course offers an introduction to the study of clinical hematology and homeostasis, which emphasizes the basic procedures performed in most clinical laboratories as well as their uses in the diagnosis and follow up to hematological and coagulation disorders. The role of the laboratory in the diagnosis of anemias, leukemias, myeloproliferative disorders, and other diseases affecting the hematopoietic system is stressed along with the hemostatic component, coagulation factors, coagulation cascade mechanism, heredity and acquired bleeding disorders, coagulation factor deficiencies, therapeutic regimes, and laboratory methods for the analysis of clinical conditions. PRE-REQUISITES: MED 1201 Intro to Clinical Lab, MED 1205 Clinical Microbiology, PHB 1220 Phlebotomy Theory, MED 1202 Serology. Four classroom hours per week. Two lab hours per week. 5 semester hours credit.

MED 2203 Clinical Chemistry (4-3-2)

		O	

This course offers an introduction to the study of clinical chemistry, emphasizing the basic procedures performed in most clinical laboratories and the use of these procedures in the diagnosis and follow-up of chemical disorders. This course includes normal physiology, laboratory principles, analysis techniques, quality control, quality assurance and interpretations of test results. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

MED 2204 Healthcare Delivery (4-4-0)

		O	

The purpose of this course is to familiarize the student with the history and development of today's healthcare system. The student will learn about the different types of facilities, the continuum of care, examine the quality management process. Four classroom hours per week. 4 semester hours credit.

MED 2205 Clinical Rotation I (3-0-15)

		O	

Clinical Rotation I is a supervised clinical experience in hematology/coagulation and in blood banking. The supervision is done by the clinical site coordinator/lab director/instructor. Fifteen lab hours per week. 3 semester hours credit.

MED 2206 Intro to Human Pathophysiology (3-3-0)

		O	

An introduction to human diseases with emphasis upon etiology, symptoms, and diagnostic findings which will assist the student in interpreting information within the medical

record. PREREQUISITE: HEA 1225 Intro to Medical Terminology. Three classroom hours per week. 3 semester hours credit.

MED 2207 Intro to Pharmacology (1-1-0)

		O	

Practical knowledge of pharmacology will be addressed including: drug actions, interactions, indications and contraindications, side effects, dosing methods and procedures, and methods of administration of pharmaceuticals. One classroom hour per week. 1 semester hour credit.

MED 2208 Medical Reimbursement (3-3-0)

		O	

Integrates information about all U.S. healthcare payment systems into one authoritative source. An in-depth look will be taken at complex financial systems within the healthcare environment. Students will study and understand the basics of health insurance, public funding programs, managed care contracting, and how services are paid. Three classroom hours per week. 3 semester hours credit.

MED 2209 Advanced Coding (4-4-0)

		O	

Students will learn troubleshooting methods, resources for coding questions and research, and practice with case studies. Four classroom hours per week. 4 semester hours credit.

MED 2210 Applied Clinical Microbiology (5-4-2)

		O	

This course is a study of the normal and pathogenic microflora of man with an emphasis on the methods used for isolation, recognition and used for culturing microorganisms, of medical significance. Included are the types of media used for culturing microorganisms, descriptive cellular and colonial morphology, stains and staining reactions, drug susceptibility testing and procedures used for species identification. Emphasis on host parasite relationships, medical bacteriology, virology, parasitology, and Mycobacteria is also stressed. Four classroom hours per week. Two lab hours per week. 5 semester hours credit.

MED 2211 Certification Prep (1-0-2)

		O	

This course will prepare students for the coding certification exam. New coders earning the CCA will need to demonstrate competency in the health information field. Two lab hours per week. 1 semester hour credit.

MED 2215 Clinical Rotation II (3-0-15)

		O	

Clinical Rotation II is supervised clinical experience in chemistry/urinalysis and in microbiology/serology. The supervision is done by the clinical site coordinator/lab director/instructor. Fifteen lab hours per week. 3 semester hours credit.

MED 2298 Coding Practicum (3-0-6)

		O	

This course is designed to help students bridge the gap between classroom and work experience. It provides a virtual externship that allows students to take what they have learned in the classroom and apply it to on-the-job scenarios typically performed by a medical coding and billing specialist. Six lab hours per week. 3 semester hours credit.

MSS 1201 Maintenance and Diagnostics (3-2-2)

	L		

This course is the first of two courses designed to train students to maintain and troubleshoot personal computer hardware and software with the goal of obtaining CompTIA A+ certification. Specific topics include the essential knowledge and application of: hardware, troubleshooting, repair & maintenance, operating systems & software, networking, security and operational procedures of a successful technician. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

MSS 1203 Small Systems Architecture (3-3-0)

	L		

This course is designed to introduce students to the basic and advanced microcomputer components and their operations. The course will cover the anatomy of popular personal computers such as the IBM PC and Compatibles, and PS/2. Elements include microprocessors, motherboard, coprocessors, memory, displays, data and expansion buses, floppy and hard disks, mass storage systems, optical storage and tapes. Three classroom hours per week. 3 semester hours credit.

MSS 2202 PC Operating Sys/Applications (4-2-4)

	L		

This course is the second of two courses designed to train students to maintain and troubleshoot personal computer hardware and software with the goal of obtaining CompTIA A+ certification. Specific areas taught and demonstrated in this course deal with the practical application of computer hardware, operating systems, networking, and security. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

MSS 2214 Network Security (3-2-1)

	L		

This course addresses security issues for TCP/IP-based networks. Access Control and communications security issues will be covered as well as Internet and Internet security. PREREQUISITES: TEL 2284 Data Communications I and MSS 2202 Microcomputer Operating Systems, or consent of instructor. Two classroom hours per week. One lab hour per week. 3 semester hours credit.

MSS 2215 Introduction to E-Commerce (3-3-0)

	L		

This course's coverage will offer a balance between the business and technology elements of electronic commerce. This will include the descriptions of electronic commerce infrastructure, technologies used to implement online business activities, different business strategies, actual business applications, an overview of international, legal, ethical, and tax issues and project planning and management techniques to make online business initiatives successful. The instructor must approve repeating the course. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

MSS 2223 Windows Server (3-3-0)

	L		

This course is designed to serve the needs of those individuals and information systems professionals who are interested in learning more about Microsoft Windows Server. Specific topics include installing, maintaining and troubleshooting Windows Server. PREREQUISITE: TEL 2284 Data Communications I. Three classroom hours per week. 3 semester hours credit.

MSS 2226 Computer Ethics (3-3-0)

	L		

This course is designed to address the ethical and legal issues surrounding computers and networking. This includes things such as computer privacy, email privacy, online music swapping, white-hat hacking, grey-hat hacking, and black-hat hacking. Three classroom hours per week. 3 semester hours credit.

MSS 2227 Computer Forensics (4-3-2)

	L		

This course is designed to address the steps and tools required to do an investigative report using computer forensics. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

MSS 2228 Podcasting (2-1-2)

	L		

Podcasting is a way to distribute downloadable digital audio and video files via the Internet for use on the listener's computer, MP3 player, or other devices that play audio and video files. This course is designed to give students hands-on experience in the creation, implementation, and distribution of a podcast. One classroom hour per week. Two lab hours per week. 2 semester hours credit. Repeatable 3 times.

MTH 1102 College Algebra (4-4-0)

F	L	O	W

This is an advanced course in algebra. It includes a review of algebraic concepts and skills; first and second degree equations and inequalities; complex numbers; systems of equations and inequalities, including matrices and determinants; functions; graphing; the theory of equations; sequences, series; and binomial expansion. Additional topics may be selected from mathematical induction, permutations and combinations, probability. This course requires the use of appropriate technology, such as graphics calculators and/or computers. PREREQUISITE: The equivalent of 2 years of high school algebra and 1 year of geometry with grades of C or better, or PRE 0420 Intermediate Algebra and PRE 0415 Elementary Geometry, with grades of C or better, or a sufficient score on a placement test. Four classroom hours per week. 4 semester hours credit.

MTH 1103 Liberal Arts Math (3-3-0)

F	L	O	W

This course is designed to fulfill general education requirements. This course focuses on mathematical reasoning and problem-solving strategies with real-life applications. Four topics, chosen from the following list, will be studied in depth: Counting techniques and probability, game theory, geometry, graph theory, linear programming, logic/set theory, mathematical modeling, mathematics of finance, statistics. The use of calculators and other technology is strongly encouraged. PREREQUISITE: PRE 0420 Intermediate Algebra and PRE 0415 Elementary Geometry with a grade of C or better, or two years of college preparatory algebra and one year geometry with a grade of C or better, or sufficient score on the placement test, or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: M1 904

MTH 1105 Trigonometry (3-3-0)

F	L	O	W

This course develops the theory and applications of trigonometry. Topics include systems of angle measurement, trigonometric functions, inverse trigonometric functions; application to triangle solutions, law of sines and cosines, trigonometric identities, trigonometric equations and complex numbers. PREREQUISITE: PRE 0420 Intermediate Algebra and PRE 0415 Elementary Geometry or three years of college preparatory math with a grade of C or better, or a sufficient score on placement test, or consent of instructor. Three classroom hours per week. 3 semester hours credit.

MTH 1121 Mathematics for Elementary Majors (4-4-0)

F	L	O	W

This course, along with MTH 1122, is designed to meet the requirements of the state certification of elementary teachers. Students are strongly encouraged to complete both courses in sequence at the same institution and should check the specific requirements at the senior institution. The sequence fulfills the general education requirement only for students with a declared major in elementary and/or special education. This course focuses on mathematical reasoning and problem solving. Topics will be selected from the following list: integers, irrational numbers and the real number system, number theory, probability, rational numbers, sets, function, logic, whole numbers, and statistics. The use of calculators and other technology is strongly encouraged. PREREQUISITE: PRE 0420 Intermediate Algebra and PRE 0415 Elementary Geometry with a grade of C or better or two years of college preparatory algebra and one year geometry or placement test score, or consent of instructor. Four classroom hours per week. 4 semester hours credit.

MTH 1122 Geometry for Elementary Majors (3-3-0)

F	L	O	W

This course is designed for elementary and special education majors. Course content shall include one-, two-, and three-dimensional point set geometry, constructions, congruence, similarity, transformational geometry, measurement, and coordinate geometry. Calculators and computers will be used in this course. This course is the second semester of a two semester sequence designed to meet state certification in elementary teaching. It fulfills the general education requirement only for students seeking state certification as elementary and/or special education teachers. PREREQUISITE: Two years college prep algebra and one year geometry with C or better and MTH 1121 Mathematics for Elementary Majors or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: M1 903

MTH 1131 Introduction to Statistics (3-3-0)

F	L	O	W

This course is designed to introduce beginning students to the basic concepts, techniques, and applications of statistics. The main objective of the course is the development of

statistical reasoning. The course is intended to meet the general education requirements. Graphing calculators and computer software packages used for calculation and analysis of data are strongly encouraged. Topics include organization, presentation, and description of data, percentiles, measures of central tendency, measures of dispersion, standard normal distribution, correlation and regression, probability, hypothesis testing, confidence intervals, sampling, and sampling distributions. PREREQUISITE: PRE 0420 Intermediate Algebra and PRE 0415 Elementary Geometry with a grade of C or better, or two years of college preparatory algebra and one year geometry with a grade of C or better, or sufficient score on the placement test, or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: M1 902

MTH 1151 Finite Mathematics (3-3-0)

F	L	O	W

This course is designed primarily for those students majoring in business, social and behavioral sciences, and nonphysical sciences. It is not designed to be taken by mathematics majors. This course emphasizes the concepts and applications of mathematics rather than mathematical structures. The following topics are covered: sets and set theory; Venn diagrams; permutations; combinations; probability theory; dependent, independent and complementary events; systems of equations; Linear programming; Markov chains, game theory, stochastic processes, mathematical modeling, mathematics of finance. Technology will be used throughout the course. PREREQUISITE: PRE 0415 Elementary Geometry and MTH 1102 College Algebra with a grade of C or better or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: M1 906

MTH 1152 Applied Calculus (4-4-0)

F	L	O	W

This course emphasizes topics that are useful to students in business and economics, life sciences, and social sciences. Topics covered include polynomial calculus including derivatives and integrals of algebraic functions, with applications. Multivariable calculus and applications will also be covered. Technology will be used throughout the course. PREREQUISITE: Four years of college preparatory mathematics with grades of C or better or MTH 1102 College Algebra and PRE 0415 Elementary Geometry with grades of C or better or consent of instructor. Four classroom hours per week. 4 semester hours credit. IAI: M1 900

MTH 1153 Statistics (3-3-0)

F	L	O	W

This course is intended for students who need an upper level statistics course to meet a specific program requirement. It also meets the general education requirement in mathematics. Graphing calculators and computer software packages used for calculation and analysis of data are strongly encouraged. Topics include organization, presentation, and description of data, percentiles, measures of central tendency, measures of dispersion, standard normal distribution, correlation and regression, probability, hypothesis testing, confidence intervals, sampling, sampling distributions, and research methods. PREREQUISITE: MTH 1102 College Algebra or equivalent with grade of C or better. Three classroom hours per week. 3 semester hours credit.

MTH 1171 Calculus and Analytic Geometry I (5-5-0)

F	L	O	W

A first course in calculus and analytic geometry. Topics include: basic techniques of differentiation and integration with applications including curve sketching, anti differentiation, the Reimann integral, the fundamental theorem of calculus, transcendental functions and applications of the definite integral. Technology will be used throughout the course. Students are strongly advised to complete this sequence at one institution. PREREQUISITE: Four years of college preparatory mathematics including geometry, trigonometry, and algebra, or MTH 1102 College Algebra and MTH 1105 Trigonometry, with grades of C or better, or the consent of the instructor. Five classroom hours per week. 5 semester hours credit. IAI: M1 900-1

MTH 1172 Calculus and Analytic Geometry II (5-5-0)

F	L	O	W

A second course in calculus and analytic geometry. Topics include: applications of integration, exponential, logarithmic and other transcendental functions, techniques of integration, infinite series, polar coordinates, parametric equations, and conic sections. Technology will be used throughout the course. Students are strongly advised to complete this sequence at one institution. PREREQUISITE: MTH 1171 Calculus and Analytic Geometry I, or its equivalent with a grade of C or better, or consent of instructor. Five classroom hours per week. 5 semester hours credit. IAI: M1 900-2

MTH 1201 Technical Mathematics (4-4-0)V

F	L	O	W

This course is designed for students enrolled in technical programs. Topics include: measurement and approximation, algebraic principles and operation, identification and use of formulas. In addition, geometric and trigonometric principles may also be covered if applicable to the program area. Emphasis is placed on the application of mathematical concepts to the solution of problems in vocational and technical fields. PREREQUISITE: REM 0420 Basic Math with a C or better or scoring at beginning algebra level on placement exam. Four classroom hours per week. Variable 0.5 to 4 semester hours credit.

MTH 1202 Math for Nursing (3-3-0)

F	L	O	W

This course is designed to prepare prospective nursing students to do the mathematical calculations that they may be called on to do in the profession. The course topics include: a review of fractions and decimals; rations; proportions; techniques of conversion; the metric system; the apothecary system; the household system; and discussion of tablets, capsules and oral solutions. PREREQUISITE: Entry into this class is based upon career goals in nursing. All accepted nursing students are counseled to take this course prior to NUR 1201. Three classroom hours per week. 3 semester hours credit.

MTH 2101 Linear Algebra (3-3-0)

F	L	O	W

This is a first course in vectors, matrices, vector spaces, and linear transformations. The ideas discussed in this course not only serve as an introduction to the more abstract courses a mathematical student needs at the junior/senior level, but also may have many useful applications outside of

mathematics, including engineering. This course is not intended to replace a more complete linear algebra course at the junior/senior level. The use of graphing calculators and/or computer algebra systems is strongly recommended. PREREQUISITE: MTH 1172 Calculus and Analytical Geometry II or consent of instructor. Three classroom hours per week. 3 semester hours credit.

MTH 2173 Calculus and Analytic Geometry III (4-4-0)

F	L	O	W

A third course in calculus and analytic geometry. Topics will include: two- and three-dimensional spaces, functions of several variables, vectors, line integrals, surface integrals, differential and integral calculus of multivariate functions including partial derivatives and multiple integrals, as well as applications of these topics. Technology will be used throughout the course. Students are strongly advised to complete this sequence at one institution. PREREQUISITES: MTH 1172 Calculus and Analytic Geometry II with a grade of C or better, or consent of instructor. Four classroom hours per week. 4 semester hours credit. M1 900-3

MTH 2181 Differential Equations (3-3-0)

F	L	O	W

Elementary theory and applications of ordinary differential equations, including linear equations of first and second order are covered. This course is strongly recommended for physics and engineering students as well as mathematics majors. Technology should be used where appropriate. PREREQUISITE: MTH 2173 Calculus and Analytic Geometry III or consent of the department. Three classroom hours per week. 3 semester hours credit.

MUL 1198 Topics/Issues in the Sciences (6-6-0)V

F	L	O	W

Seminar on a special topic or current issue in one or more of the biological or physical sciences. PREREQUISITE: Consent of the instructor. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

MUS 1101 Music Appreciation (3-3-0)

F	L	O	W

A study is made of types and forms of music to increase understanding. Selections from great masterpieces are made familiar through listening and analysis. Three classroom hours per week. 3 semester hours credit. IAI: F1 900

MUS 1102 History of American Music (3-3-0)

F	L	O	W

This course is designed to create interest in American music, its media and basic concepts of form and style. Emphasis is placed upon appreciating and understanding trends in music of the United States through use of representative selections. Three classroom hours per week. 3 semester hours credit. IAI: F1 904

MUS 1103 Music in Multicultural America (3-3-0)

F	L	O	W

This course is a study of the role of music in the social and cultural life of the United States. The focus is on the varied and complex roles of music making in community life. Emphasis is given to the diversity of musical styles, genres, and repertoires that make up the American soundscape. Three classroom hours per week. 3 semester hours credit. IAI: F1905D

MUS 1104 World Music (3-3-0)

F	L	O	W

This course is a study of representative music of the non-western world using an active-listening approach. It will emphasize its function within world cultures. Three classroom hours per week. 3 semester hours credit. IAI: F1 903N

MUS 1111 Music Fundamentals (3-3-0)

F	L	O	W

This course is designed particularly for students in elementary and special education curricula who have had limited experience in music. This course provides the student with understanding of musical notation and with training in chord structure. Three classroom hours per week. 3 semester hours credit.

MUS 1112 Beginning Theory (3-3-0)

	L	O	W

This is a course in elementary music theory which does not presuppose a previous background in music. Music fundamentals, ear training, and introduction to harmony are covered. Three classroom hours per week. 3 semester hours credit.

MUS 1113 Music for Elementary Majors (3-3-0)

F	L	O	W

Specifically for those with little or no musical background. Three classroom hours per week. 3 semester hours credit.

MUS 1115 Introductory to Music Therapy (3-3-0)

F	L	O	W

This class orients the student to music therapy, an established healthcare profession utilizing music to promote physical, emotional, cognitive, and social health of individuals of all ages. This course will include an introduction to music therapy, including the theoretical foundations of music therapy, models and methods, and client assessment. Three classroom hours per week. 3 semester hours credit.

MUS 1121 Music Theory, Sight Singing & Ear Training I (4-3-2)

F	L	O	W

This course is a beginning study of the fundamentals of music and musicianship including written harmony, analysis, sight singing, ear training and dictation. Topics include scales and intervals, triads, harmonic progression, tonality and modality, chords of the sixth-the figured bass, and the harmonic structure of the phrase. Melodic organization, voice leading, style analysis and the major-minor dominant seventh chord are also studied. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

MUS 1122 Music Theory, Sight Singing Ear Training II (4-3-2)

F	L	O	W

This course is a continuing study of the fundamentals of music and musicianship including written harmony, analysis, sight singing, ear training and dictation. Topics include full and half-diminished seventh chords, modulation, non-dominant seventh chords, secondary dominants, binary and

ternary form, popular songs, blues, boogie and jazz. PREREQUISITE: MUS 1121 Music Theory, Sight Singing & Ear Training I or consent of the instructor. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

MUS 1131 Music Literature (4-3-2)

F	L	O	W

Compositions of major composers of the past and present are examined. Form and style are studied. This course is required of freshmen in music and is also offered to students who have had music appreciation. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

MUS 2121 Music Theory, Sight Singing & Ear Training III(4-3-2)

F	L	O	W

This course is a continuing study of the fundamentals of music and musicianship including ear training, sight singing and dictation. Topics include sixteenth century polyphony, eighteenth century counterpoint, variation technique, Romanticism and altered chords. PREREQUISITE: MUS 1122 Music Theory, Sight Singing & Ear Training II or consent of the instructor. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

MUS 2122 Mus Theory, Sight Singing & Ear Training IV(4-3-2)

F	L	O	W

This course is an advanced study of the fundamentals of music and musicianship including written harmony, analysis, sight singing, ear training and dictation. Topics include the sonata allegro form, rondo form, Post-Romantic & Impressionistic music, atonal music, and twelve tone set techniques. PREREQUISITE: MUS 2121 Music Theory, Sight Singing & Ear Training III or consent of the instructor. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

MUS 2131 Music History I (4-3-2)

F	L	O	W

This course is a study of music from Ancient Greece through the Baroque Period. Emphasis is placed on compositions, styles and trends in light of their historical backgrounds. Three classroom hours per week. Two lab hours per week. 4 semester hours credit. IAI: F1 901

MUS 2132 Music History II (4-3-2)

F	L	O	W

This course is a study of music from the 1750 Classical period through the present Contemporary Period. Emphasis is placed on compositions, styles and trends in light of their historical backgrounds. PREREQUISITE: MUS 2131 Music History I. Three classroom hours per week. Two lab hours per week. 4 semester hours credit. IAI: F1 902

NUR 1200 Applied Nursing Pharmacology (3-3-0)

		O	

The purpose of this course is to introduce the student to simulated nursing application of pharmacology using the nursing process as a framework. Conversions and calculation formulas are applied to simulated nursing practice situations. The focus of the course is the study of major medication classifications as used in clinical practice by the registered nurse. Topics to be discussed include: preadministration assessment, actions of medication, evaluation of effects of medication, nursing implications of selected medications, the importance of client teaching, problem-solving skills for PRN decisions, documentation, and legal implications of medication administration for the registered nurse. Three classroom hours per week. 3 semester hours credit.

NUR 1201 Nursing I (10-5-10)

		O	

Admission into the nursing program is required prior to enrollment in this course. This course introduces person, health, and nursing. The concepts of basic needs, growth and development, wellness-illness, and the nursing process are presented. The course focuses on the person's basic needs in order to maintain optimal health throughout the life cycle, and related therapeutic nursing interventions. The course progresses to simple alterations in basic needs which have a minimal impact on other basic needs and growth and development throughout the life cycle. The activities of the nursing process are utilized to promote and maintain wellness. Learning experiences in various health care settings are correlated with classroom and nursing laboratory instruction. PREREQUISITE: Current CPR Certification. Five classroom hours per week. Ten lab hours per week. 10 semester hours credit.

NUR 1202 Nursing II (10-5-10)

		O	

This course focuses on basic needs of a person throughout the life cycle in order to maintain optimal health. This course progresses from simple alterations in basic needs which have a minimal impact on other basic needs and growth and development throughout the life cycle to moderately complex alterations in basic needs which have a greater impact on other basic needs and growth and development throughout the life cycle. The activities of the nursing process are used to promote and maintain wellness and restore to optimal health. Learning experiences in various healthcare settings are correlated with classroom and nursing laboratory instruction. PREREQUISITES: NUR 1201 Nursing I, LSC 2111 Human Anatomy & Physiology I, PSY 1101 General Psychology I, and current CPR Certification. Five classroom hours per week. Ten lab hours per week. 10 semester hours credit.

NUR 1203 Clinical Nursing (6-2-8)

		O	

This course includes an overview of the transition from the role of student to practical nurse. The course continues to focus on moderately complex alterations in basic needs which have a greater impact on other basic needs and growth and development throughout the life cycle. The activities of the nursing process are utilized to promote and maintain wellness, restore to optimal health or support through the dying process. Learning experiences in various health care settings are correlated with classroom and nursing laboratory instruction. Upon satisfactory completion, the graduate is eligible to write the NCLEX-PN. Upon passing the NCLEX-PN, the graduate is eligible to apply for practical nurse licensure. PREREQUISITES: NUR 1201 Nursing I, NUR 1202 Nursing II, LSC 2111 Human Anatomy & Physiology I, PSY 1101 General Psychology I, LSC 2112 Human Anatomy & Physiology II, PSY 2109 Human Growth & Development, ENG 1111 Composition I, and current CPR Certification. Two classroom hours per week. Eight lab hours per week. 6 semester hours credit.

NUR 1204 Nursing Constructs (3-2-2)

		O	

This course is designed to orient licensed practical nurses into the second level of Illinois Eastern Community Colleges, District 529, OCC Associate Degree Nursing Program and to facilitate transition from the role of practical nurse to the role of associate degree nurse. The course introduces the philosophy and curriculum design of the nursing program. Emphasis is placed on the roles of the associate degree nurse and activities of the nursing process. PREREQUISITES: CIS 1104 Intro to Online Learning, NUR 1201 Nursing I, NUR 1202 Nursing II or valid practical nurse license, LSC 2111 Human Anatomy & Physiology I, PSY 1101 General Psychology I, LSC 2112 Human Anatomy & Physiology II, PSY 2109 Human Growth & Development, and ENG 1111 Composition I. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

NUR 1205 Transition to Nursing (4-3-2)V

		O	

The course is designed to orient advanced placement students to Illinois Eastern Community Colleges, District 529, OCC Associate Degree Nursing Program. The course introduces the philosophy and curriculum design of the nursing program. Emphasis is placed on roles of the Associate Degree Nurse and the activities of these roles. Essential knowledge and skills related to drug administration are reviewed. Other content requirements are individualized based on evaluation of student transcript. Three classroom hours per week. Two lab hours per week. Variable 0.5 to 4 semester hours credit.

NUR 1206 Practical Nurse Review Course (1-1-0)

		O	

This course provides a comprehensive review of nursing content needed to take the National Council Licensure Exam for Practical Nurses (NCLEX-PN). The course reviews knowledge, skills, and abilities essential for the safe and effective practice of nursing at the entry level for the practical nurse. The nursing process and client needs are addressed in health care situations that practical nurses commonly encounter. Strategies for managing test anxiety are discussed. Computer adaptive testing is reviewed as the technology for the NCLEX-PN. PREREQUISITES: NUR 1201 Nursing I, NUR 1202 Nursing II, LSC 2111 Human Anatomy & Physiology I, PSY 1101 General Psychology I, LSC 2112 Human Anatomy & Physiology II, PSY 2109 Human Growth & Development, ENG 1111 Composition I, current CPR Certification or concurrent enrollment or completion of NUR 1203 Clinical Nursing. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

NUR 1207 Fundamental Nursing Skills (2-1.5-1)V

		O	

The purpose of this course is to provide the student with knowledge and skills necessary to provide safe, efficient direct care services to clients. The course focuses on fundamental nursing skills that assist the client to meet basic needs to maintain and/or restore optimal health. Modification of procedures is addressed to provide age-specific care and the concept of culturally congruent care is introduced. This course is for any person interested in developing direct client care skills and may be used as a bridge course for the nursing program for qualified health care workers. One and one-half classroom hours per week. One lab hour per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

NUR 1208 Independent Study in Nursing (6-6-0)V

		O	

Independent study of a specialized nursing practice topic, which is not available in the college's course offerings, with instructor approval and supervision. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

NUR 1209 Adv Topics Nursing & Health Care (6-6-0)V

		O	

This course provides information and skills related to health care professions, which is not available in the college's course offerings. Information focuses on enhancing current knowledge, updating information and introducing new information, skills and technology related to health care. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

NUR 2201 Nursing III (10-5-10)

		O	

This course continues to focus on moderately complex alterations in basic needs which have a greater impact on other basic needs and growth and development of a person throughout the life cycle. Complex alterations in basic needs which have a greater impact on other basic needs and growth and development of a person throughout the life cycle are initiated. Emphasis on utilization of the activities of the nursing process to promote and maintain health and restore to optimal health is continued. The course includes an overview of trends in nursing and introduces concepts to begin the transition from the role of student to associate degree nurse. Learning experiences in various health care settings are correlated with classroom and nursing laboratory. PREREQUISITES: NUR 1201 Nursing I, NUR 1202 Nursing II, or LPN admitted to the nursing program, LSC 2111 Human Anatomy & Physiology I, PSY 1101 General Psychology, LSC 2112 Human Anatomy & Physiology II, PSY 2109 Human Growth & Development, ENG 1111 Composition I, and current CPR Certification. Five classroom hours per week. Ten lab hours per week. 10 semester hours credit.

