



Frontier Community

Lincoln Trail

Wabash Valley

Olney Central

Frontier
Fairfield

Lincoln Trail
Robinson

Olney Central
Olney

Wabash Valley
Mt Carmel

IECC offers the following programs and certificates:

TRANSFER PROGRAMS

ASSOCIATE IN ARTS, ASSOCIATE IN SCIENCE, OR ASSOCIATE IN SCIENCE AND ARTS DEGREE

Contact an academic advisor to develop a program guide leading to your major.

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
Graphic Arts & Design
Health Informatics
Information Systems Technology
Paramedicine
Paraprofessional Educator
Sport Management

CERTIFICATE PROGRAMS OF ONE YEAR OR LESS

Advanced Suppression Specialist
Automotive Service Specialist
Auto Light Repair Tech
Basic Fire Suppression Tech
Basic Nurse Asst. Training Program
Construction Technician
Electrical Distribution Systems Certificate
Emergency Medical Responder
EMT
Entrepreneurship
Fire Service Administrator
Graphic Design
Health Careers
Information Systems Technology
Light Vehicle Diesel Service
Medical Receptionist
Office Assistant
Paramedic
Paraprofessional Educator
Phlebotomy

LTC – AAS Degree

Associate Degree in Nursing*
Broadband Telecom
Certified Medical Assistant
Computer Telephony
Construction Technology
Corrections Parole Officer
Corrections/Youth Supervisor
Industrial Management
Office Management
Paraprofessional Educator
Petroleum Drilling Technology
Process Technology
Sport Management

CERTIFICATE PROGRAMS OF ONE YEAR OR LESS

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

OCC – AAS Degree

Accounting
Administration of Justice
Associate Degree in Nursing*
Automotive Service Technology
Collision Repair Technology
Culinary Arts
Human Resource Assistant
Industrial Maintenance Technology
Information Systems Technology
Medical Office Assistant
Office Administration
Paraprofessional Educator
Radiography
Sport Management

CERTIFICATE PROGRAMS OF ONE YEAR OR LESS

Auto Service Technology I & II
Automotive Repair Technician
Baking and Pastry Arts
Basic Cook
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
Nail Technology
Office Administration
Paraprofessional Educator
Phlebotomy
Professional Bookkeeper
QuickBooks
Residential HVAC
Welding
Welding and Cutting

*Olney Central College offers the Associate Degree in Nursing 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
Music and Media
Paralegal
Paraprofessional Educator
Radio/TV and Digital Media
Social Services Specialist
Sport Management
Sports Marketing and Media

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
ECE Level 2 & 3 Credentials
Educational Leadership
Entertainment Business
Entrepreneurship
Gunsmithing
Health Careers
Industrial Leadership & Org
Industrial Technician
Inter Industrial Technician
Manufacturing Design
Media Communications
Mine Electrical Maintenance III
Music and Media
Office Assistant
Paraprofessional Educator
Parenting
Precision Agriculture
Professional Ag Applicator
Quality Improvement
Real Estate
Sales
Shooting Range Safety Officer
Social Media Management
Truck Driving
Turf and Landscape Design

Catalog
2017 - 2018



Frontier Community
College



Lincoln Trail
College



Olney Central
College



Wabash Valley
College

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.



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

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

PROGRAM OVERVIEW	inside front cover	Grade Forgiveness.....	24
MISSION AND VALUES	2	Auditing	24
ACADEMIC CALENDAR	5	Course/College Withdrawal.....	25
BOARD OF TRUSTEES	7	Graduation Honors	25
ADMINISTRATION	8	Graduation Requirements	25
GENERAL INFORMATION	9	Term Honors	25
Welcome	10	Transcript Requests.....	25
Location	10	STUDENT RIGHT TO KNOW AND STUDENT CONDUCT	26
District and College History.....	11	Academic Freedom Policy.....	27
Accreditation.....	11	Academic Integrity Policy.....	27
Consumer Information Disclosures.....	11	Americans with Disabilities Act.....	27
Freedom of Information Act	11	Bloodborne Pathogens	28
Purpose of Catalog.....	11	Campus Safety and Security –	
ADMISSION INFORMATION	12	Student Right to Know	28
Admission Procedures.....	13	Chronic Communicable Diseases.....	29
Readmission.....	14	Concealed Firearm Policy	29
Readmission in Good Standing	14	Drug-Free Workplace Policy	29
Limited Admission Program	15	Educational Guarantees.....	29
Non-Discrimination	15	Emergency Response Plans.....	29
Residency Policy.....	15	Family Educational Rights and Privacy.....	29
International Students	16	IECC Appropriate Use of Information	
Students in Loan Default.....	17	Technology Resources Policy.....	30
Required High School Subject Patterns.....	17	Electronic Communications	30
Student Placement	17	Non-Discrimination.....	30
Student Information Check Sheet.....	19	Persistence and Degree Completion.....	30
ACADEMIC INFORMATION	20	Policy to Address a Complaint	30
Credit	21	Preventing Sexual Misconduct.....	31
Remedial Courses.....	21	Student Conduct Policy.....	31
Dual Credit	21	Tobacco Free Campus Policy.....	32
Students Transferring to IECC	21	STUDENT SERVICES	33
Transfer Credit Policy	22	Services.....	34
Credit by Examination.....	22	IECC Meal Plan Offerings	35
Credit Equivalency by Licensure, Certification or		Federal TRIO Programs	36
State Seal of Biliteracy.....	22	Articulation Agreements.....	36
Advanced Placement Testing	22	CAREER Agreements.....	36
Military Credit.....	22	Franklin University Alliance.....	36
Grading	23	Learning Resource Centers	36
Academic Progress.....	23	Special Programs.....	37
Academic Probation.....	23	Student Organizations and Athletics.....	37
Pass/Fail Courses.....	24	Workforce Education	37
Repeating Courses	24	FINANCIAL INFORMATION	38
		Tuition.....	39
		Tuition for Allied Health Students.....	39
		Online Tuition	39
		Miscellaneous Fees.....	39
		IECC Meal Plan	41

Refund Policy	41	APPENDICES	302
Textbook Returns and Refunds	41	Appendix A – Transfer Degree and Technical/Certificate	
In-District Tuition Waivers	41	Educational Guarantee Policies.....	303
Student Financial Aid.....	41	Appendix B – Preventing Sexual Misconduct Policy .	304
Employment	42	Appendix C – Family Educational Rights and	
Federal Grants and Loans	42	Privacy Act Policy	305
State Grants	42	Appendix D – Appropriate Use of Information	
Academic Standards for Financial Aid	42	Technology Resources Policy.....	307
Financial Aid Satisfactory Academic		Appendix E – Military Credit.....	310
Progress Requirements	43	Appendix F – Persistence and Degree Completion...	311
Financial Aid Warning.....	43	Appendix G – Credit by Examination	312
Financial Aid Suspension	43	Appendix H – Time to Completion for Career	
Completion of Classes.....	43	and Technical Education Curricula Policy	314
Time Frame for Eligibility.....	43	Appendix I – Academic Integrity Policy.....	314
Appeals and Procedures	43	Appendix J – Credit Equivalency by Licensure,	
Withdrawals	44	Certification, or State Seal of Biliteracy.....	315
GENERAL PROGRAM INFORMATION	45	Appendix K – Concealed Firearms Policy.....	317
Transfer Programs	46	Appendix L – Tobacco Free Campus Policy	318
Career and Technical Programs	46	Appendix M – Withdrawal Policy	319
Associate in Applied Science.....	46	Appendix N– Dual Credit Policy	319
IAI General Education Core Curriculum	47		
Associate in Science.....	48	Index of Career and Technical Education Programs ...	320
Associate in Arts	49	DISTRICT MAP	inside back cover
Associate in Science and Arts	50		
Certificate in General Studies	51		
Associate in General Studies.....	52		
ALLIED HEALTH	53		
Associate Degree in Nursing.....	54		
Basic Nurse Assistant Training Program.....	58		
Health Careers	58		
Radiography.....	58		
CAREER AND TECHNICAL EDUCATION PROGRAM			
INFORMATION	61		
COURSE INFORMATION	159		
Course Numbering.....	160		
Course Prefixes and Codes.....	161		
General Education Core Curriculum Codes.....	162		
Course Descriptions	163		

ACADEMIC CALENDAR 2017 - 2019

2017 Fall Semester

August	10-11	Faculty Workshop
August	14-16	Registration, Testing
August	17	First Day of Classes
September.....	4	Colleges Closed. Labor Day
September.....	18	Constitution Observance Day. Classes in session
October	3	No Classes. District Faculty/Staff Professional Development Day
October	9	Colleges Closed. Columbus Day
October	12	Midterm
November	10	Colleges Closed. Veterans Day Observed
November	23-24	Colleges Closed. Thanksgiving
December.....	8	Last Day of Classes
December.....	11-14	Final Exams
December.....	15	Last Day of Semester

(Colleges closed December 19, 2017 – January 1, 2018. Winter Break)

2018 Spring Semester

January	2	Colleges Open
January	3	Faculty Workshop
January	4-5	Registration, Testing
January	8	First Day of Classes
January	15	Colleges Closed. Martin Luther King, Jr. Day
February	19	Colleges Closed. Presidents Day
March	2	Midterm
March	5	No Classes. Casimir Pulaski Holiday
March	6-11	No Classes. Spring Break
March	30	Colleges Closed. Spring Holiday
May	4	Last Day of Classes
May	7-10	Final Exams
May	11	Last Day of Semester/Graduation

2018 Intersession

May	14	First Day of Classes
May	22	Midterm
May	28	Colleges Closed. Memorial Day
June	1	Last Day of Intersession

2018 Summer Session

June	5	First Day of Classes
June	29	Midterm
July	4	Colleges Closed. Independence Day
July	27	Last Day of Classes
July	30-31	Finals

2018 Fall Semester

August	9-10	Faculty Workshop
August	13-15	Registration, Testing
August	16	First Day of Classes
September.....	3	Colleges Closed. Labor Day
September.....	17	Constitution Day. Classes in Session
October	2	No Classes. District Faculty/Staff Professional Development Day
October	8	Colleges Closed. Columbus Day
October	11	Midterm
November	12	Colleges Closed. Veteran’s Day Observed
November	22-23	Colleges Closed. Thanksgiving.
December.....	7	Last Day of Classes
December.....	10-13	Finals
December.....	14	Last Day of Semester

(Colleges Closed December 19, 2018 –January 1, 2019. Winter Break)

2019 Spring Semester

January	2	Colleges Open.
January	2	Faculty Workshop
January	3-4	Registration, Testing
January	7	First Day of Classes
January	21	Colleges Closed. Martin Luther King, Jr. Day
February	18	Colleges Closed. President’s Day
March.....	1	Midterm
March	4	No Classes. Casimir Pulaski Holiday Observed
March.....	5-10	No Classes. Spring Break
April.....	19	Colleges Closed. Spring Holiday
May	3	Last Day of Classes
May	6-9	Final Exams
May	10	Last Day of Semester/Graduation

2019 Intersession

May	13	First Day of Classes
May	21	Midterm
May	27	Colleges Closed. Memorial Day
May	31	Last Day of Intersession

2019 Summer Session

June	4	First Day of Classes
June	28	Midterm
July	4	Colleges Closed. Independence Day
July	26	Last Day of Classes
July	29-30	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. A non-voting student trustee is elected by a student referendum to serve a one year term from April to March.



JAN RIDGELY (2021)
TRUSTEE
OLNEY



DR. G. ANDREW FISCHER (2021)
CHAIRMAN
MT. CARMEL



GARY CARTER (2023)
SECRETARY PRO TEMPORE
FAIRFIELD



BRENDA CULVER (2023)
VICE-CHAIR
NOBLE



JIM LANE (2019)
TRUSTEE
ROBINSON



ALAN HENAGER (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 life 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 many degrees and four certificates that can be completed online. The online offerings of these degrees and certificates allow students to obtain an education while maintaining family and work responsibilities.

IECC offers four 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.

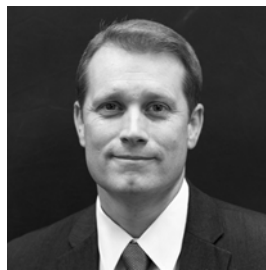
At Illinois Eastern Community Colleges, our first priority is service to our students and the communities in which they reside. The Board of Trustees and I wish you a positive and productive educational experience.

Sincerely,

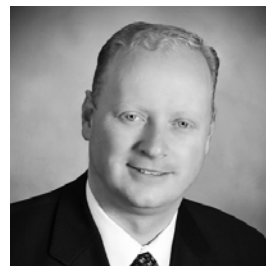
Terry L. Bruce



Gerald (Jay) Edgren, Ph. D.
FCC President



Ryan Gower, Ph. D.
LTC President



Rodney Ranes
OCC President



Matt Fowler, Ph. D.
WVC President

DISTRICT OFFICE

- Roger BrowningChief Finance Officer/Treasurer
- Tara BuersterDirector of Human Resources
- Alex ClineDirector of Information and Communications Technology
- Jeff CutchinChief Academic Officer/Dean
- Renee Smith.....Board Secretary
- Mike ThomasDean of Workforce Education

General Information

Welcome

Location

District and College History

Accreditation

Consumer Information Disclosures

Freedom of Information Act

Purpose of Catalog

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 are a recent high school graduate or an 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 approximately 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 General Program Information, Allied Health, and Career and Technical Education Program Information 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 are 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 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, Fram, Hella Electronics, North American Lighting, Walmart Distribution Center, and various healthcare centers.

Each college 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 and Illinois Board of Higher Education. 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, Olney, IL. 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. The Commission may be contacted at the HLC website at www.hlcommission.org or by phone at 312.263.0456.

IECC is also approved by the following accrediting or licensing agencies:

The Associate Degree in Nursing program is accredited by the Accreditation Commission for Education in Nursing (www.acenursing.org), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326.

The Associate Degree in Nursing and Practical Nursing Certificate programs are approved by the Illinois Department of Financial and Professional Regulation, 320 W. Washington Street, Springfield, IL 62786.

The Automotive Technology program at Frontier Community College has ASE Master Certification from the National Automotive Technicians' Education Foundation (NATEF), 101 Blue Seal Drive, Suite 101, Leesburg, VA 20175.

The Cosmetology Program is accredited and licensed by the Illinois Department of Financial and Professional Regulation, P.O. Box 7007, Springfield, IL 62791.

The Massage Therapy Program is approved by the Illinois Department of Financial and Professional Regulation, P.O. Box 7007, Springfield, IL 62791.

The Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182.

CONSUMER INFORMATION DISCLOSURES

Illinois Eastern Community Colleges is required by the federal government, through the Higher Education Opportunity Act of 2008 to provide all students with specified consumer information. This includes, but is not limited to information that is related to general institutional information, student financial aid, campus safety and security, student and instructional services, and student outcomes. All information regarding Student Right to Know/Consumer Information Disclosures can be found on the IECC website at www.iecc.edu/disclosures.

FREEDOM OF INFORMATION ACT

Illinois Eastern Community Colleges complies with the Illinois Freedom of Information Act (FOIA), 5 ILCS 140. All requests for information are received and processed by the Human Resources Director at the District Office in a timely manner and in accordance with IECC written policy and procedures. Additional information can be found on the IECC website at www.iecc.edu/foia

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. Access the most current catalog information at <http://www.iecc.edu/catalog>.

A student handbook is available online at each college's website. It should be consulted for requirements and further information about each institution, its procedures, and special programs.

Admission Information

Admission Procedures

Readmission

Readmission in Good Standing

Limited Admission Program

Non-Discrimination

Residency Policy

International Students

Students in Loan Default

Required High School Subject Patterns

Student Placement

Student Information Checksheet

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 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 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 or comparable regional accrediting association. The Commission may be contacted at the HLC website at www.hlcommission.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, and prior approval of the chief executive officer of the public school is 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 the Records/Advisement Office to verify that the transcript is valid. In cases where validity is questionable, the Records/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 and/or state financial aid.

To gain admittance, all degree and certificate seeking students need to:

1. Submit an admission form to the Admissions Office or at www.iecc.edu/admissions;
2. Submit the results of any required pre-entrance physical examination or background check;
3. Submit nationally standardized test scores (such as ACT, SAT, ACCUPLACER, ASSET, COMPASS, PARCC, etc.); and,
4. 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 form, the student will receive a letter of acceptance. It is to the student's advantage to apply for admission at least 30 days prior to the beginning of any term in order to be scheduled for pre-registration; however, admissions 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 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.

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 should provide official documentation of residency before or at the time of registration but no later than the first day of classes 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 ownership and/or 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 or 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 of 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
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
Richland County Community Unit School District No. 1
Robinson Community Unit School District No. 2
Wabash Community Unit District No. 348

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 be classified as residents of Illinois Eastern Community Colleges District 529 without meeting the 30 day residency requirement of the district if they are currently residing in the district and are youth:

- ❖ who are currently under the legal guardianship of the Illinois Department of Children and Family Services or have recently been emancipated from the Department, and

- ❖ who had previously met the 30 day residency requirement of the district but who had a placement change into a new community college district. The student, a caseworker or other personnel of DCFS, or the student's attorney or guardian ad litem appointed under the Juvenile Court Act of 1987 shall provide the district with proof of current in-district residency.

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 if they are:

- ❖ Federal job corps workers stationed in Illinois;
- ❖ Members of the armed services stationed in Illinois;
- ❖ Inmates of state correctional/rehabilitation institutions located in Illinois; or
- ❖ Employed full-time in Illinois.

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.

VI. Undocumented: Public Act 093-007 states an individual shall be deemed an Illinois resident,

until the individual establishes a residence outside of this state; if all of the following conditions are met.

- 1) The individual resides with his or her parents or guardian while attending a public or private high school in the state of Illinois.
- 2) The individual graduated from a public or private high school or received the equivalent of a high school diploma in the State of Illinois.
- 3) The individual attended school in the State of Illinois for at least 3 years as of the date the individual graduated from high school or received the equivalent of a high school diploma.
- 4) The individual registers as an entering student in the community college not earlier than the 2003 fall semester.
- 5) In the case of an individual who is not a citizen or permanent resident of the United States, the individual provides the community college with an affidavit stating that the individual will file an application to become a permanent resident of the United States at the earliest opportunity the individual is eligible to do so. Students may obtain the IECC Affidavit form from any of the IECC college student record's office.

A Resolution on Residency of Undocumented Students, was resolved on January 20, 2017, by the Illinois Community College Board, to clarify tuition policy for undocumented students particularly adult students not included in provisions of PA 93-007. The resolution states that in-district tuition should be paid by those community college students meeting the residency rules for in-district tuition regardless of citizenship status. Students who do not meet the requirements of the in-district rule should pay out-of-district tuition.

INTERNATIONAL STUDENTS

To apply for admission to Illinois Eastern Community Colleges, the student must submit the following

1. A completed admission application (accessible at the IECC website at www.iecc.edu);
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 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.

STUDENT PLACEMENT

Illinois Eastern Community Colleges recognizes that student success in college course work is directly related to appropriate course placement. Therefore, IECC uses multiple measures to determine student placement in college-level courses and admission to a degree or certificate program.

Multiple measures for placement are used to determine students' readiness for college level courses and programs. The results of these measures will improve the quality of education and enhance student success through academic advisement, assessment of students' academic skills and provision of needed support services.

Multiple measures for placement includes analysis of:

1. Nationally standardized test scores such as ACT, SAT, ACCUPLACER, ASSET, COMPASS, PARCC, etc.
2. Analysis of high school or college transcripts including course work completed and grade point average; and remedial and/or previous college course work completed.
3. If 1 and 2 are not available or do not meet the course placement requirements, additional placement testing may be required.

The colleges administer ACCUPLACER for course placement and admission into select degree and certificate programs. ACCUPLACER is a placement test used to determine students' skill levels in Reading, English, and Math and assists in placing students in the appropriate courses. Additional ACCUPLACER information, free resources, and sample test questions are available at <https://accuplacer.collegeboard.org/students>.

Students may sign up to take ACCUPLACER by calling the college of their choice. There is no charge for the first test. A review and analysis of the multiple measures for placement and placement testing is necessary before full-time registration and prior to enrolling in college level courses.

STUDENT INFORMATION CHECK SHEET

- | | Date Completed |
|---|-----------------------|
| 1. Apply for Admission
New students or returning students (those who have not been enrolled for two years) should apply online at www.iecc.edu/admissions , or contact Student Services. | _____ |
| 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 October 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
Submit nationally standardized test scores to Admissions Office. If no scores are available or they do not meet course placement requirements, students need to sign up to take the ACCUPLACER by calling the college of their choice. There is no charge for the first test. See Course Placement in the Admissions section of the IECC catalog regarding Multiple Measures for course placement. Additional ACCUPLACER information, free information, and sample test questions are available at https://accuplacer.collegeboard.org/students . | _____ |
| 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 http://www.iecc.edu/bookstores . | _____ |

FRONTIER COMMUNITY COLLEGE

618.842.3711
Toll Free: 877.464.3687

LINCOLN TRAIL COLLEGE

618.544.8657
Toll Free: 866.582.4322

OLNEY CENTRAL COLLEGE

618.395.7777
Toll Free: 866.622.4322

WABASH VALLEY COLLEGE

618.262.8641
Toll Free: 866.982.4322

Academic Information

Credit

Remedial Courses

Dual Credit

Students Transferring to IECC

Transfer Credit Policy

Credit by Examination

Credit Equivalency by Licensure, Certification, or State Seal of Biliteracy

Advanced Placement Testing

Military Credit

Grading

Academic Progress

Academic Probation

Pass/Fail Courses

Repeating Courses

Grade Forgiveness

Auditing

Course/College Withdrawal

Graduation Honors

Graduation Requirements

Term Honors

Transcript Requests

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.

REMEDIAL COURSES

Remedial and college preparatory courses are designed to bring basic skills in mathematics, English, 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 of 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 of 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. However, in some cases, 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.

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 be 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. (See Dual Credit Policy 500.31 in Appendix N)

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, 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.hlcommission.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 must be earned at IECC. Only grades from IECC are used in determining a grade point average for term honors and graduation honors. (See Transfer Credit Policy in this section.)

TRANSFER CREDIT POLICY (500.9)

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 or designee.

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, 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.

CREDIT BY EXAMINATION (500.5)

Illinois Eastern Community Colleges (IECC) recognized the fact that many students reach a college-level education through study outside the classroom. Therefore, IECC allows students to receive credit by examination. The maximum amount of credit which a student may gain through credit by examination is 32 semester hours.

IECC grants credit through proficiency examination. The proficiency examination fee for any IECC course must be paid at the time of registration for the exam. IECC proficiency examinations carry grades of "A", "B", "C", "P", or "Not Passing". Grades of "A", "B", "C", "P", will be entered on the student's transcript as "By Proficiency" and will carry appropriate course credit. Proficiency examination grades entered on the student's transcript will be used in computing grade point averages. A grade

of "Not Passing" will not be used in grade point averages, nor will it be recorded on the student's transcript.

Proficiency examinations may not be taken for courses in which a student has previously enrolled for credit, audit, or pass/fail. A student may take a particular proficiency examination only once. Proficiency applications must be approved by the instructor and the dean where the student is enrolled. IECC will accept only scores from proficiency examinations administered at an IECC test center.

Additionally, IECC may accept credit through the College Entrance Examination Board's subject test, the College Level Examination Program (CLEP), the Advanced Placement (AP) testing program, and the International Baccalaureate program (IB). Credit for appropriate CLEP scores, AP scores, and IB programs will be entered on the student's transcript as a "P" (pass) and will not be used in computing grade point averages. Students requesting AP credit should check with Student Services for a list of accepted courses and credit hour equivalents.

The student will be responsible for obtaining and submitting an official document verifying credit by examination scores. This form will be submitted to Student Services for evaluation. See Appendix G for additional information.

CREDIT EQUIVALENCY BY LICENSURE, CERTIFICATION, OR STATE SEAL OF BILITERACY (500.26)

College credit may be granted for an industry recognized license or certification as determined by an evaluative process administered by the Dean of Instruction, 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*. In the event of extenuating circumstances, students may request an incomplete grade (*I*). Students must initiate this process and have faculty approval. 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) the student has 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. To request an Entrata account, 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 student whose cumulative grade point average falls below a C (2.0), after earning twelve (12) credit hours, will 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 dropped 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 who is placed on academic probation and who earns a C average in the term(s) following placement on academic probation will remain on academic probation until such time as the student's cumulative grade point average returns to C (2.0).

Notice of academic deficiency will appear on the student's transcript by semester. Each college and/or academic program will establish procedures to give timely warning of deficiency and its consequences to students. Deficiency warnings will be sent to all students to inform them that they are on academic probation.

When the student achieves a cumulative GPA of C (2.0), then he or she will have returned to academic good standing.

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.
5. A student must earn a C or better to receive a P in a P/F course.

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.

COURSE/COLLEGE WITHDRAWAL (500.30)

Each student is responsible for initiating a drop or withdrawal request by contacting Student Services at each college and completing a Course Change Form (withdrawal form). The student is encouraged to meet with the instructor, his or her academic advisor or Retention Coordinator, and the Financial Aid Officer before withdrawing from any course.

Withdrawal requests must be received in Student Services no later than two weeks prior to the last day of classes of any regular length semester. Students are advised to contact Student Services for withdrawal deadlines for courses not conforming to a sixteen-week schedule. (see Appendix M.)

GRADUATION HONORS

For commencement purposes: Students shall be recognized with **high honors** for attaining a cumulative grade point average of 3.90 or greater for college-level coursework completed from IECC through the term prior to graduation. Students shall be recognized with **honors** for attaining a cumulative grade point average of 3.50 to 3.89 for college-level coursework completed from IECC through the term prior to graduation.

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.

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, and
6. Make application for graduation and pay the required fee.

TERM HONORS (FALL & SPRING TERMS ONLY)

Full-time (Fall and Spring semester) students are recognized for their academic achievement based on the following:

Chief Executive Officer's Academic Honors - Grade Point Average (GPA) of 3.90 or greater

President's Academic Honors - Grade Point Average (GPA) from 3.75 to 3.89

Dean's Academic Honors - Grade Point Average (GPA) from 3.50 to 3.74

The names of honors' recipients will be published in local area newspapers. Only grades earned from IECC are considered in the GPA calculations and do not include pre-college, pass/fail and/or dual-credit courses.

TRANSCRIPT REQUESTS

IECC has partnered with the National Student Clearinghouse to process transcripts online. There is a link from a student's Entrata account and on the IECC website to access the Clearinghouse site in order to request an official transcript.

Additionally, official and unofficial transcripts may be requested in person in the Student Records Office at the colleges. A completed transcript request form, photo ID, and payment of the fee are required prior to release of the transcript. There is no fee for unofficial transcripts obtained via Entrata.

For more information or to request a transcript, visit www.iecc.edu/transcript or contact Student Records.

Student Right to Know and Student Conduct

Academic Freedom Policy
Academic Integrity Policy
Americans with Disabilities Act
Bloodborne Pathogens
Campus Safety and Security – Student Right to Know
Chronic Communicable Diseases
Concealed Firearm Policy
Drug-Free Workplace Policy
Educational Guarantees
Emergency Response Plans
Family Educational Rights and Privacy
IECC Appropriate Use of Information Technology
 Resource Policy
 Electronic Communications
Non-Discrimination
Persistence and Degree Completion
Policy to Address a Complaint
Preventing Sexual Misconduct Policy
Student Conduct Policy
Tobacco Free Campus Policy

STUDENT 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 (800.6)

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.

Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled, and are evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to established academic criteria and standards.

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 service staff members will take reasonable precaution to prevent the opportunity for academic dishonesty.

See Appendix I.

AMERICANS WITH DISABILITIES ACT (100.12)

The Board of Trustees of Illinois Eastern Community Colleges complies with both the letter and the spirit of the Americans with Disabilities Act (ADA) and other laws protecting the rights of persons with disabilities by being committed to:

1. providing opportunities to qualified persons with disabilities in employment and in access to

education, when doing so will not pose an undue burden or fundamentally alter the programs of the institution;

2. raising the awareness of all employees of the institution and providing institutional resources; and,
3. making compliance with the Americans with Disabilities Act a priority of the institution, subject to available resources, and taking appropriate steps to meet the deadlines established by Congress.

The administration:

1. appoints one individual with sufficient powers, authority, and staffing to coordinate compliance with the Americans with Disabilities Act district wide;
2. appoints one employee at each college to coordinate compliance with the Americans with Disabilities Act;
3. implements procedures to coordinate responses to requests from individuals with disabilities and to respond to requests in a timely fashion;
4. implements procedures for raising awareness of the requirements of the ADA to the college community as well as to all levels of the institution, including senior administrators, faculty, and supervisors; and,
5. communicates ADA compliance progress and issues to the Board of Trustees.

The Board of Trustees recognizes that compliance with the ADA may require rearranging certain priorities of the institution. It is our intent that compliance with the letter of the ADA shall be given a high priority of the institution and appropriate changes, subject to available resources, be made. Accommodation will be provided to qualified individuals with disabilities, unless this poses an undue burden on the institution's resources or would fundamentally alter the nature of a program. The administration is directed to take this policy statement and the ADA's requirements into consideration in preparing its budgetary proposals.

BLOODBORNE PATHOGENS (100.11)

Illinois Eastern Community Colleges adopts the federal OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030 and any additions thereto. The District will publish procedures so as to prevent or minimize the occupational exposure of employees to bloodborne pathogens or other potentially infectious materials.

CAMPUS SAFETY AND SECURITY POLICY (500.17)

The Illinois Eastern Community Colleges Board of Trustees recognizes the importance of a college environment which 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 office of student services. The college environment includes all students, employees and other persons participating in Illinois Eastern classes, programs, services and other activities and events. Illinois Eastern administration monitors and evaluates campus safety on an ongoing basis

Illinois Eastern 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. Reports may be made in person to the President's Office at each respective campus, or to any Campus Security Authority (CSA) during regular hours of operation, or to the appropriate law enforcement agency. Students and employees are encouraged to report all crimes considered to be a threat to students and employees so that Illinois Eastern can determine if preventive measures can be implemented to prevent recurrence of a particular crime. Campus Security Authorities (CSA) are responsible for reporting any and all crimes reported to them to the designated officials at IECC. Reporting is also requested for evening classes and college events occurring at locations other than college property.

Any crime reported to IECC officials will require appropriate attention in order to adhere with state and federal regulations and/or the possible issuance of timely warnings. IECC does not have confidential crime reporting options.

College officials will cooperate with local law enforcement officials during an ongoing criminal investigation on an as needed basis. In the interim, College officials can ensure victims are provided with

on-campus resources and/or information about any off-campus services as necessary.

Illinois Eastern 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. A Timely Warning notice will be distributed to the College community when a crime is reported that poses a serious or continuing threat to the campus community. Timely Warning notices will be distributed using the Emergency Notifications in the Regroup System or through the Student Portal.

Illinois Eastern custodial and maintenance staff or other college personnel are responsible for the security, access, and maintenance of all college buildings and grounds.

IECC does not possess a campus security department or campus law enforcement; therefore, each College is routinely patrolled by local law enforcement agencies to evaluate and monitor security-related matters.

The possession and/or use of firearms, ammunition, fireworks, dangerous materials, or combustible materials, except by law enforcement officials when being used for approved course work or when the Concealed Carry Policy (100.28) applies, is strictly prohibited on campuses and in any Illinois Eastern Community Colleges building. The possession, use, and sale of alcoholic beverages or illegal drugs by anyone while participating in Illinois Eastern classes, programs, services and other activities and events is strictly prohibited. See Substance Abuse (100.9) and Drug-Free Workplace (400.19) Policies for additional information on the prohibition of alcohol and drug use on IECC campuses. Violators will be reported to local law enforcement and can face immediate expulsion or dismissal from the college.

The Annual Security Report (ASR) will be prepared by the Program Director of Grants, Compliance, & Outreach, published prior to October 1st on the District's website, and be made available to all students, prospective students, employees, and prospective employees. The Annual Security Report containing information for the previous calendar year and crime statistics for the three previous calendar years may be viewed at www.iecc.edu/annualecurityreport. This report contains various policy statements and related procedures regarding campus safety and security, crime statistic information, and relevant definitions.

The complete Campus Safety and Security Policy (500.17) may be viewed on the IECC website at www.iecc.edu/safety.

Sex Offender Registration

Within three days of enrollment, admittance, or employment at IECC, or upon the conviction of a sexual offense that requires registration pursuant to the Illinois Sex Offender Registration Act, any student or employee that is required to register as a sex offender pursuant to the Illinois Sex Offender Registration Act must register with the Assistant Dean of Student Services at the College of attendance or the IECC Human Resources Department at the District Office (if an employee).

The Complete Sex Offender Registration policy may be viewed on the IECC website at www.iecc.edu/safety. To access the statewide registry or for additional information regarding registered sex offenders in Illinois, visit www.isp.state.il.us.

CHRONIC COMMUNICABLE DISEASES (100.10)

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.

CONCEALED FIREARMS POLICY (100.28)

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, 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 K in Appendices Section for complete Concealed Firearms Policy.

DRUG-FREE WORKPLACE POLICY (400.19)

Illinois Eastern Community Colleges has a duty to protect its employees, students and the public from dangers posed by the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance and the abuse of legal drugs and/or alcohol while on IECC owned or supervised property, and while on IECC business. The College will take all reasonable steps to insure a drug-free workplace in its programs during the performance of any federal contract work. IECC policy strictly prohibits all employees engaged in performing federal contract work from unlawfully manufacturing,

distributing, dispensing, possessing or using controlled substances in the workplace.

EDUCATIONAL GUARANTEES (500.18, 500.19)

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 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.

EMERGENCY RESPONSE PLANS (100.24)

The Illinois Eastern Community Colleges Board of Trustees recognizes the importance of creating and maintaining Emergency Response Plans that outline the plan for managing major emergencies and incidents that may threaten the health, safety, and welfare of the college community or disrupt its programs or activities. The Emergency Response Plans meet the requirements of the Illinois Campus Security Enhancement Act of 2008 (P.A. 095-0881; 110 ILCS 12/20) and the Illinois Administrative Code Part 305, and are compliant with the Illinois Emergency Management Agency Act (20 ILCS 3305) and the National Incident Management System (NIMS). The Emergency Response Plans also provide for Business Continuity (Annex 10) and Academic Continuity (Annex 11) which includes a general framework for planning and decision making as it pertains to the academic and business functions of IECC in case of an campus emergency.

Emergency Response Plans are reviewed and revised, as necessary, on an annual basis. Procedures for specific emergency scenarios are accessible to students, faculty, staff and the public through a link from the IECC homepage.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY (500.11)

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 (200.2)

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

ELECTRONIC COMMUNICATIONS

IECC provides email accounts to students as a tool for sharing important and official information regarding registration, financial aid, deadlines, student life, and more. Email allows IECC to communicate quickly and efficiently and provides standardized, consistent communication with IECC students. The student email accounts are cost-effective and environmentally friendly. Student email accounts are created when students activate their IECC portal accounts. IECC expects that every student will receive email at his or her IECC email address and will read email on a frequent and consistent basis. A student's failure to receive and read IECC communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

Students may elect to redirect (auto-forward) email sent to their IECC email address. Students who redirect email from their official IECC email address to another address do so at their own risk. IECC is not responsible for the handling of email by outside service providers. If email is lost because of forwarding, it does not absolve the student of the responsibilities associated with communications sent to their official IECC email address.

Non-Discrimination (100.8)

All Offices, Divisions, Colleges and other units of Illinois Eastern Community Colleges District No. 529 operate pursuant to all applicable laws relating to equal educational opportunity and affirmative action, including but not limited to Executive Orders 11246 and 11375 as amended, Title VII of the Civil Rights Act, the Human Rights Act of 1977, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Readjustment Act of 1974.

Illinois Eastern Community Colleges District No. 529 does not discriminate against any employee or any applicant for employment because of race, color, sex, sexual orientation, age, marital status, religious affiliation, veteran status, national origin, disability, or any other protected category.

This District does not discriminate in any of its educational programs and offerings, or in any of the activities offered or operated by the Community College District and its Colleges.

This policy applies to all conditions of employment, including but not limited to hiring, placement, promotion, transfer, demotion, selection, recruitment, employment, advertising, layoff and termination, and compensation.

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.

POLICY TO ADDRESS A COMPLAINT (100.16)

This policy applies to all employees, faculty, and students of Illinois Eastern Community Colleges District 529 except for sexual harassment complaints, student readmission petitions, and grievances under the faculty collective bargaining contract. The purpose is to provide for the prompt and equitable resolution of complaints.

Employees, faculty, and 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 a supervisor or 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 this process shall not be subjected to reprisals or retaliation because of participation in the complaint process.

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 adhered to unless there has been mutual agreement between the complainant and the administrator to extend the time limits. Failure by the administration at any step of the process to communicate the decision on a complaint within the specified time limit shall permit the complainant to proceed to the next step. Failure on the

part of the complainant to appeal the decision to the next step within the specified time limits shall be deemed to be an abandonment of the complaint.

Students shall follow the steps defined below for complaints other than sexual harassment complaints and readmission petitions. These complaints include, but are not limited to, academic, grading, and institutional decisions which directly affect a student. Readmission petitions are governed by procedures detailed in the section on readmission in the college catalog.

- Step 1: Within ten days of the incident causing the complaint, the complainant shall attempt to resolve the matter informally. The complainant should meet with his/her instructor or service provider. If the matter is not resolved within ten days from the date of the meeting, the complainant may file a formal written complaint.
- Step 2: Within five 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 days of receipt of the complaint. If the matter is not resolved, then Step 3 shall apply.
- Step 3: Within five 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 students, two faculty members, and one administrator. The Committee's recommendation will be forwarded to the President within ten days. The President will render a written decision concerning the appeal within five days from receiving the Committee's recommendation. If the matter is not resolved, then Step 4 shall apply.
- Step 4: Within five 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 days of receipt of the appeal. If the matter is not resolved, then Step 5 shall apply.
- Step 5: Within five 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 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.

PREVENTING SEXUAL MISCONDUCT (100.31)

The Board of Trustees of Illinois Eastern Community Colleges District #529 is committed to preventing and responding to incidents of sex-based harassment, including sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence, sexual violence, or stalking. The Board adopts the following standards of conduct for all members of the Illinois Eastern Community Colleges community, including employees, students, contractors, and visitors.

The Board is committed to the principle that all interpersonal relationships and interactions – especially those of an intimate nature – be grounded in mutual respect, open communication, and clear consent. The District prohibits any and all forms of Sexual Misconduct including sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence, and stalking. Prohibited conduct under this Policy also includes attempting or aiding in the commission of Sexual Misconduct or retaliating against another for exercising his/her rights under this Policy. For an overview of Preventing Sexual Misconduct Policy see Appendices B.

For the complete policy and procedure, the notification of rights and options, the complaint form, available resources, and strategies for bystander intervention and risk reduction, visit www.iecc.edu/titleix

STUDENT CONDUCT POLICY (500.8)

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 a drug test from a student at any such time that such course of action is deemed to be in the best interest of the student and/or the college.
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.
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.

TOBACCO FREE CAMPUS POLICY (100.15)

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

Use of tobacco products is prohibited in any 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 District 529. As of July 1, 2015, smoking is prohibited on all IECC property, both indoors and outdoors, and in District owned vehicles. Littering the remains of tobacco products or any other related tobacco waste product on District property is further prohibited. See Appendix L

Student Services

Services

IECC Meal Plan

Federal TRIO Program

Articulation Agreements

CAREER Agreements

Franklin University Alliance

Learning Resource Centers

Special Programs

Student Organization and Athletics

Workforce Education

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

The advisor will assist the student concerning transferability of classes, but the student will need to maintain contact with the transfer institution to facilitate the transfer process. Students can also run a degree evaluation which will help with understanding what degree requirements remain for graduation.

Career Planning and Placement

A Coordinator of Career Services is available to assist students with obtaining part-time employment while in school or employment after graduation. Students can receive assistance with writing résumés, conducting mock interviews, and suggestions on how to improve skills in all employment-related areas. Internships in selected programs also offer opportunities for on-the-job experience.

Child Care

Child care facilities are available at Olney Central College and Wabash Valley 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.

Entrata

Entrata is the portal at Illinois Eastern Community Colleges and is accessible by students, faculty, and staff. Entrata provides access to a wide variety of information and services such as: course listing, email, rosters, grades, unofficial transcripts, registration, degree evaluation and more. To access Entrata, you will need to obtain a PIN 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 offers hybrid courses that 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 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 make it possible for students to take many of the courses that are offered in a traditional classroom setting. Online courses are fully-online classes that can be completed at home, work, or anywhere the student has an Internet-connected computer. For specific system requirements visit <http://www.iecc.edu/online>. Students may be able to use a computer lab at one of the four colleges (check with the college for availability). Students also may 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 the same standards for contact hours, out of class student work, and learning objectives.

To check the schedule for online classes and to learn more about online learning, go to <http://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 or email. Once you sign up for the IECC Alerts service, the college can text



your cell phone or email 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.

IECC Meal Plan Offerings **

Value		10 % Discount	Student Cost	
Dining Dollars Meal Plan (Gold Plan)	\$800	\$80	\$720	**
Dining Dollars Meal Plan (Silver Plan)	\$560	\$56	\$504	**
Dining Dollars Meal Plan (Bronze Plan)	\$320	\$32	\$288	**

Gold Plan - provides for an average of \$50 in Dining Dollars per week for 16 weeks

Silver Plan - provides for an average of \$35 in Dining Dollars per week for 16 weeks

Bronze Plan - provides for an average of \$20 in Dining Dollars per week for 16 weeks

IMPORTANT:

**** Meal Plan purchases are considered "allowable charges" and Pell eligible. Therefore, if you qualify for a Pell award and anticipate a Pell refund, Meal Plans may be charged to your student account and paid with your refund when Pell is disbursed. If you choose this option, the proper authorization form must be completed by you to authorize the college to pay these charges with your Pell refund.**

Other items for students to know:

1. Meal Plans must be purchased in the college Business Office (not in Food Services).
2. Meal Plans are only available at colleges that offer Food Services, and the plans are college specific (i.e., Dining Dollars are only redeemable at the specific college where they are purchased).
3. Lost or stolen cards should be reported to the Business Office immediately. At the college's discretion, a fee may be charged to the student to cancel and re-issue the balance of your Dining Dollars meal plan.
4. Meal Plans are non-refundable, however unused funds may carry over from the Fall to the Spring semester for the academic year in which they are purchased only. The academic year normally ends in mid-May each year after graduation. Any unused value at the end of the academic year will NOT carry forward to the following academic year and will be lost.

Retention

IECC is committed to helping students succeed. A retention coordinator is available at each campus to support, advocate, and directly implement personalized support services aimed at improving the lives of students and promoting student success and completion.

Tutoring

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

Veteran's Services

The U.S. Department of Veterans Affairs administers a variety of education benefit programs. There also may 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 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, special enrichment programs, and opportunity for community involvement. The program's goals are to provide the tools necessary to empower its participants to achieve life-long success. 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. Interested students may also go to <http://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 over 20 years. Upward Bound provides academic tutoring, college/career counseling, cultural enrichment, social awareness and other services to over 130 high school

students in seven high schools. Students participate in after school tutorial sessions and attend workshops, educational and 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 <http://www.iecc.edu/trio>.

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/articulation>

CAREER AGREEMENTS

IECC is part of a statewide CTE CAREER Community College Educational Agreement. CAREER is acronymic for **Comprehensive Agreement Regarding the Expansion of Educational Resources**. This agreement includes most Illinois community colleges. Additional information is available in the Financial Information section and online at: <http://www.iecc.edu/academics>

FRANKLIN UNIVERSITY ALLIANCE

Franklin University offers a 3 + 1 Transfer Program to IECC students. A student can take the first three years at Frontier, Lincoln Trail, Olney Central or Wabash Valley at the lower tuition rate. Transfer the maximum amount of credits and finish the 4th year at Franklin online, on campus or a combination of both, earning a bachelor's degree from a regionally accredited university. For more information visit: <https://www.franklin.edu/info/cca-iecc>

LEARNING RESOURCE CENTERS

A variety of print and online, course-specific resources are available at each of the four IECC colleges in the Learning Resource Centers (LRCs). Students have access to online research tools such as CQ Researcher, EbscoHost Electronic Journal Service, Facts on File, and CINAHL via the Internet on campus and via Entrata off campus. The LRCs are members of the Consortium of Academic and Research Libraries in Illinois (CARLI) giving IECC students free access to over 36 million items from 84 Illinois academic and special libraries.

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 students through the Adult Education Grant from the Illinois Community College Board. The Completion of ASE courses may lead to earning a high school equivalency through the GED® or the HISET testing. Adult Education also provides college and career readiness classes and support to eligible students.

Adult Education Transition Program

The Adult Education Transition Program provides up to seven hours of vocational credit from a list of approved courses for eligible adult education students. It also provides free books as well as assistance in job search methods and job placement. These services are offered throughout the Illinois Eastern Community Colleges District.

Perkins

Perkins IV provides quality Career and Technical Education 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 is committed to assisting students meet their CTE objectives. Perkins helps ensure that CTE students achieve academic success, and IECC has Perkins representatives at each college to assist and support the needs of CTE students. Contact your advisor to learn about Perkins supportive services.

Transition Center

The Transition Center, funded by a federal Perkins grant, provides Perkins supportive services to eligible career & technical education students and single parents enrolled in transfer programs. A student may be considered eligible for Perkins supportive services if he/she is enrolled in a career & technical education program, and meets one or more of the following criteria:

- Economically Disadvantaged – low household income and/or receives PELL grant
- Has a Disability - as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102).
- Nontraditional - refers to a student in a nontraditional field (one gender comprises less

than 25% of people employed in that occupation).

- Limited English Proficiency (LEP)
- Single Parent
- Displaced Homemaker

Perkins Supportive Services

- Career Exploration and Academic Advisement
- Economic Assistance – Textbook and equipment loans
- Academic Support – tutoring
- Mentoring
- ACT WorkKeys testing for graduating students (CTE and GED)

To learn more contact the IECC Transition Center at 618.395.7777 ext. 2238. The Transition Center is located at Olney Central College, Wattleworth Hall, 217A and serves all four colleges.

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.

IECC colleges offer intercollegiate athletics and are members of the National Junior College Association and the Great Rivers Athletic Conference. Teams are fielded in various men's and women's sports throughout the IECC District. For more information about specific sports contact the Athletic Department at each individual college.

WORKFORCE EDUCATION

This program provides industrial training for business and industry throughout the state of Illinois. Subject areas include blueprint reading, hydraulics, electricity, continuous quality improvement, health and safety, material handling, pt. 46 and 48 mine training, OSHA certification, Global Harmonization, and Job Safety Analysis. Many of these classes are provided at the industrial sites and are customized to meet specific business needs. Approximately 15,000 employees are trained yearly through IECC. For information contact 618-985-2828 ext. 8371 or 8372.

Financial Information

Tuition

Tuition for Allied Health Students

Online Tuition

Miscellaneous Fees

IECC Meal Plan

Refund Policy

Textbook Returns and Refunds

In-District Tuition Waivers

Student Financial Aid

Employment

Federal Grants and Loans

State Grants

Academic Standards for Financial Aid

Financial Aid Satisfactory Academic Progress Requirements

Financial Aid Warning

Financial Aid Suspension

Completion of Classes

Time Frame for Eligibility

Appeals and Procedures

Withdrawals

FINANCIAL INFORMATION

TUITION*

In-District \$88.00 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..... \$95.00 per credit hour

Includes portions of the following counties: Clark, Clay, Cumberland, Hamilton, Jasper, Wayne and White.

Indiana students in designated counties \$120.00 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 \$268.41 per credit hour

Students living outside the District may be eligible for the in-district tuition rate if a particular career and technical program is not offered in the student's home district. Students seeking this must request permission from their home district under the CAREER agreement to be eligible for this lower rate. NOTE: Home districts are not required to participate in the CAREER agreement so in-district rates are not guaranteed.

Out-of-State \$330.61 per credit hour

International Student \$330.61 per credit hour

Tuition for Allied Health Students* is

based on residency. It will be applied to the Associate Degree in Nursing, and Radiography Program courses. See Allied Health Section for designated courses.

In-District \$140.00 per credit hour

Special-Out-of-District \$160.00 per credit hour

Indiana Students in Designated

Counties \$190.00 per credit hour

Out-of-District \$450.00 per credit hour

U.S. Resident/Out-of-State \$555.00 per credit hour

Non U.S. Resident \$555.00 per credit hour

ONLINE TUITION*

In-District \$88.00 per credit hour

Special Out-of-District..... \$95.00 per credit hour

Indiana Students in Designated

Counties \$120.00 per credit hour

Out-of-District..... \$120.00 per credit hour

U.S. Resident/Out-of-State \$120.00 per credit hour

Non-U.S. Resident..... \$120.00 per credit hour

MISCELLANEOUS FEES*

Activity Fee \$60.00

Assessed to all students taking 6 credit hours or more of college credits at any of the four IECC colleges. This fee will be charged only for Fall and Spring semesters to support student activities at the colleges. This fee is not applicable to dual credit students.

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) \$60.00

Cost Recovery Fee¹ variable

Dual Credit Course Fee..... \$60.00 per student, per course will be charged directly to the sending High School when a Dual Credit course is taught using college instructors at IECC colleges or approved facilities, and the High School sends a student (s) to participate in such courses.

Upon high school graduation any former dual credit student that was subject to the Dual Credit Course Fee will be eligible for a \$60.00 per course credit toward IECC college tuition, if the student enrolls in a minimum of 12-credit hours at IECC within 12 months of graduating from high school.

The total credit the student is eligible for under this provision shall not exceed the total amount of Dual Credit Course Fees actually paid on the student's behalf.

Facilities Usage Fee..... \$5.00 per semester (6 hours or more)

Fitness Center Lab Fee \$30.00 per course

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

Maintenance Fee..... \$15.00 per credit hour

Military Services Recruiting Fee \$50.00

Music (Applied) Course Fee..... \$60.00

Natorium Fee (LTC)..... \$15.00

Placement Retest Fee \$5.00

Proctoring Test Fee \$15.00

Proficiency Examination Fee \$70.00 per exam

Student ID Replacement Fee \$5.00

Student Support Fee \$12.00 per credit hour

Technology Fee..... \$5.00 per credit hour

Textbook Rental Fee (FCC).... 33% of list price of new book (excluding dual credit and industrial training courses)

Transcript Fee \$5.00

Apprenticeship Program Fee

Core courses \$3.00 per credit hour

Auto Mechanics

AUM 1202,1270, 2221, 2271 \$25.00 per course

Automotive Technology (FCC)

Uniform Fee \$125.00

Collision Repair

AUB 1202, 1204, 2200, 2202 \$25.00 per course

Cosmetology

Program Liability Insurance Fee \$15.00 per year

Culinary Arts

CUL 1201 \$50.00

CUL 1203 \$100.00

Diesel Technology

Uniform Purchase Fee \$285.00 per academic year

Electrical Distribution Program \$50.00 per semester**Gunsmithing**

GNS 1201, 1202, 1203 \$15.00 per course

GNS 2201, 2202, 2206, 2215 \$15.00 per course

Health Information Management

HIS Exam Fee for HIM 2220 Clinical Practicum Actual Cost

National Health Association Test Fees Actual Cost

International Student

Admission Fee (one-time, non-refundable) \$100.00

Transportation Fee \$300.00 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, 1215, 1220, 1250, 1255

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

American Medical Tech. Testing Fees Actual Cost

National Health Association Testing Fee Actual Cost

HEA 2298 Internship

Student Handbook Fee \$5.00

Nail Technology

COS 1261, 1262, 1263, 1264 \$50.00 per course

Allied Health Technology Fee Actual Cost**Nursing**

Module Fees

NUR 1203, 1204, 1205, 1207 \$9.00 per course

NUR 1201, 1202, 2201, 2202 \$16.00 per course

Course Lab Fees

NUR 1201, 1202, 1203, 1204 \$50.00 per course

NUR 1207 \$20.00

NUR 2201, 2202 \$50.00 per course

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

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

Pharm Tech Certification Board Testing Fees ... Actual Cost

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, 1226, 1236, 2246, 2256

Clinical Fees \$20.00 per course

RAD 1206, 1226, 1236, 2246, 2256

Course Review Fees \$30.00 per course

RAD 1201, 1206, 1226, 1236, 2246, 2256

Program Enrichment Fee \$70.00 per semester

Program Liability Insurance Fee \$15.00 per year

Real Estate Broker Course Fee

BUS 2608 \$65.00 per course

Real Estate Continuing Education

BUS 2606, 2607 \$30.00 per course

Science Lab Fees

Course Lab Fees \$10.00 per course

LSC 1101, 1102, 2110, 2111, 2112

CHM 1120, 1130, 1132

PHY 1120, 1122, 2110, 2112, 2114

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 Fee

WEL	1201, 1203, 1206, 1210	\$50.00 per course
WEL	1215, 1220, 1230, 1260	\$50.00 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.*

IECC MEAL PLAN

IECC offers three levels of Dining Dollar Meal Plans for students to purchase from colleges that offer Food Services. Meal Plan purchases are considered “allowable charges” and Pell eligible. For more information and to view the plans see the Student Services section.

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. All students registered for a 24, 32, or 40-hour Workforce Education New Hire Mining class must cancel 48 hours prior to the start date of the class to receive a refund.

TEXTBOOK RETURNS AND REFUNDS

Refunds will only be issued for the texts that are not defaced in any way, and only if the text is returned within the first ten days of the Spring/Fall terms. Refunds for the Summer and Intersession texts will be at the bookstores’

discretion. Proper proof of the original purchase will need to be provided for a full refund to be issued. Each semester a BuyBack will be held towards the end of the semester. The BuyBack is a service provided by a third party, conducted through the bookstores (excluding Frontier). A proof of original purchase is required to participate in the BuyBack.

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.

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 **October 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).

June 1 - Priority deadline for completing all financial aid paperwork and requirements to be guaranteed a fall book voucher.

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) and have a valid Student Aid Report (SAR) on file indicating eligibility for a Federal Pell Grant.

❖ **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.

❖ **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 borrowers 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- Chapter 33

Montgomery GI Bill – Active Duty (MGIB-AD)
Chapter 30

Montgomery GI Bill – Selected Reserve (MGIB-SR) -
Chapter 1606

Veterans Educational Assistance Program (VEAP)

Educational Assistance Test Program (Section 901)

Survivor and Dependents' Educational Assistance
Program (DEA) - Chapter 35

National Call to Service Program

Vocational Rehab – Chapter 31

Contact the college Financial Aid Office for more information on loans, grants, or work study. Student eligibility will be determined by the U.S. 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, Grant for Dependents of Correction Officers, Robert C. Byrd Honors Scholarship, Minority Teachers of Illinois Scholarship, and Special Education Teacher Tuition Waiver Program.

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 *Fs* 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. The Financial Aid Appeals Committee's decision is final. The student will be notified by mail of the decision. If the student successfully

appeals suspension status, they will regain financial aid eligibility on a continued Termination (CT) or continued Termination (CT150) for maximum timeframe 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 all classes in the semester 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

Transfer Programs

Career and Technical Programs

Associate in Applied Science

IAI General Education Core Curriculum

Associate in Science

Associate in Arts

Associate in Science and Arts

Certificate in General Studies

Associate in General Studies

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 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. Visit the MyCreditsTransfer website at <http://www.mycreditstransfer>
3. Go to the Advisement webpage at www.iecc.edu for university transfer Information.
4. 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 several out-of-state colleges and universities. 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.

The remaining hours for the Associate in Applied Science degree come from technical courses. Total hours for the AAS degree vary from 60 to 72 hours. **College Orientation is highly recommended.**

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 COURSES37-41 semester credits

IAI equivalents are listed in the right-hand column.

Communications9 semester credits

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

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

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

Mathematics 3-6 semester credits

MTH	1103 - Liberal Arts Math (3)	M1	904
MTH	1104 - Quantitative Reasoning (3)	M1	904
MTH	1122 - Geometry for Elementary Majors ² (3)	M1	903
MTH	1131 - Introduction to Statistics (3)	M1	902
MTH	1151 - Finite Mathematics (3)	M1	906
MTH	1152 - Applied Calculus (4)	M1	900
MTH	1153 - Statistics (3)	M1	902
MTH	1171 - Calculus and Analytic Geometry I (5)	M1	900-1
MTH	1172 - Calculus and Analytic Geometry II (5)	M1	900-2
MTH	2173 - Calculus and Analytic Geometry III (4)	M1	900-3

²Only 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)	L1	910L
LSC	1102 - General Biology II (4)	L1	910L
LSC	1105 - Environmental Biology (4)	L1	905
LSC	1106 - Introduction to Biology (4)	L1	900L

Physical Sciences

CHM	1120 - Introductory Chemistry (5)	P1	902L
CHM	1130 - General Chemistry (5)	P1	902L
GEG	1101 - Introduction to Physical Geography (3)	P1	909
GEG	1103 - Introductory Meteorology (3)	P1	905
GEL	1110 - General Geology (3)	P1	907L
GEL	1112 - Physical Geology (4)	P1	907L
GEL	2111 - Environmental Geology (4)	P1	908L
PHY	1110 - Survey of Physics (4)	P1	901L
PHY	1120 - Physics I (5)	P1	900L
PHY	2110 - General Physics I (5)	P2	900L
PSC	1101 - Introduction to Physical Science(4)	P9	900L
PSC	1111 - Introduction to Astronomy (3)	P1	906
PSC	1112 - Introduction to Astronomy Lab (1)	P1	906L

Humanities/Fine Arts9 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)	H3	900
LIT	2111 - American Literature to 1855 (3)	H3	914
LIT	2112 - American Literature Since 1855 (3)	H3	915
LIT	2121 - English Literature to 1800 (3)	H3	912
LIT	2122 - English Literature Since 1800 (3)	H3	913
LIT	2131 - World Literature to 1620 (3)	H3	906
LIT	2132 - World Literature Since 1620 (3)	H3	907
LIT	2135 - Women in Literature (3)	H3	911D
LIT	2141 - Understanding Poetry (3)	H3	903
LIT	2142 - Understanding Drama (3)	H3	902

LIT	2143 - Understanding the Short Story (3)	H3	901
LIT	2145 - Children's Literature(3)	H3	918
LIT	2151 - Shakespeare (3)	H3	905
LIT	2181 - Mythology (3)	H9	901
PHI	1111 - Introduction to Philosophy (3)	H4	900
PHI	2101 - Introduction to Ethics (3)	H4	904
PHI	2111 - Introduction to Logic (3)	H4	906
PHI	2121 - Philosophy of Religion (3)	H4	905
SOC	1109 - Sociology of Religion (3)	H5	900
SOC	1110 - Gods, Heroes, and Society(3)	H9	901
SPN	2121 - Intermediate Spanish II (4)	H1	900

Humanities/Fine Arts

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

Fine Arts

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

Social and Behavioral Sciences9 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)	S1	900N
ANT	2102 - Cultural Anthropology (3)	S1	901N
ECN	1101 - Introduction to Economics (3)	S3	900
ECN	2101 - Principles of Macroeconomics (3)	S3	901
ECN	2102 - Principles of Microeconomics (3)	S3	902
GEG	1102 - World Geography (3)	S4	900N
HIS	1104 - History of Eastern Civilizations I (4)	S2	920N
HIS	1105 - History of Eastern Civilizations II (4)	S2	920N
HIS	1111 - Western Civilization Before 1600 AD (3)	S2	902
HIS	1112 - Western Civilization After 1600 AD (3)	S2	903
HIS	1120 - World History to 1500 (3)	S2	912N
HIS	1121 - World History since 1500 (3)	S2	913N
HIS	2101 - U.S. History to 1877 (3)	S2	900
HIS	2102 - U.S. History since 1877 (3)	S2	901
HUM	2131 - Intro to Latin American Culture (3)	S2	920N
PLS	1101 - Introduction to Political Science (3)	S5	903
PLS	2101 - Government of the U.S. (3)	S5	900
PLS	2103 - State & Local Government (3)	S5	902
PLS	2106 - Intro to Intl Relations (3)	S5	904
PSY	1101 - General Psychology I (3)	S6	900
PSY	1108 - Psychological Aspects of Aging (3)	S6	905
PSY	2104 - Child Psychology (3)	S6	903
PSY	2105 - Adolescent Psychology (3)	S6	904
PSY	2107 - Social Psychology (3)	S8	900
PSY	2109 - Human Growth& Development (3)	S6	902
SOC	1107 - The Sociology of Sex& Gender (3)	S7	904D
SOC	1108 - Race and Ethnic Relations (3)	S7	903D
SOC	2101 - Principles of Sociology (3)	S7	900
SOC	2102 - Social Problems & Trends (3)	S7	901
SOC	2103 - Marriage and Family (3)	S7	902

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 (64 SEMESTER HOURS)

I. Communication — Required 3 courses (9 hours)

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

___ ENG 1111 Composition I¹(3) ___ ENG 1121 Comp & Analysis¹(3) ___ SPE 1101 Fund of Eff Speaking (3)

¹ Must be completed with "C" or better.

II. Mathematics — Required (6-9 hours)

___ MTH 1102 College Algebra (4) ___ MTH 1131 Intro to Statistics (3) ___ MTH 1171 Calc & Analyt Geo I (5)
___ MTH 1103 Liberal Arts Math (3) ___ MTH 1151 Finite Mathematics (3) ___ MTH 1172 Calc & Analyt Geo II (5)
___ MTH 1104 Quantitative Reasoning (3) ___ MTH 1152 Applied Calculus (4) ___ MTH 2173 Calc & Analyt Geo III (4)
___ MTH 1122 Geo for Ele Majors² (3) ___ MTH 1153 Statistics (3)

² Only Elementary Education major students receive IAI credit.

III. Physical and Life Sciences — Required (10-11 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 I³(4) ___ LSC 1105 Environ Biology (4)
___ LSC 1102 Gen Biology II³ (4) ___ LSC 1106 Intro to Biology (4)

Physical Sciences

___ CHM 1120 Intro to Chemistry³ (5) ___ GEL 1110 Gen Geology³ (3) ___ PHY 1120 Physics I³ (5)
___ CHM 1130 Gen Chemistry³ (5) ___ GEL 1112 Phys Geology³ (4) ___ PHY 2110 Gen Physics I³ (5)
___ GEG 1101 Intro to Phys Geog (3) ___ GEL 2111 Environ Geology³ (4) ___ PSC 1101 Intro to Physical Science³ (4)
___ GEG 1103 Intro to Meteorology (3) ___ PHY 1110 Survey of Physics³ (4) ___ PSC 1111 Intro to Astronomy (3)
___ PSC 1112 Intro to Astronomy Lab³ (1)

³ Indicates a laboratory course.

IV. Humanities / Fine Arts — Required (6 hours)*

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

Humanities

___ LIT 2101 Intro to Literature (3) ___ LIT 2135 Women in Literature⁴ (3) ___ PHI 1111 Intro to Philosophy (3)
___ LIT 2111 Amer Lit to 1855 (3) ___ LIT 2141 Understanding Poetry (3) ___ PHI 2101 Intro to Ethics (3)
___ LIT 2112 Amer Lit Since 1855 (3) ___ LIT 2142 Understanding Drama (3) ___ PHI 2111 Intro to Logic (3)
___ LIT 2121 English Lit to 1800 (3) ___ LIT 2143 Understanding the Short Story (3) ___ PHI 2121 Philos of Religion (3)
___ LIT 2122 Eng Lit Since 1800 (3) ___ LIT 2145 Children's Literature (3) ___ SOC 1109 Sociology of Religion(3)
___ LIT 2131 World Lit to 1620 (3) ___ LIT 2151 Shakespeare (3) ___ SOC 1110 Gods, Heroes, & Society(3)
___ LIT 2132 World Lit Since 1620 (3) ___ LIT 2181 Mythology (3) ___ SPN 2121 Interm Spanish II (4)

Humanities / Fine Arts

___ HUM 2151 Intro to Asian Cult⁴ (3) ___ HUM 2161 Forging the Am Char⁴ (3)

Fine Arts

___ ART 1141 Cinema Apprec (3) ___ DRA 1111 Intro to Theatre (3) ___ MUS 1104 World Music⁴ (3)
___ ART 1181 Art History I (3) ___ HUM 1111 Intro to Art, Music, & Thea (3) ___ MUS 2131 Music History (4)
___ ART 2101 Understanding Art (3) ___ MUS 1101 Music Appreciation (3) ___ MUS 2132 Music History II (4)
___ ART 2181 Art History II (3) ___ MUS 1102 History of Amer Music (3)
___ ART 2191 Non-Western Art⁴ (3) ___ MUS 1103 Music in Multicult America⁴ (3)

⁴ Indicates a human diversity course.

V. Social and Behavioral Sciences — Required (6 hours)*

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

___ ANT 2101 Intro to Anthrop⁴ (3) ___ HIS 1120 World History to 1500⁴ (3) ___ PSY 2104 Child Psychology (3)
___ ANT 2102 Cultural Anthrop⁴ (3) ___ HIS 1121 World History since 1500⁴ (3) ___ PSY 2105 Adolescent Psych (3)
___ ECN 1101 Intro to Economics (3) ___ HIS 2101 U.S. History to 1877 (3) ___ PSY 2107 Social Psychology (3)
___ ECN 2101 Princ of Macroeco (3) ___ HIS 2102 U.S. History Since 1877 (3) ___ PSY 2109 Hum Growth & Dev (3)
___ ECN 2102 Princ of Microeco (3) ___ HUM 2131 Intro to Latin Am Culture⁴ (3) ___ SOC 1107 Soc of Sex & Gender⁴ (3)
___ GEG 1102 World Geography⁴ (3) ___ PLS 1101 Introduction to Political Science (3) ___ SOC 1108 Race and Ethnic
___ HIS 1104 Hist of East Civ I⁴ (4) ___ PLS 2101 Government of the U.S.⁴ (3) Relations⁴ (3)
___ HIS 1105 Hist of East Civ II⁴ (4) ___ PLS 2103 State & Local Govmnt (3) ___ SOC 2101 Prin of Sociology⁴ (3)
___ HIS 1111 Wst Civ Bfr 1600 AD (3) ___ PLS 2106 Intro to Intl Relations (3) ___ SOC 2102 Soc Prob & Trends⁴ (3)
___ HIS 1112 Western Civ After 1600 (3) ___ PSY 1101 General Psychology I⁴ (3) ___ SOC 2103 Marriage and Family (3)
___ PSY 1108 Psych Aspects of Aging (3)

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. PE/Health Nutrition – Required (2 hours)

___ EDU 1107 Health (3) ___ EDU 1111 Multimedia First Aid (1) Any PEG, PEI, PTE Course
___ EDU 1108 Standard First Aid (2) ___ HEC 1101 Nutrition (3) ___ EDU 2108 Drug and Alcohol Ed (3)

VIII. Major / Elective Credit – 19-22 credit hours

IX. Post-Transfer GECC* – 6 credit hours Or can be completed at community college

One (1) humanities or one (1) fine arts course and one (1) social science or behavioral science course

X. College Orientation (1 hour)

1 semester hour - highly recommended

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 ARTS (AA) – D100 (64 SEMESTER HOURS)

I. Communication — Required 3 courses (9 hours)

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

___ ENG 1111 Composition I¹ (3) ___ ENG 1121 Comp & Analysis¹ (3) ___ SPE 1101 Fund of Eff Speaking (3)

¹ Must be completed with "C" or better.

II. Mathematics — Required (3 hours)

Any IAI Math Course.