NUR 2202 Nursing IV (10-5-10)

		O	

This course focuses on complex alterations in basic needs which have a severe impact on other basic needs and growth and development of a person throughout the life cycle. The activities of the nursing process are utilized to promote and maintain wellness, restore optimal health, or support the person through the dying process. This course continues to emphasize transition from the role of student to associate degree nurse. Learning experiences in various health care settings are correlated with classroom and nursing laboratory instruction. Upon satisfactory completion of this course and all other required courses, the graduate is eligible to take the NCLEX-RN. Upon successfully passing the NCLEX-RN, the graduate may apply for Registered Nurse Licensure. PREREQUISITES: NUR 1201 Nursing I, NUR 1202 Nursing II or LPN admitted to the nursing program, NUR 2201 Nursing III, LSC 2111 Human Anatomy & Physiology I, PSY 1101 General Psychology I, LSC 2112 Human Anatomy & Physiology II, PSY 2109 Human Growth & Development, ENG 1111 Composition I, LSC 2110 General Microbiology, SOC 2101 Principles of

Sociology, current CPR Certification. Five classroom hours per week. Ten lab hours per week. 10 semester hours credit.

NUR 2203 Health Assessment for Nurses (3-2-2)

		O	

The purpose of this course is to increase health assessment skills of nurses. The course will focus on skills necessary to perform a complete health assessment. The holistic approach to assessment will be utilized including: health history, developmental assessment across the life span, nutritional assessment, sleep assessment, cultural considerations in health assessment, and assessment of special populations. Application to the clinical laboratory will be included. Students will be required to demonstrate appropriate cognitive and psychomotor skills necessary to health assessment. PREREQUISITES: NUR 1201 Nursing I, NUR 1202 Nursing II, LSC 2111 Human Anatomy & Physiology I, and LSC 2112 Human Anatomy & Physiology II. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

NUR 2204 Pharmacology for Nurses (3-3-0)

		O	

The purpose of this course is to increase pharmacological knowledge of nurses administering medications to clients. This course will focus on the cognitive skills necessary for the safe administration of medications. Application to the clinical laboratory will be included. Topics to be discussed include: pharmacokinetics, pharmacodynamics, pharmaco-therapeutics, adverse drug reactions and the therapeutic effects of major drug classifications on the body. Three classroom hours per week. 3 semester hours credit.

NUR 2205 Registered Nurse Review Course (2-2-0)

		O	

This course provides a comprehensive review of nursing content needed to take the National Council Licensure Exam for Registered Nurses (NCLEX-RN). This course reviews knowledge, skills, and attitudes essential for the safe and effective practice of nursing at the entry level for the registered nurse. Situations are given to review application and analysis of nursing knowledge. The nursing process and client needs are addressed in health care situations that registered nurses commonly encounter. Strategies for managing test anxiety are discussed. Computer adaptive testing is reviewed as the technology for the NCLEX-RN. PREREQUISITE: NUR 1201 Nursing I, NUR 1202 Nursing II or LPN admitted to the nursing program, NUR 2201 Nursing III, LSC 2111 Human Anatomy & Physiology I, PSY 1101 General Psychology I, LSC 2112 Human Anatomy & Physiology II, PSY 2109 Human Growth and Development, ENG 1111 Composition I, LSC 2110 General Microbiology, SOC 2101 Principles of Sociology, and current CPR Certification or concurrent enrollment or completion of NUR 2202. Two classroom hours per week. 2 semester hours credit. Repeatable 3 times.

NUR 2208 Independent Study/Nursing II (6-6-0)V

		O	

Independent study of a specialized nursing practice topic, which is not available in the college's course offerings, with instructor approval and supervision. PREREQUISITE: NUR 1201 Nursing I and NUR 1202 Nursing II, or equivalent. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

NUR 2210 Strategies for Nursing Educators (3-2-2)V

F	L	O	W

The purpose of this course is to enhance the instructional skills of individuals who teach concepts of nursing theory and practice. The course focuses on integrating technology, computer informatics and interactive classroom and laboratory strategies to facilitate student learning. Use of online technology is emphasized, including development and implementation of web based course content. Use of discussion board for reflection, problem solving, and clinical reasoning, and for post conference is included. This course is designed for those teaching nursing students and/or licensed and registered nurses in formal education settings or in agency based staff development or staff education settings. Two classroom hours per week. Two lab hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

NUR 2298 Topics/Issues in Nursing (6-6-0)V

		O	

Seminar on a special topic or current issue in nursing which is not available in the college's course offerings, with instructor approval and supervision. PREREQUISITE: NUR 1201 Nursing I and NUR 1202 Nursing II, or equivalent. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

PEG 1125 Social Dance (1-0-2)

F	L	O	W

This course develops skills in social dancing. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEG 1128 Folk and Square Dancing I (1-0-2)

F	L	O	W

This course is a study of the basic fundamentals and skills necessary to take part in folk and square dancing. A minimum of fifty basic steps of western style square dancing will be learned by couples. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEG 1129 Folk and Square Dancing II (1-0-2)

F	L	O	W

This is an intermediate course in Folk and Square Dancing. It will involve more complex square dance movements. PREREQUISITE: PEG 1128 Folk and Square Dancing I or prior approval of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEG 1130 Round Dance I (1-0-2)

F	L	O	W

This course is a study of the basic fundamentals and skills necessary to "round dance". Individually performed dances will be taught first, stressing body movement to the rhythm of the music. Mixed dances will come second. The focus will be teaching the dancer to dance with another person using exact steps to the music while changing partners frequently. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEG 1131 Round Dance II (1-0-2)

F	L	O	W

This is a course in "couple dancing". Approximately 20 two-step basics will be taught. PREREQUISITE: PEG 1130 Round Dance I or consent of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEG 1132 Modern Dance (1-0-2)

F	L	O	W

This course is a study of the basic fundamentals and skills necessary to take part in a variety of modern dances. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEG 1136 Basic Physical Education (1-0-2)

F	L	O	W

Activities to improve the general fitness and motor ability as related to individual needs. Requires participation in gym activities, calisthenics, sports and games. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEG 1137 First Aid & Safety Education (3-3-0)V

F	L	O	W

A complete study of the Regulation American Red Cross First Aid methods and a general study of safety practices to be utilized by the community population. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

PEG 1138 Prescribed Activities (1-0-2)

F	L	O	W

This course consists of corrective exercises and adapted activities for students whose physical condition will not permit participation in a regular program. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEG 1141 Camping I (1-0-2)

	L	O	W

Camping skills, including camp craft, equipment and clothing selection, food selection and preparation, trailing, primitive camping, survival skills and safety are studied. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEG 2113 Folk and Square Dancing III (1-0-2)

F	L	O	W

This is an advanced course in Folk and Square Dancing. Focus will be on learning advanced square dance movements and developing smooth and precise techniques. PREREQUISITE: PEG 1128 Folk and Square Dancing I and PEG 1129 Folk and Square Dancing II or prior approval of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEG 2114 Round Dance III (1-0-2)

F	L	O	W

In this course couples will perform two-step round dance. Waltz basics will also be introduced. Precision of movement is stressed. PREREQUISITE: PEG 1130 Round Dance I and PEG 1131 Round Dance II or consent of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEG 2120 Introduction to Physical Education (3-3-0)V

F	L	O	W

A study of the background and rise of physical education. Principles in related fields applied to physical education, aims, objectives, scope, and general significance of physical education. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

PEG 2121 Water Safety Instructor (2-1-2)

F	L	O	W

The Water Safety Instructor course includes instruction and analysis of swimming and lifesaving skills. Teaching methods and organizational teaching are included for all levels of swimming. Successful completion includes American Red Cross Water Safety Instructor (W.S.I.) certification. PREREQUISITE: Advanced Swimming and Lifesaving Skills, Lifesaving Certification. Student must be 17 years or older. Proficiency in nine swimming strokes. One classroom hour per week. Two lab hours per week. 2 semester hours credit. Repeatable 3 times.

PEG 2122 Athletic Performance (3-3-0)V

F	L	O	W

A study of the background and rise of athletic performance. Principles in related fields applied to physical education, physical conditioning, and athletic performance. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

PEI 1100 Circuit Fitness Training (1-0-2)

F	L	O	W

Introduction to and participation in a multi-station aerobic super-circuit utilizing submaximal weights with multiple repetitions. After cardiovascular and other physiological testing, an individualized program will be developed to provide the student opportunities to increase cardiovascular efficiency, improve muscle tone, and reduce the percent of body fat, by rotating through a 23-station circuit going from a stationary bike to universal equipment every 30 seconds. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1109 Karate I (2-0-4)

F	L	O	W

A practical study of the origin, history and basic fundamental skills of Korean Karate including analysis and practice of blocking, punching and kicking. Four lab hours per week. 2 semester hours credit. Repeatable 3 times.

PEI 1110 Karate II (2-0-4)

F	L	O	W

A practical study of the rules, regulations, and terminology of Korean Karate with emphasis on the offensive and defensive skills and strategies of free-sparring and self-defense. PREREQUISITES: PEI 1109 Karate I or permission of the instructor. Four lab hours per week. 2 semester hours credit. Repeatable 3 times.

PEI 1111 Bowling (1-0-2)

F	L	O	W

A study of the basic fundamentals and skills necessary to take part in bowling. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1113 Tennis I (1-0-2)

F	L	O	W

A practical study of the origin, history, and basic fundamental skills of tennis including analysis and practice of forehand, backhand, serving, lobs, net strokes, and an introduction to rules, scoring and play. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1114 Tennis II (1-0-2)

F	L	O	W

The course includes a review of Tennis I including the skills, rules and scoring with an emphasis on strategies and practice drills for playing singles and doubles. PREREQUISITE: PEI 1113 Tennis I or permission of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1115 Spring Board Diving (1-0-2)

			W

This course deals with the fundamentals and techniques of springboard diving. The course includes required dives from each of the five competitive categories plus optional dives of individual choice. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1121 Judo I (2-0-4)

F	L	O	W

A practical study of the origin, history, philosophy, and basic fundamental skills of Judo, including breakfalls, throws, mat techniques and chokes. Four lab hours per week. 2 semester hours credit. Repeatable 3 times.

PEI 1123 Weight Training I (1-0-2)

F	L	O	W

This is an introductory course to weight-training and includes the following: types and uses of weight-training equipment, weight-lifting terminology, muscles, muscle groups and actions, body position and movement, weight-training systems, performance charts, recording sheets and specific lifts. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1124 Weight Training II (1-0-2)

F	L	O	W

This course introduces the student to international competitive weight lifting such as power lifting and the Olympic lifts. This course places an emphasis on strength, conditioning for specific sports or activities. It also reviews Weight Training I. PREREQUISITE: PEI 1123 Weight Training I or permission of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1132 Beginning Swimming (1-0-2)

F	L	O	W

Beginning Swimming is an introduction into the fundamentals of basic water safety. The course will follow the American Red Cross standards. Basic water safety skills such as floating, beginner strokes, the combined stroke on the back, and some deep-water experiences will be provided. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1133 Competitive Swimming (1-0-2)

	L	O	W

This is a course in the fundamentals and techniques of competitive swimming. Analysis and practice experience in competitive strokes, starts, theory of swim-meet management with emphasis on preparation for the competitive season. PREREQUISITE: PEI 2115 Intermediate Swimming or prior approval from the instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1134 Yoga I (1-0-2)

F	L	O	W

A practical study of history, philosophy, terminology and benefits of Hatha Yoga including basic postures and routines. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1135 Yoga II (1-0-2)

F	L	O	W

A practical study of combining the basic postures and routines learned in Yoga I and new postures for more body control and improved physical fitness. PREREQUISITE: PEI 1134 Yoga I and/or permission of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1136 Aerobics I (1-0-2)

F	L	O	W

This course is designed as an introductory to an exercise program incorporating knowledge and exercise beneficial to the health of the individual. Movement experiences which utilize strength, endurance, neuromuscular coordination, body control and cardiorespiratory endurance will be stressed. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1137 Aerobics II (1-0-2)

F	L	O	W

This course is a continuation of PEI 1136 Aerobics I and consists of good experiences in aerobic activities to improve physical well-being of the individual. Students will establish fitness goals and contract a program of aerobic exercises to accomplish these goals. PREREQUISITE: PEI 1136 Aerobics I or prior approval from the instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1138 Aqua Aerobics I (1-0-2)

F	L	O	W

This course will provide a fun, high-energy physical conditioning program consisting of continuous, rhythmic movements performed in the water in order to improve your overall fitness level. Aqua aerobics provides an excellent workout for your heart and lungs and therefore will improve your cardiovascular condition. Aqua Aerobics allows you to strengthen and tone your muscles with the effects of gravity greatly reduced. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1139 Aqua Aerobics II (1-0-2)

F	L	O	W

This course is a continuation of PEI 1138 Aqua Aerobics I and consists of increased activities in aqua aerobic exercises to continue improving physical well-being. An increased emphasis on cardiovascular endurance and flexibility will be stressed. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1140 Aquatic Therapy (1-0-2)

F	L	O	W

This is recommended for students who are limited by impaired joints and/or to strengthen athletes recovering from injury, postoperative patients and senior citizens. Exercise will be taught in a heated pool. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1141 Amer. Red Cross Lifeguard Trng (2-1-2)

F	L	O	W

This course will teach students about the duties and responsibilities of a lifeguard and how to carry them out in compliance with the requirements of the American Red Cross Lifeguard Training program. Additionally, students will receive training and certification in American Red Cross First Aid and American Red Cross CPR. PREREQUISITE: Students must be at least 15 years of age and pass the following skills test given in the first session of the course: Swim 500 yards continuously using each of the following strokes for at least 50 yards; crawl, breaststroke, elementary backstroke, sidestroke; surface dive to minimum depth of 9 feet and bring a 10-pound diving brick to the surface; surface dive to a minimum depth of 5 feet and swim underwater for a minimum of 15 yards; and tread water for one minute. One classroom hour per week. Two lab hours per week. 2 semester hours credit. Repeatable 3 times.

PEI 1142 Fitness for Police Officers (3-2-2)

F	L	O	W

This course provides students knowledge required to successfully pass the physical agility entrance test for police officers. This course will place an emphasis on the need to be physically fit incorporating knowledge and exercise beneficial to the health of a police officer. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

PEI 2100 Advanced Circuit Fitness Training (1-0-2)

F	L	O	W

A continuation of PEI 1100. It is designed for those students who wish to continue to benefit from the Universal Aerobic Super-Circuit workouts. Cardiovascular and other physiological testing will be readministered, programs will be evaluated, and new individual goals will be set. PREREQUISITE: PEI 1100 Circuit Fitness Training. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 2102 Karate III (2-0-4)

F	L	O	W

A course designed to practice the skills learned in Karate I and II in a combat situation with an introduction in teaching basic skills and concepts to beginning students which is a requirement necessary for attaining black belt proficiency. PREREQUISITE: PEI 1110 Karate II and/or permission of instructor. Four lab hours per week. 2 semester hours credit. Repeatable 3 times.

PEI 2103 Karate IV (2-0-4)

F	L	O	W

A course which gives the students in Karate I, II and III an opportunity to continue to advance in skills by teaching lesser skilled students, practicing forms, sparring and competing in tournaments. PREREQUISITE: PEI 2102 Karate III and/or permission of instructor. Four lab hours per week. 2 semester hours credit. Repeatable 3 times.

PEI 2113 Tennis III (1-0-2)

F	L	O	W

The course includes a review of Tennis I and II with an emphasis on practice of strategy in game situations and tournament play. PREREQUISITE: PEI 1113 Tennis I and/or PEI 1114 Tennis II or consent of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 2114 Tennis IV (1-0-2)

F	L	O	W

This course includes a review of Tennis I, II and III with an emphasis on practice of strategy in game situations and tournament play. PREREQUISITE: PEI 1113 Tennis I and/or PEI 1114 Tennis II and/or PEI 2113 Tennis III or consent of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 2115 Intermediate Swimming (1-0-2)

F	L	O	W

An intermediate course which follows the American Red Cross standards. Skills include the elementary backstroke, front crawl, breaststroke, sidestroke, diving and deep water experience. PREREQUISITE: Beginning Swimming skills or PEI 1132 Beginning Swimming. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 2116 Advanced Lifesaving (1-0-2)

F	L	O	W

This is an advanced course in the fundamentals and techniques of lifesaving. This course follows the YMCA and American Red Cross standards in self rescue and lifesaving techniques that may lead to certification. PREREQUISITE: PEI 2115 Intermediate Swimming and must be 15 years of age or older. Must pass a pre-swimming test. Special projects: One hour of outside study for each hour of laboratory activity. Final: Swimming exam. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 2117 Skin and Scuba Diving (1-0-2)

	L	O	W

This is an introductory course in the fundamentals and techniques of skin and scuba diving. This course will include theory, physical principals, safety considerations and diving experience in both pool and open water. Prerequisite: PEI 2115 Intermediate Swimming and deep-water experience. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 2118 Yoga III (1-0-2)

F	L	O	W

A course designed to improve balance and endurance of postures learned in Yoga I & II, and advanced postures in addition to previous ones. PREREQUISITE: PEI 1135 YOGA II and/or consent of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 2119 Yoga IV (1-0-2)

F	L	O	W

A course designed to improve upon the postures learned in Yoga I, II, and III, and to develop individual routines to meet specific physical and mental needs. PREREQUISITE: PEI 2118 Yoga III or consent of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 2120 Aerobics III (1-0-2)

F	L	O	W

This course is a continuation of PEI 1137 Aerobics II and consists of additional guided experiences in aerobic activities to maintain selected levels of health and fitness. Students will utilize established fitness levels to program a

maintenance exercise contract and utilize scheduled assessment plans to monitor maintenance levels of fitness. PREREQUISITE: PEI 1137 Aerobics II or prior approval from the instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 2123 Weight Training III (1-0-2)

F	L	O	W

This course stresses body-building techniques. It places an emphasis not only on strength, but on muscular definition, body beautification, endurance, and routines for competition in body-building contests. It also includes a review of Weight Training I and II. PREREQUISITES: PEI 1123 Weight Training I, PEI 1124 Weight Training II, and/or consent of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 2124 Weight Training IV (1-0-2)

F	L	O	W

This course allows for continued individual progression through a weight-training system selected from Weight Training I, II or III with an emphasis on conditioning, competition in lifting and body-building contests. PREREQUISITES: PEI 1123 Weight Training I, PEI 1124 Weight Training II, PEI 2123 Weight Training III, and/or consent of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 2125 Aerobics IV (1-0-2)

F	L	O	W

This course is a continuation of PEI 2120 Aerobics III and consists of additional guided experiences in aerobic activities to improve physical well-being of the individual. Emphasis will be placed on floor exercises benefiting the legs and abdominal region. Students will utilize established fitness levels to program a maintenance exercise contract and utilize scheduled region. Students will utilize established fitness levels to program a maintenance exercise contract and utilize scheduled assessment plans to monitor maintenance levels of fitness. PREREQUISITE: PEI 2120 Aerobics III or prior approval from the instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 2126 Advanced Swimming (1-0-1)

F	L	O	W

Instruction and practice in four different swimming strokes. The emphasis will be on stroke improvement, performance and conditioning. Students will also learn fundamental principles of physical fitness and their impact on lifelong health and wellness. The American Red Cross Learn-to-Swim Level V Stroke Refinement will be the focus of this course. PREREQUISITE: Intermediate Swimming Skills or PEI 2115 Intermediate Swimming. One lab hour per week. 1 semester hour credit. Repeatable 3 times.

PEO 2101 Sports Officiating: Baseball (2-1-2)

F	L	O	W

This course is designed for the student interested in learning the rules and mechanics for officiating baseball. Special emphasis will be given to the official, their public relations and techniques of communication along with interpretations, professional ethics, preparation for certification, and practical experience. One classroom hour per week. Two lab hours per week. 2 semester hours credit. Repeatable 3 times.

PEO 2102 Sports Officiating: Basketball (2-1-2)

F	L	O	W

This course is designed for the student interested in learning the rules and mechanics for officiating basketball. Special emphasis will be given to the official, their public relations and techniques of communication along with interpretations, professional ethics, preparation for certification, and practical experience. One classroom hour per week. Two lab hours per week. 2 semester hours credit. Repeatable 3 times.

PEO 2104 Sports Officiating: Football (2-1-2)

F	L	O	W

This course is designed for the student interested in learning the rules and mechanics for officiating football. Special emphasis will be given to the official, their public relations and techniques of communication along with interpretations, professional ethics, preparation for certification, and practical experience. One classroom hour per week. Two lab hours per week. 2 semester hours credit. Repeatable 3 times.

PEO 2107 Sports Officiating: Volleyball (2-1-2)

F	L	O	W

This course is designed for the student interested in learning the rules and mechanics for officiating volleyball. Special emphasis will be given to the official, their public relations and techniques of communication along with interpretations, professional ethics, preparation for certification, and practical experience. One classroom hour per week. Two lab hours per week. 2 semester hours credit. Repeatable 3 times.

PEO 2109 Sports Officiating: Soccer (2-1-2)

F	L	O	W

This course is designed for the student interested in learning the rules and mechanics for officiating soccer. Special emphasis will be given to the official, their public relations and techniques of communication along with interpretations, professional ethics, preparation for certification, and practical experience. One classroom hour per week. Two lab hours per week. 2 semester hours credit. Repeatable 3 times.

PHB 1220 Phlebotomy Theory (3-2-2)

F		O	

This course introduces the student to anatomy, physiology, and laboratory terminology and their application in phlebotomy and specimen collection. Current phlebotomy and laboratory issues, including professionalism and ethical/legal responsibilities, pertaining to phlebotomists are reviewed. Basic phlebotomy techniques, incorporating infection control, standard precautions and safety in the laboratory are demonstrated and practiced. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

PHB 1222 Phlebotomy Procedures (3-2-2)

F		O	

This course emphasizes the role of the phlebotomist within the health care delivery system. Interpersonal skills with laboratory personnel, other members of the health care team and patients are stressed. Commonly used laboratory techniques in specimen collection, transport and processing are demonstrated and practiced. Additional safety issues concerning patients and phlebotomists are addressed. Lifespan considerations are integrated. Competencies

expected of the phlebotomist are tested in preparation for a clinical practicum. Prerequisite: PHB 1220 Phlebotomy Theory. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

PHB 1224 Phlebotomy Externship (4-0-8)

F		O	

This course provides a clinical externship for students in laboratory facilities. Clinical experiences provide opportunity for students to utilize knowledge and skills in direct care situations. Schedules are developed by the instructor and student in collaboration with affiliating clinical sites. Successful completion of this course requires the student to complete all hours and to complete a minimum of 100 successful unaided venipunctures, 25 successful unaided skin punctures and orientation in a full service laboratory. PREREQUISITES: PHB 1220 Phlebotomy Theory and PHB 1222 Phlebotomy Procedures. Eight lab hours per week. 4 semester hours credit.

PHB 1298 Phlebotomy/Health Professional (3-2-2)V

F		O	

This course provides progressive information for persons in the medical field that need to hone their skills in phlebotomy and the preparation of specimens for testing. This course also includes the Clinical Laboratory Standards Institute and Occupational Safety and Health Association regulations. The text includes information about customer service and phlebotomy procedures in multiple health care environments or situations in addition to the traditional clinic setting. Emphasis is made on regulatory agencies, standards, and certification. Quality control and reporting / treatment procedures for accidental injuries are addressed in the text. Patient education and troubleshooting techniques are prominent features of the text. The instruction in the text is directly linked to the included CD-ROM to reinforce skills and techniques. PREREQUISITE: Must be a practicing phlebotomist or medical person with phlebotomy experience. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

PHI 1101 The Bible: Old and New Testaments (2-2-0)

F	L	O	W

This course is an introductory survey study of the Bible, both Old and New Testaments, with emphasis on historical, cultural, and intellectual settings; literary genres; scholarship; and relationship to modern Christianity and Western Culture. Two classroom hours per week. 2 semester hours credit.

PHI 1102 Survey of the Old Testament (3-3-0)V

F	L	O	W

This course is an introductory survey study of the Old Testament of the Bible, with emphasis on historical, cultural, and intellectual settings; literary genres; scholarship; and relationship to modern Christianity and Western Culture. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

PHI 1103 Survey of the New Testament (3-3-0)V

F	L	O	W

This course is an introductory survey study of the New Testament with emphasis on historical and cultural contexts, past and present. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

PHI 1111 Introduction to Philosophy (3-3-0)

F	L	O	W

This course is an introduction to the principles and problems in Philosophy. Major philosophers and schools of philosophical thought are studied. Three classroom hours per week. 3 semester hours credit. IAI: H4 900

PHI 2101 Introduction to Ethics (3-3-0)V

F	L	O	W

A study of the principal ethical theories and concepts of human conduct and character, as well as a critical evaluation of these theories and concepts as they apply to particular moral problems and decisions. Transfer students will continue to take PHI 2101 as an IAI GECC articulated three credit hour course. Three classroom hours per week. Variable 1 to 3 semester hours credit. Repeatable 1 time.

PHI 2111 Introduction to Logic (3-3-0)

F	L	O	W

This course is an introduction to formal reasoning and includes studies in language and meaning, deduction and induction, evidence, syllogistic argument and propaganda. Three classroom hours per week. 3 semester hours credit. IAI: H4 906

PHI 2121 Philosophy of Religion (3-3-0)

F	L	O	W

This course is a philosophical analysis of selected religious concepts and beliefs such as the existence of God, nature of good and evil, after-life and ethics. Three classroom hours per week. 3 semester hours credit. IAI: H4 905

PHI 2141 Ethics in the Medical Community (3-3-0)

F	L	O	W

This course covers ethical issues related to health science professions. Topics include professional ethics, science and the person, morality, consumer protection, euthanasia, abortion, human experimentation, biotech, cloning, organ transplant, fetal tissue research, the criteria for death, and the rights of patients. Three classroom hours per week. 3 semester hours credit.

PHM 1201 Orientation to Pharmacy Tech (3-3-0)

	L		

This course highlights the practice and role delineation of pharmacists and pharmacy technicians. Also included are educational requirements, HIPAA regulations, issues related to credentialing, and an overview of pharmacy law, pharmacy ethics, pharmacy math, pharmaceutical operations and pharmacology. Three classroom hours per week. 3 semester hours credit.

PHM 1202 Pharmacology (3-3-0)

	L		

This course provides practical knowledge of pharmacology including pharmaceutical nomenclature and classification, mechanisms of drug actions, interactions, indications and contraindications, side effects, and methods of administering therapeutic agents primarily in the nervous, endocrine, skeletal, muscular, cardiovascular, respiratory, and gastrointestinal systems. Also includes methods of administration of therapeutic agents with an emphasis on the renal, reproductive, vascular, sensory, dermatology, immunology and hematology systems. Benefits and

disadvantages of over-the-counter or nonprescription medication will also be addressed. Three classroom hours per week. 3 semester hours credit.

PHM 1203 Pharmacy Calculations (3-3-0)

	L		

This course teaches students the basic terminology, abbreviations, and units needed to perform pharmaceutical calculations. Apothecary, avoirdupois, and metric systems are an essential component of this course. Review of calculations dealing with ratio and proportion, percentages, ratio strength, reducing and enlarging formulas and dilution and concentration problems are presented. Three classroom hours per week. 3 semester hours credit.

PHM 1204 Pharmacy Operations (3-1-4)

	L		

This course simulates daily activities in the pharmaceutical practice settings. Topics include: order entry processes, medication distribution systems, inventory, prescription processing, billing, repackaging, floor stock and controlled substance distribution, pharmaceutical computer systems, utilization of drug information resources, and proper communication techniques. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

PHM 2201 Pharmacy Technician Internship (6-2-8)V

	L		

This internship is the application of the basic pharmacy technician concepts in a community pharmacy setting with rotation options in a pharmacy setting such as community hospital or medical center, intravenous home health care facility, and drug information center where the student works under the supervision of an R. Ph. Two classroom hours per week. Eight lab hours per week. Variable 3 to 6 semester hours credit. Repeatable 3 times.