___ MTH 1103 Liberal Arts Math (3) ___ MTH 1151 Finite Mathematics (3) ___ MTH 1171 Calc & Analyt Geo I (5)
___ MTH 1104 Quantitative Reasoning (3) ___ MTH 1152 Applied Calculus (4) ___ MTH 1172 Calc & Analyt Geo II (5)
___ MTH 1122 Geo for Ele Majors² (3) ___ MTH 1153 Statistics (3) ___ MTH 2173 Calc & Analyt Geo III (4)
___ MTH 1131 Intro to Statistics (3)

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 I³ (4) ___ LSC 1105 Environ Biology (4)
___ LSC 1102 Gen Biology II³ (4) ___ LSC 1106 Intro to Biology (4)

Physical Sciences

___ CHM 1120 Intro Chemistry³ (5) ___ GEL 1110 Gen Geology³ (3) ___ PHY 1120 Physics I³ (5)
___ CHM 1130 General Chemistry³ (5) ___ GEL 1112 Phys Geology³ (4) ___ PHY 2110 General Physics I³ (5)
___ GEG 1101 Intro to Phys Geog (3) ___ GEL 2111 Environ Geology³ (4) ___ PSC 1101 Intro to Physical Science³ (4)
___ GEG 1103 Intro Meteorology (3) ___ PHY 1110 Survey of Physics³ (4) ___ PSC 1111 Intro to Astronomy (3)
___ PSC 1112 Intro to Astronomy Lab³ (1)

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 (3) ___ LIT 2135 Women in Literature⁴ (3) ___ PHI 1111 Intro to Philosophy (3)
___ LIT 2111 Amer Lit to 1855 (3) ___ LIT 2141 Understanding Poetry (3) ___ PHI 2101 Intro to Ethics (3)
___ LIT 2112 Amer Lit Since 1855 (3) ___ LIT 2142 Understanding Drama (3) ___ PHI 2111 Intro to Logic (3)
___ LIT 2121 English Lit 1800 (3) ___ LIT 2143 Understand the Short Story (3) ___ PHI 2121 Phil of Religion (3)
___ LIT 2122 English Lit Since 1800 (3) ___ LIT 2145 Children's Literature (3) ___ SOC 1109 Sociology of Religion (3)
___ LIT 2131 World Lit to 1620 (3) ___ LIT 2151 Shakespeare (3) ___ SOC 1110 Gods, Heroes & Society (3)
___ LIT 2132 World Lit Since 1620 (3) ___ LIT 2181 Mythology (3) ___ SPN 2121 Interm Spanish II (4)

Humanities / Fine Arts

___ HUM 2151 Intro to Asian Cult⁴ (3) ___ HUM 2161 Forging the Am Char⁴ (3)

Fine Arts

___ ART 1141 Cinema Apprec (3) ___ DRA 1111 Intro to Theatre (3) ___ MUS 1104 World Music⁴ (3)
___ ART 1181 Art History I (3) ___ HUM 1111 Intro to Art, Music, & Theatre (3) ___ MUS 2131 Music History (4)
___ ART 2101 Understanding Art (3) ___ MUS 1101 Music Appreciation (3) ___ MUS 2132 Music History II (4)
___ ART 2181 Art History II (3) ___ MUS 1102 History of Am Music (3)
___ ART 2191 Non-Western Art⁴ (3) ___ MUS 1103 Music in Multicult America⁴ (3)

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 Anthropology⁴ (3) ___ HIS 1120 World History to 1500⁴ (3) ___ PSY 2104 Child Psychology (3)
___ ANT 2102 Cult Anthropology⁴ (3) ___ HIS 1121 World History since 1500⁴ (3) ___ PSY 2105 Adolescent Psych (3)
___ ECN 1101 Intro to Economics (3) ___ HIS 2101 U.S. History to 1877 (3) ___ PSY 2107 Social Psych (3)
___ ECN 2101 Prin of Macroeco (3) ___ HIS 2102 U.S. History Since 1877 (3) ___ PSY 2109 Human Grow & Dev (3)
___ ECN 2102 Prin of Microeco (3) ___ HUM 2131 Intro to Latin Am Culture⁴ (3) ___ SOC 1107 Soc of Sex & Gender⁴ (3)
___ GEG 1102 World Geography⁴ (3) ___ PLS 2101 Government of the U.S.⁴ (3) ___ SOC 1108 Race and Ethnic
Relations⁴ (3)
___ HIS 1104 History of East Civ I⁴ (4) ___ PLS 2103 State & Local Govmnt (3) ___ SOC 2101 Princ of Sociology⁴ (3)
___ HIS 1105 History of East Civ II⁴ (4) ___ PLS 2106 Intro to Intl Relations (3) ___ SOC 2102 Social Prob & Trends⁴ (3)
___ HIS 1111 West Civ Bfr 1600 AD (3) ___ PSY 1101 General Psychology I⁴ (3) ___ SOC 2103 Marriage and Family (3)
___ HIS 1112 Western Civ After 1600 (3) ___ PSY 1108 Psych Aspects of Aging (3)

⁴ Indicates a human diversity course.

VI. Foreign Language — Required (8 hours)

Two semesters of the same language.

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

___ EDU 1107 Health (3) ___ EDU 1111 Multimedia First Aid (1) ___ HEC 1101 Nutrition (3)
___ EDU 1108 Standard First Aid (2) ___ EDU 2108 Drug and Alcohol Ed (3) Any PEG, PEI, PTE Course

VIII. Major / Elective Credit — 17 semester hours

IV. 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* (64 SEMESTER HOURS)

I. Communication — Required 3 courses (9 hours)

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

___ ENG 1111 Composition I¹ (3) ___ ENG 1121 Comp & Analysis¹ (3) ___ SPE 1101 Fund of Eff Speaking (3)

¹ Must be completed with "C" or better.

II. Mathematics — Required (3 hours)

Any IAI Math Course.

___ MTH 1103 Liberal Arts Math (3) ___ MTH 1151 Finite Mathematics (3) ___ MTH 1171 Calc & Analyt Geo I (5)
___ MTH 1104 Quantitative Reasoning (3) ___ MTH 1152 Applied Calculus (4) ___ MTH 1172 Calc & Analyt Geo II (5)
___ MTH 1122 Geo for Ele Majors² (3) ___ MTH 1153 Statistics (3) ___ MTH 2173 Calc & Analyt Geo III (4)
___ MTH 1131 Intro to Statistics (3)

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 I³ (4) ___ LSC 1105 Environ Biology (4)
___ LSC 1102 Gen Biology II³ (4) ___ LSC 1106 Intro to Biology (4)

Physical Sciences

___ CHM 1120 Intro to Chemistry³ (5) ___ GEL 1110 Gen Geology³ (3) ___ PHY 1120 Physics I³ (5)
___ CHM 1130 Gen Chemistry³ (5) ___ GEL 1112 Physical Geology³ (4) ___ PHY 2110 Gen Physics I³ (5)
___ GEG 1101 Intro to Phys Geog (3) ___ GEL 2111 Environ Geology³ (4) ___ PSC 1101 Intro to Physical Science³ (4)
___ GEG 1103 Intro Meteorology (3) ___ PHY 1110 Survey of Physics³ (4) ___ PSC 1111 Intro to Astronomy (3)
___ PSC 1112 Intro to Astronomy Lab³ (1)

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 (3) ___ LIT 2135 Women in Literature (3) ___ PHI 1111 Intro to Philosophy (3)
___ LIT 2111 Amer Lit to 1855 (3) ___ LIT 2141 Understand Poetry (3) ___ PHI 2101 Intro to Ethics (3)
___ LIT 2112 Amer Lit Since 1855 (3) ___ LIT 2142 Understand Drama (3) ___ PHI 2111 Intro to Logic (3)
___ LIT 2121 English Lit to 1800 (3) ___ LIT 2143 Understand the Short Story (3) ___ PHI 2121 Philos of Religion (3)
___ LIT 2122 English Lit Since 1800 (3) ___ LIT 2145 Children's Literature (3) ___ SOC 1109 Sociology of Religion (3)
___ LIT 2131 World Lit to 1620 (3) ___ LIT 2151 Shakespeare (3) ___ SOC 1110 Gods, Heroes, & Society (3)
___ LIT 2132 World Liter Since 1620 (3) ___ LIT 2181 Mythology (3) ___ SPN 2121 Intermed Spanish II (4)

Humanities / Fine Arts

___ HUM 2151 Intro to Asian Cult⁴ (3) ___ HUM 2161 Forging the Am Character⁴ (3)

Fine Arts

___ ART 1141 Cinema Apprec (3) ___ DRA 1111 Intro to Theatre (3) ___ MUS 1104 World Music⁴ (3)
___ ART 1181 Art History I (3) ___ HUM 1111 Intro to Art, Music, & Theatre (3) ___ MUS 2131 Music History (4)
___ ART 2101 Understanding Art (3) ___ MUS 1101 Music Appreciation (3) ___ MUS 2132 Music History II (4)
___ ART 2181 Art History II (3) ___ MUS 1102 History of Am Music (3)
___ ART 2191 Non-Western Art⁴ (3) ___ MUS 1103 Music in Multicult America⁴ (3)

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 Anthro⁴ (3) ___ HIS 1120 World History to 1500⁴ (3) ___ PSY 2104 Child Psychology (3)
___ ANT 2102 Cult Anthropology⁴ (3) ___ HIS 1121 World History since 1500⁴ (3) ___ PSY 2105 Adolescent Psych (3)
___ ECN 1101 Intro to Economics (3) ___ HIS 2101 U.S. History to 1877 (3) ___ PSY 2107 Social Psych (3)
___ ECN 2101 Prin of Macroeco (3) ___ HIS 2102 U.S. History Since 1877 (3) ___ PSY 2109 Human Grow & Dev (3)
___ ECN 2102 Princ of Microeco (3) ___ HUM 2131 Intro to Latin Am Culture⁴ (3) ___ SOC 1107 Soc of Sex & Gender⁴ (3)
___ GEG 1102 World Geography⁴ (3) ___ PLS 2101 Government of the U.S.⁴ (3) ___ SOC 1108 Race and Ethnic Relations⁴ (3)
___ HIS 1104 History of East Civ I⁴ (4) ___ PLS 2103 State & Local Govmnt (3) ___ SOC 2101 Princ of Sociology⁴ (3)
___ HIS 1105 History of East Civ II⁴ (4) ___ PLS 2106 Intro to Intl Relations (3) ___ SOC 2102 Social Prob & Trends⁴ (3)
___ HIS 1111 West Civ Bfr 1600 AD (3) ___ PSY 1101 General Psych I⁴ (3) ___ SOC 2103 Marriage & Family (3)
___ HIS 1112 Western Civ After 1600 (3) ___ PSY 1108 Psych Aspects of Aging (3)

⁴ Indicates a human diversity course.

VI. Major / Elective Credit — 27 semester hours

VII. 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.

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.**

<u>Requirements</u>	<u>Credit Hours</u>
ENG 1101 Introduction to Composition	3
ENG 1111 Composition I	
ENG 1121 Composition & Analysis	
ENG 1201 Communications	
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	<u>3</u>
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	<u>10</u>
All CTE (1.2) and all transfer (1.1) courses can be used	
<u>Total Credit Hours</u>	<u>29</u>

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 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.**

Allied Health

Associate Degree in Nursing

Basic Nurse Assistant Training Program

Health Careers

Radiography

ALLIED HEALTH

ASSOCIATE DEGREE IN NURSING (NUR)

ASSOCIATE IN APPLIED SCIENCE DEGREE D350

The Associate Degree Nursing program prepares individuals to write the National Council Licensure Exam (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, physicians' 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 (TEAS®) 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® 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 36 months of the ranking deadline. If the prior exam was more than 36 months before the ranking deadline, a new test shall be required. The cost of testing will be paid by the student.

Also, a placement test, in accordance with IECC admission standards is required for acceptance to the program. (Applicants may take the placement test 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 Applicant Information Form; 5) TEAS® scores; 6) Placement test 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 placement scores, GPA, and science course 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 form 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), which is located at 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404/975-5000, website: www.acenursing.org. The Practical Nurse (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 PN level or continuing into the second year to complete studies to become an 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 PN National Council Licensure Exam (NCLEX-PN).

Licensed Practical Nurses

Current IECC Practical Nursing Certificate students will continue to the second year of the Associate Degree Nursing program. If there will be three or more years between the 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 (LPNs) 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 RN preparation after successful completion of bridge course NUR 1204.

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

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	<u>3</u>
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	<u>3</u>
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	<u>3</u>
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	<u>3</u>
Semester Total			18
Total Credit Hours			72

¹General 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, NUR 2204, NUR 2208, and NUR 2298

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 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. The petitioning process must be completed at least sixty (60) days prior to the semester of readmission. For entry into the Spring semester, all other admission requirements must be met on or before the college official Fall withdrawal date. For entry into the Fall semester, all admission requirements must be met by the application deadline (February 15).

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
		<u>7</u>
		Semester Total
		7
Total Credit Hours		<u>7</u>

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
HEA	1225	Intro to Medical Terminology
HLT	1201	Health Careers Orientation
HLT	1202	Health Careers Related Skills
		V3 2 V2
AND		
HLT	1203	Health Careers I
HLT	1204	Health Career Skills
		OR V4 <u>9</u>
		Semester Total
		9
Second Semester		Semester Hours
HEA	1203	Basic Nurse Assistant Training
		<u>7</u>
		Semester Total
		7
Total hours		<u>16</u>

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 IECC approved placement 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. Provide government issued photo ID residency verification.
- C. 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
- D. 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.

- E. Placement test scores must be 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 the application deadline.
 3. If the placement 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 IECC approved placement 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, coursework 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 coursework.
- 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) years 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 STUDENTS TRANSFERRING TO IECC in the Academics section. The Olney Central College Radiography Program does not accept transfer credit for radiography coursework completed at other institutions.

Fees

Radiography tuition, fees, and program requirements are provided in the application packet as well as the student handbook and are subject to change. Radiography students will be required to pay fees for testing as mandated by the IECC Board of Trustees

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			
HEA	2299	Independent Study in Allied Health	
Summer Semester		Credit Hours	
MTH	1201	Technical Mathematics ¹ OR College Level Math ¹	V2
RAD	1211	Radiography Orientation ³	.5
RAD	1212	Rad Clinical Oreintation ³	.5
			Total 3
First Semester		Credit Hours	
HEA	1225	Intro to Medical Terminology	3
LSC	2111	Human Anatomy & Physiology I ¹	4
RAD	1201	Intro to Rad & Patient Care ³	3.5
RAD	1204	Radiographic Procedures I ³	4
RAD	1206	Applied Clinical Radiology I ³	2
			Total 16.5
Second Semester		Credit Hours	
LSC	2112	Human Anatomy & Physiology II ¹	4
RAD	1209	Radiographic Physics ³	4
RAD	1224	Radiographic Procedures II ³	4
RAD	1226	Applied Clinical Radiology II ³	2
			Total 14
Summer Semester		Credit Hours	
RAD	1219	Radiographic Sectional Anatomy ³	2
RAD	1236	Applied Clinical Radiology III ³	2
ENG	1111	Composition I ¹ OR	3
SPE	1101	Fundamentals of Effective Speaking ¹	
			Total 7
Third Semester		Credit Hours	
RAD	2222	Image Production and Evaluation ³	4
RAD	2227	Radiographic Procedures III ³	4
RAD	2228	Radiation Biology & Protection ³	4
RAD	2246	Applied Clinical Radiology IV ³	3
			Total 15
Fourth Semester		Credit Hours	
PSY	1101	General Psychology I ¹ OR	3
SOC	2101	Principles of Sociology ¹ OR	
SOC	2104	Death and Dying ¹	
RAD	2201	Advanced Imaging ³	2
RAD	2204	Registry & Career Review ³	4
RAD	2221	Radiographic Pathology ³	4
RAD	2256	Applied Clinical Radiology V ³	3
			Total 16
Total Credit Hours			71.5

¹General Education Hours (16)

³Variable tuition rate applies to this course.

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: <https://careertech.org/CTE>

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

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	<u>3</u>

Total Credit Hours 63

¹General Education Hours (15)

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

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

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	1225	Homeland Security	3
JUS	1230	Substance Abuse Issues	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	<u>3</u>

Total Credit Hours 60

¹General Education Hours (21)

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 <u>3</u>
PSY	1101	General Psychology ¹	
Total Credit Hours			63

¹General 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	Industrial 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 prerequisite: Advanced Manufacturing degree completion.

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

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 prerequisite: Advanced Manufacturing degree completion.

<u>Program Requirements</u>	<u>Credit Hours</u>
MAC 1208 Interm Machine Processes	6
MAN 2210 Stamping and Molding	<u>6</u>
Total Credit Hours	<u>12</u>

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.

<u>Program Requirements</u>	<u>Credit Hours</u>
MAN 2212 Industrial Automation I	4
MAN 2214 Industrial Automation II	4
MAN 2215 Robotics & Vision Systems	<u>4</u>
Total Credit Hours	<u>12</u>

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.

<u>Program Requirements</u>			<u>Credit Hours 16</u>
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	<u>3</u>
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 prerequisite: Advanced Manufacturing degree completion

<u>Program Requirement</u>			<u>Credit Hours 7</u>
EGR	1131	Engineering Graphics & Design	3
MAN	2206	Introduction to Design Concepts	<u>4</u>
Total Credit Hours			7

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 3

AGR	1262	Supervised Occupational Experience II	V2
AGR	2202	Ag Business Seminar II	1

Third Semester Credit Hours 17

AGR	1210	Precision Agriculture	3
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	2263	Supervised Occupational Experience III	V2

Fourth Semester Credit Hours 19

AGR	1132	Intro to Agricultural Economics ¹	3*
AGR	1191	Introductory Agricultural Mechanization	3
AGR	2204	Ag Business Seminar IV	1
AGR	2235	Agribusiness Management	3
AGR	2264	Supervised Occupational Experience IV	V2
EDU	1108	Standard Red Cross First Aid	2
GEN	2297	Employment Skills ¹	V2
		Approved Agriculture Elective	<u>3</u>

Total Credit Hours 69

¹General 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	1200	Agricultural Occupations (1)
AGR	1205	Intro to Floral Design (3)
AGR	1215	Ag Chem Applicator (2)
AGR	1216	Precision Agriculture Controls (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)
WEL	1201	Basic Welding (3)
WEL	1203	Practical Welding (4)

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
AGR	1213	Soil Fertility & Fertilizers	3
AGR	1214	Crop Protection	3
AGP	1261	Supervised Occupational Experience I	V2
AGR	2252	Advanced Computers in Agriculture	3
		Math Gen Ed Elective ¹	3

Summer Semester Credit Hours 3

AGP	1262	Supervised Occupational Experience II	V2
AGP	2202	Agri-Production Seminar II	1

Third Semester Credit Hours 18

AGP	1231	Farm Management	3
AGP	2203	Agri-Production Seminar III	1
AGP	2263	Supervised Occupational Experience III	V2
AGR	1210	Precision Agriculture	3
AGR	1231	Ag Records and Analysis	3
AGR	2221	Animal Nutrition	3
AGR	2234	Agricultural Finance	3

Fourth Semester Credit Hours 19

AGP	1215	Crop Production	3
AGP	2204	Agri-Production Seminar IV	1
AGP	2264	Supervised Occupational Experience IV	V2
AGR	1132	Intro to Agricultural Economics ¹	3*
AGR	1191	Introductory Agricultural Mechanization	3
EDU	1108	Standard First Aid	2
GEN	2297	Employment Skills ¹	V2
		Approved Agriculture Elective	<u>3</u>

Total Credit Hours 70

¹General 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	1200	Agricultural Occupations (1)	
AGR	1205	Intro to Floral Design (3)	
AGR	1215	Ag Chem Applicator (2)	
AGR	1216	Precision Agriculture Controls (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)	
WEL	1201	Basic Welding (3)	
WEL	1203	Practical Welding (4)	

PRECISION AGRICULTURE (AGP) CERTIFICATE C124

FCC	LTC	OCC	✓ WVC	Online
-----	-----	-----	--------------	--------

The Precision Agriculture certificate focuses on the theory and hands-on applications required to gain entry-level employment opportunities in the agricultural industries. The certificate demonstrates completion of basic precision agricultural technology training.

<u>First Semester</u>	<u>Credit Hours 12</u>	<u>Second Semester</u>	<u>Credit Hours 13</u>
AGP 1201	Agri-Production Seminar I 1	AGP 1262	Supervised Occupational Experience II V2
AGP 1261	Supervised Occupational Experience I V2	AGP 2202	Agri-Production Seminar II 1
AGR 1210	Precision Agriculture 3	AGR 1213	Soil Fertility & Fertilizers 3
AGR 1216	Precision Agriculture Controls 2	AGR 1214	Crop Protection 3
EDU 1108	Standard First Aid 2	AGR 1281	Intro Geographical Information Sys V3
GEN 2297	Employment Skills V2	TRK 1210	CDL Exam Preparation 1
		Total Credit Hours	25

Recommended electives:

AGP 2243	Farm Futures Markets 2
AGR 1200	Agricultural Occupations 1
AGR 1215	Ag Chem Applicator 2
AGR 1221	Turf & Landscape Management 3
HRT 1208	Introduction to Horticulture V3
WEL 1201	Basic Welding 3
WEL 1203	Practical Welding 4

PROFESSIONAL AG APPLICATOR (AGB) CERTIFICATE C118

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.

<u>First Semester</u>	<u>Credit Hours 11</u>	<u>Second Semester</u>	<u>Credit Hours 11</u>
AGR 1213	Soil Fertility & Fertilizers 3	AGR 1215	Ag Chem Applicator 2
AGR 1214	Agri-Chemicals 3	AGR 1262	Supervised Occupational Experience II 4
AGR 1261	Supervised Occupational Experience I 4	AGR 1281	Introduction to Geographical Information Systems 3
TRK 1210	CDL Exam Preparation 1	EDU 1108	Standard First Aid 2
		Total Credit Hours	22

ALTERNATIVE FUELS (ENERGY) 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 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	<u>4</u>

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 13	
AUM	1265	Automotive Engines	3
AUM	2221	Automotive Electronics	10
Second Semester		13	
AUM	1202	Automotive Engine Performance	10
AUM	2250	Shop Organization & Management	<u>3</u>
Total Credit Hours		26	

Auto Service Technology II C532

First Semester		Credit Hours 13	
AUM	2271	Automotive Chassis Systems	10
AUM	2276	Hybrid & Alternative Fuels	3
Second Semester		Credit Hours 13	
AUM	1270	Automotive Air Conditioning	3
AUM	2261	Automotive Drive Trains	<u>10</u>
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	<u>3</u>
Total Credit hours		6	

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**

AUTO LIGHT REPAIR TECH (AUM) CERTIFICATE C523

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**

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 17

AUM	1250	Automotive Tech Orientation	1
AUM	1265	Automotive Engines	3
AUM	2221	Automotive Electronics	10
ENG	1201	Communications ¹	3

Second Semester Credit Hours 18

AUM	1202	Automotive Engine Performance	10
AUM	2250	Shop Organization & Management	V3
GEN	2297	Employment Skills ¹ Social Science Gen Ed Elective ¹	V2 3

Third Semester Credit Hours 17

AUM	2271	Automotive Chassis Systems	10
AUM	2276	Hybrid & Alternative Fuels	3
MTH	1201	Technical Mathematics ¹	V4

Fourth Semester Credit Hours 18

AUM	1270	Automotive Air Conditioning	3
AUM	2215	Automotive Service Internship	2
AUM	2261	Automotive Drive Trains I Humanities Gen Ed Elective ¹	10 <u>3</u>

Total Credit Hours 70

¹ General Education Hours (15)

AUTOMOTIVE REPAIR TECHNICIAN (AUM) CERTIFICATE C521

The Automotive Repair Technician certificate is designed to prepare the student for an entry level position in the automotive repair industry. This certificate will assist with entry level automotive positions such as automotive service technician, home and auto supply stores, automotive rental/leasing companies, parts managers, service managers, and automotive small business owners.

First Semester Credit Hours 3

AUM	2276	Hybrid and Alternative Fuels	3
-----	------	------------------------------	---

Second Semester Credit Hours 3

AUM	1270	Automotive Air Conditioning	3
-----	------	-----------------------------	---

Third Semester Credit Hours 3

AUM	1265	Automotive Engines	3
-----	------	--------------------	---

Fourth Semester Credit Hours 3

AUM	2250	Shop Organization & Management	<u>3</u>
-----	------	--------------------------------	----------

Total Credit Hours 12

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	<u>2</u>

Total Credit Hours **68**

¹ General Education Hours (16)

BROADBAND TELECOM (TEL) ASSOCIATE IN APPLIED SCIENCE DEGREE D485

FCC	✓ LTC	OCC	WVC	Online
-----	-------	-----	-----	--------

The Broadband Telecom degree is a course of study for individuals who desire employment working in entry and mid-level positions in the evolving industry of broadband-related technologies. Students will be trained in copper and fiber optic cabling, home and business phone systems, computer hardware and software, networking, customer relations, outside plant construction, and central office switching. Specific skills will include installation, maintenance, and safety of these various technologies. Students also have the opportunity to prepare and take industry standard certification exams as part of the curriculum. Additional training is provided through a paid internship with broadband telecom companies.

First Semester Credit Hours 20

GEN	1221	Occupational Safety	2
MTH	1201	Technical Mathematics ¹	4
TEL	1201	IT Fundamentals	3
TEL	1263	Introduction to Switching Technology	2
TEL	1266	Fundamentals of Telecom	3
TEL	1273	Electronics in Telecom	4
TEL	2219	Cellular Service Fundamentals	2

Second Semester Credit Hours 18

TEL	1271	Basic Cable Splicing	3
TEL	1272	Business Comm Systems I	3
TEL	1274	Station Installation	3
TEL	1265	Introduction to Computers	3
TEL	2220	Wireless Service Fundamentals	2
TEL	2263	Structured Cabling Systems I	1
TEL	2284	Networking Fundamentals	3

Third Semester Credit Hours 18-19

ENG	1201	Communications ¹	3
TEL	2264	Intro to Fiber Optics	3
TEL	2214	Cisco Fundamentals I OR	3
TEL	2281	OSP 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 15

GEN	2297	Employment Skills ¹	3
TEL	2282	TDM Switching Technology	3
TEL	2215	Cisco Fundamentals II OR	
TEL	2291	OSP Cable Maintenance	3
TEL	2293	Advanced Switching Technology OR	
TEL	2299	Advanced Cable Splicing	3
		Social Science/Humanities Gen Ed Elective ¹	<u>3</u>

Total Credit Hours 71-72

¹General Education Hours (16)

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.

<u>First Semester</u>	<u>Credit Hours 11</u>
CMT 1200 Introduction to Coal Mining	V3
CMT 2230 Mine Hydraulics I	V4
CMT 2250 Mine Electrical Maintenance I	V4
<u>Second Semester</u>	<u>Credit Hours 12</u>
CMT 2210 Mine Machine Repair I	V4
CMT 2240 Mine Hydraulics II	V4
CMT 2260 Mine Electrical Maintenance II	V4
<u>Total Credit Hours</u>	<u>23</u>

MINE ELECTRICAL MAINTENANCE III (CMT) CERTIFICATE C296

The Mine Electrical Maintenance III meets MSHA (Mine, Safety & Health Administration) training requirements for an electrical card.

<u>One Semester</u>	<u>Credit Hours 8</u>
CMT 2280 Mine Electrical Maintenance III	<u>8</u>
<u>Total Credit Hours</u>	<u>8</u>

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	<u>4</u>

Total Credit Hours **30**

COAL MINING TECHNOLOGY (CMT) CERTIFICATE C297

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	<u>V3</u>

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.

First Semester Credit Hours 14

CMT	1200	Introduction to Coal Mining	V3
CMT	1250	Mine Ventilation	V4
CMT	2250	Mine Electrical Maintenance	IV4
MTH	1201	Technical Mathematics 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)

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 12

AUB	1202	Auto Body Repair I	4
AUB	1214	Shop Organization & Management	3
AUM	1270	Automotive Air Conditioning	3
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 Social Science Gen Ed Elective ¹	V4 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 General Education Elective ¹	V2 3

Total Credit Hours 68

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 Broadband Telecom 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 Learning Services Online	.5
ENG	1212	Technical Writing	V3
JUS	2201	Criminal Investigations I	3
MTH	1201	Technical Mathematics	V4
TEL	1201	IT Fundamentals	3

Second Semester **Credit Hours 13**

TEL	1275	Essential Computer Skills	V3
TEL	2226	Computer Ethics	3
TEL	2227	Computer Forensics	4
TEL	2284	Networking Fundamentals	<u>3</u>

Total Credit Hours **26.5**

COMPTIA HARDWARE A+ (CTY) CERTIFICATE C482

FCC	<input checked="" type="checkbox"/> 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 5	Second Semester	Credit Hours 11
TEL 1201 IT Fundamentals	3	TEL 1265 Introduction to Computers	3
TEL 1263 Introduction to Switching Technology	2	TEL 2201 Operating Systems Essentials	3
		TEL 2211 A+ & PC Pro Exam Prep	4
		TEL 2263 Structured Cabling Systems	<u>1</u>
		Total Credit Hours	16

COMPTIA NETWORK+ (CTY) CERTIFICATE C483

The CompTIA Network+ certificate is a course of study aligned with the Broadband Telecom 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, wireless broadband concepts, and advanced networking concepts. Students will be able to prepare and take the industry standard CompTIA A+ and Network+ certification exams as part of the curriculum.

First Semester	Credit Hours 12	Second Semester	Credit Hours 16
MTH 1201 Technical Mathematics	4	TEL 1265 Introduction to Computers	3
TEL 1201 IT Fundamentals	3	TEL 2211 A+ & PC Pro Exam Prep	4
TEL 2220 Wireless Service Fundamentals	2	TEL 2212 Net+ & Network Pro Exam Prep	3
TEL 2264 Intro to Fiber Optics	3	TEL 2219 Cellular Service Fundamentals	2
		TEL 2263 Structured Cabling Systems	1
		TEL 2284 Networking Fundamentals	<u>3</u>
		Total Credit Hours	28

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 Learning Services Online	.5
GEN	1221	Occupational Safety	2
MTH	1201	Technical Mathematics	V4
TEL	1201	IT Fundamentals	3
TEL	1263	Introduction to Switching Technology	2
TEL	1273	Electronics in Telecom	4
TEL	1275	Essential Computer Skills	V2

Second Semester Credit Hours 13

TEL	1265	Intro to Computers	3
TEL	1272	Business Comm Systems I	3
TEL	1274	Station Installation	3
TEL	2263	Structured Cabling Systems	1
TEL	2284	Networking Fundamentals	3

Total Credit Hours 30.5

COMPUTER TELEPHONY (CTY) ASSOCIATE IN 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 Learning Services Online	.5
GEN	1221	Occupational Safety	2
MTH	1201	Technical Mathematics ¹	V4
TEL	1201	IT Fundamentals	3
TEL	1263	Intro to Switching Technology	2
TEL	1273	Electronics in Telecom	4
TEL	1275	Essential Computer Skills	V2

Second Semester **Credit Hours 16**

TEL	1265	Intro to Computers	3
TEL	1272	Business Comm Systems I	3
TEL	1274	Station Installation	3
TEL	2263	Structured Cabling Systems	1
TEL	2284	Networking Fundamentals	3
		Social Science/Humanities	
		General Education Elective ¹	3

Third Semester **Credit Hour 18**

ENG	1201	Communications ¹	3
TEL	2214	Cisco Fundamentals I	3
TEL	2264	Intro to Fiber Optics	3
TEL	2287	IP Convergence	2
TEL	2292	Business Comm Systems II	4
TEL	2293	Advanced Switching Technology	3

Fourth Semester **Credit Hours 18**

GEN	2297	Employment Skills ¹	V3
TEL	2215	Cisco Fundamentals II	3
TEL	2216	Cisco CCENT Exam Prep	3
TEL	2249	Healthcare IT	2
TEL	2282	TDM Switching Technology	3
		Math/Science General Education ¹	
		Elective	<u>4</u>

Total Credit Hours **69.5**

¹General Education Hours (17)

Other recommended Courses:

TEL	2211	A+&PC Pro Exam Prep	4
TEL	2212	Net+& Network Pro Exam Prep	3

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, or the Dean of Workforce Education/Wabash Valley College.

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	<u>3</u>
-----	------	----------------------------------	----------

Total Credit Hours **42**

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 ¹	
		OR	
ENG	1201	Communications ¹	3
MTH	1102	College Algebra ¹	
		OR	
MTH	1201	Technical Mathematics ¹	4
PHY	1111	Technical Physics I ¹	4
		Science, Social Science, or Humanities Elective	<u>4</u>

Total Credit Hours 60

¹General 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	1205	Construction Intro & Safety	V2
CON	1225	Construction I	6
MTH	1201	Technical Mathematics ¹ OR Math Elective ¹	V4
		Construction Elective	4

Second Semester Credit Hours 16

CON	1275	Construction II	6
ENG	1111	Composition I ¹ OR	3
ENG	1212	Technical Writing ¹ Construction Elective	4
		General Education Elective ¹	3

Third Semester Credit Hours 16

CON	2225	Construction III	6
SPE	1101	Fundamentals of Effective Speaking ¹ OR	3
SPE	1111	Interpersonal Communications ¹ Construction Elective	4
		General Education Elective ¹	3

Fourth Semester Credit Hours 16

CON	2230	Construction Tech Internship	V3
CON	2275	Construction IV	6
GEN	2297	Employment Skills ¹ Construction Elective	V3 4

Total Credit Hours 64

¹General Education Hours (19)

CONSTRUCTION TECHNICIAN (CONST) CERTIFICATE C205

First Semester Credit Hours 16

CON	1205	Construction Intro & Safety	V2
CON	1225	Construction I	6
MTH	1201	Technical Mathematics ¹ OR Math Elective ¹	V4
		Construction Elective	4

Second Semester Credit Hours 16

CON	1275	Construction II	6
ENG	1111	Composition I ¹ OR	3
ENG	1212	Technical Writing ¹ Construction Elective	4
		General Education Elective ¹	3

Total Credit Hours 32

CORRECTIONS/YOUTH SUPERVISOR (CORYS) ASSOCIATE IN APPLIED SCIENCE DEGREE **D391**

FCC	<input checked="" type="checkbox"/> 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.

Proficiency credit will be awarded to IDOC employees only. The following courses represent Illinois Department of Corrections' (IDOC) Training Academy Courses for which students may receive proficiency credit: JUS 1200 Introduction to Criminal Justice, JUS 1220 Youth & Administration of Justice, EPP 1203 Concealed Carry Handgun, CYS 1201 Security Procedures I, CYS 2201 Security Procedures II, BUS 2201 Principles of Management, and PSY 1102 General Psychology II.

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	Concealed Carry Handgun	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**

¹General 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

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.

Proficiency credit will be awarded to IDOC employees only. The following courses represent Illinois Department of Corrections’ (IDOC) Training Academy Courses for which students may receive proficiency credit: JUS 1200 Introduction to Criminal Justice, JUS 1230 Substance Abuse Issues, EPP 1203 Concealed Carry Handgun, SSS 1298 Special Topics in Public/Social Services, JUS 2250 Current Issues in Corrections, SOC 2101 Principles of Sociology, and SOC 2102 Social Problems and Trends.

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	Concealed Carry Handgun	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	Social Services & Welfare Development	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	<u>8</u>
-----	------	-------------------------	----------

Total Credit Hours 35

FCC	LTC	✓ OCC	WVC	Online
-----	-----	-------	-----	--------

The Culinary Arts programs prepares individuals for exciting careers as chef, cook, and/or food preparation workers for a variety of food service industries, including retirement facilities, schools, hotels, diners, restaurants, fast food, hospitals, and as a small business owner. The curriculum is designed to prepare students for all aspects of culinary preparation, and specialty cooking. Additionally, students will cultivate supervisory and managerial responsibilities such as purchasing and cost control, planning specialty dietary menus, and all aspects of food sanitation. Various other skills are developed that include creating recipes; measuring, mixing and cooking ingredients per instructions and recipes; operating various types of kitchen equipment and instruments; knife skills, cutting, chopping, slicing, and dicing; and directing the duties of other kitchen employees.

First Semester **Credit Hours 15.5**

CUL	1201	Basic Food Service	3
CUL	1202	Food Safety	.5
CUL	1203	Culinary Fundamentals	4
CUL	1206	Breakfast/Short Order Cooking	4
MTH	1201	Technical Mathematics ¹	V4

Second Semester **Credit Hours 14**

CUL	1204	Meat, Seafood & Fabrication	4
CUL	1205	Culinary Fundamentals II	4
CUL	1215	Nutritional Cooking	3
PSY	1109	Human Relations ¹	3

Third Semester **Credit Hours 15**

CUL	2201	Garde Manger	3
CUL	2202	Banquet Cuisine & Service	2
CUL	2203	Food Service Cost Control	3
CUL	2205	Fundamentals of Baking	4
SPE	1111	Interpersonal Communications ¹	3

Fourth Semester **Credit Hours 16.5**

CUL	2206	American Regional Cuisine	3
CUL	2207	Restaurant Operations	2
CUL	2208	Advanced Baking	4
CUL	2210	Culinary Internship	2
PEG	1137	First Aid & Safety Education	.5V
BUS	1101	Introduction to Business OR Gen Ed Elective ¹	3
GEN	2297	Employment Skills ¹	V2

Total Credit Hours **61**

¹General Education Hours (15)

BASIC COOK (CUL) CERTIFICATE C383

FCC	LTC	✓ OCC	WVC	Online
-----	-----	-------	-----	--------

First Semester Credit Hours 15.5

CUL	1201	Basic Food Service	3
CUL	1202	Food Safety	.5
CUL	1203	Culinary Fundamentals	4
CUL	1206	Breakfast/Short Order Cooking	4
CUL	2205	Fundamentals of Baking	4

Second Semester Credit Hours 12.5

CUL	1205	Culinary Fundamentals II	4
CUL	1215	Nutritional Cooking	3
CUL	2210	Culinary Internship	2
PEG	1137	First Aid & Safety Education	V.5
PSY	1109	Human Relations	<u>3</u>

Total Credits 28

BAKING AND PASTRY ARTS (CUL) CERTIFICATE C382

First Semester Credit Hours 15.5

CUL	1201	Basic Food Service	3
CUL	1202	Food Safety	.5
CUL	1203	Culinary Fundamentals	4
CUL	2205	Fundamentals of Baking	4
CUL	2208	Advanced Baking	<u>4</u>

Total Credit Hours 15.5

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	Brakes/Suspension Systems	3
DEQ	1215	Transmissions I	3
GEN	2297	Employment Skills ¹	V1
WEL	1201	Basic Welding OR	3
WEL	1203	Practical Welding	

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/ Diagnostic	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	<u>3</u>

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 coursework 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 Techniques I	5
ECD	1203	Health & Safety of Children	3
ECD	1223	Growth/Development of Children	V2
PSY	1101	General Psychology I ¹ OR	3
PSY	1103	Business Psychology ¹	

Second Semester Credit Hours 16

ECD	1204	Childhood Teaching Techniques II	5
ECD	1205	Curriculum for Young Children	5
ENG	1201	Communications ¹ OR English Gen Ed Elective ¹ Math Gen Ed Elective ¹	3

Third Semester Credit Hours 17

ECD	2201	Administering Childhood Facilities	5
ECD	2203	Early Childhood Seminar I	V1
HEC	1101	Nutrition	3
		Psychology Gen Ed Elective ¹	3
		ECD Practicum**	5

Fourth Semester Credit Hours 16

ECD	2205	Early Childhood Seminar II	1
EDU	1114	Educating Exceptional Children	3
EDU	2105	Science in the Elementary School OR Science Gen Ed Elective ¹ Humanities Gen Ed Elective ¹ ECD Practicum**	4

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 PHY Gen Ed

Math Elective: Any MTH Gen Ed

Humanities Elective: Any Humanities Gen Ed

ECE LEVEL 2 CREDENTIAL (ECD) CERTIFICATE C353

FCC	LTC	OCC	✓ WVC	Online
-----	-----	-----	--------------	--------

The ECE Level 2 Credential and ECE Level 3 Credential certificates prepare students for careers in the Early Childhood Education industries. The stackable certificates provide training needed to earn credentials aligned with Gateways to Opportunities competencies. Completion of the certificates includes coursework in Human Growth and Development, Health, Safety and Well-Being, Interactions, Relationships and Environments, Observation and Assessment, Curriculum and Program Design, Professionalism, and Family & Community Relationships.

Credit Hours			16
ECD	1101	Intro to Early Childhood Education	3
ECD	1202	Childhood Teaching Techniques I	5
ECD	1203	Health & Safety of Children	3
ECD	1223	Growth/Development of Children	V2
PSY	1101	General Psychology I OR	<u>3</u>
PSY	1103	Business Psychology ¹	
Total Credit Hours			16

ECE LEVEL 3 CREDENTIAL (ECD) CERTIFICATE C354

Credit Hours			32
ECD	1101	Intro to Early Childhood Education	3
ECD	1202	Childhood Teaching Techniques I	5
ECD	1203	Health & Safety of Children	3
ECD	1204	Childhood Teaching Techniques II	5
ECD	1205	Curriculum for Young Children	5
ECD	1223	Growth/Development of Children	V2
ENG	1201	Communications ¹ OR English Gen Ed Elective ¹	3
PSY	1101	General Psychology I ¹ OR	3
PSY	1103	Business Psychology ¹ Math Gen Ed Elective ¹	<u>3</u>
Total Credit Hours			32

EDUCATIONAL LEADERSHIP (LDSHP) CERTIFICATE**C248**

FCC	LTC	OCC	✓ WVC	Online
-----	-----	-----	-------	--------

The Educational Leadership certificate prepares students for careers in educational leadership and management related occupations by concentrating on the theory and hands-on applications required to gain employment opportunities in the education industries. The certificate demonstrates completion of instructional leadership training.

First Semester	Credit Hours 9
-----------------------	-----------------------

BMK	1208	Basic Teaching Skills	1
BMK	1209	Managing Assessment	1
BMK	1210	Classroom Management	1
DAP	1201	Business Computer Systems	3
PSY	1101	General Psychology I OR	
PSY	1103	Business Psychology	3

Second Semester	Credit Hours 9
------------------------	-----------------------

BMK	1211	Student Focus Instruction	1
BMK	1212	Engagement Techniques	1
BMK	1213	Student Success	1
BMK	2101	Principles of Marketing	3
BUS	2201	Principles of Management	<u>3</u>

Total Credit Hours	18
---------------------------	-----------

ELECTRONIC MEDICAL RECORDS (HIM) CERTIFICATE C194

FCC	✓ LTC	OCC	WVC	Online
-----	-------	-----	-----	--------

Electronic Medical Records technicians 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/CEHRS exam through the National Healthcareer Association to become a certified Billing Coding 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 Records students must pass all courses in the 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 the ACCUPLACER test or remediate to that level.

Prerequisite for online classes: CIS 1104, Intro Learning Services Online.

First Semester Credit Hours 14

HEA	1209	HIPAA for Allied Health	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
TEL	1275	Essential Computer Skills	V2

Summer Semester Credit Hours 3

HIM	2220	Clinical Practicum	<u>V3</u>
-----	------	--------------------	-----------

Total Credit Hours 31

²Prerequisite: BOC 1201 or concurrent enrollment

*Students considering the Nursing program should take HEA 1225

EMERGENCY MANAGEMENT SYSTEMS (EMS) CERTIFICATE C328

FCC	<input checked="" type="checkbox"/> 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.

<u>Program Requirements</u>	<u>Credit Hours</u>
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

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 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 18

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

¹General 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

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	1101	Introduction to Business OR	
BUS	2106	Introduction to Int'l Business	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	2204	Human Resource Management	3
BUS	2101	Business Law I	3
BUS	2105	Business Finance	3
ENT	2210	Business Portfolio Elective	V1 <u>2</u>

Total Credit Hours **32**

✓ FCC	LTC	OCC	✓ WVC	Online
-------	-----	-----	-------	--------

The Executive Office Professional degree and associated certificate program prepares 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 15

BOC	1201	Beginning Keyboarding OR Keyboarding Elective	V3
BOC	1211	Professional Office Procedures	3
BUS	1101	Introduction to Business	3
CIS	1101	Intro to Computers & Their Applications OR Computer Elective	V3
ENG	1111	Composition I ¹ OR English Gen Ed Elective ¹	3

Second Semester Credit Hours 17

BUS	2202	Records Management	3
CIS	1209	Outlook	2
CIS	1278	Spreadsheet	V3
DAP	2202	Word Processing I	3
ENG	1202	Business Correspondence OR	3
BOC	2250	Business Communications Social Science Gen Ed Elective ¹	3

Third Semester Credit Hours 19

ACC	1101	Applied Accounting	4
BMG	2204	Human Resource Management	3
BUS	2201	Principles of Management OR	3
BUS	2203	Office Management	
CIS	1275	Power Point	V3
DAP	2265	Desktop Publishing I	3
SPE	1101	Fundamentals of Effective Speaking ¹ OR	3
SPE	1111	Interpersonal Communications ¹	

Fourth Semester Credit Hours 16

BMK	2101	Principles of Marketing	3
BOC	2211	Office Internship I	V3
GEN	2297	Employment Skills ¹	V3
MTH	1201	Technical Mathematics ¹ OR College Level Math ¹	V4
		General Education Elective ¹	3

Total Credits 67

¹General Education Hours (19)

OFFICE ASSISTANT (EOP)

CERTIFICATE

C268

First Semester Credit Hours 15

BOC	1201	Beginning Keyboarding OR Keyboarding Elective	V3
BOC	1211	Professional Office Procedures	3
BUS	1101	Introduction to Business	3
CIS	1101	Intro to Computers & Their Applications OR Computer Elective	V3
ENG	1111	Composition I OR English Gen Ed Elective	3

Second Semester Credit Hours 17

BUS	2202	Records Management	3
CIS	1209	Outlook	2
CIS	1278	Spreadsheet	V3
DAP	2202	Word Processing I	3
ENG	1202	Business Correspondence OR	3
BOC	2250	Business Communications Social Science Gen Ed Elective	3

Total Credits 32

FIRE SCIENCE (FIRES) ASSOCIATE IN 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	<u>2</u>

Total Credit Hours **67.5**

¹General Education Hours (15)

*Students considering transfer options should take this course.

**State/FEMA certifications accepted.

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.

<u>First Semester</u>		<u>Credit Hours 12.5</u>
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

<u>Third Semester</u>		<u>Credit Hours 6</u>
EPF 1206	Extrication Practices	3
EPF 1207	Fire Apparatus Engineer	<u>3</u>
<u>Total Credit Hours</u>		<u>27.5</u>

**State/FEMA certifications accepted

<u>Second Semester</u>		<u>Credit Hours 9</u>
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

BASIC FIRE SUPPRESSION TECH (FIRES) CERTIFICATE C404

<u>First Semester</u>		<u>Credit Hours 12.5</u>
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

<u>Second Semester</u>		<u>Credit Hours 7</u>
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	<u>V.5</u>
<u>Total Credit Hours</u>		<u>19.5</u>

**State/FEMA certifications accepted

✓ FCC	LTC	OCC	WVC	Online
-------	-----	-----	-----	--------

The Graphic Arts & Design program prepares students for an exciting career in advertising, marketing, publishing, or as a professional graphic designer. Students perform a variety of computerized visual communication activities for the purposes of persuading, selling, and influencing consumer 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 in real-world settings. 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. This well-rounded program offers a strong foundation in graphic arts and design, advanced-level art and design courses, and a liberal studies component.

First Semester Credit Hours 15

GAD	1201	Computer Graphic Fundamentals	3
GAD	1213	Drawing I	3
GAD	1217	Photography I	3
ENG	1111	Composition I ¹	3
MTH	1104	Quantitative Reasoning ¹ OR	V3
MTH	1201	Technical Math ¹	

Second Semester Credit Hours 15

GAD	1205	Introduction to Videography	3
GAD	1211	Computer Graphic Applications	3
GAD	1214	Design Fundamentals I	3
SPE	1111	Interpersonal Communications ¹ OR	3
SPE	1101	Fundamentals of Effective Speaking ¹	
SOC	2101	Principles of Sociology ¹	3

Third Semester Credit Hours 15

GAD	1281	Fundamentals of Art History I	3
GAD	2212	Design Fundamentals II	3
GAD	2231	Computer Animation	3
PSY	1101	General Psychology I ¹	3
BUS	1101	Introduction to Business	3

Fourth Semester Credit Hours 15

GAD	2221	Computer Graphic Techniques	3
GAD	2281	Fundamentals of Art History II	3
GAD	2225	Typography I	3
GAD	2230	Digital Imaging	3
GAD	2297	Graphic Arts/Design Portfolio	V1
GAD	2298	Graphic Design Internship	V2

Total Credit Hours 60

¹General Education Hours (15)

GRAPHIC DESIGN (GAD) CERTIFICATE

C198

First Semester Credit Hours 15

GAD	1201	Computer Graphic Fundamentals	3
GAD	1213	Drawing I	3
GAD	1217	Photography I	3
ENG	1111	Composition I	3
MTH	1104	Quantitative Reasoning OR	3
MTH	1201	Technical Math	

Second Semester Credit Hours 15

GAD	1211	Computer Graphic Applications	3
GAD	1214	Design Fundamentals I	3
GAD	1205	Introduction to Videography	3
SPE	1111	Interpersonal Communications OR	3
SPE	1101	Fundamentals of Effective Speaking	
SOC	2101	Principles of Sociology	3

Total Credit Hours 30

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	Alternative Finishes	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	Standard First Aid	2
GEN	2297	Employment Skills ¹	V3
SPE	1101	Fundamentals of Effective ¹	
		Speaking ¹	3
		Business Elective	6
		Technical Elective	<u>3</u>

Total Credit Hours **63**

¹General 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	Alternative Finishes	<u>2</u>

Total Credit Hours 34

✓ 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
HIT	1201	Healthcare Delivery Systems	3
HIT	1202	Healthcare Data Management	3
PHI	2101	Introduction to Ethics ¹ OR	3
PHI	2141	Ethics in the Medical Community	

Second Semester Credit Hours 16

ENG	1201	Communications ¹ OR	3
ENG	1111	Composition I ¹	
HEA	1227	Pharmacotherapy Fundamentals	3
HEA	1226	Allied Health Anatomy OR	3
LSC	2111	Human Anatomy & Physiology I	
HIT	1203	Healthcare Reimbursements	3
HIT	1204	Diagnostic Coding Fundamentals	4

Third Semester Credit Hours 17

HEA	1228	Human Pathophysiology	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

GEN	2297	Employment Skills ¹	V1
HIT	2201	Health Statistics & Research	3
HIT	2204	Clinical Coding Applications	4
HIT	2205	Healthcare Quality Mgmt	3
HIT	2206	Certification Review	1
HIT	2230	Health Informatics Practicum	3
		OR	
HIT	2231	Health Informatics Simulation	
		General Education Elective ¹	2

Total Credit Hours 65

¹General Education Hours (16)

MEDICAL RECEPTIONIST (HNFO) CERTIFICATE**C214**

✓ FCC	LTC	OCC	WVC	Online
-------	-----	-----	-----	--------

The Medical Receptionist certificate prepares students for employment in an office setting within a variety of healthcare organizations such as hospitals, medical offices, and durable medical equipment companies. This certificate gives students the skills to work with electronic medical records, including scheduling patients and entering patient demographic and insurance information. Students will also be trained in the management of medical records, following HIPAA guidelines, including form completion, record transfer, and document importing.

First Semester **Credit Hours 15**

DAP	1201	Business Computer Systems	3
HEA	1225	Introduction to Medical Terminology	V3
HIT	1201	Healthcare Delivery Systems	3
HIT	1202	Healthcare Data Management	3
PHI	2101	Introduction to Ethics OR	3
PHI	2141	Ethics in the Medical Community	

Second Semester **Credit Hours 16**

ENG	1201	Communication OR	3
ENG	1111	Composition	
HEA	1226	Allied Health Anatomy OR	3
LSC	2111	Human Anatomy & Physiology I	
HEA	1227	Pharmacotherapy Fundamentals	3
HIT	1203	Healthcare Reimbursements	3
HIT	1204	Diagnostic Coding Fundamentals	<u>4</u>

Total Credit Hours **31**

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	<u>V3</u>

Total Credit Hours **65**

¹General Education Hours (15)

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 ¹ Gen Ed 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	<u>16</u>
(includes eight (8) hours of Selected Technical Studies)	

Total Credit Hours 60

¹General 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	<u>3</u>

Total Credit Hours 16

¹General 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	<u>V3</u>

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*	<u>8</u>

Total Credit Hours 16

***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

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 11**

INM	1220	Basic A/C & Refrigeration	4
INM	1221	Intro to HVACR	2
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 **19.5**

RESIDENTIAL HVAC (INDMA) CERTIFICATE C506

The Residential HVAC certificate is designed to prepare the student for an entry-level position in the heating, ventilation, and air conditioning industry. This certificate ladders into the Industrial Maintenance Technology degree as well if the student desires to further their education in this field.

First Semester **Credit Hours 11**

INM	1221	Intro to HVACR	2
INM	1220	Basic A/C & Refrigeration	4
INM	1225	Basic Heating	3
INM	2210	Occupational Safety (OSHA)	V2

Second Semester **Credit Hours 7.5**

TRA	1221	Electrical Wiring	3
INM	2225	Air Distribution/Load Calc.	4
INM	2230	Recovery & EPA Tech Cert	.5

Total Credit Hours **18.5**

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**

¹General Education Hours (19)

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.

<u>Requirements</u>	<u>Credit Hours 22</u>
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	
Communications ¹ OR	<u>3</u>
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.

<u>Requirements</u>	<u>Credit Hours 21</u>
IND 2210 Manufacturing Internship	5
MAC 2203 Manufacturing Processes	3
TEL 1275 Essential Computer Skills	V2
Directed Manufacturing	
Focus Elective*	<u>11</u>
Total Credit Hours	21

***DIRECTED MANUFACTURING FOCUS AREAS:**

<u>Fabrication</u>			<u>Credit Hours</u>
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
<u>Construction</u>			<u>Credit Hours</u>
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	<input checked="" type="checkbox"/> 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	<u>V3</u>

Total Credit Hours **23**

¹General Education Hours

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
WEL 1203	Practical Welding	4
	Manufacturing Elective AND/	<u>3</u>
	OR Gunsmithing Elective	
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 1225	Internship OR Elective	V2-6
MAC 2231	Introduction to CNC	3
MAN 1204	Manufacturing Materials & Processes	4
MAN 1211	Industrial Electricity	4
MAN 1215	Mechanical Drives	3
	Manufacturing Elective AND/	3
	OR Gunsmithing Elective	
WEL 1203	Practical Welding	<u>4</u>
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
MAC 1225	Internship	V2-6
MAC 2231	Introduction to CNC	3
MAN 1204	Manufacturing Materials & Processes	4
MAN 1211	Industrial Electricity	4
MAN 1215	Mechanical Drives	3
MAN 1221	Motors/Motor Controls	4
MAN 2211	Programmable Logic Controllers	4
MAN 2215	Robotics & Vision Systems	4
WEL 1203	Practical Welding	4
	Manufacturing Elective AND/OR	<u>3</u>
	Gunsmithing Elective	
Total Credit Hours		45

Other recommended courses:

EGR 1298	Topics/Issues in Engineering	V1-6
DEQ 1221	Basic Hydraulics I	4

✓ 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	2201	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 OR	4
ACC	2101	Financial Accounting	
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	MCSA: 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	MCSA: Windows Server Cert	5
		General Education Elective ¹	<u>3</u>

Total Credit Hours 66

¹General 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	<u>3</u>

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**

GEN	1221	Occupational Safety	2
TEL	1201	IT Fundamentals	3
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 16**

GEN	2297	Employment Skills	V3
TEL	1265	Intro to Computers	3
TEL	1272	Business Comm Systems I	3
TEL	2263	Structured Cabling Systems	1
TEL	2282	TDM Switching Technology	3
TEL	2284	Networking Fundamentals	3

Total Credit Hours **32**

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
		OR Computer Elective	
		Social Science Gen Ed Elective ¹	3

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
		Economics Elective ¹	3
		Elective	3

Summer		Credit Hours 8	
BMK	1205	Internship I	V7
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 OR	3
		Real Estate Elective	
ENG	1111	Composition I ¹ OR	3
		English Gen Ed Elective ¹	
		Math, Science, or Communications Gen Ed Elective ¹	3

Fourth Semester		Credit Hours 11	
GEN	2297	Employment Skills ¹	V1
BMK	2205	Internship II**	V7
BMK	2206	Business Management Seminar II	1
EDU	1108	Standard First Aid	2

Total Hours		67	
--------------------	--	-----------	--

¹General Education Hours (17)

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.

Any ENG, LSC, MTH, or SPE courses are acceptable electives.

Math, Science, or Communications Gen Ed Elective: Any Gen Ed course.

BMK 1201, Sales Management, is required for the Sales Certificate (C240).

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.

Program Requirements			Credit Hours
HEA	1225	Intro to Medical Terminology	V3
LSC	2111	Human Anatomy & Physiology I	4
OR			
THM	1211	Massage Therapy Anat/Phys I	
LSC	2112	Human Anatomy & Physiology II	4
OR			
THM	1212	Massage Therapy Anatomy/Physiology II	
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	1214	Massage Therapy Pathophysiology	4
OR			
LSC	2114	Intro to Human Pathophysiology	
THM	1215	Massage Therapy II	4
THM	1220	Massage Therapy III	4
THM	1230	Massage Therapy Business Practices	3
THM	1250	Massage Therapy Clinical I	V2
THM	1255	Massage Therapy Clinical II	V2
THM	1260	Massage Therapy Review	V1
THM	1262	Ethics for Massage Therapy	<u>V2</u>
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 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	1203	Medical Assisting Math	2
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	<u>V6</u>
-----	------	------------	-----------

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.

CERTIFIED MEDICAL ASSISTANT (MEDA) ASSOCIATE IN APPLIED SCIENCE DEGREE

D292

FCC	✓ LTC	OCC	WVC	Online
-----	-------	-----	-----	--------

The Certified Medical Assistant Associate in 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	1203	Medical Assisting Math	2
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 for Allied Health	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

¹ General Education Hours (16)

*Students considering the Nursing program should take HEA 1225

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 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 is required prior to enrollment into this certificate program.*

Prerequisites Credit Hours 8

BOC	1201	Beginning Keyboarding	V2
DAP	1201	Business Computer Systems	3
HEA	1225	Intro to Medical Terminology	V3

First Semester 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

Second Semester 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

Third Semester Credit Hours 8

MED	2209	Advanced Coding	4
MED	2211	Certification Prep/Hospital	1
MED	2298	Coding Practicum	3

Total Credit Hours 40

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.

First Semester Credit Hours 16

BOC	1206	Employment Methods	1
DAP	1201	Business Computer Systems	3
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

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
HIT	2202	Healthcare Law & Ethics	3
PSY	1101	General Psychology I ¹	3

Second Semester Credit Hours 19

BOC	2262	Medical Office Procedures	4
BOC	2263	Medical Transcription I	3
DAP	1236	Keyboarding Essentials	3
ENG	1212	Technical Writing ¹	V3
HEA	1212	Clinical Processes	3
LSC	2264	Anatomy for Medical Secretaries	3

Fourth Semester Credit Hours 18

BOC	2202	Professional Portfolio	2
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
SPE	1101	Fundamentals of Effective Speaking ¹	<u>3</u>

Total Credit Hours 68

¹General 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 <u>3</u>

Total Credit Hours **35**

MS OFFICE SPECIALIST (MSOFC) CERTIFICATE C244

FCC	LTC	✓ OCC	WVC	✓ Online
-----	-----	-------	-----	----------

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

CIS	1209	Outlook	2
CIS	1275	PowerPoint	3
DAP	1201	Business Computer Systems	3
DAP	1236	Keyboarding Essentials	3
DAP	2202	Word Processing I	3

Second Semester Credit Hours 13

ACC	1101	Applied Accounting OR	4
ACC	2101	Financial Accounting	
CIS	1278	Spreadsheet	3
CIS	1286	Database	3
DAP	2265	Desktop Publishing I	<u>3</u>

Total Credit Hours 27

MUSIC AND MEDIA (MEDIA) ASSOCIATE IN APPLIED SCIENCE DEGREE**D256**

FCC	LTC	OCC	✓ WVC	Online
-----	-----	-----	-------	--------

The Music and Media degree program is designed to enable graduates to enter occupations in the area of music performance, audio/video technology, record studio technicians, sound and video technicians, and potentially management positions using digital communications media.

First Semester Credit Hours 15

BRD	1101	Introduction to Broadcasting	3
BRD	1202	Radio/TV Announcing	3
BRD	1215	Broadcasting & Digital Media Tech	3
MUS	1101	Music Appreciation	3
		Music Elective	2
		Applied Music Elective	<u>1</u>

Second Semester Credit Hours 18

BRD	1203	Audio Production	3
BRD	1204	Video Production Multi-Camera	3
BRD	1208	Social Media	3
ENG	1111	Composition I ¹	3
		OR	
ENG	1201	Communications ¹	3
MUS	1103	Music in Multicultural America	3
MUS	1112	Beginning Theory	<u>3</u>

Third Semester Credit Hours 14

BMK	1203	Advertising	2
BRD	2212	Video Production Field	3
PHI	1111	Intro to Philosophy ¹ OR	3
		Humanities Gen Ed Elective ¹	
		Social Science Gen Ed Elective ¹	3
		Speech Gen Ed Elective ¹	<u>3</u>

Fourth Semester Credit Hours 15

BRD	1207	Writing for Media	3
BRD	2215	Digital Media Management	3
BRD	2221	Radio/TV Internship	V2
BRD	2225	Radio/TV Seminar	1
MUS	1102	History of American Music	3
		Math/Science Gen Ed Elective ¹	<u>3</u>

Total Credit Hours 62¹General Education Hours (15)**MUSIC AND MEDIA (MEDIA) CERTIFICATE****C257**

The Music and Media certificate requires 30 credit hours of course work in music performance, recording, and audio technology.

First Semester Credit Hours 15

BRD	1101	Introduction to Broadcasting	3
BRD	1202	Radio/TV Announcing	3
BRD	1215	Broadcasting & Digital Media Tech	3
MUS	1101	Music Appreciation	3
		Music Elective	2
		Applied Music Elective	<u>1</u>

Second Semester Credit Hours 15

BRD	1203	Audio Production	3
BRD	1204	Video Production Multi-Camera	3
BRD	1208	Social Media	3
BRD	2215	Digital Media Management	3
MUS	1103	Music in Multicultural America	<u>3</u>

Total Credit Hours 30

NAIL TECHNOLOGY (NAILS) CERTIFICATE C259

FCC	LTC	✓ OCC	WVC	Online
-----	-----	-------	-----	--------

Nail Technology students will receive basic training in regards to personal and public hygiene, ethics, sterilization and disinfection, and OSHA standards. Classroom instruction will also cover subject areas including cells, metabolism and body systems, the theory of massage, Illinois state laws, and management practices. Clinical training will focus on manicures, pedicures, fabric and sculpting procedures, light cured gels, and massaging of the extremities.

First Semester Credit Hours 8

COS	1261	Nail Technology I	4
COS	1262	Nail Technology II	4

Second Semester Credit Hours 8

COS	1263	Nail Technology III	4
COS	1264	Nail Technology IV	<u>4</u>

Total Credit Hours 16

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

¹General 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	V1
		Development	
TQM	1216	Conflict Resolution &	V1
		Consensus Bldg	
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:	3
		Personnel	
DAP	2265	Desktop Publishing	3

Total Credit Hours 63

¹General 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 15**

GEN	2297	Employment Skills	V3
TEL	1271	Basic Cable Splicing	3
TEL	1274	Station Installation	3
TEL	2291	OSP Cable Maintenance	3
TEL	2299	Advanced Cable Splicing	<u>3</u>

Total Credit Hours **29**

PARALEGAL (PLEGL) ASSOCIATE IN 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 Speaking ¹ OR	3
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	<u>3</u>

Total Credit Hours **70**

¹General 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

EPM	1205	Vehicle Operator Fundamentals	.5
EPM	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

EPM	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	<u>2</u>

Total Credit Hours 60¹General 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	<u>6</u>

Total Credit Hours 33.5

EMT (PARA) CERTIFICATE**C414**

✓ FCC	LTC	OCC	WVC	Online
-------	-----	-----	-----	--------

This program 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. 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 program should prepare the student for both the cognitive and psychomotor requirements of the National Registry of Emergency Medical Technician (NREMT) exam and the Illinois Department of Public Health (IDPH) Emergency Medical Technician Basic Exam. Students planning to submit an examination request and subsequent licensures will be required to meet eligibility requirements of NREMT, IDPH and relative agencies.

First Semester		Credit Hours 9.5	
EPM	1200	CPR Fundamentals	.5
EPM	1202	EMT Fundamentals	<u>9</u>
Total Credit Hours			9.5

EMERGENCY MEDICAL RESPONDER (PARA) CERTIFICATE C421

This program 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. 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 program 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

First Semester		Credit Hours 4.5	
EPM	1200	CPR Fundamentals	.5
EPM	1201	Emergency Medical Responder	<u>4</u>
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.

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*	<u>6</u>

Total Credit Hours 62

¹ General Education Hours (37)

***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	<u>V2</u>
Total Credit Hours			14

PETROLEUM DRILLING TECHNOLOGY (PET) DEGREE D304

FCC	✓ LTC	OCC	WVC	Online
-----	-------	-----	-----	--------

Petroleum Drilling Technology prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in the development and operation of oil and natural gas extraction and processing facilities. The program includes preparation in the principles of petroleum extraction and related geology, safety, and report preparation.

First Semester Credit Hours 15

MTH	1201	Technical Mathematics ¹	V4
PET	1251	Petroleum Drilling Technology	3
PTT	1200	Intro to Process Technology	3
PTT	1204	PTECH Safety & the Environment	3
TEL	1275	Essential Computer Skills	V2

Second Semester Credit Hours 16

GEL	1110	General Geology ¹	3
PET	1252	Modern Petroleum Technology	3
PTT	1205	Tech Reading/Writing/Reporting	3
PTT	2201	PTECH Equipment	4
PTT	2205	PTECH Quality Control	3

Third Semester Credit Hours 16

CHM	1120	Introductory Chemistry ¹	5
MAN	1211	Industrial Electricity	4
PET	2201	Petroleum Completion Methods	3
PHY	1111	Technical Physics I ¹	4

Fourth Semester Credit Hours 16

GEN	2297	Employment Skills ¹	V3
INM	1205	Fluid Power	V3
PET	2208	Corrosion Basics	3
PTT	1201	Process Tech Instrumentation	4
QAC	1204	Dimen. Metrology & Blueprint Interp.	V3

Total Credit Hours 63

¹General Education Hours (19)

PETROLEUM DRILLING TECHNOLOGY (PET) CERTIFICATE C303

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

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
TEL	1275	Essential Computer Skills	V2

Second Semester Credit Hours 16

GEL	1110	General Geology	3
PET	1252	Modern Petroleum Technology	3
PTT	1205	Tech Reading/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 a placement 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	<u>1</u>

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:

- Student must be 18 years of age or older
- Student must have either a high school diploma or a GED
- Student must have a minimum GPA of 2.0
- Student may be required to complete a placement test and achieve minimum entry-level scores at or above the 34th percentile
- Student 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.

<u>First Semester</u>		<u>Credit Hours 9</u>
HEA	1225	Intro to Medical Terminology V3
PHB	1220	Phlebotomy Theory 3
PHB	1222	Phlebotomy Procedures 3

<u>Second Semester</u>		<u>Credit Hours 7</u>
PHB	1224	Phlebotomy Clinicals 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 Learning Services Online	.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
TEL	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	<u>3</u>

Total Credit Hours 64

¹General Education Hours (18)

Recommended elective:

PTT	1202	OSHA Training
PTT	2212	Process Technology Internship

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 Learning Services Online	.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
TEL	1275	Essential Computer Skills	V2

Second Semester **Credit Hours 17**

CHM	1120	Introductory Chemistry	5
GEN	2297	Employment Skills	V3
PTT	1205	Tech Reading/Writing/ Reporting	3
PTT	2201	PTech Equipment	4
PTT	2298	Topics in Process Technology	<u>V2</u>

Total Credit Hours **32.5**

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	<u>1</u>

Total Credit Hours **10****Recommended electives:**

EDR	1202	Mechanical Blueprint Reading	4
QAC	1204	Dimensional Metrology & Blueprint Interpretation	6

RADIO/TV AND DIGITAL MEDIA (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	3
BRD	1210	Applied Broadcasting I	3
BRD	1215	Broadcasting & Digital Media Tech	3
BRD	2217	Broadcast Journalism	3

Second Semester Credit Hours 18

BRD	1203	Audio Production	3
BRD	1204	Video Production Multi-Camera	3
BRD	1208	Social Media	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	V3
-----	------	---------------------------	----

Third Semester Credit Hours 17

BMK	1203	Advertising	2
BRD	2210	Applied Broadcasting III	3
BRD	2212	Video Production Field	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	1207	Writing for Media	3
BRD	2211	Applied Broadcasting IV	3
BRD	2215	Digital Media Management	3
BRD	2221	Radio/TV Internship	V2
BRD	2225	Radio/TV Seminar	1
JLM	1111	Survey of Mass Media	<u>3</u>

Total Credit Hours 68

¹ General Education Hours (15)

Students enrolled in BRD 1210, 1211, 2210, 2211 (Applied Broadcasting) 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 Illinois state licensure as well as provide continuing education for individuals seeking Illinois licensure renewal.

First Semester **Credit Hours 19**

BMK	2102	Introduction to Sales	3
BUS	1101	Introduction to Business	3
BUS	1202	Broker Pre-License Topics I	4
BUS	2201	Principles of Management	3
		Computer Elective	3
		English Elective	3

Second Semester **Credit Hours 15**

BMG	1202	Business Math OR	4
		Math Elective	
BMK	2101	Principles of Marketing	3
BUS	1203	Broker Pre-License Topics II	1
BUS	1204	RE Principles Interactive	V1
ECN	1101	Introduction to Economics	3
		Social Science Elective	<u>3</u>

Total Credit Hours **34**

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	<u>3</u>
Total Credit Hours			33

Also see Marketing Business Management.