PHM 2202 Certification Review (1-1-0)

	L		

This course covers standardized test-taking tips, PTCB Certification FAQ's, and provides an overall exam focus. One classroom hour per week. 1 semester hour credit.

PHY 1110 Survey of Physics (4-3-2)

F	L	O	W

PHY 1110 is designed for non-science majors. This course emphasizes the relevance of physics to twenty-first century living. The guiding principle in selecting topics for this course is to present basic concepts that are relevant to an informed individual in today's society. The student will be involved not only in the body of knowledge that is physics but also in the method that is in physics. Credit for this course cannot be applied toward a major or minor in physics. Credit for this course cannot be awarded to an individual who has successfully completed a previous course in college physics. prerequisite: A grade of C or better in REM 0421 Beginning Algebra, or a grade of C or better in the first year of high school algebra, or a sufficient score on the placement test. Three classroom hours per week. Two lab hours per week. 4 semester hours credit. IAI: P1 900L

PHY 1111 Technical Physics I (4-3-2)

F	L	O	W

This is a course in mechanics and fluids for the vocational-technical student. It covers Newton's Laws, conditions for equilibrium, torque, momentum, motion in one and two dimensions, work, energy, power, and fluids. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

PHY 1120 Physics I (5-4-2)

F	L	O	W

This trigonometry-based course is the first of a two-semester sequence structured for students in pre-professional curricula. It covers kinematics in one and two dimensions, Newton's laws, gravitation, work, energy, impulse, momentum, torque, equilibrium, rotation of rigid bodies, elasticity, simple harmonic motion, fluids statics and dynamics, heat transfer, thermal properties of matter, laws of thermodynamics, and sound. PREREQUISITE: MTH 1105 Trigonometry or current registration in MTH 1105. Four classroom hours per week. Two lab hours per week. 5 semester hours credit. IAI: P1 900L

PHY 1122 Physics II (5-4-2)

F	L	O	W

This trigonometry-based course is the second of a two-semester sequence structured for students in pre-professional curricula. It covers electricity, magnetism, light, geometrical and physical optics, wave motion, relativity, quantum theory, atomic and nuclear physics. Prerequisite: PHY 1120 Physics I or consent of instructor. Four classroom hours per week. Two lab hours per week. 5 semester hours credit.

PHY 2110 General Physics I (5-4-2)

F	L	O	W

This is a calculus-based course in mechanics and heat. It covers kinematics in one and two dimensions, Newton's laws, gravitation, work, energy, impulse, momentum, torque, equilibrium, rotation of rigid bodies, elasticity, simple harmonic motion, fluid statics and dynamics, heat transfer, thermal properties of matter, first and second laws of thermodynamics, and the kinetic theory of gases. PREREQUISITE: MTH 1171 Calculus and Analytic Geometry I. Four classroom hours per week. Two lab hours per week. 5 semester hours credit. IAI: P2 900L

PHY 2112 General Physics II (5-4-2)

F	L	O	W

This is a course in electricity, magnetism and light for science and engineering majors using the methods of calculus. It covers Coulomb's Law, Gauss' Law, potential, capacitance, dieletrics, Kirchhoff's rules, the magnetic field, Ampere's Law, induced electromotive force, inductance, magnetic properties of matter, alternating currents, electromagnetic waves, reflection and refraction of light, spherical mirrors, lenses, and optical instruments, interference, and diffraction. PREREQUISITE: PHY 2110 General Physics I and MTH 1172 Calculus and Analytic Geometry II or current registration in MTH 1172. Four classroom hours per week. Two lab hours per week. 5 semester hours credit.

PHY 2114 Modern Physics (3-2-2)

F	L	O	W

A course for students in engineering, mathematics, physics and chemistry. Topics include the following: atomic view of matter, electricity and radiation; origin of quantum theory; special relativity; nuclear energy; radioactivity; nuclear structure. PREREQUISITE: PHY 2112 General Physics II AND CO-REQUISITE: MTH 2173 Calculus and Analytic Geometry III. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

PHY 2120 Analytical Mechanics I (Statics) (3-3-0)

F	L	O	W

Analysis of force systems by means of vector algebra; analysis of forces acting on members of trusses, frames, and machines; calculation of shear and moment diagrams in beams; determination of centroids and moments of inertia. For engineering, physics, and mathematics majors. PREREQUISITE: PHY 2110 General Physics I (P2 900L) and co-requisite: MTH 2173 Calculus and Analytic Geometry III (M1 900-3). Three classroom hours per week. 3 semester hours credit.

PHY 2122 Analytical Mechanics II (Dynamics) (3-3-0)

F	L	O	W

Application of vector calculus to mechanics, kinematics of three-dimensional motion of a particle, motion relative to translating and rotating reference frames, kinetics of particles, kinetics of systems of particles, kinematics of rigid bodies, kinetics of rigid bodies, vibration and time response. For engineering, physics, and mathematics majors. PREREQUISITE: PHY 2120 Analytical Mechanics I (EGR 942) and co-requisite: MTH 2181 Differential Equations. Three classroom hours per week. 3 semester hours credit.

PLS 2101 Government of the United States (3-3-0)

F	L	O	W

This course is a survey of the Constitutional government of the United States, civil rights, organizational procedures of national government, the media and public interest groups. Three classroom hours per week. 3 semester hours credit. IAI: S5 900D

PLS 2103 State and Local Government (3-3-0)

F	L	O	W

This course is a survey of the structure and functions of American states and local government. Three classroom hours per week. 3 semester hours credit. IAI: S5 902

PLS 2105 Political Assassinations (3-3-0)

F	L	O	W

This course will explore the history, political implications and controversies behind the assassinations of John Kennedy, Martin Luther King, and Robert Kennedy. Three classroom hours per week. 3 semester hours credit.

PLS 2106 Introduction to International Relations (3-3-0)

F	L	O	W

This course discusses how a nation's foreign policy is developed. Political leaders, industrial and military potential, and strategic location are stressed along with a study of the United Nations. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times. IAI: S5 904

PLS 2198 Topics in Political Science (3-3-0)V

F	L	O	W

This course is a seminar on a special topic or current issue in political science. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

PNC 1205 Practical Nursing Transition (4-3-1)V

		O	

The course is designed to orient advanced placement students to Illinois Eastern Community Colleges, District 529, OCC Practical Nursing Certificate Program. The course introduces the philosophy and curriculum design of the nursing program. Emphasis is placed on roles of the Practical Nurse and the activities of these roles. Essential knowledge and skills related to drug administration are reviewed. Other content requirements are individualized based on evaluation of student transcript. Three classroom hours per week. One lab hour per week. Variable 0.5 to 4 semester hours credit.

PNC 1211 Practical Nursing I (5-2.5-5)

		O	

Admission into the practical nursing program is required prior to enrollment in this course. This course introduces person, health, and nursing. The concepts of basic needs, growth and development, wellness-illness, and the nursing process are presented. The course focuses on the person's basic needs in order to maintain optimal health throughout the life cycle, and related therapeutic nursing interventions. The course progresses to simple alterations in basic needs. The activities of the nursing process are utilized to promote and maintain wellness. Learning experiences in various health care settings are correlated with classroom and nursing laboratory instruction. PREREQUISITE: Current CPR (healthcare provider) Certification. Two and one-half classroom hours per week. Five lab hours per week. 5 semester hours credit.

PNC 1212 Practical Nursing II (5-2.5-5)

		O	

This course continues the introduction to person, health, and nursing. The concepts of basic needs, growth and development, wellness-illness, and the nursing process are continued. The course focuses on the person's basic needs in order to maintain optimal health throughout the life cycle, and related therapeutic nursing interventions. The course progresses to simple alterations in basic needs, and growth and development throughout the life cycle. The activities of the nursing process are utilized to promote and maintain wellness. Learning experiences in various health care settings are correlated with classroom and nursing laboratory instruction. PREREQUISITES: PNC 1211 Practical Nursing I, Current CPR (healthcare provider) Certification. Two and one-half classroom hours per week. Five lab hours per week. 5 semester hours credit.

PNC 1213 Practical Nursing III (5-2.5-5)

		O	

This course focuses on basic needs of a person throughout the life cycle in order to maintain optimal health. This course progresses from simple to moderate alterations in basic needs and growth and development throughout the life cycle. The activities of the nursing process are used to promote and maintain wellness and restore to optimal health. Learning experiences in various healthcare settings are correlated with classroom and nursing laboratory

instruction. PREREQUISITES: PNC 1211 Practical Nursing I, PNC 1212 Practical Nursing II, LSC 2111 Human Anatomy & Physiology I, PSY 1101 General Psychology I, and current CPR Certification. Two and one-half classroom hours per week. Five lab hours per week. 5 semester hours credit.

PNC 1214 Practical Nursing IV (5-2.5-5)

		O	

This course focuses on basic needs of a person throughout the life cycle in order to maintain optimal health. This course progresses from simple to moderate alterations in basic needs and growth and development throughout the life cycle. The activities of the nursing process are used to promote and maintain wellness and restore to optimal health. Learning experiences in various healthcare settings are correlated with classroom and nursing laboratory instruction. PREREQUISITES: PNC 1211 Practical Nursing I, PNC 1212 Practical Nursing II, PNC 1213 Practical Nursing III, LSC 2111 Human Anatomy & Physiology I, PSY 1101 General Psychology I, and current CPR Certification. Two and one-half classroom hours per week. Five lab hours per week. 5 semester hours credit.

PNC 1215 Practical Nursing V (6-2-8)

		O	

This course includes an overview of the transition from the role of student to practical nurse. The course continues to focus on moderately complex alterations in basic needs which have a greater impact on other basic needs and growth and development throughout the life cycle. The activities of the nursing process are utilized to promote and maintain wellness, restore to optimal health or support through the dying process. Learning experiences in various health care settings are correlated with classroom and nursing laboratory instruction. Upon satisfactory completion, the graduate is eligible to write the NCLEX-PN. Upon passing the NCLEX-PN, the graduate is eligible to apply for practical nurse licensure. PREREQUISITES: PNC 1211 Practical Nursing I, PNC 1212 Practical Nursing II, PNC 1213 Practical Nursing III, PNC 1214 Practical Nursing IV, LSC 2111 Human Anatomy & Physiology I, PSY 1101 General Psychology I, LSC 2112 Human Anatomy & Physiology II, ENG 1111 Composition I, PSY 2109 Human Growth and Development, and current CPR Certification. Two classroom hours per week. Eight lab hours per week. 6 semester hours credit.

PNC 1216 Practical Nurse Review Course (1-1-0)

		O	

This course provides a comprehensive review of nursing content needed to take the National Council Licensure Exam for Practical Nurses (NCLEX-PN). The course reviews knowledge, skills, and abilities essential for the safe and effective practice of nursing at the entry level for the practical nurse. The nursing process and client needs are addressed in health care situations that practical nurses commonly encounter. Strategies for managing test anxiety are discussed. Computer adaptive testing is reviewed as the technology for the NCLEX-PN. PREREQUISITES: NUR 1201 Nursing I, NUR 1202 Nursing II, LSC 2111 Human Anatomy & Physiology I, PSY 1101 General Psychology I, LSC 2112 Human Anatomy & Physiology II, PSY 2109 Human Growth & Development, ENG 1111 Composition I, current CPR Certification or concurrent enrollment or completion of NUR 1203 Clinical Nursing. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

PNC 1298 Topics in Practical Nursing (6-6-0)V

		O	

Independent study of a specialized practical nursing topic, which is not available in the college's course offerings, with instructor approval and supervision. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

PRA 1201 Survey of Psychiatric Rehabilitation (3-3-0)

	L		

This course is the first in the series for the Psychiatric Rehabilitation Certificate. Courses in the series focus on a rehabilitative approach to serving individuals with severe mental illness. This approach is based on the premise that consumers set the goals for the rehabilitation team. The survey course has four major themes: 1) Understanding psychiatric disability and current approaches to treatment; 2) The mental health system and surrounding legal issues; 3) Psychiatric rehabilitation through vocational and skills training; and 4) Family and community support systems. The orientation of the course is more practical than theoretical, and there is considerable opportunity to observe and practice relevant skills. Consumers serve as guest speakers to highlight issues of empowerment and stigma, and to increase understanding of consumer experiences with the mental health system. This course is appropriate for students planning careers in mental health. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

PRA 1202 Psychiatric Rehabilitation Skills (3-3-0)

	L		

This course is the second in the series for the Psychiatric Rehabilitation Certificate. The orientation of the course is more practical than theoretical, and there is considerable opportunity to observe and practice relevant skills. Students learn basic techniques for conducting interviews, training groups and apply behavioral techniques for implementing programs that promote desired skills. Techniques for intervening in crisis situations, and preventing and managing aggression are presented. PREREQUISITE: PRA 1201 Survey of Psychiatric Rehabilitation. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

PRA 1203 Psychiatric Rehab Health Skills (3-3-0)

	L		

This course is the third in the series for the Rehabilitation Certificate. The PRCP is a four course, plus internship, program targeting paraprofessionals working in the psychiatric rehabilitation field. Courses in the series focus on a rehabilitative approach to serving individuals with severe mental illness. This approach is based on the premise that consumers set goals for the rehabilitation team. The Health Skills course examines three dimensions of wellness: Physical, Emotional, and Environmental. This organization uses a multidimensional model of health based on wellness continua in each dimension. This view that wellness is more than the absence of illness guides students through discussions and skill development designed to improve the overall well-being of persons with severe mental illness. The orientation of the course is more practical than theoretical, and there is considerable opportunity to observe and practice relevant skills. Students will learn the fundamentals of physical wellness, including diet, nutrition, exercise, sanitation, disease prevention and control, and special health considerations for persons with severe mental illness. The

emotional dimension of wellness includes social support, physical and sensory accommodations, and geriatric and developmental disabilities. Students will learn the essentials of environmental safety, including use of safety equipment and proper body mechanics. Students will develop and practice skills for determining vital signs and documenting their observations. PREREQUISITE: PRA 1201 Survey of Psychiatric Rehabilitation. Three classroom hours per week. 3 semester hours credit.

PRA 2204 Voc. and Community Living Skills (3-3-0)

	L		

This course is fourth in the series for the Psychiatric Rehabilitation Certificate. Courses in the series focus on a rehabilitation approach to serving individuals with severe mental illness. This approach is based on the premise that consumers set the goals for the rehabilitation team. The Vocational and Community Living Skills course examines vocational rehabilitation and community living skills. Both themes address skills for working with community, state, and federal agencies that serve people with severe mental illness. The orientation of the course is more practical than theoretical and there is considerable opportunity to observe and practice relevant skills. Students will learn the fundamentals of vocational rehabilitation, including duties and tasks commonly required in vocational settings (e.g. mediation, negotiation, job coaching, job analysis) and the development of employment sites. Practical application of current policies (e.g. Americans with Disabilities Act) impacting employment sites are presented. Networking skills, common state and federal benefit programs and community-based service provision are presented in the community living skills portion of the course. Three classroom hours per week. 3 semester hours credit.

PRE 0410 Preparatory English (3-3-0)

F	L	O	W

This course prepares students for ENG 1111. It develops understanding, training, and practice in grammar and composition. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

PRE 0415 Elementary Geometry (4-4-0)

F	L	O	W

An introduction to elementary topics from plane and solid geometry. Emphasis will be placed on the following concepts: 1) Congruence, 2) Similarity, 3) Ration and Proportion, 4) Variation, 5) Inductive, deductive and indirect proof, and 6) Basic ideas from two- and three-dimensional geometric figures. Entry into this class is based on testing and/or recommendation of instructor. PREREQUISITE: A grade of C or better in first-year high school algebra or REM 0421 Beginning Algebra. Four classroom hours per week. 4 semester hours credit. Repeatable 3 times.

PRE 0420 Intermediate Algebra (5-5-0)V

F	L	O	W

Topics covered in this course include: properties and operations of whole numbers, integers, rational numbers and real numbers; operations with polynomials, including factoring; operations with algebraic fractions; exponents, roots' radicals and complex numbers; solving first-degree equations and inequalities; quadric equations; functions; graphing; systems of equations and inequalities. This course may not be used to fulfill any degree or certificate requirements. PREREQUISITE: Grade of C or better in the first year of high school algebra, or a grade of C or better in REM 0421 Beginning Algebra and PRE 0415 Elementary Geometry or a sufficient score on the placement test. Five classroom hours per week. Variable 0.5 to 5 semester hours credit. Repeatable 3 times.

PRE 0810 Life Science (4-3-2)

F	L	O	W

Life Science is a course designed for students with little background in physical and biological sciences. It emphasizes the metric system and basic principles of chemistry, physics, and biology. Three classroom hours per week. Two lab hours per week. 4 semester hours credit. Repeatable 3 times.

PSC 1101 Intro to Physical Science (4-3-2)

F	L	O	W

This course will provide the students with an introduction to the physical sciences discipline. The subjects that will be covered in this course will include: astronomy, chemistry, physics, and earth science. This course is designed for students wanting a general education background in the physical sciences. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

PSC 1111 Introduction to Astronomy (3-3-0)

F	L	O	W

This course is a survey of astronomical facts, concepts, and relationships. Topics include the solar system, stars and galaxies, planetary motions, comets and meteors, star distances, atoms and radiation, and the origin and evolution of the universe. This course is designed for the non-science major. Three classroom hours per week. 3 semester hours credit.

PSC 1112 Introduction to Astronomy Lab (1-0-2)

F	L	O	W

This course gives students experience using various instruments to make astronomical observations. The fundamental measurements of astronomy (angles, brightness and time) will be undertaken. Observations will be made during bright and dark sky conditions. Meeting times will be arranged according to almanac and weather conditions. PREREQUISITE: Concurrent registration (or successful completion) of PSC 1111 Introduction to Astronomy or permission of instructor. Two lab hours per week. 1 semester hour credit. IAI: P1 906L

PSY 1101 General Psychology I (3-3-0)

F	L	O	W

A survey of the study of human and animal behavior with emphasis on the scientific nature of contemporary psychological investigation. Topics may include the biology of behavior, sensation, motivation, emotion, life-span development of behavior, personality, abnormal behavior and its therapies, social behavior, and individual differences. Three classroom hours per week. 3 semester hours credit. NO PREREQUISITE. IAI: S6 900D

PSY 1102 General Psychology II (3-3-0)

F	L	O	W

A continuation of the study of human and animal behavior. Topics may include the biology of behavior, sensation and perception, learning, memory, cognition, motivation,

emotion, life-span development of behavior, personality, abnormal behavior and its therapies, social behavior, and individual differences. PREREQUISITES: PSY 1101 General Psychology I. Three classroom hours per week. 3 semester hours credit.

PSY 1103 Business Psychology (3-3-0)

F	L	O	W

This course centers on those human relations skills that students need to successfully interact in today's changing world: communication, motivation, authority, leadership styles and strategies, attitude adjustment and coping. Students will learn the fundamentals necessary for adjusting to cultural diversity, economic fluctuations and changes in responsibility. Three classroom hours per week. 3 semester hours credit.

PSY 1105 Psychology of Group Behavior (3-2-2)

			W

This course is a study of human behavior in group situations. It includes structure and interaction of groups, structure of successful groups, and leadership qualities. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

PSY 1106 Humanistic Psychology (3-3-0)

F	L	O	W

This course is an understanding of human behavior, attitudes, and personality. It includes concepts of adjustment, maturity, and social adequacy; psychology of work environment and the physical, emotional, aesthetic, and mental functioning of human beings. Three classroom hours per week. 3 semester hours credit.

PSY 1107 Topics in Psychology (1-1-0)

	L	O	W

Seminar on a specific topic in the field of psychology. Topic will be on current issues in psychology. One classroom hour per week. 1 semester hour credit.

PSY 1108 Psychological Aspects of Aging (3-3-0)

F	L	O	W

An introduction to the subject of human aging as a stage of life covering such facets as the psychological, emotional, cognitive, and interpersonal. PREREQUISITE: PSY 1101 General Psychology I, or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: S6 905

PSY 1109 Human Relations (3-3-0)

F	L	O	W

This course is designed as an introduction to the basic principles of sociology and general psychology. Major emphasis is placed upon such topics as the origin and development of the social body, group behavior, and the problems attached to contemporary living. The study is proposed to develop a thorough understanding of good human relationships and to aid in the formation of sound citizenship. Three classroom hours per week. 3 semester hours credit.

PSY 1201 Introduction to Counseling (4-3-2)V

F	L	O	W

This course will describe the scientific study of human behavior and include instruction on psychological principles as applied to various occupational fields. Topics covered might include industrial psychology, psychology of supervision, crises intervention, criminal behavior, empathy training, helping skills, career and human resource management, disaster counseling, and psychology of illness and grief. Includes applied learning in a practicum setting. Three classroom hours per week. Two lab hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

PSY 2104 Child Psychology (3-3-0)

F	L	O	W

This course is designed to give a comprehensive approach to theory of child development. Topics may include prenatal development, genetics, motor, language, cognitive, emotional, and social development from infancy to adolescence. This course will emphasize the integration of biological, psychological, and social/cultural factors in the development of the child. Theoretical material, research, and an introduction to research methodology applied to the study of childhood will be presented. PREREQUISITE: PSY 1101 General Psychology I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: S6 903

PSY 2105 Adolescent Psychology (3-3-0)

F	L	O	W

This course studies the adolescent in relation to family, friends, the opposite sex, delinquent behavior, growth and development, attitudes, interests and values. PREREQUISITE: PSY 1101 General Psychology I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: S6 904

PSY 2107 Social Psychology (3-3-0)

F	L	O	W

This course investigates the behavior of the individual, as influenced by others. Topics include characteristics of groups, group dynamics, the nature of culture, effective leadership, methods of negotiation, inner-group relations, propaganda and other forms of persuasive communication. PREREQUISITE: PSY 1101 General Psychology I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: S8 900

PSY 2108 Current Issues in Psychology (2-2-0)

F	L	O	W

Seminar on salient issues in the field of psychology. Two classroom hours per week. 2 semester hours credit.

PSY 2109 Human Growth and Development (3-3-0)

F	L	O	W

This course is a study of the physical, social, emotional, and cognitive development of the individual across the entire human lifespan. Emphasis is placed upon development of emotional states, typical patterns of adjustments, principles of human growth, and practical applications of research findings to everyday life. PREREQUISITE: PSY 1101 General Psychology I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: S6 902

PSY 2110 Introduction to Personality Dynamics (3-3-0)

F	L	O	W

This course is designed to orient the student to influences that have an impact upon personality development and adjustment. Topics include basic terminology and concepts which are essential to the study of the literature and research about human personality. Exploration of human motivations, personality patterns, and ways of coping with the stresses of modern life are also covered. Emphasis will be primarily upon "normal" behavior, although examples of "abnormal" behavior will also be studied. PREREQUISITE: PSY 1101 General Psychology I or consent of instructor. Three classroom hours per week. 3 semester hours credit.

PSY 2111 Abnormal Psychology (3-3-0)

F	L	O	W

This is a survey course in abnormal behavior or psychopathology. Areas studied include: cross-cultural views of psychopathology, psychological perspectives of deviant behavior, the D.S.M. IV TR classification, etiological determinants, treatment for behavioral disorders, and prognostic estimates for various mental illnesses. PREREQUISITE: PSY 1101 General Psychology I or consent of instructor. Three classroom hours per week. 3 semester hours credit.

PSY 2112 Sports Psychology (3-3-0)

	L	O	W

This course is designed for students contemplating vocations or avocations dealing with youth and participating in sports. Emphasis is on socialization, motivation and personality development. Factors affecting athletic performance such as feedback, anxiety and team/group cohesiveness will be discussed. PREREQUISITE: PSY 1101 General Psychology or consent of instructor. Three classroom hours per week. 3 semester hours credit.

PTE 1111 Golf I (1-0-2)

F	L	O	W

A study of the basic fundamentals and skills necessary to take part in the game of golf. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 1112 Golf II (1-0-2)

F	L	O	W

A study of the basic fundamentals and skills necessary to take part in the game of golf. The course includes a review of Golf I and places an emphasis on putting, chipping, and club selection for shot making. PREREQUISITE: PTE 1111 Golf I or consent of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 1113 Softball I (1-0-2)

F	L	O	W

A study in nature, fundamental skills, rules and knowledge necessary to play softball. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 1114 Softball II (1-0-2)

F	L	O	W

A review of Softball I with an emphasis on offensive strategies in playing softball. PREREQUISITE: PTE 1113 Softball I or permission of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 1117 Volleyball I (1-0-2)

F	L	O	W

This course is a practical study of the origin, history and basic fundamental skills of volleyball including passing, set-ups, serving, spiking, blocking, and net recovery. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 1118 Volleyball II (1-0-2)

F	L	O	W

This course is a practical study of the rules, scoring, and terminology of volleyball with an introduction to the offensive and defensive skills and strategies for playing the game of volleyball. PREREQUISITE: PTE 1117 Volleyball I or approval from instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 1119 Baseball I (1-0-2)

F	L	O	W

A study in the nature, fundamental skills, rules and knowledge necessary to play baseball. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 1120 Baseball II (1-0-2)

F	L	O	W

A review of Baseball I with an emphasis on offensive and defensive strategies in playing baseball. PREREQUISITE: PTE 1119 Baseball I or permission of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 1121 Flag Football (1-0-2)

	L	O	W

A study of the basic fundamental skills, rules and strategy of flag football. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 1122 Soccer (1-0-2)

F	L	O	W

A study in the basic fundamentals and skills necessary to take part in soccer. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 1136 Basketball I (1-0-2)

F	L	O	W

A practical study of the origin, history, and basic fundamental skills of basketball including analysis and practice of catching, passing, shooting, rebounding, and dribbling. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 1137 Basketball II (1-0-2)

F	L	O	W

A practical study of the rules, regulations, and terminology of basketball with an introduction to the offensive and defensive skills and strategies for playing. PREREQUISITE: PTE 1136 Basketball I or permission of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 2103 Golf III (1-0-2)

F	L	O	W

A study of the basic fundamentals and skills necessary to take part in the game of golf. The course includes a review of Golf II and places an emphasis on hitting sand and rough shots and up, down, and side hill lies, and in wind conditions. PREREQUISITE: PTE 1112 Golf II or consent of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 2104 Golf IV (1-0-2)

F	L	O	W

A study of the basic fundamentals and skills necessary to take part in the game of golf. The course includes a review of Golf III and places an emphasis on playing the total game on the course under conditions of competition. PREREQUISITE: PTE 2103 Golf III or consent of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 2107 Volleyball III (1-0-2)

F	L	O	W

This course is designed to practice the skills learned in Volleyball I and II in a game situation. An introduction into officiating will also be covered. PREREQUISITES: PTE 1117 Volleyball I & PTE 1118 Volleyball II, or approval of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 2113 Softball III (1-0-2)

F	L	O	W

A review of Softball I and II and an emphasis on "Slow Pitch" softball and record keeping, statistical analysis and scorebook procedures during and after softball games. PREREQUISITES: PTE 1113 Softball I and PTE 1114 Softball II or permission of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 2114 Softball IV (1-0-2)

F	L	O	W

Review of Softball I, II, and III with an emphasis on the use of previously learned skills and knowledge in game situations and tournaments. PREREQUISITES: PTE 1113 Softball I, PTE 1114 Softball II and PTE 2113 Softball III, or permission of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 2115 Basketball III (1-0-2)

F	L	O	W

A course designed to practice the skills learned in Basketball I and II in a game situation with an introduction of officiating. PREREQUISITES: PTE 1136 Basketball I and PTE 1137 Basketball II or permission of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 2116 Basketball IV (1-0-2)

F	L	O	W

A review of Basketball I, II, & III with an emphasis on organizing, conducting, and playing in tournaments. PREREQUISITES: PTE 1136 Basketball I, PTE 1137 Basketball II, and PTE 2115 Basketball III or permission of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 2119 Baseball III (1-0-2)

F	L	O	W

A review of Baseball I & II and an emphasis on record keeping, statistical analysis scorebook procedures during and after baseball games. PREREQUISITES: PTE 1119 Baseball I and PTE 1120 Baseball II or permission of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 2120 Baseball IV (1-0-2)

F	L	O	W

A review of Baseball I, II and III culminating in practice of the skills, knowledge and strategies learned in game situations. PREREQUISITES: PTE 2119 Baseball III or permission of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 2121 Volleyball IV (1-0-2)

F	L	O	W

A review of Volleyball I, II, and III culminating in practice of the skills, knowledge and strategies learned in game situations. PREREQUISITE: PTE 2107 Volleyball III or approval from instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTT 1200 Intro to Process Technology (3-3-0)

	L		

An overview of the process technology industry including power generation, oil and gas, chemical, food and beverage, pharmaceutical, water and waste water treatment, pulp and paper, and mining. Industry specific equipment, total quality management, and team environment are discussed. Three classroom hours per week. 3 semester hours credit.