SHOOTING RANGE SAFETY OFFICER (FST) CERTIFICATE C574

FCC	LTC	OCC	✓ WVC	Online
-----	-----	-----	-------	--------

Prior to enrollment in this certificate, background checks are required. Valid FOID cards are also required for Illinois residents only.

The Shooting Range Safety Officer certificate prepares students for careers in the firearms industries. It also provides training needed to become a shooting range manager and professional safety officer. Completion of the program includes coursework in firearms safety and shooting skills. Students must be at least 18 years old to enroll in this program. Students are required to provide a basic set of hand tools and firearms.

First Semester Credit Hours 11

EDU	1108	Standard First Aid	2
FST	1202	Ballistics & Reloading	2
FST	1203	Range Safety Officer	2
FST	1210	Tactical Shooting Skills	2
		Technical Elective	3

Second Semester Credit Hours 15

GEN	2297	Employment Skills	V3
SPE	1101	Fundamentals of Effective Speaking	3
		Business Elective	6
		Technical Elective	<u>3</u>

Total Credit Hours 26

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	1111	Interpersonal Communications ¹	3
SSS	1201	Introduction to Social Services	3

Second Semester Credit Hours 18

ENG	1121	Composition and Analysis ¹	3
MTH	1104	Quantitative Reasoning ¹ OR Math Gen Ed Elective ¹	3
PHI	2101	Intro to Ethics ¹	3
PSY	2109	Human Growth & Development ¹	3
SSS	1202	Social Services & Welfare Development	3
SSS	2201	Internship I	V2
SSS	2202	Seminar I	1

Third Semester Credit Hours 16

EDU	1107	Health	V3
LSC	1101	General Biology I ¹	4
PLS	2101	Government of the United States ¹	3
SSS	2205	Social Services Intervention Approved Elective	3

Fourth Semester Credit Hours 16

PSY	1201	Introduction to Counseling	V3
SSS	2203	Internship II	V2
SSS	2204	Seminar II	1
SSS	2206	Human Behavior & Social Environment Approved Electives	4 <u>6</u>

Total Credit Hours 65

¹ General Education Hours (28)

SPORT GROUNDS MAINTENANCE (HORT) CERTIFICATE C388

FCC	<input checked="" type="checkbox"/> 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	<u>3</u>
-----	------	------------	----------

Total Credit Hours 29

SPORT MANAGEMENT (SPORT) ASSOCIATE IN APPLIED SCIENCE DEGREE D424

✓ FCC	✓ LTC	✓ OCC	✓ WVC	Online
-------	-------	-------	-------	--------

The Sport Management degree will provide entry-level employment training for individuals interested in careers in the rapidly growing sport and recreation industry. Employment settings include sports and fitness marketing and sales, sport retail management, recreation program planning, facilities director, and athletic coaching positions. The AAS degree includes a significant portion of general education courses to facilitate transfer to a four-year university.

First Semester Credit Hours 15

DAP	1201	Business Computer Systems	3
ENG	1111	Composition I ¹	3
PSY	1101	General Psychology I ¹	3
SPM	1201	Intro to Sport Management	3
		Elective	3

Second Semester Credit Hours 16

ENG	1121	Composition & Analysis ¹ OR English Elective ¹	3
MTH	1201	Technical Mathematics ¹ OR Math Gen Ed Elective ¹	3
SPM	1202	Recreation and Leisure	3
SPM	1210	Principles of Coaching	3
		Elective	4

Third Semester Credit Hours 15

GEN	2297	Employment Skills ¹	V3
SPE	1101	Fundamentals of Effective Speaking ¹	3
SPM	2201	Sport Communication	3
SPM	2210	Activity Planning	3
		Elective	3

Fourth Semester Credit Hours 18

SPM	2202	Diversity in Sports	3
SPM	2225	Sport Internship/Seminar	V3
		Humanities/Fine Arts Elective ¹	3
		Life/Physical Science Elective ¹	3
		Elective	<u>6</u>

Total Credit Hours 64

¹General Education Hours (24)

SPORTS MARKETING AND MEDIA (MEDIA) ASSOCIATE IN APPLIED SCIENCE DEGREE D251

FCC	LTC	OCC	✓ WVC	Online
-----	-----	-----	-------	--------

The Sports Marketing and Media program focuses on the development, use, critical evaluation, and regulation of new electronic communication technologies using computer applications. The program prepares individuals to function as developers and managers of communications for sports facilities, teams, and events using digital communications media.

First Semester **Credit Hours 15**

BRD	1101	Introduction to Broadcasting	3
BRD	1202	Radio/TV Announcing	3
BRD	1210	Applied Broadcasting I	3
BRD	1215	Broadcasting & Digital Media Technology	3
BRD	2217	Broadcast Journalism	3

Second Semester **Credit Hours 15**

BRD	1204	Basic Television Production	3
BRD	1211	Applied Broadcasting II	3
ENG	1111	Composition I ¹ OR	3
ENG	1201	Communications ¹	
SPM	1211	Sports and Society	3
		Math/Science Gen Ed Elective ¹	3

Third Semester **Credit Hours 15**

BRD	2210	Applied Broadcasting III	3
BRD	2219	Sportscasting	3
SPM	2210	Activity Planning	3
		Humanities Gen Ed Elective ¹	3
		Social Science Gen Ed Elective ¹	3

Fourth Semester **Credit Hours 15**

BRD	2211	Applied Broadcasting IV	3
BRD	2221	Radio/TV Internship	V2
BRD	2225	Radio/TV Seminar	1
BRD	2218	Sports Media	3
SPM	2202	Diversity in Sports	3
		Speech Gen Ed Elective ¹	3

Total Credit Hours **60**

¹General Education Hours (15)

Recommended Electives

BMK	1203	Advertising	2
BMK	2101	Principles of Marketing	3
BRD	1207	Writing for Media	3
BRD	1208	Social Media	3
GEN	1207	e-Portfolio Development	0.5
GEN	2207	e-Portfolio Assessment	0.5

ENTERTAINMENT BUSINESS (MEDIA) CERTIFICATE**C252**

FCC	LTC	OCC	✓ WVC	Online
-----	-----	-----	-------	--------

The Entertainment Business certificate focuses on obtaining and conveying ideas and information in entertainment marketing to facilitate business operations utilizing traditional and new digital media formats. The certificate prepares individuals to function as professional sales associates, broadcast marketing consultants, and digital media managers.

First Semester				Credit Hours 18		Second Semester				Credit Hours 17	
BRD	1101	Introduction to Broadcasting	3	BRD	1203	Audio Production	3	BRD	2215	Digital Media Management	3
BRD	1215	Broadcasting & Digital Media Technology	3	BRD	2221	Radio/TV Internship	V2	BRD	2225	Radio/TV Seminar	1
BRD	2213	Broadcast Advertising & Sales	3	BRD	1208	Social Media	3	BRD	1208	Social Media	3
BRD	2217	Broadcast Journalism	3	GEN	2297	Employment Skills	V2	GEN	2297	Employment Skills	V2
BUS	1101	Introduction to Business	3			Humanities Gen Ed Elective	3				3
SPM	2210	Activity Planning	3								
				Total Credit Hours						35	

MEDIA COMMUNICATIONS (MEDIA) CERTIFICATE**C253**

The Media Communications certificate students plan, coordinate, and implement marketing strategies, advertising, promotion, and public relations activities utilizing traditional and new digital media formats. The certificate prepares individuals to function as media advertising associates, broadcast communications consultants, announcers, and digital media managers.

First Semester				Credit Hours 15		Second Semester				Credit Hours 17	
BRD	1101	Introduction to Broadcasting	3	BRD	1207	Writing for Media	3	BRD	1208	Social Media	3
BRD	1202	Radio/TV Announcing & Performance	3	BRD	2215	Digital Media Management	3	BRD	2215	Digital Media Management	3
BRD	2213	Broadcast Advertising & Sales	3	GEN	2297	Employment Skills	V2	GEN	2297	Employment Skills	V2
BRD	2217	Broadcast Journalism	3	JLM	1111	Survey of Mass Media	3	JLM	1111	Survey of Mass Media	3
SPM	2210	Activity Planning	3			Social Science Gen Ed Elective	3			Social Science Gen Ed Elective	3
				Total Credit Hours						32	

SOCIAL MEDIA MANAGEMENT (MEDIA) CERTIFICATE**C254**

The Social Media Management certificate students manage social media marketing strategies, advertising, promotion, and public relations activities utilizing traditional and new digital media formats. The certificate prepares individuals to function as public relations advisors, image managers, communications consultants, and digital media managers.

First Semester				Credit Hours 15		Second Semester				Credit Hours 15	
BRD	1101	Introduction to Broadcasting	3	BRD	1207	Writing for Media	3	BRD	1208	Social Media	3
ENG	1111	Composition OR	3	BRD	2215	Digital Media Management	3	BRD	2218	Sports Media	3
ENG	1201	Communications	3	JLM	1111	Survey of Mass Media	3	JLM	1111	Survey of Mass Media	3
		Math/Science Gen Ed Elective	3								
		Social Science Gen Ed Elective	3								
		Speech Gen Ed Elective	3								
				Total Credit Hours						30	

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.

<u>First Semester</u>	<u>Credit Hours</u>
TRK 1201 Truck Driving	<u>7</u>
Total Credit Hours	<u>7</u>

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	<input checked="" type="checkbox"/> 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.

- **Students eligible to register for the welding programs must score at or above the 34th percentile on a placement test 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.**

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 I	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	<u>3</u>

Total Credit Hours 32

WELDING (WELD) CERTIFICATE C276

First Semester Credit Hours 7

WEL	1210	Gas Metal Arc Welding	2
WEL	1215	Shielded Metal Arc Welding I	2
WEL	1225	Welding Blueprint Reading OR	3
MTH	1201	Technical Mathematics	

Second Semester Credit Hours 6

WEL	1225	Welding Blueprint Reading OR	4
MTH	1201	Technical Mathematics	
WEL	1260	Combination Welding I	<u>2</u>

Total Credit Hours 13

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	<u>V2</u>

Total Credit Hours 20

Course Information

Course Numbering

Course Prefixes and Codes

General Education Core Curriculum

Course Descriptions

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 (4 cr.)

Y (The course title)

Designates course sequence within that discipline

This is the first course in a sequence.

- | | |
|---------------------------------|---|
| 1 - Baccalaureate course | 7 - Adult Basic Education course |
| 2 - Career and Technical course | 8 - Adult Secondary Education course |
| 4 - Remedial course | 9 - English as a Second Language course |
| 6 - Vocational Skills 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 are 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	FST	Firearms Science & Technology
ACC	Accounting	GAD	Graphic Arts
AGP	Ag. Tech./Production	GEG	Geography
AGR	Agriculture	GEL	Geology
ANT	Anthropology	GEN	General Studies
ART	Art	GER	German
ASE	Adult Secondary Education	GNS	Gunsmithing
AUB	Collision Repair Technology	GRP	Graphics
AUM	Automotive Service Tech.	HEA	Health
BLD	Construction Techniques	HEC	Home Economics
BMG	Business Management	HIM	Health Information Management
BMK	Business Marketing	HIS	History
BNK	Banking	HIT	Health Informatics
BOC	Business Occupations	HLT	Health Careers
BRD	Radio-TV Broadcasting	HRT	Horticulture
BTR	Building Trades	HUM	Humanities
BUS	Business	IND	Industrial Management
CAD	Computer Aided Drafting	INM	Industrial Maintenance
CHM	Chemistry	INS	Instrumental Music
CIS	Computer Information Science	IQM	Industrial Quality Management
CMI	Coal Mining	ISM	Information Systems Management
CMN	Coal Mining	ISS	Information Systems Support
CMT	Coal Mining Technology	IST	Information System Technology
CON	Construction	JLM	Journalism
COS	Cosmetology	JUS	Administration of Justice
CUL	Culinary Arts	KEY	Keyboard Music
CYS	Corrections/Youth Supervisor	LBR	Laborer
DAP	Data Processing	LET	Letters
DEQ	Diesel Equipment	LGL	Paralegal
DEV	Developmental & Prep. Study	LIT	Literature
DRA	Drama	LSC	Life Science
ECD	Early Childhood Education	MAC	Machine Shop Technology
ECN	Economics	MAN	Manufacturing Technologies
EDR	Engineering Drafting	MED	Medical Coding
EDS	Electrical Distribution Systems	MTH	Mathematics
EDU	Education	MUL	Science
EGR	Engineering	MUS	Music
ELC	Electricity	NUR	Nursing
ELT	Electronics	PEG	Physical Ed. - General
EMA	Emergency Management	PEI	Physical Ed. - Individual Sports
EMS	Emergency Management Systems	PEO	Physical Ed. – Officiating
ENG	English	PET	Petroleum Technology
ENR	Energy	PHB	Phlebotomy
ENT	Entrepreneur	PHI	Philosophy
EPE	Emergency Prep. - Education	PHM	Pharmacy Technician
EPF	Emergency Prep. – Firefighter	PHY	Physics
EPH	Emergency Prep – Hazardous Materials	PLS	Political Science
EPM	Emergency Prep. - Medical	PRA	Psychiatric Rehab
EPP	Emergency Prep. - Police	PRE	Prep. Studies (Basic Skills)
ESL	English as a Second Language	PSC	Physical Science
FRE	French		

PSY	Psychology
PTE	Physical Ed. - Team Sports
PTT	Process Technology
QAC	Industrial Quality Control
RAD	Radiography
REM	Remedial
RST	Food Service Technology
SME	Small Engines
SOC	Sociology
SPE	Speech
SPM	Sport Management
SPN	Spanish
SSC	Social Science
SSS	Social Services Specialist
TEL	Telecommunications Tech.
THM	Massage Therapy
TQM	Total Quality Management
TRA	Trades
TRK	Truck Driving
UAS	Unmanned Aerial Systems
VOC	Voice
WEL	Welding
WKC	Work Keys
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
- HS - Interdisciplinary Humanities & Social Sciences
- S - Social and Behavioral Sciences

COURSE DESCRIPTIONS

ABE 0701 Adult Basic-Study Skills (2 cr)

F	L	O	W
---	---	---	---

Adult Basic-Study Skills concentrates on teaching students appropriate techniques for studying. Emphasis is on time management, scheduling, and appropriate times and places for learning. Lecture. Variable. Repeatable 3 times.

ABE 0710 Adult Basic Education I (4 cr)

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. Lecture. Variable. Repeatable 3 times.

ABE 0711 Reading Readiness (2 cr)

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. Lecture. Variable. Repeatable 3 times.

ABE 0712 Math Readiness (2 cr)

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. Lecture. Variable. Repeatable 3 times.

ABE 0713 Adult Basic Education II (4 cr)

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. Lecture. Variable. Repeatable 3 times.

ABE 0714 Basic Developmental Reading (2 cr)

F	L	O	W
---	---	---	---

This course is designed for those individuals who wish to improve their basic reading skills. The course is designed for students reading between fourth and eighth grade level. Development of vocabulary, fluency, alphabetics, and comprehension are emphasized. It is designed for evidence based reading strategies and instruction. Lecture. Variable. Repeatable 3 times.

ABE 0718 Job Preparation Skills I (3 cr)

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. Lecture. Variable. Repeatable 3 times.

ABE 0720 Consumer Economics I (3 cr)

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. Lecture. Variable. Repeatable 3 times.

ABE 0722 Health and Related I (3 cr)

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. Lecture. Variable. Repeatable 3 times.

ABE 0724 Government and Law I (3 cr)

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. Lecture. Variable. Repeatable 3 times.

ABE 0725 Government and Law II (3 cr)

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. Lecture. Variable. Repeatable 3 times.

ABE 0726 Pre-GED Skills: English (2 cr)

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. Lecture. Variable. Repeatable 3 times.

ABE 0727 Pre-GED Skills: Math (2 cr)

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. Lecture. Variable. Repeatable 3 times.

ABE 0728 Pre-GED Skills: Social Studies (2 cr)

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. Lecture. Variable. Repeatable 3 times.

ABE 0729 Pre-GED Skills: Science (2 cr)

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. Lecture. Variable. Repeatable 3 times.

ABE 0734 Parenting Education (6 cr)

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. Lecture. Variable. Repeatable 3 times.

ABE 0735 Basic Computer Skills I (3 cr)

F	L	O	W
---	---	---	---

This course is designed to introduce students to basic computer skills and literacy. 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. Lecture. Variable. Repeatable 3 times.

ABE 0736 Basic Computer Skills II (3 cr)

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 students with little prior knowledge. Topics covered will be e-mail, online searches, Power Point, Excel, Word, Internet use, and continued keyboarding. PREREQUISITE: ABE 0735 Basic Computer Skills or consent of instructor. Lecture. Variable. Repeatable 3 times.

ABE 0750 Reading Preparation I (3 cr)

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. Lecture. Variable. Repeatable 3 times.

ABE 0751 Reading Preparation II (3 cr)

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. Lecture.

Variable. Repeatable 3 times.

ABE 0752 Reading Preparation III (3 cr)

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. Lecture. Variable. Repeatable 3 times.

ABE 0770 ABE Healthcare Bridge (8 cr)

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. Lecture. Variable. Repeatable 3 times.

ABE 0780 ABE Manufacturing Bridge (4 cr)

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 manufacturing industry and/or additional postsecondary education. Students will learn about manufacturing content in reading, writing, and math. Lecture. Variable. Repeatable 3 times.

ACC 1101 Applied Accounting (4 cr)

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. Lecture.

ACC 1102 Fundamentals of Accounting (4 cr)

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. Lecture.

ACC 1202 QuickBooks I (2 cr)

		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. Repeatable 2 times. Lecture. Repeatable 2 times.

ACC 1203 QuickBooks II (2 cr)

		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. Repeatable 2 times. Lecture. Repeatable 2 times.

ACC 1204 Bookkeeper Prep Professional (3 cr)

		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. Lecture. Repeatable 3 times.

ACC 2101 Financial Accounting (4 cr)

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. Lecture.

ACC 2102 Managerial Accounting (4 cr)

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. Lecture.

ACC 2121 Cost Accounting (3 cr)

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. Lecture.

ACC 2221 Computerized Accounting (4 cr)

F	L	O	W
---	---	---	---

This course is designed to develop financial accounting concepts and principles through the use of accounting software. The course prepares students to use software on the job by hands-on training of basic functions of financial statements, purchase orders, sales invoices, budgets, receivables and payables, adjusting and closing entries, banking, and reports. Software in conjunction with accounting for assets and liabilities, stockholder equity, corporations' cash flow statements, and financial statement analyses will be explored. Lecture.

ACC 2241 Federal Tax Accounting (3 cr)

		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. Lecture.

ACC 2298 Accounting Internship (6 cr)

		O	
--	--	---	--

This course prepares business students 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. 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.

AGP 1201 Agri-Production Seminar I (1 cr)

			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. Lecture.

AGP 1215 Crop Production (3 cr)

			W
--	--	--	---

Students analyze tillage and conservation practices and develop soil surveys and productivity indexes. The study of various crops will be covered. Lecture.

AGP 1223 Livestock Evaluation (2 cr)

			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. Lecture / Lab.

AGP 1231 Farm Management (3 cr)

F		O	W
---	--	---	---

Economics and agricultural principles in organizing, operating, and managing a farm are discussed. Efficiency and profitability are stressed. Lecture.

AGP 1232 Advanced Farm Management (3 cr)

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. Lecture.

AGP 1233 Farm Business Records (3 cr)

			W
--	--	--	---

Record-keeping systems and accounting principles are covered. Inventories, production records, enterprise analysis, and income statements are stressed. Lecture.

AGP 1261 Supervised Occupational Experience I (4 cr)

			W
--	--	--	---

The student trains on the job at an approved farm production or farm related business 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. Variable.

AGP 1262 Supervised Occupational Experience II (4 cr)

			W
--	--	--	---

The student trains on the job at an approved farm production or farm related 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. Variable.

AGP 1607 Horse Management (3 cr)

F	L	O	W
---	---	---	---

This course is an overview of breeding, feeding and managing horses. Lecture.

AGP 1608 Small Animal Treatment (3 cr)

F			W
---	--	--	---

Small Animal Treatment is a survey of methods and techniques of treating small domestic animals when they have minor injuries or illnesses. Lecture / Lab.

AGP 2202 Agri-Production Seminar II (1 cr)

			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. Lecture.

AGP 2203 Agri-Production Seminar III (1 cr)

			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. Lecture.

AGP 2204 Agri-Production Seminar IV (1 cr)

			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. Lecture.

AGP 2224 Advanced Livestock Evaluation (2 cr)

			W
--	--	--	---

Current showing standards are used as basis for evaluation. Oral presentations and field trips are included. PREREQUISITE: AGP 1223 Livestock Evaluation. Lecture / Lab.

AGP 2243 Farm Futures Markets (2 cr)

			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. Lecture.

AGP 2263 Supervised Occupational Experience III (4 cr)

			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. Variable.

AGP 2264 Supervised Occupational Experience IV (4 cr)

			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. Variable.

AGP 2602 Horse Management II (3 cr)

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. Lecture / Lab.

AGP 2603 Horse Management III (3 cr)

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. Lecture / Lab.

AGR 1110 Intro to Agricultural Ed (3 cr)

			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. Lecture.

AGR 1111 Introduction to Soil Science (4 cr)

			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. Lecture / Lab.

AGR 1112 Introduction to Agronomy (4 cr)

			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 the practical application of agronomic principles to crop production. Also included is the identification and control of weeds, insects and diseases; cultivating and harvesting methods; and major crops and their uses. Lecture / Lab.

AGR 1121 Introduction to Animal Science (4 cr)

			W
--	--	--	---

Students survey cattle, sheep, poultry, horse, and swine industries, including breeding, selection, feeding, marketing, and management. Lecture / Lab.

AGR 1132 Intro. to Agricultural Economics (3 cr)

			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. Lecture.

AGR 1191 Introductory Agricultural Mechanization (3 cr)

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. Lecture / Lab.

AGR 1200 Agricultural Occupations (1 cr)

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. Lecture.

AGR 1201 Agricultural Business Seminar I (1 cr)

			W
--	--	--	---

Discussion of various problems and issues encountered during the work experience. To be taken immediately prior to or concurrently with Supervised Occupational Experience I. Lecture.

AGR 1205 Intro to Floral Design (3 cr)

			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. Lecture.

AGR 1210 Precision Agriculture (3 cr)

			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. Lecture / Lab.

AGR 1213 Soil Fertility & Fertilizers (3 cr)

			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. Lecture / Lab.

AGR 1214 Crop Protection (3 cr)

			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. Lecture / Lab.

AGR 1215 Ag Chem Applicator (2 cr)

			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. Lecture.

AGR 1216 Precision Agriculture Controls (2 cr)

			W
--	--	--	---

This course is designed to teach the theory and techniques of operation of precision agriculture equipment currently used in the agriculture industry. Topics include computer controlled applicators and planters, global position sensing equipment (GPS), geographical information systems (GIS), field mapping, and drone applications in agriculture. Lecture / Lab.

AGR 1221 Turf & Landscape Management (3 cr)

			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. Lecture.

AGR 1231 Ag Records and Analysis (3 cr)

			W
--	--	--	---

A study of various accounting procedures required to successfully operate an agri-business firm or farm. Financial, sale, production, departmental, and tax reports will be analyzed. Lecture.

AGR 1233 Agricultural Law (3 cr)

			W
--	--	--	---

An in-depth study of local, state, and federal laws and cases related to farms and agri-business. Lecture.

AGR 1251 Computers in Agriculture (2 cr)

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. Lecture.

AGR 1261 Supervised Occupational Experience I (4 cr)

			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. Variable.

AGR 1262 Supervised Occupational Experience II (4 cr)

			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. Variable.

AGR 1273 Special Topics in Agriculture I (6 cr)

			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. Lecture. Variable. Repeatable 3 times.

AGR 1274 Special Topics in Agriculture II (6 cr)

			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. Lecture. Variable. Repeatable 3 times.

AGR 1275 Special Topics in Agriculture III (1 cr)

			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. Lecture.

AGR 1276 Special Topics in Agriculture IV (1 cr)

			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. Lecture.

AGR 1277 Special Topics in Agriculture V (1 cr)

			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. Lecture.

AGR 1278 Special Topics in Agriculture VI (2 cr)

			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. Lecture.

AGR 1281 Intro Geographical Information Sys (3 cr)

	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. Lecture. Variable. Repeatable 3 times.

AGR 1282 Intermediate Geographical Info Sys (3 cr)

	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. Lecture. Variable. Repeatable 1 time.

AGR 1283 Adv Geographical Information Sys (3 cr)

	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. Lecture. Variable. Repeatable 1 time.

AGR 1601 Floral Design I (3 cr)

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. Lecture.

AGR 1602 Floral Design II (3 cr)

F	L	O	W
---	---	---	---

This course is a continuation of AGR 1601 Floral Design I. Students will study floral design in more detail. Lecture.

AGR 1603 Floral Design III (3 cr)

F	L	O	W
---	---	---	---

Seasonal, holiday, and special occasion arrangements and merchandise displays will be studied in greater detail. Lecture / Lab.

AGR 1681 Agriculture Tour I (1 cr)

			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. Lecture.

AGR 2202 Agriculture Business Seminar II (1 cr)

			W
--	--	--	---

Discussion of various problems and issues encountered during the work experience. To be taken concurrently with Supervised Occupational Experience II. Lecture.

AGR 2203 Agriculture Business Seminar III (1 cr)

			W
--	--	--	---

Discussion of various problems and issues encountered during the work experience. To be taken concurrently with Supervised Occupational Experience III. Lecture.

AGR 2204 Agriculture Business Seminar IV (1 cr)

			W
--	--	--	---

Discussion of various problems and issues encountered during the work experience. To be taken concurrently with Supervised Occupational Experience IV. Lecture.

AGR 2221 Animal Nutrition (3 cr)

			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. Lecture / Lab.

AGR 2234 Agricultural Finance (3 cr)

			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. Lecture.

AGR 2235 Agribusiness Management (3 cr)

			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. Lecture.

AGR 2241 Agricultural Salesmanship (2 cr)

			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. Lecture.

AGR 2242 Agricultural Marketing (3 cr)

			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. Lecture.

AGR 2252 Advanced Computers in Agriculture (3 cr)

			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. Lecture.

AGR 2263 Supervised Occupational Experience III (3 cr)

			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. Variable.

AGR 2264 Supervised Occupational Experience IV (4 cr)

			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. Variable.

AGR 2292 Machinery Repair, Adjust and Safety (3 cr)

			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. Lecture / Lab.

AGR 2299 Independent Study in Agriculture (6 cr)

			W
--	--	--	---

Independent study of a specialized topic, which is not available in the College's course offerings, with instructor approval and supervision. Lecture. Variable. Repeatable 3 times.

AGR 2682 Agriculture Tour II (1 cr)

			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. Lecture.

ANT 2101 Introduction to Anthropology (3 cr)

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. Lecture. IAI: S1 900N

ANT 2102 Cultural Anthropology (3 cr)

F	L	O	W
---	---	---	---

This course in cultural anthropology, as an adaptive mechanism that provides for the survival of the human species, provides a basic introduction to the concept of culture by surveying world cultures and by studying relevant theories and principles of cultural behavior such as social organization, technology, economics, religion and language as used by various peoples, both past and present. An introduction is also given to important figures in anthropology and their contribution to the discipline. Lecture. IAI: S1 901N

ART 1103 Stained Glass I (3 cr)

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. Lecture / Lab. Repeatable 3 times.

ART 1104 Stained Glass II (3 cr)

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. Lecture / Lab. Repeatable 3 times.

ART 1105 Art Introduction (3 cr)

F	L	O	W
---	---	---	---

Art Introduction is a broad survey of art materials and methods. Students explore possibilities and problems of working in the studio to create objects and concepts in art. This course provides hands-on experience through projects and material manipulation. Lecture places the materials and methods within the context of art history. Lecture.

ART 1112 Craft I (3 cr)

F	L	O	W
---	---	---	---

This course will provide a better understanding of the philosophy of traditional and contemporary crafts within the context of American art history. Material manipulation, personal creativity and originality will be emphasized. The contemporary DIY (Do It Yourself) movement in popular culture will also be explored through YouTube lessons and exploration of DIY projects. Lecture / Lab. Repeatable 3 times.

ART 1113 Introduction to Drawing (3 cr)

F	L	O	W
---	---	---	---

This course is a foundational study for two-dimensional media. Instruction includes basic drawing techniques, media use, and concepts. The course is designed to provide a survey of drawing methods and materials and to broaden the student's appreciation and skills in drawing.

Lab. Repeatable 3 times.

ART 1114 Design I (3 cr)

F	L	O	W
---	---	---	---

Design I is a foundational study of problems in organizing two-dimensional space. Students will work with a variety of materials including traditional and digital media to create original designs. Students will learn Adobe design software Illustrator and Photoshop. Students will explore color theory and contemporary modes of design. Lab. Repeatable 3 times.

ART 1115 Introduction to Painting (3 cr)

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. Lab. Repeatable 3 times.

ART 1116 Introduction to Ceramics (3 cr)

F	L	O	W
---	---	---	---

This course introduces basic techniques in clay. Various types of hand building and use of the potter's wheel are introduced. Firing process, glazing and decorative techniques are also introduced. Lab. Repeatable 3 times.

ART 1117 Introduction to Photography (3 cr)

F	L	O	W
---	---	---	---

This course introduces the student to the basic techniques in digital photography. The camera, photographic composition, film development and print presentation are included in the study. Lecture / Lab. Repeatable 3 times.

ART 1118 Digital Art (3 cr)

F	L	O	W
---	---	---	---

Introduction to digital production technologies as a medium for art and the creative process related to creating, transferring, and reproducing images in a variety of digital media. This course serves as a survey of the Adobe Creative Suite and other computer software used to create digital media. This course also covers various digital media products that are the end result of a creative marketing process including physical printings and web based media. Lecture / Lab.

ART 1123 Drawing Studio (1 cr)

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. Lab. Repeatable 3 times.

ART 1124 Design I Studio (1 cr)

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. Lab. Repeatable 3 times.

ART 1125 Painting Studio (1 cr)

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. Lab. Repeatable 3 times.

ART 1126 Ceramics Studio (1 cr)

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. Lab. Repeatable 3 times.

ART 1141 Cinema Appreciation (3 cr)

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. Lecture / Lab. IAI: F2 908

ART 1181 Art History I (3 cr)

F	L	O	W
---	---	---	---

This course explores the historical development of visual arts (painting, drawing, printmaking, sculpture, architecture, and popular visual culture) in 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. Lecture. IAI: F2 901

ART 1203 Stained Glass I (3 cr)

F	L	O	W
---	---	---	---

The basic techniques and fundamentals of stained glass construction, including design, patternmaking, cutting, fitting, etching, frosting, painting, silk screening, chipping, glazing, and polishing will be studied. Lecture / Lab. Variable.

ART 1204 Stained Glass II (3 cr)

F	L	O	W
---	---	---	---

This course is a continuation of ART 1203. The techniques and fundamentals of stained glass construction will be studied in greater detail. PREREQUISITE: ART 1203 Stained Glass I or consent of instructor. Lecture / Lab. Variable.

ART 2101 Understanding Art (3 cr)
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. Furthermore, students will explore problems in visual culture and critical theory. This course will give the student a broader appreciation of art and is designed to partially fulfill the humanities requirement. Lecture. IAI: F2 900

ART 2105 Intermediate Drawing (3 cr)
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. Lab. Repeatable 3 times.

ART 2112 Design II (3 cr)
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. Students will work with the 3D printer and modeling software to develop new forms. Lab. Repeatable 3 times.

ART 2113 Intermediate Painting (3 cr)
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. Lab. Repeatable 3 times.

ART 2114 Introduction to Sculpture (3 cr)
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. Lab. Repeatable 3 times.

ART 2115 Intermediate Ceramics (3 cr)
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. Lab. Repeatable 3 times.

ART 2116 Intermediate Photography (3 cr)
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. Lecture / Lab. Repeatable 3 times.

ART 2118 Introduction to Printmaking (3 cr)
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. Lab. Repeatable 3 times.

ART 2181 Art History II (3 cr)
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. Lecture. IAI: F2 902

ART 2191 Non-Western Art (3 cr)
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. Lecture. IAI: F2 903N

ART 2198 Topics/Issues in Art (6 cr)
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. Lecture. Variable. Repeatable 3 times.

ART 2298 Art Topics (6 cr)
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. Lecture. Variable. Repeatable 3 times.

ASE 0801 GED Reading Skills I (3 cr)
F L O W

This course is designed to help individuals acquire efficient study skills. Vocabulary comprehension and study skills development are emphasized. Lecture. Variable. Repeatable 3 times.

ASE 0802 GED Reading Skills II (3 cr)
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. Lecture. Variable. Repeatable 3 times.

ASE 0803 GED Test Preparation I (4 cr)
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. Lecture. Variable. Repeatable 3 times.

ASE 0804 GED Test Preparation II (4 cr)

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. Lecture. Variable. Repeatable 3 times.

ASE 0805 GED Science I (3 cr)

F	L	O	W
---	---	---	---

This course focuses on using and applying the scientific method. It focuses on scientific processes and the influence of technology. Students review plant and animal science and human biology. Lecture. Variable. Repeatable 3 times.

ASE 0806 GED Science II (3 cr)

F	L	O	W
---	---	---	---

This is an introductory course in general science which prepares students for life, physical, earth, and space 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. Lecture. Variable. Repeatable 3 times.

ASE 0807 Constitution (2 cr)

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. Lecture. Variable. Repeatable 3 times.

ASE 0808 GED Math Skills I (3 cr)

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. Lecture. Variable. Repeatable 3 times.

ASE 0809 GED Math Skills II (3 cr)

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. Lecture. Variable. Repeatable 3 times.

ASE 0810 GED English Skills I (3 cr)

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. Lecture. Variable. Repeatable 3 times.

ASE 0811 GED English Skills II (3 cr)

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. Lecture. Variable. Repeatable 3 times.

ASE 0812 GED Social Studies I (3 cr)

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. Lecture. Variable. Repeatable 3 times.

ASE 0813 GED Social Studies II (3 cr)

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. Lecture. Variable. Repeatable 3 times.

ASE 0814 Career Development (3 cr)

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. Lecture. Variable. Repeatable 3 times.

ASE 0815 Transition Skills I (3 cr)

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. Lecture. Variable. Repeatable 3 times.

ASE 0830 GED Healthcare Bridge (8 cr)

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. Lecture. Variable. Repeatable 3 times.

ASE 0840 ASE Manufacturing Bridge (4 cr)
F L O W

This course is designed for students who TABE test 9.0 to 12.9 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 manufacturing industry and/or additional postsecondary education. Students will learn about manufacturing content in reading, writing, and math. Lecture. Variable. Repeatable 3 times.

AUB 1200 Auto Body Orientation (2 cr)
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. Lecture. Variable.

AUB 1202 Auto Body Repair I (4 cr)
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. Lecture / Lab.

AUB 1204 Body Preparation and Finish I (5 cr)
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. Lecture / Lab.

AUB 1210 Glass Replacement (2 cr)
O

Glass replacement and alignment to prevent water and dust leaks, door lock mechanisms, door hardware, and rear glass will be covered. Lecture / Lab.

AUB 1214 Shop Organization and Management (3 cr)
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. Lecture.

AUB 1220 Selected Study in Auto Body Technique (3 cr)
O

Individualized instruction designed to give the student specialized skills in chosen areas of specialization. Lecture / Lab.

AUB 1224 Collision Repair Electrical Systems (3 cr)
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. Lecture / Lab.

AUB 1226 Minor Auto Body Repair & Refinishing (3 cr)
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. Lecture / Lab.

AUB 2200 Body Preparation and Finish II (5 cr)
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. Lecture / Lab.

AUB 2202 Steering & Suspension Systems (4 cr)
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. Lecture / Lab.

AUB 2204 Frame & Chassis Alignment (5 cr)
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. Lecture / Lab.

AUB 2212 Panel Replacement (4 cr)
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. Lecture / Lab.

AUB 2215 Auto Body Internship (6 cr)
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. Variable.

AUM 1200 Automotive Topics (3 cr)
F

This course is designed to cover a special topic or current issue in automotive technology. Updates to automotive protocols and procedures will also be addressed. Lecture. Variable. Repeatable 3 times.

AUM 1202 Automotive Engine Performance (10 cr)
O

This course offers a complete coverage of the parts, operation, design, and troubleshooting of automotive engines. The lab will offer a practical approach to the diagnosis and repair of the NATEF tasks for the Automotive Engine Performance Systems (A8) content area. Lecture / Lab.

AUM 1215 Auto Skill Development (3 cr)

F		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. Lecture / Lab. Repeatable 3 times.

AUM 1220 Selected Study in Auto Repair (3 cr)

F		O	
---	--	---	--

Individualized instruction designed to give the student specialized skills in chosen areas of specification. Lecture / Lab. Repeatable 3 times.

AUM 1228 4-Wheel Drive Service and Repair (3 cr)

		O	
--	--	---	--

Principles of operation, maintenance, diagnosis and repair procedures for 4-wheel drive automobiles and light truck applications. Lecture / Lab.

AUM 1235 Fuel Systems (3 cr)

F			
---	--	--	--

A study of vehicle fuels and the function and service procedures for carburetion, fuel delivery and fuel injection systems. Lecture / Lab.

AUM 1236 Electrical Fundamentals (5 cr)

F			
---	--	--	--

An introduction to the basic electrical theory of automotive service including the service and diagnosis of batteries, charging and starting systems of a vehicle. Laboratory experience in testing and servicing automotive electrical systems. Lecture / Lab.

AUM 1237 Emissions Systems (3 cr)

F			
---	--	--	--

The study of automotive emissions and the theory and service of the various vehicle systems designed to control emission gases. Lecture / Lab.

AUM 1238 Engine Service (5 cr)

F			
---	--	--	--

Comprehensive study of design, theory of operations and service and rebuilding procedures of automotive engines. Lecture / Lab. Repeatable 3 times.

AUM 1239 Air Conditioning & Heating (4 cr)

F			
---	--	--	--

Principles of operation, maintenance, diagnosis, and repair procedures for air conditioning and heating systems. Lecture / Lab.

AUM 1240 Electrical Basics (2 cr)

F			
---	--	--	--

An introduction to the electrical theory of automotive service including the operation and testing of batteries, charging and starting systems of a vehicle. This includes inspection and basic service procedures necessary for an entry-level technician. Lecture / Lab.

AUM 1241 Electrical Service (3 cr)

F			
---	--	--	--

An introduction to the basic electrical theory of automotive service including the service and diagnosis of batteries, charging and starting systems of a vehicle. Laboratory experience in testing and servicing automotive electrical systems. PREREQUISITE: AUM 1240 Electrical Basics. Lecture / Lab.

AUM 1243 Drive Train Fundamentals (2 cr)

F			
---	--	--	--

Introduction to the theory and basic service of manual drive train components. This includes inspection and basic service procedures necessary for an entry-level technician. Lecture / Lab.

AUM 1244 Steering & Suspension Basics (2 cr)

F			
---	--	--	--

An introduction to steering and suspension systems. Course topics include theory and basic service of tire and rim assemblies, steering systems, suspension systems and an introduction to vehicle alignment. Lecture / Lab.

AUM 1250 Automotive Tech Orientation (1 cr)

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. Lecture.

AUM 1253 Drive Train Service (2 cr)

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. PREREQUISITE: AUM 1243 Drive Train Fundamentals. Lab.

AUM 1254 Steering & Suspension Service (2 cr)

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 and vehicle alignment. Also included are active electronic suspension systems and 4-wheel steering. PREREQUISITE: AUM 1244 Steering & Suspension Basics. Lab.

AUM 1265 Automotive Engines (3 cr)

F		O	
---	--	---	--

Comprehensive study of design, theoretics of operations and service and rebuilding procedures of automotive engines. Lecture / Lab.

AUM 1270 Automotive Air Conditioning (3 cr)

F		O	
---	--	---	--

Principles of operation, maintenance, diagnosis, and repair procedures for air conditioning, heating, and current power accessories. Lecture / Lab.

AUM 1271 Automotive Diesel Engines (3 cr)
F O

Basics of diesel engine operation and service pertaining to passenger automobiles and light duty trucks. Emphasis on theory of operating and general diesel engine service. PREREQUISITE: Current second year Automotive Service Technology student, graduate of the Automotive Service Technology program, or consent of instructor. Lecture / Lab.

AUM 1272 Automotive Diesel Performance (3 cr)
F O

This course takes a comprehensive look at all the newest diesel engine systems from the air intake to fuel injection cooling lubrication and exhaust systems. Provides the most current, relevant, and practical information concerning a new generation of light duty diesel automobiles. PREREQUISITE: Current second year Automotive Service Technology student, graduate of the Automotive Service Technology program, or consent of instructor. Lecture / Lab.

AUM 1602 Auto Tune-Up (3 cr)
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. Lecture / Lab. Repeatable 3 times.

AUM 2215 Automotive Service Internship (6 cr)
 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. Variable. Repeatable 3 times.

AUM 2220 Ignition & Computer Systems (5 cr)
F

Theory of operation and diagnostics of automotive computer and ignition systems utilizing current diagnostic equipment and techniques. Lecture / Lab.

AUM 2221 Automotive Electronics (10 cr)
 O

This course provides complete coverage of the parts, operation, design, and troubleshooting of automotive electricity and electronics systems. The lab will offer a practical approach to the diagnosis and repair of the NATEF tasks for the Automotive Electricity/Electronic Systems (A6) content area. Lecture / Lab.

AUM 2222 Engine Performance Diagnosis (3 cr)
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 & Computer Systems and Engine Service classes. Lecture / Lab.

AUM 2223 Brake Systems (4 cr)
F

A comprehensive study of automotive brake systems including disc brakes, drum brakes, anti-lock brake systems and other brake associated components and systems. Lecture / Lab.

AUM 2224 Power Accessories (2 cr)
F O

An introduction to the electrical accessory systems of the automobile. Laboratory experience in testing and servicing automotive electrical systems. Lecture / Lab.

AUM 2225 Drive Trains (4 cr)
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. Lecture / Lab.

AUM 2228 Auto Transmission & Transaxles (5 cr)
F

Automatic transmission construction, operation, diagnosis, and repair. Laboratory exercises consist of automatic transmission and transaxle testing and rebuilding. Lecture / Lab.

AUM 2230 Automotive Service Internship (6 cr)
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. Variable. Repeatable 3 times.

AUM 2250 Shop Organization & Management (3 cr)
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. Lecture. Variable.

AUM 2261 Automotive Drivetrains (10 cr)
 O

This course offers a complete coverage of the parts, operation, design, and troubleshooting of automotive drivetrains. The lab will offer a practical approach to the diagnosis and repair of the NATEF tasks for the Automatic Transmission/Transaxle and Manual Drivetrain and Axles (A2 and A3) content areas. Lecture / Lab.

AUM 2271 Automotive Chassis Systems (10 cr)
 O

This course is organized around the ASE automobile test content area for Brakes (A5) and Suspension and Steering (A4). Featuring complete coverage of parts, operation, design, and troubleshooting techniques, it correlates material to task lists specified by ASE and NATEF and emphasizes a diagnostic approach throughout. Lecture / Lab.

AUM 2276 Hybrid & Alternative Fuels (3 cr)

F 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. Lecture / Lab.

AUM 2290 Steering & Suspension Systems (4 cr)

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 and vehicle alignment. Also included are active electronic suspension systems and 4-wheel steering. Lecture / Lab.

AUM 2298 Special Topics in Auto Tech (5 cr)

F

This course is designed to cover a special topic that is not currently taught in the automotive technology program. New procedures, equipment, and updates to automotive protocols and procedures will also be addressed. Lecture / Lab. Variable. Repeatable 3 times.

AUM 2601 Automotive Upgrading (3 cr)

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. Lecture / Lab. Repeatable 3 times.

BLD 1601 Intro to Construction Techniques I (3 cr)

F W

This is an introductory course examining the basics of carpentry, masonry, and blueprint reading. Lecture / Lab.

BLD 1602 Construction Techniques II (3 cr)

F W

This course is a continuation of Introduction to Construction Techniques I. It provides instruction in the basics of carpentry, interior finishing, fences, decks, and other construction topics. PREREQUISITE: BLD 1601 Intro to Construction Techniques I or equivalent. Lecture / Lab.

BMG 1201 Participative Mgmt. Team Techniques (2 cr)

F L O W

This course covers the history, operation, organization, training and evaluation of management/quality circles. Lecture.

BMG 1202 Business Math (4 cr)

F L O W

Topics covered include: bank records, sales invoices, percentages, cash and trade discounts, markups and markdowns, interest, loans, finance charges, taxes, payroll, and commissions. PREREQUISITE: REM 0420 Basic Math with a C or better or scoring at beginning Algebra level on placement exam or consent of instructor. Lecture.

BMG 1211 Developments in Mid-Management (6 cr)

 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. Lecture. Variable. Repeatable 3 times.

BMG 1603 Supervisory Training (2 cr)

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. Lecture.

BMG 2103 Business Statistics (3 cr)

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. Lecture.

BMG 2202 Transformation of Industry (4 cr)

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. Lecture.

BMG 2204 Human Resource Management (3 cr)

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. Lecture.

BMG 2601 Quality Improvement (3 cr)

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. Lecture. Variable. Repeatable 3 times.

BMK 1201 Sales Management (3 cr)
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. Lecture.

BMK 1202 Principles of Retailing (2 cr)
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. Lecture.

BMK 1203 Advertising (2 cr)
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. Lecture.

BMK 1205 Internship I (7 cr)
 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. Variable.

BMK 1206 Business Management Seminar I (1 cr)
 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. Lecture.

BMK 1207 Topics and Apps in Management (5 cr)
 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. Lecture / Lab. Variable. Repeatable 2 times.

BMK 1208 Basic Teaching Skills (1 cr)
F L O W

This course introduces instructional methodologies and procedures at IECC. Instructor-learners will examine how preparation is the most critical factor in classroom success. Instructor-learners will explore issues and models involving course design and interaction with students. Results from the course will include a complete course syllabus, a preliminary statement of teaching philosophy, and the first teaching module. Lecture.

BMK 1209 Managing Assessment (1 cr)
F L O W

This course introduces assessment strategies and procedures at IECC. Learners will demonstrate assessment literacy and will design and develop assessments to be integrated into their workflow, including multiple assessment techniques. Lecture.

BMK 1210 Classroom Management (1 cr)
F L O W

This course is designed to help instructor-learners develop strategies in classroom management such as organizing time, materials, and classroom space. Best practices for developing strategies for managing individual and large group student behaviors, transitions, lab activities, and other arrangements for classrooms at IECC are examined. Lecture.

BMK 1211 Student Focus Instruction (1 cr)
F L O W

This course will facilitate instructor-learners to create learning environments that are favorable to optimal learning and to implement instructional strategies utilizing a variety of learning styles for student success. Instructor-learners will be introduced to the theories of learning styles, multiple intelligences, and environmental effects on learning. Lecture.

BMK 1212 Engagement Techniques (1 cr)
F L O W

Instructor-learners will explore and develop new methods of facilitating communication and develop instructional materials and websites to engage students. Instruction that utilizes new and emerging technologies for existing curriculum, outcomes, and assessments are examined. Lecture.

BMK 1213 Student Success (1 cr)
F L O W

This course will examine methods for faculty and staff to manage time effectively and adapt communication styles to maximize student success. Learners will develop the skills necessary to respond to student needs and become aware of the services and resources available to students on campus and/or within the community. Lecture.

BMK 1214 New Employee Orientation (1 cr)
 W

This course focuses on the professional learning needs and priorities of the community college workplace. It examines the variety of ways in which employees and their managers gain new knowledge and skills as part of their professional growth and guides employees to the resources, policies and procedures, and culture of IECC. Particular emphasis is given to the concept of the learning organization. Lecture.

BMK 1215 Code of Ethical Conduct (1 cr)

			W
--	--	--	---

This course focuses on the professional code of conduct and ethical behavior in the business workplace. It examines the variety of ways in which employees and their managers interact with each other and the community. Particular emphasis is given to decision making and communication. Lecture. Repeatable 3 times.

BMK 1216 Harassment Prevention (1 cr)

			W
--	--	--	---

This course focuses on the professional behavior of the workplace as it relates to preventing harassment. It examines methods which employees and their managers can use to maximize production while safeguarding employees. Lecture. Repeatable 3 times.

BMK 1217 Developing Curriculum (1 cr)

			W
--	--	--	---

This course focuses on developing curriculum for educational programs and corporate training. It examines methods which instructional designers and faculty members plan, implement, and revise courseware. Lecture. Repeatable 3 times.

BMK 1218 Introduction to Program Review (1 cr)

			W
--	--	--	---

This course focuses on the program review process for educational programs and corporate training. It examines methods which faculty and staff members plan, implement, and revise academic disciplines and career based programs. Lecture. Repeatable 3 times.

BMK 1298 Advanced Leadership Topics (3 cr)

			W
--	--	--	---

Students will examine topics in educational leadership and organizational skills. This course may be taught in conjunction with local business and industry. Topics may include: continuous organizational learning, managing individual performance, developing team performance, managing change and innovation, and developing the next generation of organizational leaders. Lecture. Variable. Repeatable 3 times.

BMK 2101 Principles of Marketing (3 cr)

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. Lecture.

BMK 2102 Introduction to Sales (3 cr)

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. Lecture.

BMK 2205 Internship II (7 cr)

			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. Variable.

BMK 2206 Business Management Seminar II (1 cr)

			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. Lecture.

BMK 2299 Independent Study in Marketing (6 cr)

			W
--	--	--	---

Independent study of specialized marketing topic, which is not available in the college's offerings, with instructor approval and supervision. Lecture. Variable. Repeatable 3 times.

BNK 1201 Today's Teller (2 cr)

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. Lecture.

BOC 1201 Beginning Keyboarding (3 cr)

F	L	O	W
---	---	---	---

This course covers beginning instruction in keyboarding; drills for developing correct stroking and straight copy keying. Lecture. Variable. Repeatable 3 times.

BOC 1202 Intermediate Keyboarding (3 cr)

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. Lecture.

BOC 1206 Employment Methods (1 cr)
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. Lecture.

BOC 1208 Automated Office Procedures (4 cr)
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. Lecture / Lab.

BOC 1211 Professional Office Procedures (3 cr)
F L O 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. Lecture.

BOC 1212 Editing and Proofreading (3 cr)
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. Lecture. Variable.

BOC 1213 Speedwriting (2 cr)
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. Lecture.

BOC 1230 Alphabetic Shorthand I (3 cr)
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. Lecture. Variable.

BOC 1298 Case Studies/Problems in Business (6 cr)
F L O W

Application of office occupation principles to specific problems through case studies, simulation, and special class projects for problem-solving procedures. Lecture. Variable. Repeatable 3 times.

BOC 2201 Document Production (3 cr)
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. Lecture.

BOC 2202 Professional Portfolio (2 cr)
L 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. Lecture.

BOC 2203 Advanced Keyboarding (3 cr)
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. Lecture.

BOC 2208 Machine Transcription (2 cr)
L 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. Lecture.

BOC 2210 Office Seminar I (1 cr)
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. PREREQUISITE: Completion of the first-year's program requirements or consent of instructor. Lecture.

BOC 2211 Office Internship I (6 cr)
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. Variable. Repeatable 3 times.

BOC 2213 Office Internship II/Seminar (6 cr)
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. Lecture. Variable.

BOC 2216 Electronic Records Management (3 cr)

		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. Lecture.

BOC 2217 Professional Development (3 cr)

		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 BOC 2218 Office Admin Internship. Lecture.

BOC 2218 Office Admin Internship (2 cr)

		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.

BOC 2250 Business Communications (3 cr)

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. Lecture.

BOC 2251 Statistical Keyboard Entry (3 cr)

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. Lecture.

BOC 2260 Medical Front Office (3 cr)

	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. Lecture.

BOC 2262 Medical Office Procedures (4 cr)

		O	
--	--	---	--

This course covers administrative duties and responsibilities of medical office assistants in physicians' offices and hospitals. Also presented are career guidelines and professional qualifications. PREREQUISITE: BOC 1201 Beginning Keyboarding or BOC 1202 Intermediate Keyboarding. Lecture.

BOC 2263 Medical Transcription I (3 cr)

		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. Lecture.

BOC 2265 Medical Transcription II (3 cr)

		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. Lecture.

BOC 2268 Medical Office Seminar I (1 cr)

		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. Lecture. Variable.

BOC 2269 Medical Office Internship I (6 cr)

		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. Variable.

BOC 2270 Medical Office Internship (6 cr)

		O	
--	--	---	--

Students work a minimum of fifteen 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. Variable.

BOC 2299 Independent Study in Business (6 cr)

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. Lecture. Variable. Repeatable 3 times.

BRD 1101 Introduction to Broadcasting (3 cr)

			W
--	--	--	---

Surveys the role and effects of the broadcasting and cable industry. Emphasizes historical development, media regulations, terminology, programming and career opportunities. Lecture.

BRD 1202 Radio/TV Announcing (3 cr)

			W
--	--	--	---

Broadcast announcing principles and techniques are discussed and applied. Includes creating, reading and delivering commercials, news, interviews, public service announcements, and special events. Lecture.

BRD 1203 Audio Production (3 cr)

			W
--	--	--	---

An introduction to audio production techniques and equipment operation. Includes terminology, basic script writing, editing, and producing long form and short form audio projects in a studio setting. Lecture / Lab.

BRD 1204 Video Production Multi-Camera (3 cr)

			W
--	--	--	---

Introduces students to the application of fundamental multi-camera production techniques. Includes terminology, conceptualization, basic script writing, audio board operations, and lighting in a multi-camera setting. Students use campus TV facilities. Lecture / Lab.

BRD 1206 Radio Station Operations (3 cr)

			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. Lecture.

BRD 1207 Writing for Media (3 cr)

			W
--	--	--	---

This writing course focuses on issues affecting media publishing and the basic writing skills necessary to create messages for the multimedia environment, such as web-based and other digital formats including text, audio, and still and moving images. Students will study digital publishing and distribution models and issues such as piracy, social media, and digital rights management. Lecture.

BRD 1208 Social Media (3 cr)

			W
--	--	--	---

Students will explore the basic techniques of planning, conducting, and reporting qualitative human communication research and will be tasked with creating and producing their own social media and viral-marketing campaign. Students will focus on the development, use, critical evaluation, and regulation of new electronic communication and prepare to function as developers and managers of digital communications media. Lecture.

BRD 1210 Applied Broadcasting I (3 cr)

			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. Lab.

BRD 1211 Applied Broadcasting II (3 cr)

			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. Lab.

BRD 1215 Broadcasting & Digital Media Tech (3 cr)

			W
--	--	--	---

This course is designed to familiarize students with the various forms of technology associated with radio and television broadcasting and digital media. Such things as 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. Lecture / Lab.

BRD 1298 Problems/Topics in Communications (6 cr)

			W
--	--	--	---

Application of communications principles to specific problems through case studies, simulation, special projects or problem-solving procedures. Lecture. Variable. Repeatable 3 times.

BRD 2210 Applied Broadcasting III (3 cr)

			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. Lab.

BRD 2211 Applied Broadcasting IV (3 cr)

			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. Lab.

BRD 2212 Video Production Field (3 cr)

			W
--	--	--	---

Introduces students to the application of fundamental non-studio video production techniques. Includes terminology, conceptualization, basic script writing, field audio operations, and lighting in a non-studio setting. Actual programs are developed, produced and directed by students using the WVC TV facilities. Lecture / Lab.

BRD 2213 Broadcast Advertising & Sales (3 cr)

			W
--	--	--	---

This course emphasizes principles and methods of media sales, including sales research. The course also covers advertising market research and audience research. Lecture.

BRD 2215 Digital Media Management (3 cr)

			W
--	--	--	---

The role of the broadcast and digital media 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 media business is presented. The manager's obligation in the area of FCC regulations is also offered. Lecture.

BRD 2217 Broadcast Journalism (3 cr)

			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. Lecture / Lab.

BRD 2218 Sports Media (3 cr)

			W
--	--	--	---

Sports media and informatics training includes writing press releases, distributing media content, taking pictures, producing media guides, and arranging interviews. Students will explore the relationship between sport and social media platforms with an emphasis being placed upon real-world projects. Lecture.

BRD 2219 Sportscasting (3 cr)

			W
--	--	--	---

Sportscasting explores topics such as broadcast play by play, interviewing, anchoring a radio or TV sportscast, and covering features and sports stories. The course also explores methods and techniques for still photography and video production for the purpose of content creation. Students will learn the skills required of professional photographers and picture editors in creating photographic and multimedia packages. Lecture.

BRD 2220 Practicum in Broadcasting (3 cr)

			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. Lab. Variable. Repeatable 3 times.

BRD 2221 Radio/TV Internship (6 cr)

			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. Variable. Repeatable 3 times.

BRD 2225 Radio/TV Seminar (1 cr)

			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. Lecture. Repeatable 3 times.

BRD 2299 Independent Study in Communications (6 cr)

			W
--	--	--	---

Independent study of a specialized communications technology topic, which is not available in the college's course offerings. Lecture. Variable. Repeatable 3 times.

BTR 1211 Basic Masonry/Concrete Finish (4 cr)

	L		
--	---	--	--

This course prepares students to identify masonry tools, materials, and procedures to pour concrete and set brick and/or block. Lecture / Lab.

BTR 1225 Building Trades Internship (6 cr)

	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. Variable.

BUS 1101 Introduction to Business (3 cr)

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. Lecture.

BUS 1102 Managerial Effectiveness: Personnel (3 cr)

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. Lecture.

BUS 1103 Principles of Business (3 cr)

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. Lecture.

BUS 1198 Topics/Issues in Business (4 cr)
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. Lecture. Variable. Repeatable 2 times.

BUS 1201 Financial Planning/Management (2 cr)
F L O W

This course is designed for students interested in starting their own 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. Lecture.

BUS 1202 Broker Pre-License Topics I (4 cr)
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 IDFP. 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 IDFP requirement to take the state exam. Lecture. Repeatable 3 times.

BUS 1203 Broker Pre-License Topics II (1 cr)
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 IDFP. 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 IDFP requirements to take the state exam. PREREQUISITE: Immediate prior completion of BUS 1202 Broker Pre-License Topics I. Repeatable 3 times Lecture. Repeatable 3 times.

BUS 1204 RE Principles Interactive (2 cr)
W

Applied Real Estate Principles Interactive is designed to fulfill the 15 hour applied real estate principles interactive IDFP pre-licensing requirement for students seeking an Illinois Real Estate Broker license. Additionally, 15 hours of test preparation are included at the end of the course. In this

course, students will participate in five 3-hour interactive lessons with an instructor to apply the knowledge learned in the Illinois Real Estate Broker Pre-License Topics course. Each interactive lesson begins with a review of principles, concepts, requirements for compliance and violations, summary of best practices, and/or applicable laws/licensee requirements. Students will participate in a variety of interactive activities (e.g., quizzes, content review exercises, class and small group discussion) where they will apply their knowledge to a variety of real-world scenarios designed to provide valuable analysis and decision-making experience. PREREQUISITES: BUS 1202 Broker Pre-License Topics I and BUS 1203 Broker Pre-License Topics II. (Illinois required 75 contact hours). Lecture. Variable. Repeatable 3 times.

BUS 1205 30 Hour Broker Post-License (2 cr)
W

This course is both the 15 hour Broker Post-License Topics and 15 hour Real Estate Practices Interactive Course, 30 contact hours total, as approved by IDFP for first-time renewal licensed real estate brokers. Lecture. Variable. Repeatable 3 times.

BUS 1206 Managing Broker Pre-License (2 cr)
W

This course includes the following core topics: licensing and operations, managing licensees, risk management, laws, and issues. Specifically, this course provides the mandatory 30 hours of instruction on the following critical topics: licensing, operations, special accounts (escrow), recruiting, brokerage support, transaction supervision, marketing/advertising, dispute resolution, company policies, disclosure issues, and industry issues. Prerequisite: Student must be licensed at least two of the preceding three years as a real estate broker or salesperson. Lecture. Repeatable 3 times.

BUS 1610 Developing a Business Plan (1 cr)
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. Lecture.

BUS 1611 Self Employment Training (2 cr)
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. Lecture.

BUS 2101 Business Law I (3 cr)
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. Lecture.

BUS 2102 Business Law II (3 cr)
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. Lecture.

BUS 2104 Business Economics (3 cr)
F L O W

Prices and incomes, depression and inflation, competition and monopoly, supply and demand, money and the government will be considered. Lecture.

BUS 2105 Business Finance (3 cr)
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. Lecture.

BUS 2106 Intro to International Business (3 cr)
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. Lecture.

BUS 2201 Principles of Management (3 cr)
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. Lecture.

BUS 2202 Records Management (3 cr)
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. Lecture.

BUS 2203 Office Management (3 cr)
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. Lecture.

BUS 2204 Business Tax/Taxation (3 cr)
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. Lecture.

BUS 2205 Legal & Ethical HR Issues (3 cr)
O

This course focuses on the legal and ethical issues faced while working in a human resource environment. Lecture.

BUS 2206 Development & Training (3 cr)
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. Lecture.

BUS 2207 HR Assistant Internship (2 cr)
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.

BUS 2208 Performance Management (3 cr)
O

This course focuses on performance management of employees and the various appraisal methods. Lecture.

BUS 2603 Essentials of Real Estate Investment (3 cr)
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. Lecture.

BUS 2606 Real Estate Continuing Ed. I (1 cr)
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 A and B and three elective curriculums of basics of real estate appraisal, property management, and anti-trust legislation. PREREQUISITE: Students must be a licensed broker or managing broker in Illinois. Lecture. Repeatable 3 times.

BUS 2607 Real Estate Continuing Ed. II (1 cr)

F	L	O	W
---	---	---	---

This course is designed to satisfy the requirements of the Illinois Department of Financial and Regulation for renewal of the Illinois real estate license. This class will offer the required Core Curriculum A & B along with three elective curriculums of real estate finance, basics of energy at home, and home construction for agents. PREREQUISITE: Students must be broker or managing broker in Illinois. Lecture. Repeatable 3 times.

BUS 2608 Illinois Broker Management (1 cr)

F	L	O	W
---	---	---	---

The Illinois 12-Hour Broker Management Continuing Education Course is intended to provide students with the skills and methods needed to train employees, implement sound business practices, and manage real estate offices based on the requirements of the Illinois Real Estate License Act of 2000 and the Administrative Rules of the IDFPR. The topics presented satisfy the core curriculum requirements set forth by the State. This course includes a required 100-question final exam. PREREQUISITE: Must have a real estate license. Lecture. Repeatable 3 times.

CAD 1210 Computer Aided Drafting I (3 cr)

			W
--	--	--	---

An introduction to Engineering Design Graphics/CAD, including design problems, sketching, dimensioning, tolerancing, multi-view orthographic representations, auxiliary views, section views, and working drawings. Students are required to use CAD in this course. Lecture / Lab.

CAD 1220 Computer Aided Drafting II (3 cr)

			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. Lecture / Lab.

CAD 2210 Computer Aided Drafting III (3 cr)

			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. Lecture / Lab.

CAD 2220 CAD-Special Problems (3 cr)

			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. Lecture / Lab. Variable. Repeatable 3 times.

CHM 1120 Introductory Chemistry (5 cr)

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. Lecture / Lab. IAI: P1 902L

CHM 1124 Elementary Organic and Biochemistry (5 cr)

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. Lecture / Lab.

CHM 1130 General Chemistry I (5 cr)

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. Lecture / Lab. IAI: P1 902L

CHM 1132 General Chemistry II (5 cr)

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. Lecture / Lab.

CHM 2120 Organic Chemistry I (5 cr)

F	L	O	W
---	---	---	---

Topics include structure, bonding, molecular properties, reactivity and nomenclature of alkanes, cycloalkanes, alkenes; stereochemistry, alkyl halides, reaction mechanisms, nucleophilic substitution and elimination, conjugated dienes, mass spectrometry; IR, NMR, and UV spectroscopy. PREREQUISITE: CHM 1132 General Chemistry II or consent of instructor. Lecture / Lab.

CHM 2122 Organic Chemistry II (5 cr)

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. Topics include reactions and nomenclature of benzene, aromaticity and electrophilic aromatic substitution, organometallic compounds, alcohols, phenols and ethers, aldehydes and ketones, carboxylic acids and derivatives, dicarbonyl compounds, carbohydrates, amines, amino acids and proteins, heterocyclic compounds, and nucleic acids. PREREQUISITE: CHM 2120 Organic Chemistry I or equivalent. Lecture / Lab.

CIS 1101 Intro to Computers & Their Applications (3 cr)

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. Lecture. Variable. Repeatable 3 times.

CIS 1103 Discovering Computers (2 cr)

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. Lecture. Variable. Repeatable 3 times.

CIS 1104 Intro Learning Services Online (0.5 cr)

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. Lecture. Repeatable 3 times.

CIS 1130 Introduction to Computer Science (3 cr)

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. Lecture.

CIS 1131 Intro to Information Tech (3 cr)

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. Lecture.

CIS 1201 Intro to the Internet (3 cr)

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. Lecture. Variable. Repeatable 3 times.

CIS 1203 Intro to Web Page Construction (3 cr)

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. Lecture. Variable. Repeatable 3 times.

CIS 1204 Interm Web Page Construction (3 cr)

F	L	O	W
---	---	---	---

This course explores intermediate applications of the HTML language for writing World Wide Web pages. Learning to use frames, other web page design improvements, animation, and the use of other multimedia enhancements in web page design are 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. Lecture. Variable. Repeatable 3 times.

CIS 1206 Advanced Web Page I (3 cr)

	L		
--	---	--	--

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. Lecture.

CIS 1207 Business Applications of Web Design (3 cr)

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. Lecture. Variable. Repeatable 3 times.

CIS 1208 Web Application Security (3 cr)

	L		
--	---	--	--

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. Lecture.

CIS 1209 Outlook (2 cr)
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. Lecture.

CIS 1210 e-Portfolio Mechanics (0.5 cr)
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. Lecture.

CIS 1220 Beginning Excel (3 cr)
F

Beginning Excel is designed to introduce a student to the power of Microsoft Excel. The course will focus on creating, editing, and formatting worksheets, as well as inserting and manipulating images, art, and charts. Basic formulas and calculations will also be emphasized. Lecture. Variable.

CIS 1230 Intermediate Excel (3 cr)
F

Intermediate Excel is designed to expand the knowledge-base of a beginning Excel user. The course will focus on managing workbooks, working with basic functions, using advanced formulas, formatting and editing cells, creating and using templates, creating and manipulating tables, and linking and importing data. Lecture. Variable.

CIS 1240 Advanced Excel (3 cr)
F

Advanced Excel is designed to expand the knowledge-base of an intermediate Excel user. The course will focus on advanced Excel features including: Advanced functions and formulas, conditional formatting, creating Macros, scenarios, consolidating data, PivotTables and PivotCharts. Lecture. Variable.

CIS 1270 Introduction to Computers (2 cr)
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. Lecture. Variable. Repeatable 3 times.

CIS 1273 Microsoft Office/MSWORD (2 cr)
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. Lecture. Variable. Repeatable 3 times.

CIS 1275 PowerPoint (3 cr)
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. Lecture. Variable. Repeatable 3 times.

CIS 1278 Spreadsheet (3 cr)
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. Lecture. Variable. Repeatable 3 times.

CIS 1282 Project Management (2 cr)
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. Lecture. Variable. Repeatable 3 times.

CIS 1284 Intermediate Word Processing (2 cr)
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. Lecture. Variable. Repeatable 3 times.

CIS 1285 Advanced Word Processing (2 cr)

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. Lecture. Variable. Repeatable 3 times.

CIS 1286 Database (3 cr)

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. Lecture. Variable. Repeatable 3 times.

CIS 1288 Advanced Database (2 cr)

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. Lecture. Variable. Repeatable 3 times.

CIS 1298 Topics/Issues in Computers (3 cr)

F	L	O	W
---	---	---	---

This class provides enhanced study on a special topic or current issue in computers. Lecture. Variable. Repeatable 3 times.

CIS 1601 Computer Skills I (3 cr)

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. Lecture. Variable. Repeatable 3 times.

CIS 1602 Computer Skills II (3 cr)

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. Lecture. Variable. Repeatable 3 times.

CIS 2101 Computer Programming for Teachers (3 cr)

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. Lecture.

CIS 2102 Computer Applications for Instructors (2 cr)

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. Lecture.

CIS 2170 Computer Science II (3 cr)

F	L	O	W
---	---	---	---

This course continues any high-level language programming class including advanced programming, data structures and algorithm design. Topics include design and implementation of large-scale problems; abstract data types; data structures (files, sets, lists, stacks, queues, and trees); program verification and complexity; recursion; dynamic concepts (memory, scope, block structures); text processing; and an introduction to searching and sorting algorithms. PREREQUISITE: CIS 1130 Intro to Computer Science or CIS 2180 Computer Programming in C++ or consent of instructor. Lecture. Repeatable 3 times.