PTT 1201 Process Tech Instrumentation (4-2-2)

	L		

Process technology instrumentation reviews instruments used to sense, measure, transmit, and control process variables. Controllers, control systems, and the symbols found in instrumentation drawings and diagrams are addressed. Troubleshooting, instrument malfunction, and emergency shutdown systems are also addressed. PREREQUISITE: Successful completion of PTT 2201 P-Tech Equipment. Two classroom hours per week. Two lab hours per week. 4 semester hours credit.

PTT 1202 OSHA Training (3-3-0)V

	L		

OSHA training for industry or construction environments. Topics defined by the Occupational Safety and Health Administration (OSHA) for OSHA 10 or OSHA 20 certification. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

PTT 1204 PTech Safety & the Environment (3-3-0)

	L		

Training for safety, health, and environment issues in industrial settings; including ergonomic, physical, biological, chemical, and environmental hazards. Safety will be paramount through understanding of Personal Protective Equipment (PPE) utilization, emergency equipment operation, and first aid skill implementation. Governmental agencies and regulations that impact process industries will be discussed. Three classroom hours per week. 3 semester hours credit.

PTT 1205 Tech Reading/Writing/Reporting (3-3-0)

	L		

This course will address the basic principles of reading and writing technical documents and reports within industry settings. Students will receive training and practice in the preparation, writing, and the revision of technical reports, as well as develop skill in the comprehension of industry documentation (reports, procedural plans, blueprints, etc.). PREREQUISITE: College level reading and writing placement scores. Three classroom hours per week. 3 semester hours credit.

PTT 2201 P-Tech Equipment (4-2-2)

	L		

Process Technology Equipment reviews the basic piping, valves, pumps, compressors, generators, motors, and more advanced equipment such as cooling towers, heat exchanges, furnaces, boilers, dryers, filters, etc., found in industrial process settings. Two classroom hours per week. Two lab hours per week. 4 semester hours credit.

PTT 2205 P-Tech Quality Control (3-3-0)

	L		W

Process Technology Industry Quality Control concepts and applications are discussed including multiple industry applications of quality control methods and techniques. Students will be introduced to a variety of tools applicable to process management, process flow charting, process monitoring, and problem solving. PREREQUISITE: MTH 1201 Technical Mathematics. Three classroom hours per week. 3 semester hours credit.

PTT 2206 P-Tech Systems (4-2-2)

	L		

Process Technology Systems reviews the various process systems found within the industry. Understanding systems processes and responding to abnormal occurrences will be addressed. Two classroom hours per week. Two lab hours per week. 4 semester hours credit.

PTT 2207 P-Tech Operations (4-2-2)

	L		

Process Technology Operations combines the areas of equipment, systems, and instrumentation in order to address the complete function of a process industry setting. This includes normal and abnormal situations which might occur and issues such as turnarounds. Two classroom hours per week. Two lab hours per week. 4 semester hours credit.

PTT 2208 Process Troubleshooting (4-2-2)

	L		

Process Technology Troubleshooting by individuals and collaborative group efforts; application of problem solving techniques including case studies, simulations, and equipment analysis. Two classroom hours per week. Two lab hours per week. 4 semester hours credit.

PTT 2209 Distributed Control Systems (6-2-4)V

	L		

This course is an in-depth study of the fundamental operations of a DCS (distributed control system) simulator. The DCS simulator utilizes modern processing techniques and procedures. The simulator program mimics both normal and abnormal plant operating conditions which then acclimates the computer to real world industrial scenarios. Two classroom hours per week. Four lab hours per week. Variable up to 6 semester hours credit. Repeatable 3 times.

PTT 2212 Process Technology Internship (6-0-6)V

	L		

Students gain a minimum of 450 hours of work experience in an appropriate process technology related training site under supervision. The academic coordinator and the training supervisor work together in establishing goals and work experiences for the student. PREREQUISITE: Successful completion of all other Process Technology program requirements or consent of instructor. Variable internship hours are based on 75 clock hours equated to one semester hour credit. 30 internship hours per week. Variable 1 to 6 semester hours credit. Repeatable 3 times.

PTT 2298 Topics in Process Technology (6-6-0)V

	L		

Study of a specialized topic within the field of process technology, which is not available in the established course offerings. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

QAC 1202 Statistics/Productivity & Quality (2-2-0)

F	L	O	W

This course covers statistical methods for quality improvement and productivity. The course focuses on concepts, needs, process charts, normal distribution curves, process simulation, p-charts, attribute charts, etc. Two classroom hours per week. 2 semester hours credit.

QAC 1203 Total Quality Assurance-Q. A. Management(2-2-0)

F	L	O	W

This course covers quality subsystems from product design and development through testing, manufacturing, marketing, delivery, use, and field service. The course also includes quality system engineering and managing the quality system. Two classroom hours per week. 2 semester hours credit.

QAC 1204 Dimen. Metrology & Blueprint Interp. (6-6-0)V

F	L	O	W

The purpose of this course is to develop dimensional measurement ability for skilled workers, technicians, and students in engineering and science. Communicative and manipulative aspects are stressed. The course also covers reading and interpreting blueprints and making shop sketches. Six classroom hours per week. Variable up to 6 semester hours credit. Repeatable 3 times.

QAC 1205 Quality Planning and Analysis (6-6-0)V

F	L	O	W

This course provides an overview of quality planning and excellence analysis. It emphasizes the relationship between product excellence in management, technology, and measurement. Quality control, quality assurance, reliability, and product integrity are covered along with motivation, safety and liability, quality costs, and information systems for quality. Six classroom hours per week. Variable up to 6 semester hours credit. Repeatable 3 times.

QAC 1601 Quality Control I MOD-A (0.5-0.5-0)

F	L	O	W

This course deals with the organization and methods for establishing and maintaining quality control. Included are statistical methods, analysis and control techniques, and in-process and final inspection principles and techniques. One-half classroom hour per week. 0.5 semester hour credit.

QAC 1602 Quality Control I MOD-B (1-1-0)

F	L	O	W

This course addresses organization and methods for establishing and maintaining industrial quality control. Included are statistical methods analysis and control techniques and in-process and final inspection principles and techniques. One classroom hour per week. 1 semester hour credit.

QAC 1603 Quality Control I MOD-C (1.5-1.5-0)

F	L	O	W

This course deals with the organization and methods for establishing and maintaining industrial quality control. Included are statistical methods analysis and control techniques, and in-process and final inspection principles and techniques. One and one-half classroom hours per week. 1.5 semester hours credit.

RAD 1201 Introduction to Radiography (3-2-2)

		O	

This course will familiarize students with terms, positions, anatomical structures, anatomical relationships, movements, body planes, radiographic terms, imaging equipment, organization and operation of an x-ray department, basic principles of x-ray protection and biological effects of x-ray, and a historical perspective of radiology. These topics will be covered in greater detail in other courses. This course will also cover the anatomy and positioning for the chest and abdomen. PREREQUISITE: Admission to Radiography Program. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

RAD 1204 Radiographic Procedures I (4-3-2)

		O	

Procedures I covers the terminology, anatomy and radiographic positioning of the upper extremity, shoulder girdle, lower extremities, vertebral column, and pelvic girdle. Basic anatomy will be reviewed and correlated to optimal radiographic exams. Students will have the opportunity to practice skills to insure proficiency prior to patient contact. PREREQUISITES: RAD 1201 Introduction to Radiography, RAD 1207 Intro to Radiographic Processing, RAD 1208 Radiology Patient Care. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

RAD 1206 Applied Clinical Radiology I (2-0-14)V

		O	

During this course the student will have the opportunity to apply the theoretical practices of patient positioning, radiation, protection, patient care and radiology department procedures in a supervised educational environment. The student is required to successfully complete competencies, proficiencies, mandatory and elective performance objectives, semester performance objectives, and image evaluations in order to progress to the next clinical course. PREREQUISITES: RAD 1201 Introduction to Radiography, RAD 1208 Radiology Patient Care, RAD 1207 Introduction to Radiographic Processing. Fourteen lab hours per week. Variable 0.5 to 2 semester hours credit.

RAD 1207 Introduction to Radiographic Processing (2-1-2)

		O	

This course covers techniques and equipment used in processing radiographs. Film structure, speed and sensitivity followed by intensifying screen composition and effect will lay the foundation for understanding the underlying components affecting development. The role of chemicals and processor characteristics will be investigated. Course will include an introduction to digital image processing. PREREQUISITE: Admission into OCC Radiography Program. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

RAD 1208 Radiology Patient Care (3-2-2)

		O	

This course is designed to acquaint the radiology student with the proper methods of interacting with a patient so that the delivery of health care to the patient will be maximized. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

RAD 1209 Radiologic Science (3-2-2)

		O	

This course covers concepts of physics related to x-ray generation and control. Topics studied include measurement, physical concept of energy, structure of matter, electrostatics and rectification, production and control of x-rays. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

RAD 1210 Clinical Observation (0.5-0.5-0)

		O	

This course is a practicum observation. It is designed to develop the student's knowledge and understanding of a radiology department, the demands of a radiographer, and the variety of modalities in a radiology department. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

RAD 1211 Radiography Orientation (0.5-0.5-0)

		O	

This is a course designed to develop the student's knowledge and understanding of the policies of the OCC Radiography Program. Students will also be introduced to use of the library and services offered by the OCC Learning Skills Center. The American Registry of Radiologic Technologists Ethics requirements for the ARRT certification exam will also be discussed. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

RAD 1221 Clinical Radiographic Pathology (3-2-2)

		O	

This course covers pathological processes of the various systems of the human body. Included in this course is the differentiation and film critique of specific pathological conditions. PREREQUISITES: ARRT Certificate or LSC 2111 Human Anatomy & Physiology I and LSC 2112 Human Anatomy & Physiology II. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

RAD 1222 Principles of Radiographic Exposure (3-2-2)

		O	

This course covers the prime factors of exposure, density and contrast, definition and detail, image sharpness, and distortion, beam restrictors and body habitus, grids, filtration, automatic exposure control and digital/computed radiography. PREREQUISITE: RAD 1207 Introduction to Radiographic Processing, RAD 1209 Radiologic Science. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

RAD 1223 Quality Improvement (2-2-0)

		O	

This course will serve as an introduction to the role of quality assurance in the radiology department. Radiographic quality will be analyzed according to the photographic and geometric properties balanced to achieve optimal radiographs. Each student will perform basic equipment tests to demonstrate proper equipment function. Emphasis will be placed on the value of established QA routines and documentation to maintain accuracy and consistency within the department. PREREQUISITES: RAD 1209 Radiologic Science and RAD 1207 Introduction to Radiographic Processing. Two classroom hours per week. 2 semester hours credit.

RAD 1224 Radiographic Procedures II (4-3-2)

		O	

This course covers bony thorax, skull, facial bone and sinus procedures with immobile and trauma adaptations. The student will learn the terminology, anatomy and positioning for contrast exams and for common cranial, mandible, sinuses, facial bones, orbits, optic foramina, petrous pyramid exams and some immobile and trauma exams. Basic anatomy will be reviewed and correlated to optimal radiographic exams. Lectures and radiographic positioning demonstrations will be complimented by lab assignments and media presentations. Students will have the opportunity to practice skills to insure proficiency prior to patient contact. Radiographic positioning demonstrations will be complemented by lab assignments on radiographic phantoms. PREREQUISITES: RAD 1201 Introduction to Radiography, RAD 1207 Introduction to Radiographic Processing, RAD 1208 Radiology Patient Care, RAD 1204 Radiographic Procedures I. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

RAD 1226 Applied Clinical Radiology II (2-0-14)

		O	

This course is a continuation of the skills and training acquired in Applied Clinical Radiology I. The student is required to use both cognitive and psychomotor skills simultaneously. The student is required to successfully complete competencies, proficiencies, mandatory and elective performance objectives, semester performance objectives, image evaluations, and a specialty area rotation in order to progress to the next clinical course. PREREQUISITES: RAD 1201 Introduction to Radiography, RAD 1208 Radiology Patient Care, RAD 1207 Intro to Radiographic Processing, RAD 1206 Applied Clinical Radiology I. Fourteen lab hours per week. 2 semester hours credit.

RAD 1227 Contrast Procedures (2-2-0)

		O	

This positioning course covers contrast exams. The student will learn the terminology, anatomy and positioning for contrast exams. Basic anatomy will be reviewed and correlated to optimal radiographic exams. Students will have the opportunity to practice skills to insure proficiency prior to patient contact. PREREQUISITES: RAD 1201 Introduction to Radiography, RAD 1204 Radiographic Procedures I, RAD 1207 Introduction to Radiographic Processing, RAD 1208 Radiology Patient Care, RAD 1224 Radiographic Procedures II. Two classroom hours per week. 2 semester hours credit.

RAD 1228 Radiation Biology and Protection (3-2-2)

		O	

This course covers human responses to ionizing radiation, self-structure, self-function, and self-proliferation. Also covered are the effects of radiation, radiation dose, molecular and cellular and radiobiology including protein and DNA synthesis and production of free radicals. Single target - single hit and multi target - single hit theories, relationship between intracellular response, early and late effects of radiation, cytogenetic effects, clinical implications of radiographs for the pregnant female, sources of exposure, cardinal principle of radiation protection and radiation control, occupational exposure and classification of warning signs are also covered. PREREQUISITES: RAD 1209 Radiologic Science and RAD 1222 Principles of Radiographic Exposure. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

RAD 1229 Research in Radiology (1-0-2)

		O	

he purpose of this course is to develop a scientific display or essay. Other than classes and deadlines, the student is encouraged to seek guidance as often as necessary. PREREQUISITE: ARRT Certification or one year in a Radiography Program. PREREQUISITE: ARRT Certification or one year in a Radiography Program. Two lab hours per week. 1 semester hour credit.

RAD 1236 Applied Clinical Radiology III (2-0-14)

		O	

This course is a continuation of the skills and training acquired in Applied Clinical Radiology I and II. The student is required to use both cognitive and psychomotor skills simultaneously. The student is required to successfully complete competencies, proficiencies, mandatory and elective performance objectives, semester performance objectives, image evaluations, and a specialty area rotation in order to progress to the next clinical course. RAD 1201 Introduction to Radiography, RAD 1208 Radiology Patient Care, RAD 1207 Intro to Radiographic Processing, RAD 1206 Applied Clinical Radiology I, RAD 1226 Applied Clinical Radiology II. Fourteen lab hours per week. 2 semester hours credit.

RAD 1246 Applied Clinical Radiology IV (3-0-21)

		O	

This course is a continuation of the skills and training acquired in Applied Clinical Radiology I, II and III. The student is required to use both cognitive and psychomotor skills simultaneously. The student is required to successfully complete competencies, proficiencies, mandatory and elective performance objectives, semester performance objectives, image evaluations, and a specialty area rotation in order to progress to the next clinical course. PREREQUISITES: RAD 1201 Introduction to Radiography, RAD 1208 Radiology Patient Care, RAD 1207 Intro to Radiographic Processing, RAD

1206 Applied Clinical Radiology I, RAD 1226 Applied Clinical Radiology II, RAD 1236 Applied Clinical Radiology III. Twenty-one lab hours per week. 3 semester hours credit.

RAD 1256 Applied Clinical Radiology V (3-0-21)V

		O	

This course is a continuation of the skills and training acquired in Applied Clinical Radiology I, II, III and IV. The student is required to use both cognitive and psychomotor skills simultaneously. The student is required to successfully complete competencies, proficiencies, mandatory and elective performance objectives, semester performance objectives, image evaluations, and a specialty area rotation in order to progress to the next clinical course. PREREQUISITES: RAD 1201 Introduction to Radiography, RAD 1208 Radiology Patient Care, RAD 1207 Intro to Radiographic Processing, RAD 1206 Applied Clinical Radiology I, RAD 1226 Applied Clinical Radiology II, RAD 1236 Applied Clinical Radiology III, RAD 1246 Applied Clinical Radiology IV. Twenty-one lab hours per week. Variable 1.5 to 3 semester hours credit.

RAD 1601 Radiologic Technology Refresher (4-3-5)

		O	

This self-study course is designed for the unemployed ARRT registered technologist returning to the work place. The student will complete a review of anatomy, positioning, and radiation protection. Seventy-five internship hours will be arranged with the hospital radiology department. Upon completion, the student will be awarded a certificate of participation. PREREQUISITE: ARRT Registered Technologist. Three classroom hours per week. Five lab hours per week. 4 semester hours credit.

RAD 1603 Radiologic Technology Seminar (0.5-0.5-0)

		O	

The Radiologic Technology Seminar is designed of ARRT registered technologists. This one-day workshop focuses on professional development, educational methodologies, refresher topics, and new technology. Presenters include OCC faculty, technical representatives, and guest speakers with specific expertise. All technologists and clinical supervisors are encouraged to attend. PREREQUISITES: Completion of 2 semesters in a Radiography Program or ARRT Certification. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 2 times.

RAD 2201 Advanced Imaging and Modalities (3-2-2)

		O	

This course enhances the knowledge of radiology imaging and radiation science by developing the student's application and problem-solving skills to imaging equipment in a radiology department. Rapid advancements in technology and applied to the medical field are most prevalent in advanced modalities. Also this course is to introduce and familiarize the student with advanced radiology modalities. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

RAD 2203 Radiologic Sectional Anatomy (3-1-4)

		O	

This course is designed to develop the student's knowledge and understanding of sectional anatomy of the head, neck, thorax, abdomen, pelvis and extremities. PREREQUISITES: ARRT Certificate or LSC 2111 Human Anatomy & Physiology I, and LSC 2112 Human Anatomy and Physiology II. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

RAD 2204 Registry Review (1-0-2)

		O	

This course is designed to prepare the radiography student for the American Registry Examination by reviewing the radiography curriculum, developing test-taking strategies, and completing several simulated registry examinations. PREREQUISITES: Completion of a minimum of 5 semesters in a Radiography Program. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

RAD 2205 Radiology Supervisor Skills (1-1-0)

		O	

This course prepares the radiology student to enter the work place. Students explore basic management strategies, develop a resume, practice interviewing techniques, and discuss current issues in radiology and health care management, including continuing education and licensure requirements. PREREQUISITE: Minimum of 5 semesters in a Radiography Program or ARRT Certification. One classroom hour per week. 1 semester hour credit.

REM 0401 Basic Reading Skills I (3-3-0)

F	L	O	W

This course is designed to increase ability in phonics and other word-recognition skills and to stimulate growth in reading interests, tastes, and appreciation. The course includes diagnosis of reading problems. Emphasis is placed on individual approach to vocabulary, speech and comprehension. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

REM 0402 Basic Reading Skills II (3-3-0)

F	L	O	W

This course is designed for students whose linguistic and reading abilities are insufficient for success in college. Emphasis is placed on comprehension, vocabulary and study skills. PREREQUISITE: REM 0401 Basic Reading Skills I or equivalent. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

REM 0409 Basic Writing Skills (3-3-0)V

F	L	O	W

This course covers very basic writing skills. This course is designed to teach students the skills necessary to enter REM 0410 Remedial English I. It focuses on writing complete sentences, correct grammar, punctuation and basic paragraph development. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

REM 0410 Remedial English I (3-3-0)

F	L	O	W

Remedial English I stresses grammar and mechanics and their relation to sentence construction. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

REM 0411 Remedial English II (3-3-0)

F	L	O	W

Remedial English II stresses grammar, punctuation, mechanics, sentence and paragraph structure. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

REM 0419 Math Preparation (3-3-0)V

F	L	O	W

This course is a review of basic arithmetic principles. It is designed to prepare students for Basic Mathematics. Focus will be on arithmetic operations with whole numbers, decimals, fractions, measurement, geometric concepts as well as graphs, charts and maps. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

REM 0420 Basic Mathematics (4-4-0)

F	L	O	W

This course is a review of basic arithmetic principles. It is designed to strengthen computational skills and improve problem-solving techniques. Topics may include arithmetic operations with whole numbers, decimals, fractions, and percents; ratios and proportions; measurement; basic geometric concepts; and signed numbers. Four classroom hours per week. 4 semester hours credit. Repeatable 3 times.

REM 0421 Beginning Algebra (4-4-0)

F	L	O	W

This course is designed for students who have had little or no algebra. Topics include sets of numbers, properties of real numbers, operations with signed numbers, problem solving, solve and graph linear equations, operations with polynomials, factoring, operations with algebraic fractions, and solving systems of linear equations in two variables. PREREQUISITE: REM 0420 Basic Mathematics. Four classroom hours per week. 4 semester hours credit. Repeatable 3 times.

REM 0422 Math Literacy (6-6-0)V

F	L	O	W

This course is designed for students who plan to take MTH 1103 Liberal Arts Math or MTH 1131 Introduction to Statistics but do not possess the requisite skills. Topics include but not limited to: problem-solving, review of basic operations of the real number system, creating and interpreting charts, graphs, and labels, introductory number theory, application of formulas, geometric, consumer, etc., review of algebraic concepts such as slope, properties of algebra, graphing, etc., introductory topics in statistics and probability. PREREQUISITE: Basic Mathematics and PRE 0415 Elementary Geometry or one year of high school geometry with a grade of C or better, or sufficient score on a math placement test. Six classroom hours per week. Variable 1 to 6 hours credit. Repeatable 3 times.

REM 0425 Fast Track Math Review I (1-1-0)

F	L	O	W

This course is designed to provide a quick review of basic math and pre-algebra. This course is designed for students who have had these courses previously. This course is NOT designed to replace REM 0420 or REM 0421. Completion of this course requires the student to take the math placement exam. One classroom hour per week. 1 semester hour credit.

REM 0426 Fast Track Math Review II (1-1-0)

F	L	O	W

This course is designed to provide a quick review of basic algebra or two years of high school level algebra. This course is designed for students who have had these courses previously. This course is NOT designed to replace REM 0421 or PRE 0420. Completion of this course requires the student to take the math placement exam. One classroom hour per week. 1 semester hour credit.

REM 0430 Basic Online Communication (3-3-0)

F	L	O	W

Basic Online Communication provides students with experience using the Internet and the WebCT platform for online coursework. It stresses writing and online communication skills. This course is intended to assist under prepared students for online learning. PREREQUISITE: ABE 0735 Basic Computer Skills or ABE 0736 Basic Computer Skills II. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

RST 1601 Sanitation and Safety (3-3-0)V

F	L	O	W

A study of the causes and prevention of foodborne illness in all phases of the flow of food through the food service operation with an emphasis on the HACCP system. Accident prevention, emergency action, and crisis management highlighted. Stresses food service manager's responsibility to train, motivate, and supervise food service workers in sanitary food practices which will protect the public from foodborne illness. Course meets the Illinois Department of Public Health requirements for certification of sixteen (16) hours of classroom instruction in specific food safety areas. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

SHM 1201 Sheet Metal I (3-1-4)

		O	

This course introduces the student to the sheet metal occupation by showing the use of drawings, blueprints, and the application of mathematics to the use of seamers, breaks, box breaks, hand seamers, hand folding, and other sheet metal shop tools. Galvanized and uncoated sheet metal products by gauge and the method of purchase are studied. Sheet metal safety is stressed. PREREQUISITE: Mathematics class. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

SME 1602 Small Gas Engine Repair 4-Cycle (3-2-2)

F	L	O	W

Small Gas Engine Repair - 4 Cycle is a basic course designed for individuals interested in the functioning, maintenance, and repair of small gas engines. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

SME 1603 Small Gas Engine Repair 2-Cycle (3-2-2)

F	L	O	W

This course is a basic course designed for individuals interested in the functioning, maintenance, and repair of small gas engines. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

SOC 1106 Topics in Sociology (1-1-0)

	L	O	W

Seminar on a selected topic in Sociology. One classroom hour per week. 1 semester hour credit.

SOC 1107 The Sociology of Sex & Gender (3-3-0)

F	L	O	W

This course introduces students to sociological perspectives on sex and gender as a factor in social stratification, gender role acquisition, and individual and social consequences of changing social definition of gender roles. The human relations/cultural diversity requirement is satisfied by this course. Three classroom hours per week. 3 semester hours credit. IAI: S7 904D

SOC 1108 Race and Ethnic Relations (3-3-0)

F	L	O	W

This course provides a sociological overview of the racial and ethnic relations in America from both an historical and contemporary perspective. Current theories and research relating to the formation of racial/ethnic identities, sources of prejudice and discrimination, social interaction, and persistence of ethnic and racial divisions will be examined. Three classroom hours per week. 3 semester hours credit. IAI: S7 903D

SOC 1192 Rural Sociology (3-3-0)

			W

This course is designed to meet the requirements for transfer credit to a four-year institution. A study of farm and rural social relations and institutions as pertaining to communications, functional patterns, changes, problems of adjustment, and effects on civilization. Three classroom hours per week. 3 semester hours credit.

SOC 2101 Principles of Sociology (3-3-0)

F	L	O	W

This course is designed to introduce students to the study of social relations, institutions and cultural diversity. It includes a systematic coverage of basic concepts and principles, terminology, and elements of important social institutions. Three classroom hours per week. 3 semester hours credit. IAI: S7 900D

SOC 2102 Social Problems and Trends (3-3-0)

F	L	O	W

This course examines the nature of social problems: adjusting to nature, population, control and care of defectives, family and child welfare, crime, ethnicity, and sexual variance. Agencies of social control are discussed along with the origins, improvement, and finding workable solutions to social problems. Three classroom hours per week. 3 semester hours credit. IAI: S7 901

SOC 2103 Marriage & Family (3-3-0)

F	L	O	W

This course is designed to give students a better understanding of the interrelationships and cross-cultural perspectives between the family and society as well as to give the students a better understanding of him or herself and their positions in the family. Three classroom hours per week. 3 semester hours credit. IAI: S7 902

SOC 2104 Death & Dying (3-3-0)

F	L	O	W

This course covers death and dying and how it is analyzed in the social, biological, and physical sciences, and humanities. Cultural diversity is emphasized. Lecture and discussion on a wide range of literature. Three classroom hours per week. 3 semester hours credit.

SOC 2106 Issues in Sociology (2-2-0)

	L	O	W

Seminar on various issues in Sociology. Issues selected will be relevant to current problems in the field of Sociology. Two classroom hours per week. 2 semester hours credit.

SOC 2108 Sociology of Aging (3-3-0)

	L	O	W

This course is a scientific study of the aging process covering its psychological, social, and cultural aspects. Contemporary problems such as health care and finances will be emphasized. Three classroom hours per week. 3 semester hours credit.

SOC 2198 Topics/Issues in the Social Sciences (4-4-0)V

F	L	O	W

Seminar on a special topic or current issue in one or more of the social behavioral sciences. Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 1 time.

SPE 1101 Fundamentals of Effective Speaking (3-3-0)

F	L	O	W

Short informative and persuasive speeches are prepared and presented. This course places emphasis on selection and organization of materials, methods of securing interest and attention, and elements of delivery as well as characteristics of effective criticism and listening. Three classroom hours per week. 3 semester hours credit. IAI: C2 900

SPE 1111 Interpersonal Communications (3-3-0)

F	L	O	W

This is an introductory course in interpersonal and intrapersonal communication. Verbal and nonverbal communication are emphasized as they relate to conversation between individuals, small group discussions, short speeches, and oral reports. Three classroom hours per week. 3 semester hours credit.