CIS 2180 Computer Programming in C++ (3 cr)

F	L	O	W
---	---	---	---

The first in a sequence of courses for majors in Computer Science, Mathematics, and Engineering. 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. PREREQUISITE: MTH 1171 Calculus and Analytic Geometry I and CIS 1130 Introduction to Computer Science. Lecture.

CIS 2206 Advanced Web Page II (3 cr)

	L		
--	---	--	--

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. Lecture.

CMI 1203 Intermediate First Aid (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 1204 Advanced First Aid (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 1210 Science of Coal Mining (0.5 cr)

			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. Lecture. Repeatable 3 times.

CMI 1212 Introduction to Coal Mining (3 cr)

			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. Lecture. Variable.

CMI 1213 Methods & Applications of Mining (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 1214 Accident Prevention (1 cr)

			W
--	--	--	---

This course is designed to reduce the frequency and severity of 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 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. This course may be team taught with industry. Lecture. Variable. Repeatable 3 times.

CMI 1216 SCSR/Smoke Training (1 cr)

			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 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. Lecture. Variable. Repeatable 3 times.

CMI 1217 Accident Prevention (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 1219 Accident Prevention (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 1236 Underground Diesel Engines II (3 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 1263 Roof Bolter Hydraulic Systems I (1.5 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 1266 Roof Bolter Elec. Systems I (1.5 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 1286 Feeder-Breaker Elec. Systems I (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 1611 Methane Gas and Oxygen Def Testing (0.5 cr)

			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. Lecture. Repeatable 3 times.

CMI 1618 Hands On SCSR Training (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 1619 Hands On SCSR Training (1 cr)

			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 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. Repeatable 3 times. Lecture. Variable. Repeatable 3 times.

CMI 1622 Accident Prevention Industrial (3 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 1638 Supervisory Communications Skills (0.5 cr)

			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. Lecture. Repeatable 3 times.

CMI 1660 Basic Electr/Schematics & Prints (1 cr)

			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. Lecture. Variable.

CMI 2204 Task Training for Roof Bolting Mach. (1.5 cr)

			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. Lecture. Variable. Repeatable 2 times.

CMI 2205 Task Training for Continuous Miner (1.5 cr)

			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. Lecture. Variable. Repeatable 2 times.

CMI 2206 Task Training for Scoop Tractor (1.5 cr)

			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. Lecture. Variable. Repeatable 2 times.

CMI 2208 Mine Hoist Operation (3 cr)

			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. Lecture. Variable.

CMI 2209 Mine Manager Training (3 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 2214 Mining Law III (2.5 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 2216 Electrical Law-Surface II (1.5 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 2217 Mine Examiner Training (3 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 2218 Mine Examiner Training (3 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 2223 Elec. Law UG (1.5 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 2224 Mining Law (0.5 cr)

			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. Lecture. Repeatable 3 times.

CMI 2226 DC Circuit Components and Motors II (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 2231 AC Circuit Components & Motors II (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 2236 Splicing Trailing Cables II (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 2241 Underground Mine Power Distribution II (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 2250 Mining Law I (0.5 cr)

			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. Lecture. Repeatable 3 times.

CMI 2251 Mining Law II (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 2268 Oper of Surface Machinery (2 cr)

			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, they apply 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. Lecture / Lab. Variable. Repeatable 3 times.

CMI 2270 Mine Rescue Training I (1.5 cr)

			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. Lecture. Variable.

CMI 2271 Mine Rescue Training II (3 cr)

			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. Lecture. Variable.

CMI 2272 Fire Brigade Training (4 cr)

			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. Lecture. Variable.

CMI 2274 Advanced Fire Brigade Training (5 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 2275 Basic Mine Rescue Field Training (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 2280 Adv. Mine Rescue Field Training (5 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 2281 Operation of UG Machinery (2 cr)

			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, they apply 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. Lecture / Lab. Variable. Repeatable 3 times.

CMI 2282 UG Fire Fighting & Evac (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 2294 Mine Welding V (4 cr)

			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. Lecture / Lab.

CMI 2295 Haz. Waste Oper & Emergency Response (3 cr)

			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. Lecture. Variable.

CMI 2296 Supervisor Trainers Course (2 cr)

			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. Lecture. Variable.

CMI 2610 Introduction to Longwall Mining (0.5 cr)

			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. Lecture. Repeatable 3 times.

CMI 2621 JOY 14 CM VFD JANA (1.5 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 2622 Saminco A777 (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 2623 Joy 10SC32 VFD (1.5 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 2639 Elec Retraining UG/SUR (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 2640 Elect Rtrng-All Qualifications (1 cr)

			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 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. Lecture. Variable. Repeatable 3 times.

CMI 2647 Mining Permissibility III (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 2650 Mechanical Systems (3 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 2651 Hydraulic Systems (3 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 2653 Electrical Systems (3 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 2670 First Responder - Technicians (1 cr)

			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. Lecture. Repeatable 3 times.

CMI 2672 First Responder Operations Level (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMI 2683 Fork Truck Training (2 cr)

			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 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 company to company depending on training needs and state and/or federal regulations. This course may be repeatable to meet state, federal and industry requirements. Lecture. Variable. Repeatable 3 times.

CMI 2684 Powered Industrial Truck Training (0.5 cr)

			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. Lecture. Repeatable 3 times.

CMI 2696 30 Hour Construction Health & Safety (2 cr)

			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. Lecture. Variable.

CMI 2697 Confined Spaces Training (2 cr)

			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. Lecture. Variable.

CMN 1211 Health & Safety Orientation I (0.5 cr)

			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. Lecture. Repeatable 3 times.

CMN 1212 Health & Safety Orientation II (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 1219 First Aid Back Injury (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 1224 ERG & Workplace Safety (1 cr)

			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. Lecture / Lab. Variable. Repeatable 3 times.

CMN 1242 Substance Abuse (0.5 cr)

			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. Lecture. Repeatable 3 times.

CMN 1244 First Aid for Mining (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 1245 First Aid for Mining (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 1246 First Aid for Mining (1 cr)

			W
--	--	--	---

This course is designed to introduce the student to the correct first aid emergency procedures in a coal mining environment. The class will include recognizing life-threatening conditions and taking effective action to keep the injured or ill person 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. 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. Lecture. Variable. Repeatable 3 times.

CMN 1600 EMT/Mining (7 cr)

			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. Lecture / Lab. Variable.

CMN 1612 First Responder (3 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 1615 Bloodborne Pathogens (0.5 cr)

			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. Lecture. Repeatable 3 times.

CMN 1620 Diesel Qualification Training (1.5 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 1621 UG Retraining II (0.5 cr)

			W
--	--	--	---

This course is a cooperative teaching effort between coal companies and CMT which fulfills the eight-hour annual refresher training requirement. 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. Lecture. Repeatable 3 times.

CMN 1624 Surface Retraining II (1 cr)

			W
--	--	--	---

This course is a cooperative teaching effort between coal companies and Workforce Ed and 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. The course may be team taught with industry and/or state and federal agencies. Lecture. Variable. Repeatable 3 times.

CMN 1625 Experienced Miner Training-Surface (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 1629 Inexp New Miner-Surface (1.5 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 1630 Inexp. Miner Training UG (3 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 1639 Surface Annual Retraining (0.5 cr)

			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. Lecture. Repeatable 3 times.

CMN 1642 8-Hr Gen Health and Safety (0.5 cr)

			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. Lecture. Repeatable 3 times.

CMN 1643 Surface Retraining I (0.5 cr)

			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. Lecture. Repeatable 3 times.

CMN 1644 Surface Retraining II (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 1645 UG Retraining I (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 1646 EMT Refresher (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 1647 Accident Prevention (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 1648 Experienced Miner Training-UG (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 1649 UG Annual Training (0.5 cr)

			W
--	--	--	---

This course is a cooperative teaching effort between coal companies and CMT which fulfills the eight-hour annual refresher training requirement. 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. Lecture. Repeatable 3 times.

CMN 1650 Accident Investigation (2 cr)

			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. Lecture / Lab. Variable. Repeatable 3 times.

CMN 1653 Health & Safety Orientation (1 cr)

			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. Lecture / Lab. Variable. Repeatable 3 times.

CMN 1657 Mining First Aid (1 cr)

			W
--	--	--	---

This course is designed to provide the student with the basic knowledge necessary for the temporary 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. Lecture. Variable. Repeatable 3 times.

CMN 1663 Blueprint Reading & Specifications (5 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 1668 UG Retraining I 08 (1 cr)

			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 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. Lecture. Variable. Repeatable 3 times.

CMN 1669 Experienced Miner Training-UG (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 1682 EMT Refresher (2 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 1684 Emergency CPR for Industry (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 1689 Emergency CPR/First Aid (0.5 cr)

			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. Lecture. Repeatable 3 times.

CMN 1690 Occ. Safety & Health Awareness (2 cr)

			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. Lecture / Lab. Variable. Repeatable 3 times.

CMN 1691 Job Safety Analysis (3 cr)

			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. Lecture / Lab. Variable. Repeatable 3 times.

CMN 1692 EMT-In Service (3 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 1693 EMT Refresher (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 1694 Surface Mine Retraining (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 1695 UG Mine Retraining (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 1696 Surface Inexp New Miner (1.5 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 1697 Underground Inexp New Miner (3 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 2230 Ind. Repair & Troubleshooting (4 cr)

			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. Lecture / Lab. Variable. Repeatable 3 times.

CMN 2251 PLC Basic Programming (3 cr)

			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. Lecture. Variable.

CMN 2252 PLC Basic Programming II (3 cr)

			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. Lecture. Variable.

CMN 2610 Fluid Power I (3 cr)

			W
--	--	--	---

A study of basic industrial fluid power systems common to automated industrial equipment, including hydraulic and pneumatic. Lecture. Variable.

CMN 2620 Fluid Power II (3 cr)

			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. Lecture. Variable.

CMN 2630 Power Distribution and Motors (3 cr)

			W
--	--	--	---

This course is designed to acquaint students with basic power distribution systems, transformers, and AC and DC motors. Lecture. Variable.

CMN 2657 HAZWOPER Annual Ref (0.5 cr)

			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. Lecture. Repeatable 3 times.

CMN 2671 Confined Spaces Rescue (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 2688 Confined Spaces - Supervisors (0.5 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 2689 Impoundment Annual Refresher (0.5 cr)

			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. Lecture. Repeatable 3 times.

CMN 2690 Impoundment Initial Training (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMN 2695 Construction Health & Safety (0.5 cr)

			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. Lecture. Repeatable 3 times.

CMT 1200 Introduction to Coal Mining (4 cr)

			W
--	--	--	---

This course introduces the student to how coal was formed, coal resources in the United States, and methods of mining coal. Lecture. Variable. Repeatable 3 times.

CMT 1205 Introduction to Surface Mining (3 cr)

			W
--	--	--	---

Lectures emphasize safety of individual miners. Coal formation, extraction, and methods of surface mining are included. Field trips to surface mines are planned. Lecture. Variable. Repeatable 3 times.

CMT 1210 Accident Prevention (4 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMT 1220 Roof Control (3 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMT 1230 First Aid (4 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMT 1240 Mining Law (4 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMT 1250 Mine Ventilation (4 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMT 1260 Mining Problems (4 cr)

			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. Lecture / Lab. Variable. Repeatable 3 times.

CMT 1270 Coal Mining Internship I (4 cr)

			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. Variable.

CMT 1280 Management Skills in Mining (4 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMT 1290 Supervisory Skills in Mining (4 cr)

			W
--	--	--	---

This course is a training program for coal mine section supervisors. Students review interpersonal relations including planning, leading, directing, and controlling personnel. Lecture. Variable. Repeatable 3 times.

CMT 1291 Oil & Gas Core Compliance (1.5 cr)

F			W
---	--	--	---

This course provides the essentials needed to comply with initial training required by OSHA, CAP, NEST, and other entities governing and monitoring Safety and Health programs, designed for inexperienced and/or experienced employees working in the oil and gas industry. It gives proficient level understanding of safety and health programs and regulations associated to the oil and gas industry. It includes a compilation of OSHA (29 CFR 1910, 1926, 1903 & 1904), API, ANSI, NIOSH, NFPA and DOT standards specific to the oil and gas industry. Course is not limited to the experienced worker; it can be taken by the new employee as well. The instructor led interactive training will certify you in training levels beyond awareness level. Lecture. Repeatable 3 times.

CMT 1292 Oil & Gas Basic Orientation (0.5 cr)

F			W
---	--	--	---

This course provides the essentials needed to comply and gives each student a general idea of life and safety issues in the oil and gas industry, upstream, downstream, onshore or offshore. This one-day program meets API RP 75 & API RP T-1 requirements and provides a basic understanding at an awareness level of certain general safety information that an employee should know before entering a company facility and while performing their assigned work duties. The instructor led interactive training will certify you in training levels beyond awareness level. Lecture. Repeatable 3 times.

CMT 2210 Mine Machinery Repair I (4 cr)

			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. Lecture / Lab. Variable. Repeatable 3 times.

CMT 2220 Mine Machinery Repair II (4 cr)

			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. Lecture / Lab. Variable. Repeatable 3 times.

CMT 2225 Mining Welding I (2 cr)

			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. Lecture / Lab. Variable. Repeatable 3 times.

CMT 2230 Mine Hydraulics I (4 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMT 2240 Mine Hydraulics II (4 cr)

			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. Lecture / Lab. Variable. Repeatable 3 times.

CMT 2250 Mine Electrical Maintenance I (4 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMT 2260 Mine Electrical Maintenance II (4 cr)

			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. Lecture / Lab. Variable. Repeatable 3 times.

CMT 2270 Static Control I (4 cr)

			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. Lecture / Lab. Variable. Repeatable 3 times.

CMT 2280 Mine Electrical Maint III (8 cr)

			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. Lecture. Variable. Repeatable 3 times.

CMT 2290 Mining Systems (4 cr)

			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. Lecture / Lab. Variable. Repeatable 3 times.

CMT 2295 Coal Mining Internship II (4 cr)

			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. Variable. Repeatable 3 times.

CON 1201 Construction Fundamentals (4 cr)

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 or maintenance field. Essential employability skills are introduced in this course and reinforced throughout the remainder of the program. Lecture / Lab.

CON 1202 Blueprint & Building Codes (4 cr)

F	L		
---	---	--	--

This course teaches students to read and interpret construction symbols, blueprints, and appropriate building codes. Students will learn how to sketch and dimension rough drawings. Lecture.

CON 1203 Construction Fundamentals I (4 cr)

F	L		
---	---	--	--

Construction Fundamentals I is an introductory course designed to give students basic skills and techniques used in the construction and remodeling industries. This course covers basic blueprint reading, framing and finishing, electrical wiring, plumbing, and painting theory and applications. Safety and the proper selection and use of tools are emphasized throughout this course. PREREQUISITE or CO-REQUISITE: CON 1205 Construction Intro and Safety. Lecture / Lab. Variable.

CON 1204 Construction Fundamentals II (4 cr)

F	L		
---	---	--	--

This course expands on the foundational material from Construction Fundamentals I and gives students further skills and techniques used in the construction field. This course covers more advanced blueprint reading, framing and finishing, electrical wiring, plumbing, and painting theory and applications. Safety and the proper use of tools are emphasized throughout this course. PREREQUISITE: CON 1203 Construction Fundamentals I. Lecture / Lab. Variable.

CON 1205 Construction Intro and Safety (3 cr)

F	L		
---	---	--	--

This course introduces students to the field of construction, including mathematical manipulations and basic tool identification, selection, and usage. Students will learn 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. Lecture. Variable.

CON 1210 Framing/Finishing Fundamentals (4 cr)

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. Lecture / Lab. Variable.

CON 1211 Framing/Finishing Applications (4 cr)

F	L		
---	---	--	--

This course continues to build on the rough carpentry skills covered in Framing/ Finishing Fundamentals and introduces basic finish carpentry knowledge and skills needed for entry level employment in construction and remodeling. Lecture / Lab. Variable.

CON 1220 Masonry Fundamentals (4 cr)

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. Lecture / Lab.

CON 1225 Construction I (6 cr)

F	L		
---	---	--	--

Construction I is a course designed to teach students fundamental skills and techniques used in the construction and remodeling industries. Topics covered include blueprint reading, fundamental framing and finishing, electrical wiring, plumbing, and painting. Safety and the proper selection and use of tools are emphasized throughout this course. PREREQUISITE OR CO-REQUISITE: CON 1205 Construction Intro and Safety. Lecture / Lab.

CON 1230 Plumbing Fundamentals (4 cr)

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. Lecture / Lab. Variable.

CON 1240 Residential Wiring (4 cr)

F	L		
---	---	--	--

This course introduces basic electrical knowledge and skills utilized in residential wiring applications. Lecture / Lab. Variable.

CON 1275 Construction II (6 cr)

F	L		
---	---	--	--

Construction II is a continuation of Construction I and provides a more in-depth look at skills and techniques used in the construction and remodeling industries. Topics covered include blueprint applications, basic framing and finishing, electrical wiring, plumbing, and painting. Safety and the proper selection and use of hand and stationary tools are emphasized throughout this course. PREREQUISITE: CON 1225 Construction I. Lecture / Lab.

CON 2210 Forms & Layout (4 cr)

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. Lecture / Lab. Variable.

CON 2211 Site Layout Techniques (4 cr)

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. Lecture / Lab. Variable.

CON 2225 Construction III (6 cr)

F	L		
---	---	--	--

Construction III builds on the skills and techniques learned in Construction I and II. Topics covered include advanced blueprint reading and applications, intermediate framing and finishing, electrical wiring, plumbing, and painting. Safety and the proper selection and use of hand, stationary, and hand-held power tools are emphasized throughout this course. PREREQUISITE: CON 1275 Construction II. Lecture / Lab.

CON 2230 Construction Tech Internship (6 cr)

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 program requirements. Lab. Variable. Repeatable 3 times.

CON 2250 Paint/Finishing Fundamentals (3 cr)

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. Lecture / Lab.

CON 2251 Paint/Finishing Applications (3 cr)

F	L		
---	---	--	--

This second level course continues to teach the student various types of surfaces and surface preparation for advanced finishing. Lecture / Lab.

CON 2260 Plumbing Applications (3 cr)

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. Lecture / Lab. Repeatable 3 times.

CON 2275 Construction IV (6 cr)

F	L		
---	---	--	--

Construction IV focuses on the advanced skills and techniques used in the construction and remodeling industries. Topics covered include advanced framing and finishing, insulation, cabinet and countertop installation, electrical wiring, plumbing, and painting. Safety, troubleshooting, and construction management are emphasized throughout this course. PREREQUISITE: CON 2225 Construction III. Lecture / Lab.

CON 2298 Special Topics in Construction (4 cr)

F	L		
---	---	--	--

This course is designed to cover a special topic or current issue in construction technology that is not covered by current course offerings. Lecture / Lab. Variable. Repeatable 3 times.

COS 1200 Cosmetology I (12 cr)

		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. Lecture / Lab. Variable.

COS 1210 Cosmetology IIA (12 cr)

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. Lecture / Lab. Variable.

COS 1220 Cosmetology IIB (8 cr)

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. Lecture / Lab. Variable.

COS 1250 Cosmetology Teacher I (8 cr)

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. Lecture / Lab.

COS 1251 Cosmetology Teacher II (8 cr)

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. Lecture / Lab.

COS 1252 Cosmetology Teacher III (8 cr)

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. Lecture / Lab.

COS 1261 Nail Technology I (4 cr)

This course examines the history and life skills needed to be a successful nail technology professional, the basics of anatomy and physiology, along with the principles of infection and sanitation. Topics included are professional image, skin and nail structure and growth, and nail disorders and diseases. Also discussed are the basics of chemistry, specifically related to nail products and the essentials of electricity and equipment safety. Lecture / Lab.

COS 1262 Nail Technology II (4 cr)

This course focuses on manicure and pedicure practices, rules and regulations. Topics include infection and infection prevention, proper use of salon instruments, the practice of aromatherapy and massage techniques, electric files, and nail tips and wraps. Lecture / Lab.

COS 1263 Nail Technology III (4 cr)

This course examines the use of monomers, polymers and UV and LED gels. The focus is on the science, application and art of using these products in the nail technology profession. Lecture / Lab.

COS 1264 Nail Technology IV (4 cr)

As the final course in the nail technology program sequence, this course examines the application of the knowledge and skills in the workplace. Topics include seeking employment, transitioning from school to work, and operating a salon. Lecture / Lab.

CUL 1201 Basic Food Service (3 cr)

This course introduces students to basic culinary standards needed to work in commercial food service. Basic food preparation, sanitary practices, product identification and recipe calculations are covered as well as the development of work behavior, attitude, and personal skills. Lecture / Lab.

CUL 1202 Food Safety (0.5 cr)

This is a ServSafe Sanitation Certification class taught by an IDPH Certified Food Service Sanitation Manager. ServSafe is the most widely accepted food safety program among state, local and federal health departments. This course is a study of the causes and prevention of foodborne illness in all phases of the flow of food through the food service operation. Accident prevention, emergency action, and crisis management is 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. As a provision of the law, effective July 1, 2014, two provisions go into effect; the training hour requirement for first time sanitation certification is reduced from 16 hours to 8 hours inclusive of the exam, and the recertification of a food service sanitation manager must be accomplished by completing an 8 hour training course, inclusive of the exam, and passing an ANSI-CFP accredited exam with a minimum grade of 75%. This means that those taking sanitation certification for the first time and those renewing certificates are attending the same 8 hour sanitation class. Lecture. Repeatable 3 times.

CUL 1203 Culinary Fundamentals (4 cr)

		O	
--	--	---	--

Students will learn the basic principles of cooking such as the effects of different types of heat and associated cooking methods. Students will study the basic techniques of stock and modern sauce preparation. The different classifications of soups will be explored from consommés to cream and puree. Students will learn to make stock, sauces and soups. Lecture / Lab.

CUL 1204 Meat, Seafood and Fabrication (4 cr)

		O	
--	--	---	--

This course will explore all aspects of selecting and preparing different types of meat including beef, veal, lamb, pork, poultry, game and fish. Students will learn the principles of meat cookery and then apply that knowledge to the various types of meat. PREREQUISITES: CUL 1201 Basic Food Service, CUL 1202 Food Safety, CUL 1203 Culinary Fundamentals. Lecture / Lab.

CUL 1205 Culinary Fundamentals II (4 cr)

		O	
--	--	---	--

This course will cover identification and preservation of a variety of vegetables. The application of various cooking methods will be practiced. The identification and cooking methods of potatoes, grains and pasta will also be covered. PREREQUISITES: CUL 1201 Basic Food Service, CUL 1202 Food Safety, CUL 1203 Culinary Fundamentals, MTH 1201 Technical Mathematics. Lecture / Lab.

CUL 1206 Breakfast/Short Order Cooking (4 cr)

		O	
--	--	---	--

This course will introduce students to eggs and breakfast preparation. Students will learn to set up short order stations and will prepare short order items. They will prepare a sandwich of their own creation. Students will also learn to make beverages such as coffee, iced tea, etc. in commercial quantities. PREREQUISITES: Minimum grade of C in the following: CUL 1201 Basic Food Service, CUL 1202 Food Safety, CUL 1203 Culinary Fundamentals or concurrent enrollment. Lecture / Lab.

CUL 1215 Nutritional Cooking (3 cr)

		O	
--	--	---	--

This course introduces students to the importance of nutrition in cooking. The impact of lipids, carbohydrates, and proteins on diet will be explored. Students will learn how nutrition affects weight control and ways to plan menus that have healthy nutritional choices. PREREQUISITES: CUL 1201 Basic Food Service, CUL 1202 Food Safety, CUL 1203 Culinary Fundamentals. Lecture / Lab.

CUL 2201 Garde Manger (3 cr)

		O	
--	--	---	--

This course will introduce students to the pantry or Garde Manger work. Students will learn to identify a variety of greens and how to cleanse and prepare them; students will learn to prepare salad dressings, learning about mayonnaise and the emulsification process. The identification, purchase, and preservation of fruits will be studied and various cooking

methods will be explored. Students will learn to prepare Hors d'oeuvres and canapes. PREREQUISITES: CUL 1201 Basic Food Service, CUL 1202 Food Safety, CUL 1203 Culinary Fundamentals. Lecture / Lab.

CUL 2202 Banquet Cuisine & Service (2 cr)

		O	
--	--	---	--

This course will teach students to think creatively in planning a banquet or buffet. They will be challenged with creating themes and planning menus. Layouts will be taught and food safety will be reinforced. Plate presentation for banquets will also be explored. PREREQUISITES: Minimum grade of C in CUL 1204 Meat, Seafood and Fabrication and CUL 1205 Culinary Fundamentals II. Lecture / Lab.

CUL 2203 Food Service Cost Control (3 cr)

		O	
--	--	---	--

This course will teach students about the basic controls of commercial food service operations. Topics will include: cost control, recipe conversion, yields, recipe costing, beverage control, purchasing process control, labor management control, revenue prediction & management, and income statements and budgets. PREREQUISITES: Minimum grade of C in CUL 1204 Meat, Seafood and Fabrication, CUL 1205 Culinary Fundamentals II, CUL 1206 Breakfast/Short Order Cooking. Lecture.

CUL 2205 Fundamentals of Baking (4 cr)

		O	
--	--	---	--

This course will introduce students to the art of baking. They will learn the fundamentals to include professionalism, tools and equipment, ingredients, and mise en place. Students will learn to bake quick breads, cookies & brownies, pies, tarts, and cakes. PREREQUISITES: CUL 1201 Basic Food Service, CUL 1202 Food Safety, CUL 1203 Culinary Fundamentals. Lecture / Lab.

CUL 2206 American Regional Cuisine (3 cr)

		O	
--	--	---	--

This course introduces students to the fifteen culinary regions in America and explains the five factors in the development of regional cuisine. Students will learn the concepts of microcuisine and national cuisine and will use correct terminology to discuss food cultures. Students will learn to prepare a variety of recipes from the culinary regions. PREREQUISITES: CUL 1201 Basic Food Service, CUL 1202 Food Safety, CUL 1203 Culinary Fundamentals. Lecture / Lab.

CUL 2207 Restaurant Operations (2 cr)

		O	
--	--	---	--

This course will teach students about the areas in which restaurant managers are expected to be proficient. Such areas include: legal aspects, managing staff, facility layout, production, quality foods, serving guests, and managing revenue. PREREQUISITES: Minimum grade of C in CUL 1204 Meat, Seafood and Fabrication, CUL 1205 Culinary Fundamentals II, CUL 1206 Breakfast/Short Order Cooking. Lecture.

CUL 2208 Advanced Baking (4 cr)

		O	
--	--	---	--

This course will teach students the finer points of baking. They will learn to make artisan, yeast and enriched yeast breads, as well as laminated doughs. Students will develop skills in making pastry and dessert components. They will apply the basic techniques in making custards, creams and sauces. Ice cream and frozen desserts, healthful and special needs baking, tortes and specialty cakes and petit fours and confections will also be explored. Minimum grade of C in CUL 2205 Fundamentals of Baking. Lecture / Lab.

CUL 2210 Culinary Internship (2 cr)

		O	
--	--	---	--

Students will work in a commercial food operation that has been instructor approved. Students will submit weekly reports to the instructor outlining duties performed and skills learned or improved upon. Minimum hours worked must be 352 at a minimum. PREREQUISITES: CUL 1201 Basic Food Service, CUL 1202 Food Safety, CUL 1203 Culinary Fundamentals. Lab.

CYS 1201 Security Procedures I (3 cr)

	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. Lecture.

CYS 2201 Security Procedures II (3 cr)

	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. Lecture.

DAP 1201 Business Computer Systems (3 cr)

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 business-oriented computer hardware and software concepts emphasis. PREREQUISITE: Recommended one semester of typing. Lecture. Repeatable 3 times.

DAP 1203 Microcomputer Applications in Business (3 cr)

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. Lecture.

DAP 1233 Computer Applications (Database) (2 cr)

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. Lecture / Lab.

DAP 1236 Keyboarding Essentials (3 cr)

		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. Lecture.

DAP 1237 Presentation and Promotion (3 cr)

		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. Lecture.

DAP 2180 Computer Programming in C++ (3 cr)

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. Lecture.

DAP 2202 Word Processing I (3 cr)

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. Lecture. Repeatable 3 times.

DAP 2203 Word Processing II (3 cr)

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. Lecture. Repeatable 3 times.

DAP 2265 Desktop Publishing I (3 cr)

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. Lecture.

DAP 2266 Desktop Publishing II (2 cr)

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. Lecture.

DEQ 1211 Engine Fundamentals (3 cr)

			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. Lecture / Lab.

DEQ 1212 Electrical Systems I (3 cr)

			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. Lecture / Lab.

DEQ 1213 Diesel Fuel Systems I (2 cr)

			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. Lecture.

DEQ 1214 Brake/Suspension Systems (3 cr)

			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. Lecture / Lab.

DEQ 1215 Transmissions I (3 cr)

			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. Lecture / Lab.

DEQ 1217 Opportunities in Power Technology (0.5 cr)

			W
--	--	--	---

This course is designed to acquaint the student with the opportunities for employment in the power equipment industry. Lecture.

DEQ 1221 Hydraulics I (4 cr)

		O	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. Lecture / Lab.

DEQ 1222 Air Conditioning Certification (2 cr)

			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. Lecture / Lab.

DEQ 1225 Opportunities in On-The-Job Training (0.5 cr)

			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. Lecture.

DEQ 1298 Topics/Issues in Mechanical Tech (6 cr)

			W
--	--	--	---

Seminar on a special topic or current issue in engineering or engineering-related area. Lecture. Variable. Repeatable 3 times.

DEQ 2215 Industry Qualifications (3 cr)

			W
--	--	--	---

This course will demonstrate student's proficiency relative to Cummins engine products. Lecture. Variable. Repeatable 3 times.

DEQ 2232 Hydraulics II (4 cr)

			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 Hydraulics I and DEQ 1215 Transmissions I. Lecture / Lab.

DEQ 2234 Planting/Harvesting Equipment (3 cr)

			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. Lecture / Lab.

DEQ 2236 Supervised Work Experience (6 cr)

			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. Variable. Repeatable 3 times.

DEQ 2237 Power Equipment Seminar (0.5 cr)

			W
--	--	--	---

This course is designed to correlate with the internship experience. Student reports and panel discussion pertinent to internship experience will be presented. Lecture. Repeatable 3 times.

DEQ 2241 Engine Performance/Diagnostic (2 cr)

			W
--	--	--	---

This course is designed to teach the principles of turbochargers and blowers. Emphasis will be on performance and diagnostics of engine related problems in fuel, air, and electrical systems. 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 Diesel Fuel Systems I. Lecture / Lab.

DEQ 2242 Diesel Power Equipment Repair (4 cr)

			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. Lecture / Lab.

DEQ 2243 Electronic Controls/Monitoring (3 cr)

			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. Lecture / Lab.

DEQ 2244 Global Positioning Technology (3 cr)

			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. Lecture. Variable.

DEQ 2299 Independent Study in Mechanical Tech (6 cr)

			W
--	--	--	---

Independent study of a specialized engineering nature which is not available in the college's course offerings, with

instructional approval and supervision. Lecture. Variable. Repeatable 3 times.

DEV 1601 Gun Safety (1 cr)

F			W
---	--	--	---

Students will be required to demonstrate safe handling of firearms under actual field conditions. Care and safety of guns are stressed. Lab.

DRA 1111 Introduction to Theatre (3 cr)

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. Lecture. IAI: F1 907

DRA 1121 Acting (3 cr)

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. Lecture / Lab. Repeatable 3 times.

DRA 1131 Improvisation (3 cr)

F	L	O	W
---	---	---	---

A practical application of the following improvisational acting techniques: focus, spontaneity, teamwork, listening, reacting and observation. Lecture. Repeatable 3 times.

DRA 1141 Acting Workshop (3 cr)

F	L	O	W
---	---	---	---

This course provides a workshop setting for students to hone their acting skills under direction. Students act in public performances. Lecture / Lab. Variable. Repeatable 3 times.

DRA 2111 Stage Craft and Lighting (3 cr)

F	L	O	W
---	---	---	---

This course is a study of the fundamentals of scenery construction, scenery painting and stage lighting. Lecture / Lab. Repeatable 3 times.

DRA 2121 Stage Makeup (3 cr)

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. Lecture / Lab. Repeatable 3 times.

DRA 2122 Costuming (3 cr)

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. Lecture / Lab. Repeatable 3 times.

DRA 2131 Theater Production: Cast (3 cr)
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. Lab. Repeatable 3 times.

DRA 2141 Theater Production: Crew (2 cr)
F L O W

This course provides practical experience in set building, lighting, costuming, acquiring properties, and character makeup. PREREQUISITE: Consent of instructor. Lab. Repeatable 3 times.

ECD 1101 Intro to Early Childhood Education (3 cr)
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. Lecture.

ECD 1201 Principles of Early Childhood (5 cr)
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. Lecture.

ECD 1202 Childhood Teaching Techniques I (5 cr)
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. Lecture / Lab.

ECD 1203 Health and Safety of Children (3 cr)
F 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. Lecture.

ECD 1204 Childhood Teaching Techniques II (5 cr)
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, including literature, mathematics, all sciences, social studies, the arts, physical education, and computer activities. Lecture / Lab.

ECD 1205 Curriculum for Young Children (5 cr)
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. Lecture.

ECD 1206 Developments in Early Childhood (3 cr)
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. Lecture. Variable. Repeatable 3 times.

ECD 1207 Child Study and Field Observation (5 cr)
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. Lecture / Lab.

ECD 1208 Parent-Child Relations I (3 cr)
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. Lab. Variable.

ECD 1209 Parent-Child Relations II (3 cr)
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. Lab. Variable.

ECD 1210 Developmental Parenting (3 cr)
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. Lecture.

ECD 1221 Heads Up! Reading (3 cr)
□ □ □ 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. Lecture. Variable. Repeatable 3 times.

ECD 1223 Growth/Development of Children (3 cr)
□ □ □ W

A foundation course for early childhood and infant-toddler practitioners including an in-depth study of physical, social/emotional, cognitive, language, and aesthetic development; an examination of current research and major developmental theories. Students examine how children develop and learn and understand the mutual influences among different domains of development, including those related to special needs. Students explore the Gateway Human Growth and Development Benchmarks. Lecture. Variable. Repeatable 3 times.