SPE 1121 Small Group Communication (3-3-0)

F	L	O	W

Principles, theories, models, methods of group formation, discussion, and decision-making. Current problems used as focus for exploring group behavior. Three classroom hours per week. 3 semester hours credit.

SPE 2102 Advanced Public Speaking (3-3-0)

F	L	O	W

A continuation of Fundamentals of Effective Speaking (SPE 1101). Emphasis is placed on honing skills in research, organization, and delivery. A variety of speeches is given and longer speaking assignments are mastered. Emphasis is also placed on the development of critical listening and constructive criticism of speakers. PREREQUISITE: SPE 1101 Fundamentals of Effective Speaking. Three classroom hours per week. 3 semester hours credit.

SPE 2111 Persuasion (3-3-0)

F	L	O	W

A study of attention, credibility, emotion, identification, motivation, rationalization, and suggestion as a means of influencing the beliefs and actions of other persons.

PREREQUISITE: SPE 1101 Fundamentals of Effective Speaking. Three classroom hours per week. 3 semester hours credit.

SPE 2121 Debate (3-3-0)

F	L	O	W

The responsibility of the advocate in investigation and analysis of evidence, structure of argument, reasoning and reputation are covered in this course. The student will use the application of these principles in practice debates. PREREQUISITE: SPE 1101 Fundamentals of Effective Speaking. Three classroom hours per week. 3 semester hours credit.

SPE 2131 Introduction to Broadcasting Media (3-3-0)

		O	W

This course is a survey of the origin and growth of broadcasting, the social and legal bases of mass communications operations, broadcasting economics, and the physical nature of radio and television equipment. Three classroom hours per week. 3 semester hours credit.

SPN 1111 Elementary Spanish I (4-3-2)

F	L	O	W

This course is the first of a one-year introductory sequence in beginning Spanish. It is designed to develop basic skills in conversation, grammar and reading. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

SPN 1121 Elementary Spanish II (4-3-2)

F	L	O	W

This course is the second of a one-year introductory sequence in beginning Spanish designed to develop basic skills in conversation, grammar and reading. PREREQUISITE: SPN 1111 Elementary Spanish I or equivalent. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

SPN 2112 Intermediate Spanish I (4-3-2)

F	L	O	W

This course is the first of a second-year series in intermediate Spanish designed to augment and improve basic conversation, grammar, and reading. Spanish culture is also studied as well as some work in composition in Spanish. PREREQUISITE: SPN 1111 Elementary Spanish I and SPN 1121 Elementary Spanish II or equivalent. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

SPN 2121 Intermediate Spanish II (4-3-2)

F	L	O	W

A fourth semester course (or above) in a foreign language that is designed to increase proficiency in speaking, listening, reading and writing in the language as well as providing knowledge of the culture or cultures of peoples who speak the language. The nature of writing assignments must be appropriate to both the level and the target language. PREREQUISITE: SPN 2112 Intermediate Spanish I or equivalent. Three classroom hours per week. Two lab hours per week. 4 semester hours credit. IAI: H1 900

SRV 1212 Introduction to Surveying (3-1-4)

F			

This is a course in the theory and application of plane surveying. It includes instruction in the care and use of conventional surveying instruments, theory of measurements, reading and writing legal descriptions, mapping, survey computations, differential leveling and traverse problems. PREREQUISITE: MTH 1201 Technical Mathematics or equivalent. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

SSC 2107 Current Issues Forum (2-2-0)

F	L	O	W

Current political, social, and economic issues are explored. Requirements: Participation in discussion, completion of papers, projects, and readings as assigned, passing scheduled tests. Two classroom hours per week. 2 semester hours credit. Repeatable 3 times.

SSS 1201 Introduction to Social Services (3-3-0)

			W

This course is designed to introduce students to the career of social services. It includes an introduction to the historical background of social services, current models of service delivery, issues addressed in the area, and the responsibilities of the social service worker. Three classroom hours per week. 3 semester hours credit.

SSS 1202 Social Services and Welfare Dev (3-3-0)

	L		W

This course is designed to introduce social service students to the functions, purpose, operations, and interrelations of community social services agencies. Three classroom hours per week. 3 semester hours credit.

SSS 1203 Social Service Organizations (3-3-0)

			W

This course provides intensive concentration on the developing role of community resources and the role of the social services specialist worker as a supportive person. Three classroom hours per week. 3 semester hours credit.

SSS 1298 Special Topics in Public/Social Services (6-6-0)V

F	L	O	W

Application of public/social service principles to specific problems through case studies, simulation, special projects, or problem-solving procedures. Six classroom hours per week. Variable 1 to 6 semester hours credit. Repeatable 3 times.

SSS 2201 Internship I (5-0-25)V

			W

This internship specialization requires on-the-job training. The work experience is designed to give the social service specialist worker the experience and skills needed in the performance of job descriptions. An individual training agreement will be developed for each student. Variable credit based on seventy-five hours equated to one semester hour credit. Twenty-five internship hours per week. Variable 0.5 to 5 semester hours credit.

SSS 2202 Seminar I (1-1-0)

			W

The seminar accompanies the on-the-job internship. It provides individual assessment and development of related skills necessary to job competence. One classroom hour per week. 1 semester hour credit.

SSS 2203 Internship II (5-0-25)V

			W

This second internship specialization requires on-the-job training. The work experience is designed to give the social specialist worker additional experience and skills needed in the performance of job descriptions. An individual training agreement will be developed for each student. Variable credit based on seventy-five hours equated to one semester hour credit. Twenty-five lab hours per week. Variable 0.5 to 5 semester hours credit.

SSS 2204 Seminar II (1-1-0)

			W

The seminar accompanies the second on-the-job internship. It provides additional individual assessment and development of related skills necessary to job competence. One classroom hour per week. 1 semester hour credit.

SSS 2205 Social Services Intervention (3-3-0)

			W

This course is designed to provide an introduction to diverse groups and the crisis they may face: socially, economically, and environmentally in the modern world. Three classroom hours per week. 3 semester hours credit.

SSS 2206 Human Behavior & Social Envir (4-4-0)

			W

This course is to integrate required courses for Social Services Specialist Degree students. To help students understand the biological, psychological, life span and spiritual aspects of individuals, cultures and minority groups. This course will also assist students in understanding the "person-in-the-environment" and systems concept when working with individuals, families, and groups. PREREQUISITES: SSS 1201 Intro. to Social Services, SSS 1202 Social Services and Welfare Dev., PSY 1101 Gen. Psychology I, PSY 2109 Human Growth and Dev., SOC 2101 Principles of Sociology, and LSC 1101 General Biology I. Four classroom hours per week. 4 semester hours credit.

SSS 2281 Home Health Aide I (3-3-0)V

			W

This seminar is designed for those who provide home health care services under the supervision of a registered nurse for the elderly, convalescing mentally ill, retarded, and disabled. Topical areas would include, but not limited to communicating with speech-impaired and non-verbal clients, dealing with difficult clients, understand the daily living needs of clients suffering diseases/disabilities that are focused on the population. (Parkinson, Alzheimers, diabetes, incontinence, and dementias). Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

SSS 2282 Home Health Aide II (3-3-0)V

			W

This workshop is related to specific problems in providing home health care services for the elderly and the disabled to meet state required annual training. These topics will relate to areas of common concern such as: Safe lifting assistance, safe ambulation aid, wheelchair movement, home alterations that staff can make to foster client independence in toileting, cooking and bathing procedures. Training will also be presented for emergency aid in choking, falls, 911 procedures and other life-threatening events. Awareness training for observing changes in the client's needs that necessitate re-evaluation by case managers will also be presented. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

SSS 2283 Home Health Aide III (3-3-0)V

			W

This topics and issues class is designed to meet the continuing education requirement of health care workers. State guidelines require home health professionals to attend quarterly training sessions on such topics as Alzheimers, prescription drugs, diabetes, care worker training, etc. The course will be used repeatedly to provide continuing education training on a variety of topics for workers in the health care industry. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

SSS 2284 Home Health Aide IV (3-3-0)V

			W

This topics and issues class is designed to meet the continuing education requirement of health care workers. State guidelines require home health professionals to attend quarterly training sessions on such topics as Alzheimers, prescription drugs, diabetes, case worker training, etc. The course will be used repeatedly to provide continuing education training on a variety of topics for workers in the health care industry. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

SSS 2299 Independent Study in Human Services (6-6-0)V

			W

This course allows the independent study of a specialized public/social service topic, which is not available in the college's course offerings. Six classroom hours per week. Variable 1 to 6 semester hours credit. Repeatable 3 times.

TEL 1261 Introduction to Outside Plant (3-3-0)

	L		

This course presents a history of telecommunications in the Outside Plant, from open wire to fiber optics. Technical terms and the Telecom color code are explained, followed by physical descriptions of various types of cable. Samples are brought to the classroom for student inspection. Other topics to be discussed are splicing procedures, types of connectors, categories of terminals and closures, classes of splices, setups, and print reading. A working knowledge of the Telecom color code is required to complete this course. Three classroom hours per week. 3 semester hours credit.

TEL 1262 Introduction to Interconnect Services (3-3-0)

	L		

This introductory course will familiarize the student with various types of equipment and services provided through the interconnect industry. In addition, Category 3, 5, and 6 wiring will be discussed and demonstrated. Three classroom hours per week. 3 semester hours credit.

TEL 1263 Introduction to Switching Technology (2-2-0)

	L		

This course introduces the student to the theory and equipment used in telephony switching. Instruction starts with the early forms of switching and progresses to the latest technology. Discussions of how calls are switched, custom

calling features that are available, and how to administer and maintain digital switches are included. Emphasis is given to instruction on digital switches which represent the most current technology. Two classroom hours per week. 2 semester hours credit.

TEL 1264 Common-Control Switching (1-1-0)

	L		

This course presents an overview of telecommunications IP switching. Topics include the study of digital switching systems. Emphasis will be placed on IP switching systems and their growing importance in the industry. One classroom hour per week. 1 semester hour credit.

TEL 1265 Introduction to Computers (3-2-2)

	L		

This is an introductory course in computers and software. The class explains computer systems and their uses. Content explores computer history, computer hardware devices, and software. Office productivity software and other types of applications and utilities will be demonstrated and used in this course. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

TEL 1266 Fundamentals of Telecom (3-3-0)

	L		

This course presents an overview of the telecommunications industry from its telegraphic origins to current fiber and wireless technology. Topics include technical terms, the color code, cable and splice types, POTS loops, CO functions transmission modes and cable termination methods. A variety of occupational opportunities are discussed. Three classroom hours per week. 3 semester hours credit.

TEL 1271 Basic Cable Splicing (3-1-4)

	L		

This course provides a hands-on approach to outside plant cable splicing. Students will apply free-breathing, pressurized, and buried closures. Pedestal splicing will also be performed. Students will gain hands-on experience in the use of splicing machines as well as cable testing equipment and troubleshooting techniques. Optical fiber splicing is also covered. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

TEL 1272 Business Comm Systems I (3-1-4)

	L		

This course provides hands-on instruction in the installation of multi-line telephone equipment and various types of electronic key telephone systems. Students will install, program, and demonstrate a system complete with features. Routing, termination, and testing of category 5e and category 6 cabling and wiring devices will be addressed with punch down skills to be practiced.
One classroom hour per week. Four lab hours per week. 3 semester hours credit.

TEL 1273 Electronics in Telecom (4-4-0)

	L		

This course will provide the basic knowledge of electronics needed by a telecom technician. Topics discussed include DC and AC voltage, current flow, resistance, impedance, Ohm's law, and telecommunications circuits. The use of the VOM meter and other test gear is covered. Four classroom hours per week. 4 semester hours credit.

TEL 1274 Station Installation (3-1-4)

	L		

This hands-on course instructs students in the skills of installing residential communication system wiring from the cable terminal to the jack. Topics covered include planning the install, aerial and buried drop services, cat 3, 5e and 6 cabling, fishing walls, terminating jacks, testing various telecom services, and troubleshooting POTS loops. The installation of "Triple Play" vdv services is also covered. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

TEL 1275 Computer Applications (4-2-4)V

	L		

This is the second of two computer courses designed to educate the student about computers and their use. The focus of instruction is on application software. Spreadsheet, database, and communications software will be covered during this course. The lecture portion will explain what these applications are and what they can do, while the lab section will require the student to actually use the software to do work. Two classroom hours per week. Four lab hours per week. Variable 1-4 semester hours credit. Repeatable 3 times.

TEL 1276 Working Aloft (2-1-2)

	L		

This course is an introduction to the methods, materials, tools and safety practices used in various aspects of working aloft in telecommunications industry outside plant. It includes experiences in pole climbing, splicer's platform, and the ladder sling, seat and 28-ft. ladder. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

TEL 2200 Internship in Telecommunications (5-0-25)

	L		

The student will be placed with a firm in the Telecommunications field for on-the-job training. Interns will receive technical instruction and counseling in various aspects of the telecom business. Job health and safety will be stressed. 75 on-the-job hours per credit. 375 on-the-job hours equal 5 semester hours credit. Twenty-five lab hours per week. 5 semester hours credit.

TEL 2204 Fiber Optic Test Equipment (0.5-0.5-0)

	L		

This course will provide hands-on instruction in the use of fiber optic test equipment. Both acceptance testing and troubleshooting are discussed. Testing is accomplished with the OTDR, Light Source and Power Meter. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2205 Fiber Optic Cable Restoration (0.5-0.5-0)

	L		

This course varies from one company to another and year to year depending on company specifications and technological developments. It will guide the craftsperson in pre-cut preparation, damage assessment, temporary restoration, and eventual permanent repair and/or section replacement. Mechanical splice restoration is stressed. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

TEL 2206 Fiber Terminating for LANs (1-1-0)

	L		

This course will provide hands-on instruction in the installation of various fiber optic connectors such as SC, ST and FC. Additional topics include LAN configurations, installation and testing using power meters and the OTDR. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

TEL 2217 Load Coils And Line Treatments (0.5-0.5-0)

	L		

This course will provide the student with the background and theory of the operation of cable load coils and other line treatments. The applications of load schemes and load systems as well as build-out capacitors and lattices are discussed. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

TEL 2218 Buried Cable Locating (0.5-0.5-0)

	L		

This course will utilize state-of-the-art cable locating equipment to provide instruction for locating the path and depth of buried telephone cables. Theory and background of test equipment is discussed. PREREQUISITE: Equivalent industry experience. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

TEL 2221 Cable Fault Analysis (0.5-0.5-0)

	L		

A common sense approach to cable fault analysis, this course will provide the technician with the knowledge and skills to identify and analyze faults in communications cables. Topics covered include electrical properties of cable, faults caused by splicer's errors, and the four electrical defects to be found in existing cables. Also discussed are methods for cable acceptance testing. Various test equipment is utilized including the VOM, open and resistive fault analyzers and the TDR. Techniques such as section analysis and cable halving are compared. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

TEL 2250 T-1 Primer (0.5-0.5-0)

	L		

This course is designed to give an introductory exposure to T-1 Carrier Systems, which is one of the fundamental digital carrier systems used in Telephony today. The student will be shown why digital carrier systems are preferred over analog and how analog signals can be digitized as to be transmitted over digital systems. The multiplexed digital signal structure is discussed along with some of the equipment used in processing and transmitting such signals. A brief examination of system faults and troubleshooting techniques for both ISP and OSP is also included. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2252 Developments in Telecom I (1-1-0)

	L		

This course will provide students an opportunity to visit telecommunications locations having new or experimental equipment and/or materials. Students will be able to observe new methods and ask questions of telecom employees. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

TEL 2253 Developments in Telecom II (1-1-0)

	L		

This course will provide students an opportunity to hear guest speakers from industry as they relate education to new telecommunications techniques. Students are encouraged to question industry representatives regarding emerging technologies. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

TEL 2254 Fiber Optic Splicing (0.5-0.5-0)

	L		

This industry-orientated course will provide hands-on instruction in the various splicing and closure methods used for fiber optic cables. Fusion as well as mechanical splicing techniques will be stressed. Use of fiber strippers and cleavers is covered. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

TEL 2255 Electronic Key Programming (1-1-0)

	L		

This industry-oriented course deals with using software and programming electronic key telephone systems. One classroom hour per week. 1 semester hour credit.

TEL 2257 Home Phone Systems (1-1-0)

	L		

This course is designed to let the individual users of telephone equipment exercise the right of ownership of their telephone equipment and to become aware of deregulation laws and conditions. One classroom hour per week. 1 semester hour credit.

TEL 2258 EPABX Programming (1-1-0)

	L		

This industry-oriented course will provide instruction in the programming of various types of EPABXs. Both strapping and remote programming are discussed. One classroom hour per week. 1 semester hour credit.

TEL 2259 Modular Cable Splicing (0.5-0.5-0)

	L		

This industry-oriented course will provide instruction in the set-up and use of modular splicing techniques using the 3M-MS2, and AT&T 710 splicing rigs. Both aerial and pedestal splices are considered. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

TEL 2261 Bonding and Grounding (0.5-0.5-0)

	L		

This course will present the theory and practices involved in the bonding and grounding of communications systems. Particular attention is given to outside plant cables, and C.O. grounding. National Electric Safety Code specifications are used where applicable. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2263 Structured Cabling Systems (1-0-2)

	L		

This course provides instruction in the installation of a variety of communications cabling systems. Routing, termination, and testing of twisted pair UTP, coaxial, and fiber cables will be addressed. Two lab hours per week. One semester hour credit.

TEL 2264 Introduction to Fiber Optics (3-2-2)

	L		

This course will study the aspects of fiber optics as they relate to telecommunications and computer interconnect. Topics such as connectors, fusion and mechanical splicing, splice closures, cable installation, and maintenance will be covered. the theory and technology involved in the use of fiber optics is also covered. This course will give the student the opportunity to achieve industry certification from the Fiber Optic Association. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

TEL 2281 Outside Plant Construction (4-2-4)

	L		

This course will focus on the placement of aerial, buried and underground cables and the locating of buried facilities. Emphasis will be placed on directional boring techniques and underground confined spaces safety. Some aerial placement will be studied. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

TEL 2282 TDM Switching Technology (3-1-4)

	L		

This course introduces the student to the technology, equipment, and procedures used in TDM telephony switching. Discussions of how calls are switched, features that are available, how to install, setup, administer and maintain digital switches are included. In the lab section the students actually install, setup, and administer TDM switching equipment. Maintenance and troubleshooting of the equipment is also highlighted. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

TEL 2283 Digital Electronics (1-1-0)

	L		

Digital technology is dominating the telecommunications industry so students will need to understand basic digital fundamentals and devices. In this course students will learn the basic principles of commonly used digital circuits and how they apply to the Telecommunications Industry. One classroom hour per week. 1 semester hour credit.

TEL 2284 Data Communications I (4-4-0)

	L		

This course addresses the terminology, technology, equipment, and procedures used to transmit data from one location to another. The class progresses from analog modems on through digital transmissions. Specific emphasis is placed on understanding, designing, and installing Local Area Networks. Four classroom hours per week. 4 semester hours credit.

TEL 2287 IP Convergence (2-2-0)

	L		

This course will study the basics of the "Triple Play", which includes the convergence of voice, data, and video to the customer premises from the central office. Students will be engaged in understanding the overall technology, equipment and materials needed to set up a converged voice, data, and video service onto a single medium. Circuit set-up, testing, and troubleshooting will be demonstrated. Provisioning of applicable software and hardware will be discussed. Two classroom hours per week. 2 semester hours credit.

TEL 2288 Computer Telephony I (5-3-4)

	L		

This is an introductory course that addresses the technology, equipment, and procedures used to transmit data from one location to another, including the central office. Starting with the basics, the class progresses through analog transmission through the use of modems, digital transmission, and computer networking. Three classroom hours per week. Four lab hours per week. 5 semester hours credit.

TEL 2291 OSP Cable Maintenance (4-2-4)

	L		

This course is designed to teach the student the skills needed to troubleshoot, repair and maintain OSP telecom cables. Topics covered will include electrical parameters, fault analysis, test equipment selection, fault locating, section analysis, pressurized cables, and cable repair techniques. Two classroom hours per week. Six lab hours per week. 5 semester hours credit.

TEL 2292 Business Comm Systems II (4-2-4)

	L		

This course addresses the installation, programming, demonstration, and maintenance of electronic key telephone systems. A variety of brands and models of electronic key systems will be covered with each student completing the installation and demonstration of several systems. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

TEL 2293 Advanced Switching Technology (5-3-4)

	L		

This course is an extension of the Introduction to Switching Technology course and discusses Central Office technology in greater detail. The lecture portion of the class focuses on the various types of equipment found in the Central Office, including their functionality, installation, setup and administration. In the lab section students actually install, set up, and administer Central Office equipment. Maintenance and troubleshooting of the equipment is also highlighted. Three classroom hours per week. Four lab hours per week. 5 semester hours credit.

TEL 2294 Digital Transmission Networks (3-3-0)

	L		

This course gives the student a working knowledge of digital carrier systems and demonstrates why they are superior to analog transmission systems. Analog to digital signal conversion is covered, followed by an explanation of how digital signals are multiplexed to form communication networks. The equipment used to implement digital carrier systems is discussed, as are procedures used in testing, troubleshooting, and maintaining such systems. The student will receive practical training in installation and maintenance of digital carrier systems. Three classroom hours per week. 3 semester hours credit.

TEL 2295 Telecommunications Conspectus (3-3-0)V

	L		

This course highlights the major areas of technological updates as they pertain to the Inside Plant, Outside Plant, and Interconnect Industries. A brief review of each area of concern will allow the student to recall previous training and apply it to current and upgraded telecommunications

systems and devices. Three classroom hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

TEL 2296 Emerging Technologies (1-1-0)

	L		

The Telecommunications Industry undergoes constant change as new technologies are developed. This course introduces students to new technologies as they emerge. As technological advances occur, discussions will focus on how they will affect the Telecommunications Industry. The functions and impact of each new technology will be explored. One classroom hour per week. 1 semester hour credit.

TEL 2297 Data Communications II (3-2-2)

	L		

This course is the second of two and will go into selected data communications systems in greater depth. The design, equipment, setup and software programming of actual systems will be taught. Verification of correct operation and troubleshooting will be covered. Topics will also include routers, wide-area networks and wireless communications. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

TEL 2298 Computer Telephony II (4-2-4)

	L		

This is the second of two computer telephony courses and will allow students to gain hands-on experience with selected data communications equipment used in the telephony industry. The design, equipment, setup, and software programming of actual systems will be taught. Verification of correct operation and troubleshooting will also be covered. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

TEL 2299 Advanced Cable Splicing (3-2-2)

	L		

This course will study advanced tasks assigned to telecom cable splicers. Topics will include cable transfers, qualifying pairs for ADSL, cable pair treatments, application of advanced closures, and fiber splicing & testing. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

TEL 2601 Fiber Optics in Outside Plant (0.5-0.5-0)

	L		

This course will present an overview of fiber optic equipment and materials as used in telephone outside plant. Background and theory are discussed. Long-haul fiber systems are stressed. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2602 Fusion Splicing Optical Fibers (0.5-0.5-0)

	L		

This course will provide hands-on instruction in the use of the single mode fusion splicer. Manual, semi-auto, and fully automatic fusers are covered. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2603 Mechanical Splicing Optical Fibers (0.5-0.5-0)

	L		

This course will provide hands-on instruction in the application of a variety of mechanical fiber optic splices Testing will be accomplished with the OTDR. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2611 Introduction to OSP Cable Splicing (0.5-0.5-0)

	L		

An overview of telephone cable splicing is presented. Topics include color code, connectors, closures, and cable types. This course is designed for those students with no previous knowledge of cable splicing. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2612 Cable Splicing in Pedestals (0.5-0.5-0)

	L		

This course will discuss the techniques, tools, and materials used to splice buried telecom cable in pedestals. A wide variety of specifications and methods are studied, including shield bonding, grounding and the sealed plant concept. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2613 Buried Splice Closures (0.5-0.5-0)

	L		

This course provides instruction in the current techniques and materials used in completing a buried cable splice. Both re-enterable and non-reenterable closures are discussed. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2614 Aerial Splice Closures (0.5-0.5-0)

	L		

This course will familiarize the student with current practices and materials used in closing aerial cable splices. Both pressurized and free-breathing closures are examined. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2615 Aerial Terminal Splicing (0.5-0.5-0)

	L		

This course is designed to provide instruction in the application of pressurized and free-breathing terminals. Discussed are ready access, limited access and fixed-count terminals. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2616 Connectors for Cable Splicing (0.5-0.5-0)

	L		

This course will provide instruction in the application of many state-of-the art paired conductor connectors. Pair-at-a-time as well as modular connections are studied. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2619 Buried Cable Fault Location & Repair(0.5-0.5-0)

	L		

This course will familiarize the student with the various methods and equipment used in locating and repairing faults in buried telephone cables. PREREQUISITE: Equivalent industry experience. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2620 Aerial Cable Fault Loc & Repair (0.5-0.5-0)

	L		

This course will familiarize the student with the various methods, tools and equipment used in locating and repairing faults in aerial telephone cables. Free-breathing and pressurized cables are discussed. PREREQUISITE: Equivalent industry experience. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2631 Fundamentals of Wireless I (0.5-0.5-0)

	L		

This course provides an introduction to the basic aspects of wireless telephony. It provides an overview from the historical and regulatory aspects to control and voice channel structure, antenna systems, mobile units, and health issues. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

TEL 2632 Fundamentals of Wireless II (1-1-0)

	L		

This course provides a thorough introduction to the basic aspects of wireless telephony, including cellular and PCS systems. It provides an overview from the historical and regulatory aspects to control and voice channel structure, antenna systems, mobile units and health issues. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

TEL 2633 Fundamentals of Wireless III (2-2-0)

	L		

This course provides a detailed introduction to the basic aspects of wireless telephony, including cellular, PCS and satellite systems. It provides an overview from the historical and regulatory aspects to control and voice channel structure, antenna systems, mobile units, and health issues. It includes extensive information on mobile installations. Two classroom hours per week. 2 semester hours credit. Repeatable 3 times.

TEL 2641 Intro to Data Communications (1-1-0)

	L		

This course is designed to provide a basic understanding of Data Communications. The course begins with an explanation of the concepts and theory behind data communications. Because a basic understanding of digital methods is necessary to keep up with today's technology these methods will also be discussed. Further topics covered include: Terminology, Hardware, Network Architecture, Protocols, and Communications Media. Digital Multiplexing Systems such as T-1, ISDN, and SONET will be discussed as they apply to Data Transmission. One classroom hour per week. 1 semester hour credit.

TEL 2644 Basic Computer Hardware (0.5-0.5-0)

	L		

This course is designed to educate people, with little or no knowledge of computers, about the basics of the machine. The focus of the course will be on the hardware aspects of computers and will cover most all hardware types. Disk drive, memory, keyboards, monitors, the mouse, modems and printers are some of the devices covered. After a student takes this course, they should feel more at ease around computers and be more inclined to use them as computers are put to use in our world. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2651 Fundamentals of Electricity/Telecom(0.5-0.5-0)

	L		

This course is designed to familiarize the technician with the basic units of electrical measurement such as amps, ohms, volts and watts. Specialty telecom circuits are also studied. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2653 T-1 Fundamentals (1-1-0)

	L		

This course is designed to give a student with very little prior exposure a working knowledge of T-1 digital carrier systems. The course begins with a discussion of the history of the T-1 carrier and why it proves to be superior to analog systems of transmission. Analog to digital signal conversion is explained, as well as how multiple digital signals are multiplexed into a T-1 signal. The equipment that is used to implement and test T-1 carrier systems will also be discussed. The course finishes with procedures used to test, troubleshoot and maintain T-1 transmission facilities. One classroom hour per week. 1 semester hour credit.

TEL 2654 T-1 Digital Carrier Systems (3-3-0)

	L		

This course is designed to give a student with very little prior exposure a working knowledge of T-1 digital carrier systems. The course begins with a discussion of the history of the T-1 carrier and why it proves to be superior to analog systems of transmission. Analog to digital signal conversion is explained, as well as, how multiple digital signals are multiplexed into a T-1 signal. Various pieces of equipment that are used to implement and test T-1 carrier systems will also be discussed. Procedures used in testing, troubleshooting and maintaining T-1 transmission facilities are covered. The student will receive practical demonstrations and exercises dealing with the installation and maintenance of T-1 carrier systems. Three classroom hours per week. 3 semester hours credit.

TEL 2663 Exposing Buried Cable (1-1-0)

	L		

This course will provide an overview of what must be considered when excavation is required to repair, replace or newly install telecommunications cable. Safety awareness is a top priority, as well as maintaining telecommunications system integrity. A trencher/backhoe demonstration may be performed. One classroom hour per week. 1 semester hour credit.

TEL 2664 Excavation for Cable Work (1-1-0)

	L		

This course will provide a detailed look at what needs to be considered when excavation is required to repair, replace or newly install telecommunications cable and/or duct lines. Safety awareness is a top priority, as well as maintaining telecommunications system integrity. Facility locating procedures and requirements will be discussed for telcos and other utilities that may be involved in the excavation. A cable excavation and trenching demonstration may be performed. Different types of machinery and digging methods will be discussed. One classroom hour per week. 1 semester hour credit.

TEL 2665 Digging Up Buried Cable (0.5-0.5-0)

	L		

This course will familiarize the students with the techniques and procedures that can and should be used when digging up buried telecommunications cable. Safety is a top priority as well as following regulation guidelines. A digging demonstration will be performed. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2670 Defensive Driving (0.5-0.5-0)

F	L	O	W

This course is designed to promote safe driving habits and instruct drivers in methods of collision avoidance. The two-second rule and use of restraint systems are stressed. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

TEL 2691 Telecom Industry Internship I (5-0-25)V

	L		

The student is supervised in an on-the-job training experience. Safety on the job will be stressed. Each intern will receive instruction and counseling in various technical aspects of the employer's business. Twenty-five internship hours per week. Variable 1 to 5 semester hours credit.

TEL 2692 Telecom Industry Internship II (5-0-25)V

	L		

The student is supervised in an on-the-job training experience. Safety on the job will be stressed. Each intern will receive instruction and counseling in various management aspects of the employer's business. Twenty-five internship hours per week. Variable 1 to 5 semester hours credit.

TEL 2693 Developments in Telecom III (0.5-0.5-0)

	L		

This course will provide an opportunity for students to receive exposure to the latest emerging technologies in telecommunications through demonstrations of experimental equipment and use of new materials. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

TEL 2694 Developments in Telecom IV (1-1-0)

	L		

This course will provide an opportunity for students to receive exposure to new methods and materials through visiting lecturers and new product testing. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

TEL 2695 Developments in Telecom V (2-2-0)

	L		

This course will provide an opportunity for students to receive exposure to the latest telecom technologies through field trips to industry-related field trial sites, guest speakers and exploration of new techniques in telecommunications. Two classroom hours per week. 2 semester hours credit. Repeatable 3 times.

THM 1201 Intro to Massage Therapy (1-0.5-1)

		O	

In this introductory course, students will learn about massage therapy techniques and principles. Emphasis is placed on classic western massage techniques. Topics covered will include general principles for giving massage, benefits, contraindications, basic strokes, and elementary anatomy and physiology. Successful completion with a grade of C or better is required prior to admission the Massage Therapy program. One-half classroom per week. One lab hour per week. 1 semester hour credit.

THM 1205 Foundations of Massage Therapy (2-2-0)

		O	

This course exposes the student to major concepts, terminology, and the legal and ethical issues involved in therapeutic massage. Topics include history, contemporary development, various massage systems, professional ethics, scope of practice, and contemporary issues in the profession. PREREQUISITE: BOC 1225 Introduction to Medical Terminology, LSC 2111 Human Anatomy & Physiology I, THM 1201 Intro to Massage Therapy. CO-REQUISITE: LSC 2112 Human Anatomy & Physiology II, THM 1210 Massage Therapy I. Two classroom hours per week. 2 semester hours credit. Repeatable 1 time.

THM 1206 Muscular Skeletal Systems (3-2-2)

		O	

This course provides a thorough examination of the following: muscles (their origins, insertions, and actions), bones, nerves, and functions of the body's systems. Class time is divided between lecture and hands-on experience to enable students to integrate the materials fully, including building the muscles on a plastic model. Emphasis is placed on studying and analyzing human structure and the effect on body functions. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 1 time.

THM 1210 Massage Therapy I (4-2-4)

		O	

Basic theory and techniques of massage therapy are introduced and expanded in this beginning course. Course content includes benefits, indications, contraindications, draping, body mechanics, client interviews, chair massage, equipment and supplies. Massage techniques combine to culminate in a full body massage. PREREQUISITES: BOC 1225 Introduction to Medical Terminology, LSC 2111 Human Anatomy & Physiology I, THM 1201 Intro to Massage Therapy. CO-REQUISITE: LSC 2112 Human Anatomy & Physiology II, THM 1205 Foundations of Massage Therapy. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

THM 1211 Massage Therapy Anatomy/ Physiology I (4-3-2)

		O	

This course is designed to provide the massage therapy student with an overview of anatomy and physiology and to initiate the study of the structure and function of cells and tissues and some systems of the human body. These systems include: integumentary, skeletal, muscular, urinary and reproductive. Function and structure of these systems as related to therapeutic massage and bodywork is explored. Kinesiology and biomechanics are introduced with the muscular system. Heavy emphasis is placed on the musculoskeletal system, including origin, insertion, action and anatomical landmarks, and other components such as tendons, joints and ligaments. Identification of anatomical structures is practiced through use of visualization, palpation and examination. PREREQUISITES: THM 1201 Intro to Massage Therapy and BOC 1225 Introduction to Medical Terminology or equivalent or consent of instructor. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

THM 1212 Massage Therapy Anatomy/ Physiology II (4-3-2)

		O	

This course continues to introduce the massage therapy student to the structure and function of the systems of the human body. These systems include: nervous, endocrine, cardiovascular, lymphatic, respiratory and digestive. Emphasis continues on the relationship of the function and structure of these systems as they relate to application of therapeutic massage and bodywork. Special focus is placed on peripheral nerves and cranial nerves most relevant to the massage therapist. Effects of massage on the autonomic nervous system and its impact on cardiovascular, lymphatic and digestive functions will be specifically addressed. PREREQUISITES: THM 1201 Intro to Massage Therapy and BOC 1225 Introduction to Medical Terminology or equivalent or consent of instructor. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

THM 1214 Massage Therapy Pathophysiology (4-3-2)

		O	

This course focuses on the nature and causes of diseases which result in functional or physiologic changes in the body. Psychosocial conditions will also be addressed. Signs and symptoms, prognosis and treatment will be discussed with consideration to complementary therapies and indications/contraindications for massage therapy. PREREQUSITES: THM 1211 Massage Therapy Anatomy/Physiology I or LSC 2111 Human Anatomy & Physiology I and THM 1212 Massage Therapy Anatomy/Physiology II or LSC 2112 Human Anatomy & Physiology II or consent of instructor. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

THM 1215 Massage Therapy II (4-2-4)

		O	

This course introduces the massage therapy student to intermediate level therapeutic techniques. Joint movements, body mobilizations, hydrotherapy, Tia-Yoga, pre-natal massage, infant massage, sports massage, stretching and exercise are incorporated in theory and hands-on classes. Contemporary massage and bodywork topics include myofascial techniques, trigger point therapy, foot reflexology, and others. Massage therapy for special populations ready the student for their clinical experiences. PREREQUISITES: LSC 2111 Human Anatomy & Physiology I, THM 1205 Foundations of Massage Therapy, THM 1210 Massage Therapy I - concurrent enrollment allowed for accelerated certificate. CO-REQUISITE: THM 1250 Massage Therapy Clinical I. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

THM 1220 Massage Therapy III (4-2-4)

		O	

Asian bodywork traditions are presented in this course including Acupressure, Shiatsu and acupuncture. Reiki and Cranial-Sacral Therapy are also covered. Nutrition, stress reduction, assessment, treatment planning, and specific conditions addressed by massage therapy complete this course. PREREQUISITE: THM 1215 Massage Therapy II, THM 1250 Massage Therapy Clinical I. CO-REQUISITE: LSC 2114 Intro to Human Pathophysiology and THM 1255 Massage Therapy Clinical II. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

THM 1230 Massage Therapy Bus Practices (3-3-0)

		O	

This course provides an introduction to the major aspects of building and maintaining a successful massage therapy practice. Topics covered include starting a new practice, establishing a bookkeeping system, maintaining client records, and delivering a business plan. PREREQUISITE: THM 1201 Intro to Massage Therapy. Three classroom hours per week. 3 semester hours credit. Repeatable 1 time.

THM 1250 Massage Therapy Clinical I (3-0-3)V

		O	

This course is a supervised clinical experience designed to provide training and practical experience in therapeutic massage. Basic first aid and cardiopulmonary resuscitation (CPR) techniques and principles are incorporated. Students must spend 30 hours at on- or off-campus locations experiencing real-life application of massage techniques. In addition, students will complete 20 outreach/community hours. PREREQUISITES: LSC 2112 Human Anatomy & Physiology II, THM 1201 Intro to Massage Therapy, & THM 1210 Massage Therapy I - concurrent enrollment allowed for accelerated certificate. CO-REQUISITE: THM 1215 Massage Therapy II. Three lab hours per week. Variable up to 3 semester hours credit.

THM 1255 Massage Therapy Clinical II (3-0-3)V

		O	

This course is a supervised clinical experience designed to provide training and practical experience in therapeutic massage. Students must spend 30 hours at on- or off-campus locations experiencing real-life application of massage techniques. In addition, students will spend eight hours in seminar discussing clinical situations. PREREQUISITES: THM 1215 Massage Therapy II and THM 1250 Massage Therapy Clinical I. CO-REQUISITE: LSC 2114 Intro to Human Pathophysiology and THM 1220 Massage Therapy III. Three lab hours per week. Variable up to 3 semester hours credit.

THM 1260 Massage Therapy Review (1-1-0)V

		O	

This course provides a comprehensive review of content needed to take the massage therapy licensing exam. This course reviews knowledge, skills, and attitudes essential for entry-level massage therapy practice. Self-assessment of knowledge and skills is emphasized. Test-taking skills are addressed and evaluated through practice tests. PREREQUISITE: Instructor consent only. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

THM 1262 Ethics for Massage Therapy (2-2-0)V

		O	

This course is designed to instruct students in essential personal success skills and ethical standards for the massage therapy profession. Course will include study and practice of self-improvement, time management, stress management, interpersonal communication, problem solving/critical thinking, character development, accountability, responsibility, self-esteem, values and ethics. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

THM 1298 Topics and Issues in Massage Therapy (6-3-6)V

		O	

Seminars are presented that address professional and practice issues of therapeutic massage and application of massage in diverse settings with varied populations. Through presentations, discussion, and hands-on experiences students develop knowledge and skills in therapeutic massage and body work. Topics may include licensing, certification and ethics of practice, updates on health conditions that benefit from massage therapy and specific techniques for the condition. Other topics may include teaching massage to caregivers. Three classroom hours per week. Six lab hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 1 time.

THM 1601 Massage Advanced Modalities (6-5-2)V

		O	

This course is designed to refresh or upgrade knowledge and skills of practicing massage therapists and to advance knowledge and skills of massage therapy students. An in-depth course is provided which covers indications, contraindications, techniques and adaptations for life-span considerations of the therapeutic massage/body work modality. Through demonstration and return demonstration application of the modality is practiced. Five classroom hours per week. Two lab hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

TQM 1201 Quality: An Organizational Strategy (3-3-0)

F	L		

This is an introductory course in Total Quality Management. Topics covered in this course include: a rationale for quality in business, an examination of second-wave gurus; industry, and agencies; the history of quality; trends in the quality movement; national quality awards and criteria; Hoshin planning; approaches to quality; and the future of quality management. Three classroom hours per week. 3 semester hours credit.

TQM 1202 Covey's Seven Habits (3-3-0)

	L		

This class examines the teachings of Dr. Stephen R. Covey as outlined in the book The Seven Habits of Highly Effective People with additional material from his books First Things First and Principle Centered Leadership. The student will be invited to compare current practices in their personal and professional life to the models presented with an emphasis on developing action plans for improving personal leadership and effectiveness in all their relationships. Comparison and contrasts are drawn between the seven habits and the teaching of other personal leadership authors. Three classroom hours per week. 3 semester hours credit.

TQM 1203 Customer and Quality Improvement (3-3-0)

	L		

This course is designed to teach students techniques of focusing the organization on the needs of the customer. Topics include: listening to the customer; service strategies; standards and performance measurements; empowerment and training; recognition and reward for success; service culture; introduction to quality functions; process planning and control; and failure analysis. Three classroom hours per week. 3 semester hours credit.

TQM 1204 Process Improvement (3-3-0)

	L		

This course is an in-depth survey of the tools of process improvement. Topics in this course include: introduction to improvement processes; voice of the process and voice of the customer; elements of a process; the Deming cycle; basic process improvement concepts; mapping processes; process improvement models; making quality management work; and people, culture, and process improvement. Three classroom hours per week. 3 semester hours credit.

TQM 1205 Internal/External Quality Standards (3-3-0)

F	L		

In this course, students learn certification procedures and the design of internal and external standards that apply to organizations. Topics in this course include: definitions of quality standards; certification and registration; critical factors for certification; types of standards; ISO 9001; common elements of Q9000 series; selecting appropriate standards; and benefits and detriments of auditing. Three classroom hours per week. 3 semester hours credit.

TQM 1206 Project Management (3-3-0)

	L		

In this course, students use tools and techniques to organize, plan, implement, manage and evaluate short and long-term projects. Topics in this course include: an introduction to project management; project mission and objectives; work breakdown; scheduling resources; resource allocation and constraints; capacity planning; organization and staffing; and project management software. Three classroom hours per week. 3 semester hours credit.

TQM 1208 Continuous Improvement Strategies (3-3-0)V

F	L		

This course reviews the basic assumptions underlying the movement toward quality improvement and introduces skills and techniques of process management and quality planning. Participants examine a Total Quality Management (TQM) model and challenge previously held assumptions about how organizations should be managed. The elements described in the model include customer service, group process, scientific methods, and leadership. Participants are introduced to tools of process management, process flowcharting, process monitoring and problem solving. They will spend time learning how to improve and develop a process. They will use the seven management and planning tools within a planning process and identify the positive outcomes of applying quality improvement strategies. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

TQM 1210 Managing Customer Service (4-4-0)V

F	L		

Attracting and keeping customers in a highly competitive business environment is challenging. Consistently delivering the "service edge" that keeps customers coming back distinguishes the successful business from the rest. The manager plays a critical role in working with staff to identify customers and define methods to effectively communicate with those customers. The major emphasis of this course is on empowerment, working with staff to ensure that they are: knowledgeable about their customers and how to best serve them, familiar with techniques to handle complaints, and

comfortable with their role as "the company" in each moment of truth. Four classroom hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

TQM 1211 Managing Customer Service II (0.5-0.5-0)

F	L	O	W

Attracting and keeping customers in a highly competitive business environment is challenging. Consistently delivering the "service edge" that keeps customers coming back distinguishes the successful business from the rest. The manager plays a critical role in working with staff to identify customers and define methods to effectively communicate with those customers. The major emphasis of this course is on empowerment, working with staff to ensure that they are: knowledgeable about their customer and how to best serve them, familiar with techniques to handle complaints, and comfortable with their role as "the company" in each moment of truth. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

TQM 1212 Team Leader and Facilitator Training (6-6-0)V

	L		

Facilitators and team leaders hold key positions within a team structure. They handle a variety of administrative and promotional duties necessary for the successful operation of the team. A highly skilled facilitator or leader must have comprehensive knowledge of team concepts, methods, tools, and techniques. In addition, they must have an in-depth knowledge of group dynamics and group processes. The facilitator and leader must be able to resolve conflicts and assist the team in reaching consensus. This course prepares the student for the challenging role as either the team facilitator or the team leader. During this course the students will learn to function as team leaders and team facilitators. The work begins with an overview of quality concepts and a review of team development. In-depth involvement in problem-solving techniques, decision making, conflict resolution, and presentation skills help prepare the student to facilitate or lead cross-functional and work unit teams. Six classroom hours per week. Variable 0.5 to 6 semester hours credit.

TQM 1213 Team Leader and Facilitator II (6-6-0)V

	L		

Facilitators and team leaders hold key positions within the total quality improvement (TQI) structure. They handle a variety of administrative and promotional duties necessary for the successful operation of the team. A highly skilled facilitator or leader must have comprehensive knowledge of TQI concepts, methods, tools, and techniques. In addition, they must have an in-depth knowledge of group dynamics and group processes. The facilitator and leader must be able to resolve conflicts and assist the team in reaching consensus. This course will review the skills necessary for the challenging role as either the team facilitator or the team leader. During this course the students will review the function of team leaders and team facilitators. The work begins with an overview of quality concepts and a review of team development. In-depth involvement in problem-solving techniques, decision making, conflict resolution, and presentation skills help upgrade the skills of the student to facilitate or lead cross-functional and work unit teams. Six classroom hours per week. Variable 0.5 to 6 semester hours credit.

TQM 1214 Team Building and Development (1.5-1.5-0)V

F	L		

Teams are groups of people that work together toward common ends, and they are the cornerstone of the Total Quality Improvement process. Teams can best solve problems because they have the expertise and are closest to the unit of work itself. They solve problems by using tools and techniques to study, measure, and build consensus around issues. The multitude of interests and opinions they represent makes team involvement essential to long-term elimination of problems and errors. Teamwork can be defined as a joint action by a group wherein each individual subordinates his or her interests and opinions to the unity and interest of the group. In the team environment open communication, respect for opinions, and rights of others are paramount. In this context, teamwork is not only desired--it is required if meaningful changes are to occur in the organization. This course prepares participants to be effective members of teams. It fosters active involvement of members using appropriate tools and strategies that make the team processes efficient & effective. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

TQM 1216 Conflict Resolution & Consensus Building (4-4-0)V

F	L		

This course will prepare the student to deal with conflict and confrontation in the workplace. This course explores the guiding principles and protocol of conflict resolution and consensus building. The student will learn why conflict is inevitable, and positive ways to approach conflict. The student will learn the two main reasons conflicts occur, and whether it is really a conflict or a misunderstanding. They will develop techniques to deal with dirty tactics and unreasonable requests. Four classroom hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

TQM 2204 4 Roles of Leadership (3-3-0)

	L		

In this course, students examine leadership and management skills which are consistent with quality improvement. Topics in this course include: common ground and history of leadership; introduction to the seven habits; Deming's 14 points and leadership; transformational leadership; control theory. Three classroom hours per week. 3 semester hours credit.

TQM 2205 Leadership in Management (4-4-0)V

F	L	O	W

This course may be taught in conjunction with local business and industry. Students examine leadership and management skills which are consistent with total quality management. Topics include: interpersonal skills, managing individual performance, developing team performance, making organizational impact, managing change and innovation, problem solving for individuals and teams, and developing front-line leaders. Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

TRA 1221 Electrical Wiring (3-2-2)

F	L	O	W

Electrical Wiring involves studying house plans, determining the number of circuits required, switch control of lighting circuits, special purpose outlets, and the use of electrical

heat cable. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

TRA 1298 Special Topics in Mechanics & Repair (6-6-0)V

F	L	O	W

Application of mechanical principles to specific problems in mechanics and repairs technology through case studies, simulation, special projects or problem-solving procedures. PREREQUISITE: Approval of instructor. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

TRA 1601 Instrument Flying I (2-2-0)

F	L	O	W

This course is designed to provide the student with information necessary to understand instrument flying. Topics include aircraft instruments, piloting, geography, Federal Aviation Regulations, medical and safety factors, meteorology, and federal airways and controlled airspace. The course will be useful to instrument and non-instrument pilots. Students must hold either a private pilot's license or have passed the private pilot written exam, or have completed TRA 1611 with a grade of C or better. PREREQUISITE: TRA 1611 Introduction to Aviation Ground School. Two classroom hours per week. 2 semester hours credit.

TRA 1602 Instrument Flying II (2-2-0)

F	L	O	W

This course is a continuation of TRA 1601. Topics covered include federal regulations, ATC structure, functions, operations and procedures, navigational instruments, communications, charts, planning, and emergencies. Emphasis is directed toward the needs of the local pilot's community and aviation environment. A private pilot's license is required. PREREQUISITE: TRA 1601 Instrument Flying I. Two classroom hours per week. 2 semester hours credit.

TRA 1603 Introduction to Metalworking (3-2-2)

F		O	W

Function, care, and use of lathes, mills, shapers, drills, and grinders are emphasized. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

TRA 1604 Woodworking I (6-5-2)V

F	L	O	W

The purpose of this course is to teach the fundamental skills of machine tools. Students have an opportunity to work in the following areas: furniture construction, furniture repair, cabinet making, wood burning. Students complete at least one major project. Five classroom hours per week. Two lab hours per week. Variable 1 to 6 semester hours credit. Repeatable 3 times.

TRA 1605 Woodworking II (6-5-2)V

F	L	O	W

This course covers procedures, processes and materials involved in finishing wood and furniture. Five classroom hours per week. Two lab hours per week. Variable 1 to 6 semester hours credit. Repeatable 3 times.

TRA 1606 Woodworking III (6-5-2)V

F	L	O	W

The course covers furniture of different periods concentrating on identification and restoration of antiques. Five classroom hours per week. Two lab hours per week. Variable 1 to 6 semester hours credit. Repeatable 3 times.

TRA 1611 Intro to Aviation Ground School (3-3-0)V

F	L	O	W

This course provides the information needed to pass the FAA written test for the private pilot's license. Topics include physics of flight (aerodynamics), aircraft and engine operation, instruments, meteorology, navigation, radio procedures, flight computer and flight planning, and FAA regulations. Three classroom hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

TRA 1612 Advanced Aviation Ground School (2-2-0)

F	L	O	W

This course provides the information needed to pass the FAA written examination for the commercial pilot's license. It includes advanced study in meterology, communications, federal aviation regulations, navigation, and aircraft and pilot performance. PREREQUISITE: TRA 1611 Introduction to Aviation Ground School or FAA private pilot's written examination. Two classroom hours per week. 2 semester hours credit.

TRA 2299 Independent Study In Mechanics & Repair(6-6-0)V

F	L	O	W

Independent study of a specialized mechanics and repair topic, which is not available in the college's course offerings. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

TRK 1201 Truck Driving I (7-5-4)

			W

This is a practical course in semi-truck and trailer operation to enable the student to satisfactorily start, move, road test, and diagnose the truck trailer combination. The student will successfully complete the State of Illinois written and driving exam to the standards of the Secretary of State. This class will teach students federal rules and regulations that govern interstate travel for trucks and also the Department of Transportation log book. The student will advance from class entry skills to competent skills in areas such as night driving, defensive driving, and specific road hazards under a variety of load conditions. Students will learn about addition licenses and permits within the industry. Five classroom hours per week. Four lab hours per week. 7 semester hours credit. Repeatable 3 times.

TRK 1210 CDL Exam Preparation (1-1-0)

			W

This course is designed to prepare a student for the written portion of the Commercial Driver's License exam and will follow the curriculum as set forth by the Secretary of the State of Illinois. One classroom hour per week. 1 semester hour credit.

VOC 1101 Class Voice I (1-0-2)

	L	O	W

This course provides training in the fundamentals of voice. Special attention is given to correct breathing and breath

control, posture, vowel formation, consonant articulation, song interpretation and musicianship. Two lab hours per week. 1 semester hour credit.

VOC 1102 Class Voice II (1-0-2)

	L	O	W

This course is a continuation of VOC 1101 and also provides training in the fundamentals of voice. Special attention is given to correct breathing and breath control, posture, vowel formation, consonant articulation, song interpretation and musicianship. PREREQUISITE: VOC 1101 Class Voice I or consent of instructor. Two lab hours per week. 1 semester hour credit.

VOC 1111 Vocal Applied Music I (1-1-0)

	L	O	W

This course involves one private lesson per week in voice. One classroom hour per week. 1 semester hour credit.

VOC 1112 Vocal Applied Music II (1-1-0)

	L	O	W

This course is a continuation of VOC 1111. It involves one private lesson per week in voice. PREREQUISITE: VOC 1111 Vocal Applied Music I or consent of the instructor. One classroom hour per week. 1 semester hour credit.

VOC 1113 Vocal Applied Music III (1-1-0)

	L	O	W

This course is a continuation of VOC 1112. It involves one private lesson per week in voice. PREREQUISITE: VOC 1112 Vocal Applied Music II or consent of the instructor. One classroom hour per week. 1 semester hour credit.

VOC 1114 Vocal Applied Music IV (1-1-0)

	L	O	W

This course is a continuation of VOC 1113. It involves one private lesson per week in voice. PREREQUISITE: VOC 1113 Vocal Applied Music III or consent of the instructor. One classroom hour per week. 1 semester hour credit.

VOC 1121 Choir I (2-1-2)

F	L	O	W

Musical literature from various periods of choral writing is performed. A balance is maintained between acapella and accompanied works. Recommendation from certified music teacher or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

VOC 1122 Choir II (2-1-2)

F	L	O	W

This course is a continuation of VOC 1121 and involves performing musical literature from various periods of choral writing. A balance is maintained between a capella works and accompanied works. PREREQUISITE: VOC 1121 Choir I or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

VOC 1131 Choral Ensemble I (2-1-2)

F	L	O	W

This course is a practicum in the performance of choral music from early times to present. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

VOC 1132 Choral Ensemble II (2-1-2)

F	L	O	W

This course is a continuation of VOC 1131 and is a practicum in the performance of choral music from early times to present. PREREQUISITE: VOC 1131 Choral Ensemble I or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

VOC 1151 Community Choir I (2-1-2)V

F	L	O	W

This course brings together community members to form a choral ensemble to study and perform a variety of choral works. Members will perform musical literature from various periods of choral writing. A balance is maintained between a cappella works and accompanied works. The choir will perform for special events. One classroom hour per week. Two lab hours per week. Variable up to 2 semester hours credit.

VOC 1152 Community Choir II (2-1-2)V

F	L	O	W

This course is a continuation of VOC 1151. The course brings together community members to form a choral ensemble to study and perform a variety of choral works. Members will perform musical literature from various periods of choral writing. A balance is maintained between a cappella works and accompanied works. The choir will perform for special events. PREREQUISITE: VOC 1151 Community Choir I. One classroom hour per week. Two lab hours per week. Variable up to 2 semester hours credit.

VOC 2111 Vocal Applied Music V (1-1-0)

	L	O	W

This course is a continuation of VOC 1114. It involves one private lesson per week in voice. PREREQUISITE: VOC 1114 Vocal Applied Music IV or consent of the instructor. One classroom hour per week. 1 semester hour credit.

VOC 2112 Vocal Applied Music VI (1-1-0)

	L	O	W

This course is a continuation of VOC 2111. It involves one private lesson per week in voice. PREREQUISITE: VOC 2111 Vocal Applied Music V or consent of the instructor. One classroom hour per week. 1 semester hour credit.

VOC 2113 Vocal Applied Music VII (1-1-0)

	L	O	W

This course is a continuation of VOC 2112. It involves one private lesson per week in voice. PREREQUISITE: VOC 2112 Vocal Applied Music VI or consent of the instructor. One classroom hour per week. 1 semester hour credit.

VOC 2114 Vocal Applied Music VIII (1-1-0)

	L	O	W

This course is a continuation of VOC 2113. It involves one private lesson per week in voice. PREREQUISITE: VOC 2113 Vocal Applied Music VII or consent of the instructor. One classroom hour per week. 1 semester hour credit.

VOC 2121 Choir III (2-1-2)

F	L	O	W

This course is a continuation of VOC 1122 and involves performing musical literature from various periods of choral writing. A balance is maintained between a capella works and

accompanied works. PREREQUISITE: VOC 1122 Choir II, or consent of instructor only. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

VOC 2122 Choir IV (2-1-2)

F	L	O	W

This course is a continuation of VOC 2121 and involves performing musical literature from various periods of choral writing. A balance is maintained between a capella works and accompanied works. PREREQUISITE: VOC 2121 Choir III or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

VOC 2131 Choral Ensemble III (2-1-2)

F	L	O	W

This course is a continuation of VOC 1132 and is a practicum in the performance of choral music from early times to present. PREREQUISITE: VOC 1132 Choral Ensemble II or consent of the instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

VOC 2132 Choral Ensemble IV (2-1-2)

F	L	O	W

This course is a continuation of VOC 2131 and is a practicum in the performance of choral music from early times to present. PREREQUISITE: VOC 2131 Choral Ensemble III or consent of the instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

VOC 2151 Community Choir III (2-1-2)V

F	L	O	W

This course is a continuation of VOC 1152. The course brings together community members to form a choral ensemble to study and perform a variety of choral works. Members will perform musical literature from various periods of choral writing. A balance is maintained between a cappella works and accompanied works. The choir will perform for special events. PREREQUISITE: VOC 1152 Community Choir II. One classroom hour per week. Two lab hours per week. Variable up to 2 semester hours credit.

VOC 2152 Community Choir IV (2-1-2)

F	L	O	W

This course is a continuation of VOC 2151. The course brings together community members to form a choral ensemble to study and perform a variety of choral works. Members will perform musical literature from various periods of choral writing. A balance is maintained between acappella works and accompanied works. The choir will perform for special events and give public concerts. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

WEL 1201 Basic Welding (3-2-2)

F	L	O	W

This course introduces basic welding equipment and provides students lab experience in performing basic welding skills. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

WEL 1203 Practical Welding (4-2-4)

			W

This course is designed to provide students instruction in specialized welding. Individual projects are designed and completed. Welding safety is stressed. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

WEL 1205 Fuel Gas Welding (2-1-2)

		O	

A study of the basic applications of oxygen fuel gas welding and brazing. PREREQUISITE: Concurrent enrollment in or completion of WEL 1260 Combination Welding I or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

WEL 1206 Special Projects in Welding (3-2-1)V

F	L	O	W

This course is designed to provide students instruction in specialized welding. Individual projects are designed and completed. Welding safety is stressed. Two classroom hours per week. One lab hour per week. Variable up to 3 semester hours credit. Repeatable 3 times.

WEL 1210 Gas Metal Arc Welding (2-1-2)

F	L	O	

A study of the basic applications of gas metal arc welding with standard solid filler wire. PREREQUISITE: Concurrent enrollment in or completion of WEL 1260 Combination Welding I or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

WEL 1215 Shielded Metal Arc Welding I (2-1-2)

F	L	O	

Basic theory and laboratory activities for shielded metal arc welding, including electrode selection, types of welding joints, and application of shield metal arc welding (SMAW). PREREQUISITE: Concurrent enrollment in or completion of WEL 1260 Combination Welding I or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

WEL 1220 Metal Cutting and Preparation (3-2-2)

		O	

This course covers metal cutting, forming and finishing processes that are related to welding industry. Metal cutting forming processes such as oxy-fuel cutting, plasma arc cutting, shearing, punching, gouging, metal shears, metal break, roll forming, casting, sawing and grinding are studied and performed. Forming, finishing and fabricating of metal projects are also included in this course. PREREQUISITE: Concurrent enrollment in or completion of WEL 1260 Combination Welding I or consent of instructor. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

WEL 1225 Blueprint Reading (4-4-0)

F	L	O	

A practical course consisting of basic sketching, dimensioning material shapes and welding blueprint interpretation. Four classroom hours per week. 4 semester hours credit.

WEL 1230 Shielded Metal Arc Welding II (2-1-2)

		O	

A study of intermediate applications of shielded metal arc welding, specifically in the horizontal and vertical positions on butt, tee and lap joint designs on mild steel plate. PREREQUISITE: WEL 1215 Shielded Metal Arc Welding I and concurrent enrollment in or completion of WEL 1260 Combination Welding I, or consent of instructor. One

classroom hour per week. Two lab hours per week. 2 semester hours credit.

WEL 1235 Flux Cored Arc Welding (2-1-2)

		O	

A study of the basic applications of flux cored arc welding with standard core filler wires and shielding gases. PREREQUISITE: Completion of WEL 1260 Combination Welding I or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

WEL 1240 Welder Certification I (2-1-2)

		O	

A theory and laboratory course that prepares the student to take structural steel welder certification tests according to the code specified by the American Welding Society. PREREQUISITE: WEL 1230 Shielded Metal Arc Welding II or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

WEL 1245 Gas Tungsten Arc Welding (2-1-2)

		O	

A study of the basic applications of gas tungsten arc welding. Study includes welding of aluminum and mild steel plate and sheet metal. PREREQUISITE: WEL 1230 Shielded Metal Arc Welding II or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

WEL 1250 Welding Metallurgy (2-2-0)

		O	

An introductory metallurgy course which explores physical properties of metals, heat treatment, metal identification, metal classification and welding procedures for carbon and alloy steel. Two classroom hours per week. 2 semester hours credit.

WEL 1260 Combination Welding I (2-1-2)V

F	L	O	

A combination of introductory level lectures and laboratory activities in gas metal arc welding, shielded metal arc welding, fuel gas welding, brazing and cutting. One classroom hour per week. Two lab hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

WEL 1265 Combination Welding II (2-1-2)

		O	

A combination of introductory level lectures and laboratory activities in flux core arc welding and gas tungsten arc welding. The course also includes selected studies in advanced shielded metal arc welding. Students are allowed to choose special projects that are related to the course. PREREQUISITE: WEL 1260 Combination Welding I or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

WEL 2210 Welding Design & Fabrication (5-3-4)

		O	

A study of strength of materials, and the principles involved in the analysis of structures as to stress and strain, equilibrium of forces, moment of inertia. PREREQUISITE: WEL 1240 Welder Certification I or consent of instructor. Three classroom hours per week. Four lab hours per week. 5 semester hours credit.

WEL 2225 Pipe Welding Certification (3-1-4)

		O	

This is a combination lecture-laboratory course designed to develop skill in the technique of cross-country pipeline welding. Both vertical-up and vertical-down are practiced. API welder qualification tests are given. Advanced skills with oxy-fuel gas torch cutting and joint design are covered. PREREQUISITE: Concurrent enrollment or completion of WEL 1240 Welder Certification I or consent of instructor. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

WKM 0403 Work Keys Math - Level 3 (3-3-0)V

F	L	O	W

This course is designed for students who test below level three in Work Keys Math. Upon completion of this course, students should have mastered the skills necessary for replacement in careers which are profiled for Level 3 math skills. Level 3 includes basic mathematical operations including addition, subtraction, multiplication, division, and conversions from one form to another using whole numbers, fractions, decimals and percentages. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

WKM 0404 Work Keys Math - Level 4 (3-3-0)V

F	L	O	W

This course is designed for students who test below level four in Work Keys Math. Upon completion of this course, students should have mastered the skills necessary for placement in careers which are profiled for Level 4 math skills. Level 4 includes positive and negative numbers, the addition of fractions, decimals and percentages, averages, simple ratios, proportions and rates. Simple charts and/or graphs will be used. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

WKM 0405 Work Keys Math - Level 5 (3-3-0)V

F	L	O	W

This course is designed for students who test below level five in Work Keys Math. Upon completion of this course, students should have mastered the skills necessary for placement in careers which are profiled for Level 5 math skills. Level 5 includes conversions with English and non-English measurements, the calculation of mixed units, and steps of logic and calculation such as perimeters and percentage discounts. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

WKM 0406 Work Keys Math - Level 6 (3-3-0)V

F	L	O	W

This course is designed for students who test below level six in Work Keys Math. Upon completion of this course, students should have mastered the skills necessary for placement in careers which are profiled for Level 6 math skills. Level 6 includes negative numbers, fractions, ratios, percentages, and mixed numbers in calculations. Level 6 may require translation from verbal form to mathematical expression. Multiple-step calculations or conversions are required. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

WKM 0407 Work Keys Math - Level 7 (3-3-0)V

F	L	O	W

This course is designed for students who test below level seven in Work Keys Math. Upon completion of this course, students should have mastered the skills necessary for placement in careers which are profiled for Level 7 math skills. Level 7 includes multiple steps of logic and calculations. Content may include nonlinear functions, applications of basic statistical concepts and location of errors in multiple step calculations. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

WKM 1205 Work Keys Tech Math - Level 5 (3-3-0)V

F	L	O	W

This course is designed for students who test below level five in Work Keys Tech Math. Level 5 includes conversions with English and non-English measurements, the calculation of mixed units, and steps of logic and calculation such as perimeters and percentage discounts. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

WKM 1206 Work Keys Tech Math - Level 6 (3-3-0)V

F	L	O	W

This course is designed for students who test below level six in Work Keys Tech Math. Level 6 includes negative numbers, fractions, ratios, percentages, and mixed numbers in calculations. Level 6 may require the translation from verbal form to mathematical expression. Multiple-step calculations or conversions are required. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

WKM 1207 Work Keys Tech Math - Level 7 (3-3-0)V

F	L	O	W

This course is designed for students who test below level seven in Work Keys Tech Math. Level 7 includes multiple stages of logic and calculations. Content may include nonlinear functions, applications of basic statistical concepts and location of errors in multiple step calculations. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

WKM 1208 Work Keys Tech Math - Level 8 (3-3-0)V

F	L	O	W

This course is designed for students who test below level eight in Work Keys Tech Math. Level 8 includes questions that may involve more than one unknown, multiple steps of logic and calculations, and charts and graphs. Content may include nonlinear functions, applications of basic statistical concepts and location of errors in multiple step calculations. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

Joint Agreements

JOINT AGREEMENTS

Expanded career opportunities are available to students residing in Illinois through joint agreements entered into by the Boards of Trustees.
Students who are interested in enrolling at Illinois Eastern Community Colleges or another college in a joint agreement program must request a letter of certification of residency from their respective community college district. Students, who are approved on a space-available basis, will be eligible for the in-District tuition rate and must meet all entrance requirements at the college where they enroll.

Joint Agreements (C = Certificate; D = Degree) between:

Illinois Eastern Community Colleges	John A. Logan College
Advanced CNC Programming (C)	ASL/Deaf Studies (D & C)
Advanced Industrial Technician (C)	ASL/Deaf Studies, Interpreter Preparation (D)
Advanced Manufacturing (D)	Dental Assisting (C)
Advanced Machining (C)	Dental Hygiene (D)
Agricultural Technology/Business (D)	Diagnostic Cardiac Sonography (C)
Agricultural Technology/Production (D)	Electronic Technology (D)
Alternative Fuels (C)	Electrical Engineering Technology (D)
Basic Quality Manufacturing Skills (C)	Heating and Air Conditioning (C & D)
Computer Telephony (D)	Heating and Air Conditioning Installer (C)
Diesel Equipment Technology (D)	Heating and Air Electrical Specialist (C)
Electrical Distribution Systems (C)	HVAC Energy Efficiency (C)
Energy Technology (D)	HVAC Energy Management Systems (C)
Entrepreneur (C)	HVAC Green Technologies (C)
Gunsmithing (C & D)	HVAC Performance Systems (C)
Horticulture (C & D)	
Industrial Leadership & Organization (C)	
Industrial Management (D)	
Industrial Quality Management (C & D)	
Manufacturing Design (C)	
Phlebotomy (C)	
Process Technology (D & C)	
Professional Ag Applicator (C)	
Radio/TV Broadcasting (D)	
Real Estate (C)	
Reliability Maintenance (C)	
Telecommunications Technology (C & D)	
Turf and Landscape Design (C)	

Illinois Eastern Community Colleges	Kaskaskia College
Advanced CNC Programming (C)	Alcohol and Other Drug Abuse (C)
Advanced Machining (C)	Certificate of Aeronautical Science (C)
Advanced Manufacturing (D)	Dental Assisting (C)
Alternative Fuels (C)	Diagnostic Medical Sonography (C)
Automation (C)	Geospatial Technology (C)
Coal Mining Technology (C & D)	Internet Marketing & Advertising (C)
Diesel Equipment Technology (D)	Nail Technology (C)
Electrical Distribution Systems(C)	Occupational Therapy Assistant (D)
Energy Technology (D)	Personal Fitness Trainer (C)
Industrial Leadership & Organization (C)	Physical Therapy Assistant (D)
Manufacturing Design (C)	Respiratory Therapy (D)
Pharmacy Technician (C)	Veterinary Tech (D)
Process Technology (C & D)	
Radio/TV Broadcasting (D)	
Reliability Maintenance (C)	
Telecommunications Technology (C & D)	

Illinois Eastern Community Colleges	Lake Land College
Collision Repair Technology (D) Pharmacy Technician (C)	Civil Engineering Technology (D) Dental Hygiene (D) Intro to GIS (C) Physical Therapy Assistant (D)
Illinois Eastern Community Colleges	**Lewis and Clark Community College**
Diesel Equipment Technology (D) Electronic Medical Records (C) Horticulture (C & D) Industrial Management (D) Mining Technology (D) Telecommunications Technology (C & D)	Dental Assisting (C) Dental Hygiene (C & D) Exercise Science (D) Occupational Therapy Assistant (D)
Illinois Eastern Community Colleges	**Rend Lake College**
Collision Repair Technology (D) Electrical Distribution Systems (C) Gunsmithing (C & D) Industrial Leadership & Organization (C) Process Technology (C & D) Radio/TV Broadcasting (D) Telecommunications Technology (C & D)	Architectural Technology (C & D) Architecture-Computer Aided Drafting (C) Baking & Pastry Arts (C) Computed Tomography (C) Culinary Arts Management (C & D) Enology (D) Green Facilities Management (C) MRI (C) Surveying Technology (D) Viticulture (C & D)
Illinois Eastern Community Colleges	**Southwestern Illinois College**
Agricultural Technology/Business (D) Agricultural Technology/Production (D) Automotive Service Specialist (C) Automotive Service Tech I (C) Automotive Service Tech II (C) Automotive Service Technology (C & D) Computer Telephony (D) Diesel Equipment Technology (D) Electrical Distribution Systems (C) Engine Performance Specialist (C) Gunsmithing (C & D) Industrial Management (D) Interconnect Technician (C) OSP Technician (C) Pharmacy Technician (C) Process Technology (C & D) Professional Ag Applicator (C) Radio-TV Broadcasting (D) Telecommunications Technology (D)	Aviation Maintenance Technology (D) Aviation Pilot Training (C & D) Industrial Pipefitting (C & D) Physical Therapist Assistant (D) Respiratory Care (D) Sign Language/Basic Communication (C) Sign Language/Interpreter (D) Ward Clerk (Certificate of Completion)

ARTICULATION AGREEMENTS

IECC has several Articulation Agreements with other institutions to better serve our students with a smooth transfer, to minimize duplication of instruction, and to build on learning experiences. For a complete list visit: http://www.iecc.edu/consumer/agreements.html

Appendices

APPENDICES

This section serves as "official" notification to students regarding the following policies:

APPENDIX A

Transfer Degree Educational Guarantee Policy (500.18)

Illinois Eastern Community Colleges, hereinafter referred to as "IECC," as an expression of confidence in the faculty and staff and as a commitment to the students, shall guarantee to the public the educational effectiveness of the technical programs of instruction.

IECC shall guarantee the transferability of pre-baccalaureate/university-parallel credit courses to public senior Illinois colleges and universities for each student who completes the Associate in Arts, Associate in Engineering Science, Associate in Science, or Associate in Science and Arts degree. If such Illinois Community College Board-approved courses and credits do not fully transfer for lower-division level (freshman/sophomore) credit, IECC shall refund to the degree completion student the tuition actually paid by the student for the non-transferring credits or, at the student's option, offer additional IECC course work at no cost to the student, subject to the following criteria:

1. The application for a refund or additional course work must be submitted within one (1) calendar year of graduation with an Associate in Arts degree, Associate in Engineering Science, Associate in Science degree, or Associate in Science and Arts degree from IECC;
2. The course must have been completed with a grade of *C* or better;
3. The tuition refund will be based upon the tuition actually paid by the student at the time of enrollment;
4. The student must have met with an authorized IECC advisor, declared a major, identified the public Illinois transfer college or university prior to taking courses, and taken only those IECC courses approved in writing by the IECC advisor. Unapproved courses and courses taken for personal interest are not guaranteed;
5. The student must have transferred to the declared college or university in the State of Illinois within one (1) year of having graduated from IECC with an Associate in Arts, an Associate in Engineering Science, an Associate in Science, or an Associate in Science and Arts degree, and,
6. The student must submit a claim within sixty (60) days of being notified by the transfer institution that a course had been refused for credit stating reasons for the refusal offered by the institution, and include the name, position, address, and telephone number of the person notifying the student of the refusal, and include copies of all correspondence or documentation provided by the transfer institution.

The college will first attempt to resolve the issue with the transfer institution. If favorable resolution is not achieved within ninety (90) days, the reimbursement of tuition or additional IECC course work will be authorized. Furthermore, the sole recourse available to participants enrolled pursuant to this guarantee shall be limited to an amount equal to the course tuition at the time of enrollment or enrollment in course work equal in credit hours to unacceptable credit hour courses, not to exceed a total of fifteen (15) credit hours. There shall be no recourse for damages, court costs, or any associated costs of any kind or right to appeal beyond those specified by IECC. This guarantee is given in lieu of any other guarantee expressed or implied.

Technical Degree/Certificate Educational Guarantee Policy (500.19)

Illinois Eastern Community Colleges, hereinafter referred to as "IECC," as an expression of confidence in the faculty and staff and as a commitment to the students, shall guarantee to the public the educational effectiveness of the technical programs of instruction.

IECC shall guarantee that students graduating with an Associate in Applied Science degree or certificate, or upon completion of all program requirements of an occupational program, be guaranteed competency in the technical skills represented in the degree program. Should the student be unable to demonstrate the basic skills expected by his/her employer, the student would be offered additional IECC training, not to exceed fifteen (15) credit hours, subject to the following criteria:

1. The application for additional training at no cost to the student must be submitted within one (1) calendar year of graduation or completion of program requirements for an Associate in Applied Science degree or certificate from IECC;
2. The course must have been completed with a grade of *C* or better and the student must have graduated or completed all program requirements within three (3) years of initial program enrollment at IECC;

3. The student must be employed full-time in a job directly related to his/her program of study within one (1) year of graduation or completion of all program requirements from the approved program at IECC;
4. The employer must verify in writing within ninety (90) days of the graduate's initial employment that the graduate lacks competencies in specific technical skills, as represented in the degree program;
5. Specific competencies must be identified and verified by the employer in written documentation submitted to IECC;
6. The retraining shall be limited to courses regularly offered by IECC and completed within one (1) calendar year.
7. A written retraining plan must be developed by the employer, the graduate, and the appropriate IECC dean specifying the courses needed and all other costs that might be associated with taking the course;
8. The Board of Trustees will waive tuition and lab fees for those courses identified in the retraining plan, but the student shall be responsible for all other costs that might be associated with taking the course(s); and,
9. In case of licensure, the student must attempt to pass the licensure exam at least two (2) times within fourteen (14) months of graduation and submit documentation from the licensing entity of the unsuccessful attempts at passing the licensure exam. This guarantee entitles the student to a maximum of fifteen (15) semester hours of IECC instruction regardless of the number of times the test is taken or failed. However, no guarantee is made that the student will meet other educational licensure requirements.

Furthermore, the sole recourse available to participants enrolled pursuant to this guarantee shall be limited to fifteen (15) credit hours of additional IECC training, with no recourse for damages, court costs, or any associated costs of any kind or right to appeal beyond those specified by IECC. This guarantee is given in lieu of any other guarantee expressed or implied.

APPENDIX B

Sexual Harassment Policy (100.17)

Sexual harassment of or by students or employees participating in college-sponsored functions is a violation of federal and state law and contrary to the policy of Illinois Eastern Community Colleges. Violation of this policy shall be grounds for disciplinary action up to and including discharge or expulsion.

Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational development, 2) submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual, or 3) such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment includes, but is not limited to, gender-specific comments, verbal innuendo, insults, threats and jokes of a sexual nature, sexual propositions, making sexually suggestive noises, leering, whistling, obscene gestures, touching, pinching, brushing the body, coercing sexual intercourse, sexual assault, or any behaviors or actions which might create a sexually hostile environment. Sexual harassment also includes, but is not limited to, occurrences where a student, District employee or representative, either explicitly or implicitly, treats submission to or rejection of sexual conduct as a condition for determining:

1. whether a student will be admitted to a college, or a person will be employed by the District;
2. the educational or work performance required or expected;
3. the attendance or assignment requirements applicable to a student or employee;
4. to what courses, fields of study, or programs including honors, a student will be admitted;
5. what placement or course proficiency requirements are applicable to a student and professional advancement opportunities are available to an employee;
6. the quality of instruction a student will receive;
7. what tuition or fee requirements are applicable to a student;
8. what scholarship opportunities are available to a student;
9. what extracurricular teams a student will be a member of or in what extracurricular competitions a student may participate;
10. any grade a student will receive in any examination or in any course or program of instruction in which a student is enrolled;
11. any performance evaluation, promotion, or other employment benefit an employee may receive;
12. the progress of the student toward successful completion of or graduation from any course or

program of instruction in which the student is enrolled; or,

13. what degree, if any, the student will receive.

The chief executive officer has designated a minimum of two (2) persons to hear and investigate cases of alleged sexual harassment. A student or staff member who believes that he/she has been the victim of sexual harassment should immediately report such conduct to one of these designated persons and complete the Sexual Harassment Allegation form. An appropriate investigation of each complaint received will be conducted.

Investigations will be initiated within one (1) working day of receiving the complaint. The investigator will schedule a conference within five (5) working days from the date of receipt of the complaint. Complainants may choose to be accompanied by a co-worker, another student, or other individual of their choice when attending meetings to discuss the allegations. Every reasonable effort will be made to determine the facts pertinent to the allegations. The investigator will submit a written report to the college president, including a recommendation for appropriate disciplinary action where deemed necessary. If the allegation is against the president, the report will be submitted to the chief executive officer. At the District level, the report will be submitted to the chief executive officer. If the allegation is against the chief executive officer, the report will be submitted to the chair of the Board of Trustees.

If the complaint can be resolved to the satisfaction of all parties, the matter will be considered closed, subject to reopening upon further complaint or additional information.

If the complainant is dissatisfied with the decision of the president, he/she may appeal to the chief executive officer. A written response shall be provided within five (5) working days of receipt of the appeal. Then, if dissatisfied, the complainant may appeal to the chair of the Board of Trustees or his/her designee. The chair of the Board of Trustees will provide the complainant with a written response within five (5) working days of receipt of the appeal. The chair of the Board of Trustees shall have final appeal authority.

In cases of recurrent complaints, or in cases of flagrant unlawful behavior, immediate action may be taken by the president and/or chief executive officer.

The administration will take all necessary steps to protect the rights of both the complainant and alleged harasser.

Any employee found to have committed sexual harassment while participating in an Illinois Eastern-sponsored program or service will be subject to disciplinary action up to and including discharge. Any student found to have committed sexual harassment while participating in an Illinois Eastern-sponsored program or service will be subject to disciplinary action up to and including expulsion.

Those who feel they have been sexually harassed or discriminated against may seek assistance from the Illinois Department of Human Rights. The Department of Human Rights is a state agency which will investigate the charge without cost to the individual. If the Department of Human Rights determines that there is evidence of harassment or discrimination, it will attempt to conciliate the matter or will file a complaint on behalf of the individual with the Illinois Human Rights Commission. The Human Rights Commission will hear the complaint pursuant to its rules and procedures. The agencies may be contacted at the following addresses:

Illinois Department of Human Rights
State of Illinois Center
100 West Randolph Street, Suite 10-100
Chicago, IL 60601
Telephone: 312/814-6245
Telephone TDD: 312/263-1579

Illinois Human Rights Commission
State of Illinois Center
100 West Randolph Street, Suite 5-100
Chicago, IL 60601
Telephone: 312/814-6269

Illinois Department of Human Rights
222 South College, Room 101
Springfield, IL 62704
Telephone: 217/785-5100
Telephone TDD: 217/785-5125

Persons found to have retaliated or discriminated against an employee or student for complaining about sexual harassment will be subject to appropriate disciplinary action.

The rights to confidentiality, both of the complainant and of the alleged harasser, will be respected consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

If an investigation results in a finding that the complainant falsely accused another of sexual

harassment knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, up to and including discharge or expulsion.

For the names of the individuals appointed by the chief executive officer to receive and investigate sexual harassment allegations, request a copy of Appendix A (Board of Trustees Policy 100.17) in the Student Services Office or in the District Office.

APPENDIX C

Family Educational Rights and Privacy Act Policy (500.11)

A. Purpose

Illinois Eastern Community Colleges respects the rights of students and their educational records regarding privacy, confidentiality, inspection and review, amendment, and disclosure. The intent of this policy is to be in accord with the Act, 34 CFR Part 99, and other existing requirements and to ensure that every endeavor is made to keep the student's records confidential and out of the hands of those who would use them for other than legitimate purposes.

B. Definitions

1. *Act* means the Family Educational Rights and Privacy Act of 1974, as amended, enacted as section 438 of the general education Provisions Act.
2. *Eligible student* means a student who has reached 18 years of age or is attending an institution for purposes of obtaining post-secondary education. When a student becomes an eligible student, the rights accorded to and consent required of parents under 34 CFR Part 99 transfer from the parents to the student.
3. *Eligible parent* means either parent of a student less than 18 years of age who is attending Illinois Eastern for purposes other than obtaining post-secondary education, unless the institution has been provided with evidence that there is a court order, State statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.
4. *Educational record* means any record directly related to a student and maintained by the colleges or by a party acting for the colleges. The following documents are not considered educational records: i) records that are kept in the sole possession of the maker and are not accessible or revealed to any other person; ii) records of any law enforcement unit of the colleges; iii) employment records of individuals employed by the colleges other than as student employees; iv) records on a student who is 18 years of age or older made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity and made, maintained, or used only in connection with treatment of the student, and disclosed only to individuals providing the treatment; and, v) records that only contain information about an individual after he or she is no longer a student at that agency or institution.
5. *Directory information* means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy, if disclosed. It includes, but is not limited to, the student's:
   a) name, date of birth;
   b) address and telephone number;
   c) email electronic address;
   d) program area;
   e) dates of attendance;
   f) degrees and honors earned and dates; including commencement
   g) participation in sports programs;
   h) weight, height, and athletic accomplishments of members of athletic teams
   i) most recent educational institution attended and
   j) picture.

C. Rights of Students and Eligible Parents

1. Annual Notification: Each college shall give students or eligible parents annual notification by such means as are reasonably likely to inform them of their rights under this policy and of the right to file complaints with the U.S. Department of Education.
2. Inspection and Review of Education Records: An eligible parent or student may inspect and review his/her education record by making written request to the college's Records Office. The college president or his/her designee will comply with this request within a reasonable period of time, but generally not to exceed seven (7) working days, after the request has been made. Records requested and approved for release may be inspected at the college

during normal office hours, Monday through Friday, except on designated holidays or otherwise posted at the college. A form for providing this information is available from the college's Records Office. The request must be received in writing and include, at a minimum, the:

a) name, address, social security number, and telephone number of person submitting the request for information;
b) description of the information requested;
c) an indication of whether the records are to be inspected at the college or mailed to the requestor and, if sent, whether or not copies are to be certified; and,
d) date of the request and when a response is required.

3. Cost of Copies of Records: The student has the right to a response from the college as well as the right to obtain copies of these records, except transcripts, at a cost of 25 cents per page plus postage. The cost per transcript is specified in the college catalog. Except as limited under CFR 34 Part 99.12, the college may not deny access to education records without providing a description of the circumstances in which the college feels it has a legitimate cause to deny request for a copy of such records. Circumstances under which the college feels it has a legitimate cause to deny requests for a copy of such records includes, but is not limited to, students owing fees or having other indebtedness to the college.
4. Types of Location of Records:

Types of Records	**Location of Records**
Transcripts	Student Services
Matriculation	Student Services
Occupational Credentials	Student Services
Financial Aid	Student Services
Directory Information	Student Services

5. Officials Responsible for Records

Frontier Community College
Coord. Registration & Records
2 Frontier Drive
Fairfield, IL 62837
Telephone: 618/842-3711

Lincoln Trail College
Director of Admissions
11220 State Highway 1
Robinson, IL 62454
Telephone: 618/544-8657

Olney Central College
Asst. Dean, Student Services
305 North West Street
Olney, IL 62450
Telephone: 618/395-7777

Wabash Valley College
Asst. Dean, Student Services
2200 College Drive
Mt. Carmel, IL 62863
Telephone: 618/262-8641

Wabash Valley College/Industrial Technology
Director, Admissions & Financial Aid
C/O John A. Logan College
Route 2
Carterville, IL 62918
Telephone: 618/985-3741, xt. 378

D. Release of Information

1. Illinois Eastern will not disclose personally identifiable information from the education records of a student without prior written consent of the student except:
   a) to other school officials, including teachers and administrative personnel within Illinois Eastern, or to other education agencies who can be determined by Illinois Eastern to have legitimate educational interests in such records;
   b) to officials of another school or school system in which the student seeks or intends to enroll;
   c) in connection with financial aid for which a student has applied or which a student has received, provided that personally identifiable information from the education records of the student may be disclosed for such purposes as:
      1) to determine the eligibility of the student for financial aid;
      2) to determine the amount of financial aid;
      3) to determine the conditions of the financial aid; or,
      4) to enforce the terms or conditions of the financial aid;
   d) to eligible parents of a student, as defined in CFR 34 Part 99;
   e) to appropriate parties in health or safety emergencies;
   f) to other parties, agencies, and persons as designated by 34 CFR Part 99; and,
   g) directory information may be released.

2. The college will not release any student information to anyone other than the student or eligible parent without the prior signed and dated written consent of the student or eligible parent, as specified in 34 CFR Part 99.30(2), except under one or more of the conditions as described in 34 CFR Part 99.31. The college will maintain a record of disclosures as required by 34 CFR Part 99.332 and a student or eligible parent may inspect and review that record.

E. Corrections of Records

The student or eligible parent who believes that information contained in the student's education record is inaccurate, misleading, or violates the privacy or other rights of the student, may request amendment of the student's education records under 34 CFR Part 99.20, by applying in writing to the college's Records Office. The college shall decide whether to amend the records of the student in accordance with the request within ten (10) working days from the receipt of the request. If the college decides to refuse to amend the education record of the student in accordance with the request, it shall inform the student or eligible parent of the right to a hearing. The student or eligible parent has the right to add a statement to the student's record.

F. Dissemination

All employees will be given a copy of this policy. Students and eligible parents will be made aware of this policy through freshmen orientation, college catalogs, bulletin boards, and in "handouts" distributed by the college's Records Office. A copy of this policy will be made available on request to any student or eligible parent.

Students who elect to restrict the release of student information must complete the Directory Information Restriction Notification form and file it with the Student Records Office at the primary college of attendance.

This request will be valid for one (1) academic year and must be renewed annually during the first two (2) weeks of fall semester.

APPENDIX D

Appropriate Use of Information Technology Resources Policy (200.2)

In pursuit of its mission to provide educational opportunities and public services to the colleges of southeastern Illinois, the Board of Trustees of Illinois Eastern Community Colleges ("IECC" or the "District") provides access to "information technology and resources" (as defined in IECC Policies and Procedures 200.2) for students, faculty and staff members and other authorized users within institutional priorities and financial capabilities.

Access to the District's information technology and resources is a privilege granted to District students, faculty and staff members and other authorized users. Access to District information technology and resources may be granted by the data owners of that information based on their judgment of the following factors: relevant laws and contractual obligations, the requestor's need to have access to the information technology and resources, the information technology and resources' sensitivity and the risk of damage to or loss by the District which could result from its disclosure.

The District reserves the right to extend, limit, restrict or deny privileges and access to its information technology and resources. Data owners--whether departments, units, students, faculty or staff members--may allow individuals other than District students, faculty and staff members access to information which they own or for which they are responsible, so long as such access does not violate any license or contractual agreement, District policy or any federal, state, county or local law or ordinance.

IECC information technology and resources are to be used for the District-related activities for which they are intended and authorized. District information technology and resources are **not** to be used for commercial purposes or non-college related activities without written authorization from the District. In these cases, the District will require payment of appropriate fees. This policy applies equally to all District-owned or District-leased computers and peripherals.

All members of the college community who use IECC's information technology and resources must act responsibly in their use of the resources. All users of District-owned or District-leased information technology and resources must respect the rights of other users and comply with all pertinent licenses and contractual agreements. IECC's policy requires that all students, faculty and staff members and other authorized users act in accordance with these responsibilities, relevant laws and contractual obligations and the highest standard of ethics. Each user must remember that his/her freedom to

access, display or publish information is constrained by the rights of others who have the right not to be subjected to material that they find offensive. Information posted and/or published on the Internet may be accessible by any computer on the Internet.

Authorized users and system administrators must all guard against abuses that disrupt or threaten the viability of any and all systems, including those at the college campuses and those on networks to which the District's systems are connected. Access to information technology and resources without proper authorization from the data owner(s), unauthorized use of District computing facilities, and intentional or negligent corruption or misuse of information technology and resources are direct violations of the District's standards for conduct as outlined in IECC Policies and Procedures, District collective bargaining agreement and the Faculty Handbook and may also be considered civil or criminal offenses.

Privacy and Content

Users should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the District computer network or stored in his/her directory. The District computer network's system operator, or other District employees, may, at any time, review the subject, content, and appropriateness of electronic communications or other computer files, and remove them if warranted, reporting any violation of rules to the District administration and/or law enforcement officials.

Email – Information Exchange – Security

User IDs and passwords are provided only for personal use. Users should not share passwords with anyone and should not use anyone else's password regardless of how the password was obtained. If a user suspects someone has discovered their password, the password should be changed immediately. Users shall not intentionally modify files, data, or passwords belonging to other users. When sending electronic communications, users should be cautious when including personal information. IECC is not responsible for personal information which is obtained by unauthorized recipients or interceptors of electronic communications. Use of personal credit cards on an IECC owned computer is done at the user's own risk and IECC is not responsible for any loss or damages resulting from this use.

Copyrighted Material

Users shall not: copy and forward, download, and/or upload to the IECC network or Internet server any copyrighted, trademarked, and other intellectual property without express authorization from the owner of the trademark, copyrights or intellectual property right.

Unauthorized copying, use or distributions of software is illegal, strictly prohibited, and subject to criminal penalties. Similarly, other intellectual property content owners may take criminal or civil action against a user for unauthorized copying, use or distribution of intellectual property materials. All the content transmitted via e-mail and web publishing must either be the users' own or must be transmitted with express authorization for distribution by IECC or by the individual who owns the trademark, copyright or intellectual property right.

Inappropriate and Illegal Use of Computers

Examples of inappropriate and illegal use include:

1. Accessing, e-mailing or web publishing of material, including text or images, determined to be obscene and/or pornographic.
2. Use of information technology to facilitate, engage in and/or encourage academic dishonesty.
3. Email distribution or web publishing of derogatory statements intended to offend other individuals, groups, or organizations or which violate IECC's anti-discrimination/harassment policy and procedures. (See policy 100.8 and procedure 100.8 for more information.)
4. Use of the computer network system in a manner that violates the IECC Computer Use Policy or Procedures, any other District/College policy, and/or local, state or federal law.
5. Intentionally infiltrate, or "hack," IECC or outside computing systems and/or networks.
6. Release viruses, worms, or other programs that damage or otherwise harm IECC's network, or an outside computing system, or network.
7. Knowingly disrupt a system or interfere with another student's, staff or faculty member's or other authorized user's ability to use that system (e.g., by sending "e-mail bombs" that cause disk fill up, a network to bog down, or software application to crash).
8. Willfully damage or destroy computer hardware, software, or data belonging to IECC or its users.

Priority Usage of Computer Hardware, Software and/or Facilities
Priority shall be given to classroom activities, assignments and/or research and to IECC faculty, staff, and students.

Lab User Age Restriction
Patrons under the age of 18 who are not enrolled students are not permitted to use the open lab computers without obtaining authorization from the college's Learning Resource Director or Lab Supervisor.

Saving Work
Users are not allowed to store personal work and/or software on the hard disk drives in the open lab and all users should have a personal data disk for saving their work. Any files or software found on the hard drives will be deleted. IECC is not responsible for data lost for any reason including but not limited to: power failure, computer failure, or any other unplanned or unavoidable event or emergency.

Software
Students are not allowed to install any software onto any IECC computers.

Network Bandwidth
Network capacity is limited and users must not exceed reasonable usage. Recreational network activities such as: downloading large files, viewing streaming video and listening to streaming audio are prohibited unless pre-approved by the Director of Information and Communications Technology.

Internal Network
Only authorized IECC technical staff are allowed to connect personal computers or other devices to the internal IECC network.

Public Internet Access
Public Internet access areas have been established in some areas to provide Internet connectivity for personal computing devices. **Please be advised that the public network does not enforce any security or encryption.** Transmissions of secure information such as ID's, credit card numbers, passwords, etc. may be intercepted by wireless users in or near the open networks. **IECC is not responsible for damage to personal property or other injury, including damage to computers resulting from software/hardware installation or Internet use.**

Commercial Use
Users shall not use the District's computer network to set up web pages to advertise or sell products or services, solicit sales or conduct business (e.g., by posting an advertisement to a news group) without prior written approval and, if required, the payment of an appropriate fee.

Sanctions
Alleged violations of this policy will be processed according to the disciplinary policies outlined in the IECC Policies and Procedures Manual, the IECC collective bargaining agreement and the college's catalog. IECC treats access and use violators of information technology and resources seriously. IECC computing resources may also be subject to prosecution by state or federal authorities.

IECC has the right to remove, without notice, any material from its system found to be threatening, obscene, pornographic or which violates the District's anti-discrimination/harassment policy or any other District policy. Such action may result in the termination of the user's account.

Policy Adoption – Administration – Liability
This policy will be reviewed and updated periodically and the current policy, inclusive of any revisions, will be electronically posted on the IECC Internet and web servers.

Implementation
The Chief Executive Officer, Presidents and Director of Information and Communications Technology are responsible for supervising adoption of guidelines to implement this policy.

Enforcement
Alleged violations of this policy will be processed according to the processes outlined in the IECC Policies and Procedures Manual, IECC collective bargaining agreement and the college's catalog. IECC treats access and use violations of information technology and resources seriously. IECC will pursue criminal and civil prosecution of violators as it deems necessary.

APPENDIX E

Military Credit

Credit toward graduation may be granted to a veteran for certain armed forces military service experiences. All claims for experience, including armed forces service schooling, must be documented.

1. If a student has completed Basic Military Training and has been honorably separated, or currently

serving, the student may obtain seven (7) semester hours of credit as follows:

EDU	1107	Health (3 semester hours)
PEG	1137	First Aid and Safety (1 semester hour)
PEI	1100	Fitness Center (1 semester hour)
PEI	2100	Advanced Fitness Center (2 semester hours)
		Total – 7 semester hours

2. Up to six (6) semester hours of elective credit will be available for veterans who request an evaluation of military training programs they have completed while in the service. The request should be made to the Office of Veterans Affairs. Credit will be available according to the American Council of Education's *Guide to the Evaluation of Educational Experiences in the Armed Services*.
3. A veteran may ask the Director of Veterans Affairs to evaluate all military service training programs completed if the training content is directly related to his/her major field of study at any of the four colleges of this District. The same source of credit evaluation as listed in two above would be used, and the same documentation will be required from the veteran.

Veterans may also request advanced standing for college-level courses completed through correspondence study with the United States Armed Forces Institute (USAFI). Again, the credit hours awarded will be based on the recommendation of the American Council of Education. It will be the veteran's obligation to furnish the Director of Veterans Affairs with the proper transcripts from USAFI.

APPENDIX F

Persistence and Degree Completion

Illinois Eastern Community Colleges recognizes the diverse needs of students for educational opportunities for lifetime learning. It is the goal of Illinois Eastern Community Colleges to assist students and support statewide initiatives for the completion of educational goals.

In an effort to improve persistence and degree completion, Illinois Eastern Community Colleges will implement the following strategies:

Expand access and opportunity, to maintain affordability while accommodating the diversity of students that have jobs and family responsibilities, Recognize diverse educational objectives, attendance patterns, and support needs of all academically under-prepared students, immigrants, under-represented racial and ethnic populations, and economically disadvantaged students.

Recognize diverse educational objectives, attendance patterns, and support needs of all students, and to emphasize the values of life-long learning.

Strengthen and expand partnerships and cooperative agreements among colleges and universities and between higher education and elementary and secondary schools to improve preparation, expand opportunities for advanced placement, dual-enrollment, program articulation, capstone programs, and improving retention in the higher education system and facilitating re-entry of former students.

Support and strengthen communication, coordination, budget development, information collection, program approval and review, and grant administration functions among institutions serving students to provide continuous supportive services to students in order to achieve educational goals.

APPENDIX G

Advanced Placement Testing

Students who achieve the following test scores on the advanced placement test will be granted the following IAI course equivalencies.

ILLINOIS EASTERN COMMUNITY COLLEGES ADVANCED PLACEMENT				
EXAM TITLE	COURSE	TITLE	SCORE	SEMESTER HOURS
Biology	LSC 1101	General Biology I	5, 4, 3	4
Chemistry	CHM 1130	General Chemistry I	5, 4, 3	5
Computer Science A	CIS 1130	Introduction to Computer Science	5, 4, 3	3
Computer Science AB	CIS 2170	Advanced Programming Techniques	5, 4, 3	3
Economics: Macro	ECN 2101	Principles of Macroeconomics	5, 4, 3	3
Economics: Micro	ECN 2102	Principles of Microeconomics	5, 4, 3	3
English Language and Composition	ENG 1111	Composition I	5, 4, 3	3
English Literature and Composition	LIT 2101	Introduction to Literature	5, 4, 3	3
French Language	FRE 1111	Elementary French I	5, 4, 3	4
German Language	GER 1111	Elementary German I	5, 4, 3	4
Government and Politics: United States	PLS 2101	Government of the United States	5, 4, 3	3
History	S2 900, S2 901	United States History I, II (IAI)	5, 4	6
	HIS 2101, 2102	U.S. History to 1877, U.S. History Since 1877	5, 4	6
	H2 904, H2 905	U.S. History/Civilization I, II (IAI)	5, 4	6
Mathematics Calculus AB and BC	MTH 1171	Calculus and Analytic Geometry I	5, 4, 3	5
Music: Listen/Literature	MUS 1131	Music Literature	5, 4, 3	4
Music Theory	MUS 1112	Beginning Theory	5, 4, 3	4
Physics B	PHY 1120	Physics I	5, 4	5
Physics C	PHY 2110	General Physics I	5, 4, 3	5
Psychology	PSY 1101	General Psychology I	5, 4, 3	3
Spanish Language	SPN 1111	Elementary Spanish I	5, 4, 3	4

Note: These are IECC equivalencies only. Credit awarded may vary at other institutions. Credit awarded for Advanced Placement will be recorded on the student's transcript. (For example, AP-Biology Credit – 4 semesters)

APPENDIX H

Time to Completion for Career and Technical Education Curricula Policy (800.5)

For CTE programs that have been withdrawn by the district, students will be given a specified length of time to complete their program of study or may be transferred to another similar program.

a. For a withdrawn associate in applied science degree program, students will be given two years from the date the program was withdrawn to complete the degree requirements.
b. For a withdrawn certificate program of 30 hours or more, students will be given one year from the date the program was withdrawn to complete the certificate requirements.
c. Students failing to meet the deadlines set forth above will not be eligible to graduate from a withdrawn degree or certificate program.
d. Students who return after an absence of less than two years and wish to enroll in a degree or certificate program that has been withdrawn must complete the degree or certificate within the timelines listed above.
e. Students who return after an absence of more than two years and who had been enrolled in a certificate or degree program that has been withdrawn will be required to select a new program of study.

For the purpose of defining "degree" or "certificate" program/curriculum as it applies to this policy, the following definition will apply:

Definition of Degree or Certificate Program: A CTE program of study that includes core courses and general education courses that support a degree or certificate curriculum.

APPENDIX I

Academic Integrity Policy (500.25)

Illinois Eastern Community Colleges is committed to Academic Integrity and believes in responsibility, honor/truth, fairness, respect/self-respect, and compassion free from fraud or deception. This implies that students are expected to be responsible for their own work and that faculty and academic support services staff members will take reasonable precaution to prevent the opportunity for academic dishonesty.

Violations

The District recognizes the following general categories of violations of academic integrity, with representative examples of each. Academic Integrity is violated whenever a student:

A. Uses or obtains unauthorized assistance in any academic work.
   - Copying from another student's exam.
   - Using notes, books, electronic devices or other aids of any kind during an exam when prohibited.
   - Stealing an exam or possessing a stolen copy of an exam.

B. Gives fraudulent assistance to another student.
   - Completing graded academic activity or taking an exam for someone else.
   - Giving answers to or sharing answers with another student before, during or after an exam or other graded academic activity.
   - Sharing answers during an exam by using a system of signals.

C. Knowingly represents the work of others as his/her own, or represents previously completed academic work as current.
   - Submitting a paper or other academic work for credit which includes words, ideas, data or creative work of others without acknowledging the source.
   - Using another author's words without enclosing them in quotation marks, without paraphrasing them or without citing the source.
   - Submitting the same paper or academic assignment to another class without the permission of the instructor.

D. Fabricates data in support of an academic assignment.
   - Falsifying bibliographic entries.
   - Submitting any academic assignment which contains falsified or fabricated data or results.

E. Inappropriately or unethically uses technological means to gain academic advantage.
   - Inappropriately or unethically acquiring material via the Internet or by any other means.
   - Using any electronic or hidden devices for communication during an exam.

Each instructor and academic support service area is authorized to establish specific guidelines consistent with this policy.

Consequences for Violations of Academic Integrity

The following is a non-inclusive summary of consequences that may result from a student who violates this policy.

- A failing grade for the assignment in question.
- A failing grade for the course.
- An immediate suspension from the class for one or more class sessions.
- Administrative withdrawal from the course in question.
- Administrative withdrawal from the student's major or related majors as determined by the Dean.
- Suspension or academic dismissal from IECC.

Appeals

The student has a right to appeal the decision of the instructor or the Dean. The complaint process is listed in the IECC district catalog and in the Policy and Procedures manual under 100.16.

APPENDIX J

Credit Equivalency by Licensure or Certification (500.26)

A student who has already obtained an industry recognized license or certification, for which the college offers a career and technical certificate or degree curriculum, may be granted credit for specific courses in the program of study listed in the table below. The following process will be followed to determine if credit will be granted:

1. Student must confer with an advisor in the program or department for which credit is being sought prior to submitting an application. Credit is limited to specific credentials. Additional experience/or documentation may be required.

2. Student may submit the Application for Credit Equivalency by Licensure or Certification application immediately. Equivalency credit will not be awarded until nine (9) semester hours of credit at an IECC college have been completed.

3. Student will submit the application to the Assistant Dean of Student Services. Application will include the original certification and certification number (if appropriate) along with an authorization to contact the certifying body for verification. The college's Assistant Dean of Student Services will review the application considering currency of licensure.

4. Approved credit will be posted to the student's transcript after the application has been reviewed, recommended and approved by the instructor/advisor and College Dean.

5. Credits received by students that are based on licensure or certification will not be used to award financial aid or veteran's benefits.

6. IECC does not accept the credit for licensure or certifications awarded at other institutions.

Licensure/Cerfications for Credit

FCC		LTC		OCC		WVC	
Certification	**Course(s)**	**Certification**	**Course(s)**	**Certification**	**Course(s)**	**Certification**	**Course(s)**
A+ Certification	ISS 1206	CompTIA A+	MSS 1201 & 2202				
MCITP	ISS 2203						
CompTIA Network + Certification	ISS 2205						
Emergency Medical Technician Certification	EPM 1613						
ASE Brakes	AUM 2223			ASE Brakes	AUM 1270		
ASE Engine Repair	AUM 1238			ASE Engine Repair	AUM 1265		
ASE Automatic Transmission	AUM 2228			ASE Automatic Transmission	AUM 2265		
ASE Suspension & Steering	AUM 2280			ASE Suspension & Steering	AUM 2280 & AUM 2285		
ASE Electronic Systems	AUM 1236			ASE Electronic Systems	AUM 1255 & AUM 2275		
ASE Heating & AC	AUM 1270			ASE Heating & AC	AUM 1270		
ASE Engine Performance	AUM 2222			ASE Engine Performance	AUM 1201 & AUM 1260		
Fire Officer I	EPF 2203			LI-Advanced Engines	AUM 2222		
	EPF 2204						
	EPF 2207						
	EPF 2209						
Firefighter II Module A	EPF 1201						
Firefighter II Module B	EPF 1202						
Firefighter II Module C	EPF 2201						
Firefighter III Module A	EPF 2210						
Firefighter III Module B	EPF 2211						
Firefighter III Module C	EPF 2212						
Basic Operations Firefighter	EPF 1203						
Advanced Firefighter Technician	EPF 1204						
Fire Service Vehicle Operator	EPF 1205						
Fire Apparatus Engineer	EPF 1207						
Instructor I	EPF 2203						
Fire Prevention Officer	EPF 2205						
Hazardous Materials First Responder	EPH 1200						
	EPH 1201						
First Responder	EPM 1201						
IDPH EMT-Paramedic	EPM 1217						
	EPM 1218						
	EPM 1219						
	EPM 1220						
National Registry-Parmedic	EPM 2204						
	EPM 2205						
	EPM 2206						
	EPM 2207						

APPENDIX K

CONCEALED FIREARMS POLICY (100.28)

CONCEALED FIREARMS

It is the policy of the Board of Trustees to comply with the provisions of the Firearm Concealed Carry Act. PA 98-63. Under that Act, and the Board hereby adopts the definitions contained therein, “Concealed firearm" means a loaded or unloaded handgun carried on or about a person completely or mostly concealed from view of the public or on or about a person within a vehicle. "Handgun" means any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand.

PROHIBITED AREAS

The Board declares the following as prohibited areas as set forth under Section 65, of the Act.
A licensee under this Act shall not knowingly carry a concealed firearm on or into any real property, including parking areas, sidewalks, and common areas under the control of Illinois Eastern Community Colleges.

FIREARMS AND DISTRICT VEHICLES

Further, the Board prohibits persons from carrying a firearm within a vehicle owned, leased, or controlled by the district.

ENFORCEMENT OF EXISTING POLICY

The Board directs the administration to enforce existing regulations, or policies regarding student, employee, or visitor misconduct and to discipline those who violate these regulations and policies, including suspension and expulsion.

DESIGNATED PARKING LOTS

The Board directs the Administration to set forth regulations, or policies regarding the storage or maintenance of firearms, which must include designated areas where persons can park
vehicles that carry firearms.

FIREARMS POSSESSION FOR INSTRUCTIONAL PURPOSE

Students are permitted to carry or use of firearms for the limited purpose of instruction and curriculum in officially recognized district approved educational programs, including but not limited to gunsmithing. Further, students may carry and use firearms in approved courses and at approved sites for purposes of instruction and attainment of concealed carry permits.

FIREARMS IN “CASE” AND PARKING AT PROHIBITED PARKING LOTS

Notwithstanding the prohibition against firearms in parking lots owned and operated by the District, Board recognizes that under the Concealed Carry Act, any licensee, prohibited from carrying a concealed firearm into a District parking area as specified in the Act and Board policy, shall be permitted to carry a concealed firearm on or about his or her person within a vehicle into the parking area and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area. For purposes of this exception, "case" includes a glove compartment or console that completely encloses the concealed firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other container.

CONCEALED CARRY IN A PROHIBITED PARKING LOT

A licensee may carry a concealed firearm in the immediate area surrounding his or her vehicle within a prohibited parking lot area only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk, provided the licensee ensures the concealed firearm is unloaded prior to exiting the vehicle.

POSTING OF SIGNS

The District shall post signs stating that the carrying of firearms is prohibited and these signs shall be clearly and conspicuously posted at the entrance to District buildings, premises, or real property specified as a prohibited areas. Signs shall be of a uniform design and shall comply with established state regulations as to size and content.

SUSPENSION OF CONCEALED CARRY LICENSE

Student and licensees are hereby notified that a concealed carry license shall be suspended by the appropriate authorities if an order of protection, including an emergency order of protection, plenary order of protection, or interim order of protection under Article 112A of the Code of Criminal Procedure of 1963 or under the Illinois Domestic Violence Act of 1986, is issued against a licensee.

Students and licensees shall not carry a concealed firearm while under the influence of alcohol, other drug or drugs, intoxicating compound or combination of compounds, or any combination thereof, under the standards set forth in subsection (a) of Section 11-501 of the Illinois Vehicle Code.

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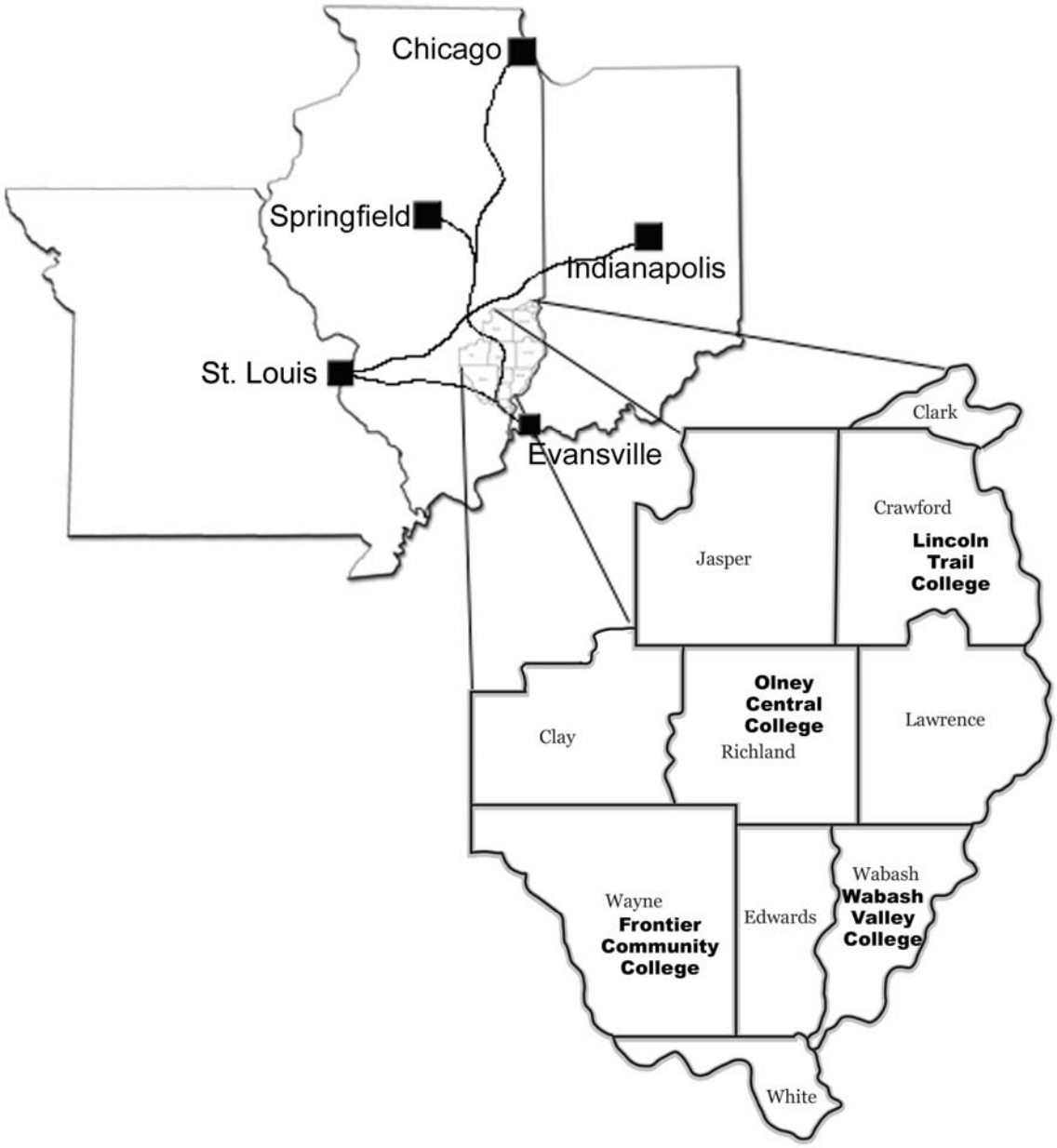
ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529

Tri-State / District Region



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