ECD 1231 Managing Childcare Programs (3 cr)
□ □ □ W

Students will explore state agencies and regulations and effective governance structures, competent and knowledgeable leadership, as well as comprehensive and well-functioning administrative policies, procedures, and systems. Lecture. Variable. Repeatable 3 times.

ECD 1232 Childcare Facility Leadership (3 cr)
□ □ □ W

Students will develop a program that meets or exceeds state agencies regulations and provides an avenue to demonstrate competent and knowledgeable leadership and comprehensive and well-functioning administrative policies, procedures, and systems. Lecture. Variable. Repeatable 3 times.

ECD 1601 Child Development Aide Training (3 cr)
□ □ □ 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 work will be offered. Very specific topics can be covered (i.e. toilet training) depending on the needs and skills of the class. Lecture. Variable. Repeatable 3 times.

ECD 1602 Child Facilities Training (3 cr)
□ □ □ 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. Topics included are facilities, state agencies and regulations, public relations, and child management. Lecture. Variable. Repeatable 3 times.

ECD 2201 Administering Childhood Facilities (5 cr)
□ □ □ W

Topics included are state agencies and regulations, public relations, selecting and managing staff, selecting space and equipment, managing money and monitoring programming. Lecture.

ECD 2202 Childhood Teaching Practicum (5 cr)
□ □ □ 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. Variable. Repeatable 3 times.

ECD 2203 Early Childhood Seminar I (2 cr)
□ □ □ 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. Discussion, research, debate. Lecture. Variable. Repeatable 3 times.

ECD 2204 Early Childhood Practicum (5 cr)
□ □ □ W

The course is a supervised, on the job experience of caring and teaching in a supervised lab setting, directly supervised by instructor and facility facilitators. 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. Variable. Repeatable 3 times.

ECD 2205 Early Childhood Seminar II (2 cr)
□ □ □ 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. Discussion, debate and research. Lecture. Variable. Repeatable 3 times.

ECD 2206 Early Childhood Innovations (3 cr)
□ □ □ 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. Lecture. Variable. Repeatable 3 times.

ECD 2208 Early Childhood Teaching Lab II (5 cr)
□ □ □ 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. Lecture / Lab.

ECD 2209 Internship I (5 cr)

			W
--	--	--	---

This internship specialization requires on-the-job training. The work experience is designed to give the early childhood teacher/caregiver 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. Lab. Variable. Repeatable 3 times.

ECD 2211 Internship II (5 cr)

			W
--	--	--	---

This second internship specialization requires on-the-job training. The work experience is designed to give the early childhood teacher/caregiver the 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 internship hours per week. Lab. Variable. Repeatable 3 times.

ECN 1101 Introduction to Economics (3 cr)

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. Lecture. IAI: S3 900

ECN 2101 Principles of Macroeconomics (3 cr)

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. Lecture. IAI: S3 901

ECN 2102 Principles of Microeconomics (3 cr)

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. Lecture. IAI: S3 902

EDR 1202 Mechanical Blueprint Reading (4 cr)

			W
--	--	--	---

This course covers the graphic communication standards used in engineering design drawings. Forging, coating, fabrication, detail, assembly, and die drawings are studied. Lecture / Lab.

EDS 1200 EDS Topics (3 cr)

F			
---	--	--	--

This is an introductory course designed to acquaint the student with various aspects of the Electrical Distributions Systems. Skill development in relation to proper use of tools, equipment, safety, and climbing skills will be emphasized. Lecture / Lab. Variable. Repeatable 3 times.

EDS 1201 Electrical Distribution Systems (2 cr)

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. Lecture.

EDS 1202 Safety and Accident Prevention (3 cr)

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. Lecture / Lab.

EDS 1203 Climbing Skills (2 cr)

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. Lecture / Lab.

EDS 1204 Pole Framing and Const. Specs. (3 cr)

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. Lecture / Lab.

EDS 1205 Equipment Operation (3 cr)

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. Lecture / Lab.

EDS 1206 Setting and Replacing Poles (2 cr)

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. Lab.

EDS 2201 Transformer Theory and Install. (5 cr)

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. Lecture / Lab.

EDS 2202 Conductor Install, Serv. & Meter (4 cr)

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. Lecture / Lab.

EDS 2203 Rubber Glov. & Undergrnd. Distrib. (4 cr)

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, lightning 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. Lecture / Lab.

EDS 2204 Fusing, Substation & Volt. Reg. (3 cr)

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. Lecture / Lab.

EDU 1100 Intro to Elem & Jr High Education (3 cr)

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. Lecture.

EDU 1101 Cultural Diversity (3 cr)

F	L	O	W
---	---	---	---

This course explores the dynamics of human diversity in a pluralistic society and prepares students to work in schools and other diverse environments. Designed for the prospective educator, content focuses on student learning and effective practices in culturally diverse classrooms. Topics include race, ethnicity, gender, sexual orientation, social class, disability, language, religion, and other issues. Students are provided the opportunity to explore personal values and attitudes, and understand their impact on others. Lecture.

EDU 1102 Basic Activities for Elementary/Secondary Schools (3 cr)

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. Lecture.

EDU 1103 Organization and Administration of Playground (3 cr)

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. Lecture.

EDU 1104 Explorations of Early Learning (3 cr)

F	L	O	W
---	---	---	---

Course introduces students to the field of early childhood education. Content includes historical and philosophical influences, current theories, professional responsibilities, roles, and family. Different types of early childhood programs studied and observed. Lecture.

EDU 1105 Children Health and Nutrition (3 cr)

F	L	O	W
---	---	---	---

This course will cover the contemporary health, safety, and nutrition needs of infants through school age children, with extensive coverage of topics critical to the early identification of children's health conditions and the promotion of children's well-being. It includes collaborating with families and learning about increased sensitivity to individual differences. In this course, students will learn: how to develop or implement a plan to prevent disease transmission through proper hygiene; about universal precautions, daily health checks, and immunizations; how to develop and implement a plan to prevent child abuse and neglect by promoting an understanding of child development and appropriate practices; how to develop and implement a nutrition program; and about promoting physical activity. Lecture.

EDU 1107 Health (3 cr)

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. Lecture. Variable. Repeatable 3 times.

EDU 1108 Standard First Aid (2 cr)

F	L	O	W
---	---	---	---

This course, which is designed for the general public, consists of regulations, first aid methods and safety procedures. It includes self-help and home care first aid procedures. Lecture. Repeatable 3 times.

EDU 1109 Community Health (3 cr)

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. Lecture.

EDU 1111 Multimedia First Aid (1 cr)

F			
---	--	--	--

This course teaches emergency care of the injured and ill until medical care is obtained. Also discussed are accident awareness and prevention. Lecture. Variable. Repeatable 3 times.

EDU 1112 Child Growth and Development (3 cr)

F	L	O	W
---	---	---	---

A foundation course in theory and principles of the developmental continuum including an in-depth study of physical, social/emotional, cognitive, language, and aesthetic development; an examination of current research and major developmental theories. An exploration of child development within a socio-cultural context, such as gender, family, race, ethnicity, language, ability, socio-economics, religion, and society; an emphasis on the implications for early childhood professional practice. Encompasses birth through age eight and may include pre-adolescents. Lecture.

EDU 1114 Educating Exceptional Children (3 cr)

F	L	O	W
---	---	---	---

Introductory course is an overview of educational and evidence-based strategies supporting children with exceptional cognitive, social, physical, and emotional needs. Identification, intervention strategies, methods, and programs to meet the needs of children are presented. Study of applicable federal and state laws and requirements conducted, including: Individuals with Disabilities Education Act, Individualized Family Service Plan, Individualized Education Programs, and inclusive programming. Classroom observations are incorporated into each unit of study to reinforce learning. Lecture.

EDU 1115 Using Instructional Media (3 cr)

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. Lecture / Lab.

EDU 1116 Introduction to Teaching (3 cr)
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. Lecture.

EDU 1118 Intro to the Philosophy of Education (3 cr)
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. Lecture.

EDU 1120 Theory of Basketball Coaching (2 cr)
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. Lecture. Repeatable 3 times.

EDU 1121 Theory of Baseball Coaching (2 cr)
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. Lecture. Repeatable 3 times.

EDU 1198 Pathways to Success (6 cr)
F L O W

Pathways to Success prepares Illinois Eastern Community Colleges' students with the knowledge and skills needed to successfully transition to college. Students will explore principles of student success, such as: effective personal and academic skills, appropriate use of technology associated with the college, building campus and community connections, responsibility, accountability, and diversity. Through this discovery, students will develop strategies to achieve success in their academic careers. This course is recommended for the initial semester of enrollment at the college. Lecture. Variable. Repeatable 2 times.

EDU 1199 Preparing for the TAP (3 cr)
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. Lecture. Variable. Repeatable 3 times.

EDU 1208 Substance Abuse Education (3 cr)
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. Lecture.

EDU 1210 Career Counseling and Guidance (3 cr)
F L O W

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 personal strengths and weaknesses as it pertains to course selection, career choice, exploring and building learning skills, relationships, teamwork, communication, and making choices. Lecture / Lab. Variable. Repeatable 3 times.

EDU 1298 Preparing for the COMPASS (3 cr)
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. Lecture. Variable. Repeatable 1 time.

EDU 2101 Technology in Classrooms (3 cr)
F L O W

This course, based on the national and state educational technology standards, is designed to prepare teachers to integrate technology into the curriculum. This course focuses on the effective use of technology in teaching and learning. Students will be able to integrate the use of technology in the K-12 curriculum. Course activities include the use of word processing, spreadsheet, presentation programs, educational software, and Internet research. Lecture / Lab.

EDU 2102 Art for Elementary School Teachers (3 cr)
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. Lecture.

EDU 2103 Educational Psychology (3 cr)
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. Lecture.

EDU 2104 Prevention/Treatment of Athletic Injury (3 cr)

	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. Lecture.

EDU 2105 Science in the Elementary School (4 cr)

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. Lecture / Lab.

EDU 2106 Reading Methods (2 cr)

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. Lecture.

EDU 2107 Preclinical Experiences in Education (4 cr)

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. Lecture / Lab. Variable.

EDU 2108 Drug and Alcohol Education (3 cr)

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. Lecture.

EDU 2109 Language Arts in the Elementary School (3 cr)

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. Lecture.

EDU 2110 Early Childhood Curriculum (3 cr)

F	L	O	W
---	---	---	---

The purpose of this class is to assist students in planning and providing the optimum learning environment for the preschool child. Emphasis will be placed on integrated learning and appropriate instructional methods in the content areas of language/literacy, math, science, and social studies. Field experiences will be required for this class. Lecture.

EDU 2130 Family and Community Relations (3 cr)

F	L	O	W
---	---	---	---

Course focuses on teacher's role in working with child, family and community, in an early childhood setting. Emphasis on contemporary family life, communication, diversity, professionalism, national public policy, legal responsibilities, and family involvement. Lecture.

EDU 2131 Child Guidance (3 cr)

F	L	O	W
---	---	---	---

Course covers a study of developmentally appropriate, culturally responsive guidance practices that support the development of the young child. Content includes analysis of child behavior and the development of professional guidance techniques. Students will explore the relationship between careful communication and effective interaction with young children. Field observations required. Lecture.

EDU 2150 The Whole Child (3 cr)

F	L	O	W
---	---	---	---

This course is designed to introduce students to the influences that development (physical, social and emotional, cognitive, linguistic), past experience, prior knowledge, economic circumstances and issues of diversity have on the learning process. Educational beginnings, curricular trends, professional issues in teaching, characteristics of schools and other learning environments will be explored. Students will become familiar with professional dispositions and begin to practice habits of positive dispositional behavior both in and out of the classroom. Students will complete a minimum of 30 observation hours of preschool through high school environments. Lecture.

EDU 2160 Child Development Practicum (3 cr)

F	L	O	W
---	---	---	---

This course deals with the practical application of evidence-based practices based on early childhood education principles and theories. Students work with diverse young children and families in high-quality, culturally, linguistically, and ability diverse early childhood settings under the supervision of a site supervisor and a college course work supervisor. PREREQUISITES: EDU 1104, EDU 1105, EDU 1112, EDU 2110, EDU 2130, EDU 2150, and EDU 2131. Lecture.

EDU 2198 Topics/Issues in Education (6 cr)

F	L	O	W
---	---	---	---

Seminar on a special topic or current issue in education. Lecture. Variable. Repeatable 3 times.

EDU 2210 Behavior Management and Observation (3 cr)

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. Lecture.

EGR 1131 Engineering Graphics and Design (3 cr)

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. Lecture.

EGR 1298 Topics/Issues in Engineering Technology (6 cr)

			W
--	--	--	---

Seminar on a special topic or current issue in engineering or engineering-related area. PREREQUISITE: Consent of instructor. Lecture. Variable. Repeatable 3 times.

EGR 2201 Independent Study (3 cr)

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. Lecture. Variable.

EGR 2299 Independent Study in Engineering Technology (6 cr)

			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. Lecture. Variable. Repeatable 3 times.

ELC 1604 Basic Electricity (3 cr)

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. Lecture / Lab.

ELC 1607 Principles of Electricity (2 cr)

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. Lecture. Variable. Repeatable 3 times.

ELC 1608 Electric-Schematics and Blueprints (3 cr)

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. Lecture / Lab. Variable. Repeatable 3 times.

ELT 2234 Industrial Electronics (4 cr)

			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. Lecture / Lab.

EMA 1200 NIMS Certification (2 cr)

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. Lecture. Repeatable 3 times.

EMA 1210 Incident Command Fundamentals (4 cr)

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. Lecture. Repeatable 3 times.

EMS 1201 Emergency Planning (3 cr)

	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. Lecture. Variable. Repeatable 3 times.

EMS 1202 Emergency Mgt & Volunteers (3 cr)

	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. Lecture. Variable. Repeatable 3 times.

EMS 1203 Incident Command System (3 cr)

	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. Lecture. Variable. Repeatable 3 times.

EMS 1204 HSEEP (3 cr)

	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. Lecture. Variable. Repeatable 3 times.

EMS 2201 Management & Communication (2 cr)

	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. Lecture. Repeatable 3 times.

EMS 2202 Incident Command II (2 cr)

	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 student 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. Lecture. Repeatable 3 times.

EMS 2203 EMS: Schools & Terrorism (3 cr)

	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. Lecture. Variable. Repeatable 3 times.

EMS 2204 Emergency Mgt. & Terrorism (2 cr)

	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. Lecture. Repeatable 3 times.

ENG 1101 Introduction to Composition (3 cr)

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. Lecture.

ENG 1111 Composition I (3 cr)

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. (Not to be used for humanities credit) Lecture. IAI: C1 900

ENG 1121 Composition & Analysis (3 cr)

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. (Not to be used as humanities credit) Lecture. IAI: C1 901R

ENG 1201 Communications (3 cr)
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. Lecture.

ENG 1202 Business Correspondence (3 cr)
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. Lecture.

ENG 1212 Technical Writing (3 cr)
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. Lecture. Variable.

ENR 1201 Intro to Energy (3 cr)
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. Lecture.

ENR 1202 Introduction to Biofuels (3 cr)
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. Lecture.

ENR 1203 Biofuel Production (2 cr)
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. Lecture. Variable. Repeatable 3 times.

ENR 1204 Fossil Fuel Technology (3 cr)
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. Lecture.

ENR 1205 Effects of Alternative Fuels (3 cr)
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. Lecture / Lab.

ENR 1296 Topics in Energy (6 cr)
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. Lecture. Variable. Repeatable 3 times.

ENR 2201 Energy Policies (2 cr)
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. Lecture.

ENR 2202 Energy Efficiency & Comparison (3 cr)
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. Lecture.

ENR 2203 Renewable Fuels (3 cr)
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. Lecture.

ENR 2204 Alternative Fuel Production II (4 cr)
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. Lecture. Variable. Repeatable 3 times.

ENT 1210 Intro to Entrepreneurship (3 cr)
F L O W

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. Lecture.

ENT 1211 Entrepreneur Opportunities (3 cr)

F	L	O	W
---	---	---	---

This course equips students to be innovative individuals and entrepreneurial thinkers who contribute to the economic development of their community. Course includes analyzing product/service design feasibility studies, risk-taking, organizational and other business skills. The course will include guest speaker presentations. Lecture.

ENT 1298 Entrepreneur Topics & Issues (6 cr)

F	L	O	W
---	---	---	---

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. Lecture. Variable. Repeatable 3 times.

ENT 2210 Business Portfolio (2 cr)

F	L	O	W
---	---	---	---

Development of a portfolio that documents the development of a small business. Includes planning, financial planning, implementation planning, timeliness, etc. Lecture. Variable. Repeatable 3 times.

EPE 1208 EP-Defensive Driving (1 cr)

F			
---	--	--	--

The course equips the student to avoid hazardous driving situations associated with emergency driving. Lecture. Repeatable 3 times.

EPE 1603 Pension Board Training (3 cr)

F			
---	--	--	--

This course is designed to provide training to police and fire pension board members to assist them in making educated, well-informed, and ethical decisions regarding pension information and finances. Lecture. Variable. Repeatable 3 times.

EPF 1201 Firefighter II-Module A (4 cr)

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 for the Illinois Fire Marshal Office exam for certification. Lecture / Lab.

EPF 1202 Firefighter II-Module B (4 cr)

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 for the Illinois Fire Marshal Office exam for certification, Firefighter II - Module B. Lecture / Lab.

EPF 1203 Fire Ground Operations (3 cr)

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. Lecture / Lab. Repeatable 3 times.

EPF 1204 Firefighting Applications (2 cr)

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. Lecture / Lab. Repeatable 3 times.

EPF 1205 Vehicle Operator Fundamentals (0.5 cr)

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. Lecture. Repeatable 3 times.

EPF 1206 Extrication Practices (3 cr)

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 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. PREREQUISITES: Completion of EPF 1208 Firefighting Fundamentals or EPF 1201 Firefighter II-MOD A, EPF 1209 Fire Suppression Fundamentals or EPF 1202 Firefighter II-MOD B, EPF 1203 Fire Ground Operations or EPF 2201 Firefighter II-MOD C, and completion or concurrent enrollment in EPF 1219 Technical Rescue Awareness. Lecture / Lab. Repeatable 3 times.

EPF 1207 Fire Apparatus Engineer (3 cr)

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. Lecture / Lab. Repeatable 3 times.

EPF 1208 Firefighting Fundamentals (4 cr)

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. Lecture / Lab. Repeatable 3 times.

EPF 1209 Fire Suppression Fundamentals (4 cr)

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. Lecture / Lab. Repeatable 3 times.

EPF 1210 Firefighter Mayday Training (0.5 cr)

F			
---	--	--	--

This course teaches students (firefighters) to develop the psychomotor skills required to perform a mayday call with calm and precise ability over their radio in emergency situations. Students will learn SCBA air conservation along with developing trust in their Personal Protection Equipment (PPE). Students will be subjected to various types of firefighter self-rescue or calling mayday situations such as being trapped, falling through floor or roof, entanglements and collapsed ceiling through the use of training props. This course is accredited with the U. S. Fire Administration and the National Fire Academy. Lecture. Repeatable 3 times.

EPF 1215 HAZMAT Transportation Emergencies (2 cr)

F			
---	--	--	--

This course addresses emergencies involving hazardous materials. Highway, railway, airport and marine settings are studied. Lecture.

EPF 1217 Hazardous Materials Awareness (2 cr)

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. Lecture.

EPF 1219 Technical Rescue Awareness (0.5 cr)

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. Lecture. Repeatable 3 times.

EPF 1224 EP Hazardous Materials (0.5 cr)

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 Marshall, the Illinois Emergency Management Agency and the National Fire Academy. Lecture. Repeatable 3 times.

EPF 1298 Topics/Issues in Fire Science (6 cr)

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. Lecture. Variable. Repeatable 3 times.

EPF 1600 Firefighting Safety Fundamentals (0.5 cr)

F			
---	--	--	--

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. Lecture / Lab. Repeatable 3 times.

EPF 2201 Firefighter II-Module C (3 cr)
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 for the Illinois Fire Marshal's Office exam for certification, Firefighter II, Module C. Lecture / Lab.

EPF 2203 Fire Instructor Fundamentals (3 cr)
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. Lecture. Repeatable 3 times.

EPF 2204 Fire Investigation & Inspection (3 cr)
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. Lecture. Repeatable 3 times.

EPF 2205 Fire Prevention Officer (3 cr)
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. Lecture. Repeatable 3 times.

EPF 2206 Fire Administration Fundamentals (3 cr)
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. Lecture. Repeatable 3 times.

EPF 2207 Fire Administration Applications (3 cr)
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. Lecture. Repeatable 3 times.

EPF 2209 Tactic & Strategy Fundamentals (3 cr)
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. Lecture. Repeatable 3 times.

EPF 2210 Firefighter III-Module A (2 cr)
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 for the Illinois Fire Marshal Office Firefighter III Module A Examination. Lecture / Lab.

EPF 2211 Firefighter III - Module B (2 cr)
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 for the Illinois Fire Marshal Office Firefighter III Module B Examination. Lecture / Lab.

EPF 2212 Firefighter III - Module C (2 cr)

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 for the Illinois Fire Marshal Office Firefighter III-Module C Examination. Lecture / Lab.

EPF 2213 Fire Instructor Applications (3 cr)

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. Lecture. Repeatable 3 times.

EPF 2230 Fire Service Internship (3 cr)

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.

EPF 2298 Special Topics in Fire Science (6 cr)

F			
---	--	--	--

This special topics course provides Fire Services personnel the opportunity to pursue enhanced study on a topic of interest in Fire Services, such as new mandates from the Illinois State Fire Marshall Office and Illinois Department of Labor updates. Lecture. Variable. Repeatable 3 times.

EPH 1200 Hazardous Mat Fundamentals (1 cr)

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. Lecture. Repeatable 3 times.

EPH 1201 Hazardous Materials Operations (3 cr)

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. Lecture. Repeatable 3 times.

EPM 1200 CPR Fundamentals (0.5 cr)

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. Lecture. Repeatable 3 times.

EPM 1201 Emergency Medical Responder (4 cr)

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. Lecture / Lab. Repeatable 3 times.

EPM 1202 EMT Fundamentals (9 cr)

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. 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. Lecture / Lab. Repeatable 3 times.

EPM 1204 EP Strategies for Success (2 cr)

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. Lecture. Variable. Repeatable 3 times.

EPM 1205 Basic Life Support CPR (0.5 cr)

F			
---	--	--	--

This course prepares students to recognize and respond to cardiac and respiratory arrest and foreign-body airway obstruction. The course will enable students 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 the two-rescuer CPR system will also be introduced. Lecture. Repeatable 3 times.

EPM 1215 CPR Instructor Training (2 cr)

F			
---	--	--	--

This course teaches instructors of cardiopulmonary resuscitation (CPR). Lecture.

EPM 1298 Topics/Issues in EMS (6 cr)

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. Lecture. Variable. Repeatable 3 times.

EPM 1604 EP EMT In-Service: Childbirth (1 cr)

F			
---	--	--	--

This course deals with childbirth and offers the certified emergency medical technician and other medical personnel opportunities to acquire in-service training. Lecture.

EPM 1608 EP EMT In-Service: Airways (1 cr)

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. Lecture. Variable.

EPM 1609 EP EMT In-Service: Bleeding (1 cr)

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. Lecture. Variable.

EPM 1610 EP EMT In-Service: Shock (1 cr)

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. Lecture. Variable.

EPM 1611 CPR Instructor Updates (0.5 cr)

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. Lecture. Repeatable 3 times.

EPM 1617 EP EMT In-Service, Emer CPR (1 cr)

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. Lecture. Variable. Repeatable 3 times.

EPM 1618 Emergency CPR/First Aid (0.5 cr)

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. Lecture. Repeatable 3 times.

EPM 1619 Emergency CPR (1 cr)

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. Lecture. Variable. Repeatable 3 times.

EPM 1620 CPR/First Aid (1 cr)
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 2010 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. Lecture. Variable. Repeatable 3 times.

EPM 1621 EP/CPR Response (1 cr)
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). Lecture. Variable. Repeatable 3 times.

EPM 1630 First Aid/CPR (1 cr)
F

This course prepares the Illinois Department of Corrections employees, as well as the general public, to respond to cardiac, respiratory and medical emergencies. This course contains the 2015 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. Lecture. Variable. Repeatable 3 times.

EPM 1631 CPR Responder (1 cr)
F

This course prepares students to respond in an appropriate manner to cardiac arrest situations. The course enables students to respond to heart attack, stroke, and foreign-body airway obstruction in adults; and 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). Lecture. Variable. Repeatable 3 times.

EPM 2202 Advanced Cardiac Life Support (1 cr)
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. Lecture.

EPM 2204 Paramedic I (9 cr)
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. Lecture / Lab. Repeatable 1 time.

EPM 2205 Paramedic II (9 cr)
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. Lecture / Lab. Repeatable 1 time.

EPM 2206 Paramedic III (9 cr)
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. Lecture / Lab. Repeatable 1 time.

EPM 2207 Paramedic IV (6 cr)
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. Lecture / Lab. Repeatable 1 time.

EPM 2298 Special Topics in EMS (6 cr)
F

This special topics course provides Emergency Medical Services personnel the opportunity to pursue enhanced study on a topic of interest in Emergency Medical Services, such as new Illinois State-mandated changes and ongoing updates from the Illinois Department of Public Health and the Illinois Emergency Management Agency. Lecture. Variable. Repeatable 3 times.

EPM 2601 EMT Extended Applied Skills (3 cr)
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. Lecture.

EPP 1203 Concealed Carry Handgun (2 cr)
F L O W

Pursuant to Public Act 98-0063, this course trains individuals who want to carry a concealed handgun. Training will include the mandated minimum curriculum set forth by the public act and topics such as safe carry techniques, use, maintenance, identification, and safety in carrying, handling, firing, and storage of a handgun. Includes supervised live-fire range drills to demonstrate student's ability and also includes information regarding physical, legal, and moral hazards associated with misuse of firearms. Students must pass a written test and fire a minimum of 30 rounds of cumulative 70% accuracy on a target at distances of 5, 7, and 10 yards at a B-27 silhouette target. Course meets Illinois State Police requirements to apply for a concealed carry permit. Lecture. Variable. Repeatable 3 times.

EPP 1298 Topics and Issues/Police (6 cr)
F L O W

This course provides law enforcement personnel the opportunity to pursue enhanced study on a topic of interest in law enforcement through the application of case studies, simulation, or problem solving procedures. Lecture. Variable.

Repeatable 3 times.

EPP 2298 Special Topics/Law Enforcement (6 cr)
F

This special topics course provides Law Enforcement personnel the opportunity to pursue enhanced study on a topic of interest in Law Enforcement, such as additions and modifications of existing laws and Illinois Law Enforcement Training Standards Board updates. Lecture. Variable. Repeatable 3 times.

ESL 0901 Basic ESL Grammar (4 cr)
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. Lecture. Variable. Repeatable 3 times.

ESL 0902 Basic ESL Listening/Speaking (4 cr)
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. Lecture. Variable. Repeatable 3 times.

ESL 0903 Basic ESL Reading (4 cr)
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). Lecture. Variable. Repeatable 3 times.

ESL 0904 Basic ESL Writing (4 cr)
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). Lecture. Variable. Repeatable 3 times.

ESL 0905 Basic ESL English (4 cr)
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. Lecture. Variable. Repeatable 3 times.

ESL 0911 Low-Intermediate ESL Grammar (4 cr)
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. Lecture. Variable. Repeatable 3 times.

ESL 0912 Low-Intermediate ESL Listening/Speaking (4 cr)
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. Lecture. Variable. Repeatable 3 times.

ESL 0913 Low-Intermediate ESL Reading (4 cr)
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. Lecture. Variable. Repeatable 3 times.

ESL 0914 Low-Intermediate ESL Writing (4 cr)
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. Lecture. Variable. Repeatable 3 times.

ESL 0921 High-Intermediate ESL Grammar (2 cr)
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. Lecture. Variable. Repeatable 3 times.

ESL 0922 High-Intermediate ESL Listening/Speaking (2 cr)
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. Lecture. Variable. Repeatable 3 times.

ESL 0923 High-Intermediate ESL Reading (2 cr)
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. Lecture. Variable. Repeatable 3 times.

ESL 0924 High-Intermediate ESL Writing (2 cr)
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. Lecture. Variable. Repeatable 3 times.

ESL 0931 Advanced ESL Grammar (3 cr)
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. Lecture. Variable. Repeatable 3 times.

ESL 0932 Advanced ESL Listening/Speaking (3 cr)
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. Lecture. Variable. Repeatable 3 times.

ESL 0933 Advanced ESL Reading (3 cr)
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. Lecture. Variable. Repeatable 3 times.

ESL 0934 Advanced ESL Writing (3 cr)
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. Lecture. Variable. Repeatable 3 times.

ESL 0991 ESL Basic Skills (4 cr)
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. Lecture. Variable. Repeatable 3 times.

ESL 0992 ESL Low Intermediate Skills (4 cr)
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. Lecture. Variable. Repeatable 3 times.

ESL 0993 ESL High Intermediate Skills (4 cr)
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. Lecture. Variable. Repeatable 3 times.

ESL 0994 ESL Advanced Skills (4 cr)
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. Lecture. Variable. Repeatable 3 times.

FRE 1111 Elementary French I (4 cr)

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. Lecture / Lab.

FRE 1121 Elementary French II (4 cr)

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. Lecture / Lab.

FRE 2111 Intermediate French I (4 cr)

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. Lecture / Lab.

FRE 2121 Intermediate French II (4 cr)

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. Lecture / Lab.

FST 1201 Firearms Science & Technology (6 cr)

			W
--	--	--	---

Provides the student with an overview of firearms science and technology covering the following topics: firearms history, firearm safety, terminology of guns and ammunition, cleaning & maintenance, shooting industry, laws & regulations. This course is designed for students pursuing the firearms industry training and the gunsmithing program. Lecture / Lab. Variable.

FST 1202 Ballistics and Reloading (2 cr)

			W
--	--	--	---

Provides an overview of tools, design, safety, and orientation to ammunitions, ballistics and ammunitions history, gunpowder history, regulations, ethical issues, and business considerations. This course is designed to expose students in advanced subject matter in the firearms industry and the gunsmithing program. Lecture / Lab. Repeatable 3 times.

FST 1203 Range Safety Officer (2 cr)

			W
--	--	--	---

Provides an overview in all aspects of safe shooting range design and operations. Students will explore the knowledge, skills, and attitude essential to organizing, conducting, and supervising safe shooting activities and range operations. Lecture / Lab.

FST 1210 Tactical Shooting Skills (2 cr)

			W
--	--	--	---

Introduction to shooting rifle, pistol, and shotgun. Trains individuals in safe carry techniques, firing, and maintenance of the three types of firearms. Students explore the physical, legal and moral hazards associated with the use of a firearm in society. Includes supervised practice to demonstrate the student's ability to use firearms safely and effectively on the range. Prerequisite: Valid FOID card or background check. Lecture / Lab. Repeatable 3 times.

FST 1211 Adv Tactical Shooting Skills (2 cr)

			W
--	--	--	---

Advanced exploration of shooting rifle, pistol, and shotgun. Trains individuals in safe carry techniques, firing, and maintenance of the three types of firearms. Students explore the advanced physical, legal and moral hazards associated with the use of a firearm in society. Includes supervised practice to demonstrate the student's ability to use firearms safely and effectively on the range. Prerequisite: Valid FOID card or background check. Lecture / Lab. Repeatable 3 times.

GAD 1201 Computer Graphic Fundamentals (3 cr)

F			
---	--	--	--

In this course, you will learn the most important topics on the Elements of Design. From working with typography, imagery, and color to researching and obtaining visual communication design. You will learn how to design on a Macintosh computer through applying industry standards for page layout, illustration, and photo alteration in Adobe Creative Cloud programs such as Photoshop, InDesign, and Illustrator. The focus will be on digital media, interactive design, and typography to ensure that you have all the information you need to work in the ever-changing world of graphic design. PREREQUISITE/CO-REQUISITE: ART 1113 Introduction to Drawing or GAD 1213 Drawing I or consent of instructor. Lecture / Lab.

GAD 1205 Introduction to Videography (3 cr)

F			
---	--	--	--

This course is an exploration of the principles, mechanics, techniques, and aesthetics of video production and editing. This course is designed to help students use video as an effective form of communication. Students will learn how to obtain video and how to digitally edit using industry standard software. Students will practice pre-production planning and writing, production procedures, and post-production editing. Lecture / Lab.

GAD 1211 Computer Graphic Applications (3 cr)

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 or GAD 1214 Design Fundamentals I or consent of instructor. Lecture / Lab.

GAD 1213 Drawing I (3 cr)

F			
---	--	--	--

This course is a foundational study for two dimensional media. Instruction includes basic drawing techniques, media use, and concepts. The course is designed to provide a survey of drawing methods and materials and to broaden the student's appreciation and skills in drawing. Students will learn essential skills such as recording edges, creating dimension, adding accuracy, developing value, balancing compositional elements, and drawing the human face. Lab.

GAD 1214 Design Fundamentals I (3 cr)

F			
---	--	--	--

During this course students will learn art fundamentals concepts with two-dimensional visual examples from many periods, peoples, and cultures for all elements and principles of design. Students will acquire knowledge from paintings, graphic design, architecture, and new media to help them recognize the language of design in everyday life. Students will be provided with studio art demonstrations, video interviews that provide insight into the creative process, and interactive exercises that will help explore the foundations of art. Lab.

GAD 1217 Photography I (3 cr)

F			
---	--	--	--

Students will learn to capture an image under virtually any circumstance by understanding the basics of simple exposure. Students will progress in shooting: low-light photography, night-time photography, action photography, advanced painting with light set-ups, macro-photography, extensive posing sessions, extensive use of studio flash, and lighting set-up, along with use of on and off-camera flash. The course will cover equipment, such as bags and tripods and their uses; extensive coverage of lenses and filters to help the student get the best photographs possible; lighting equipment and techniques such as reflectors, off camera flash, bouncing light, low-light photography and painting with light. Lecture / Lab.

GAD 1281 Fundamentals of Art History I (3 cr)

F			
---	--	--	--

This course explores the historical development of visual arts (painting, drawing, printmaking, sculpture, architecture, and popular visual culture) in 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. Lecture.

GAD 2212 Design Fundamentals II (3 cr)

F			
---	--	--	--

During this course students will be presented with three-dimensional design concepts with examples from nature, art, and popular culture. A wide spectrum of images culled from

all points on the globe, and from a diverse array of cultures and disciplines will be covered. The pressing issues of concept, fabrication, meaning, new technology, and sustainability will also be a focus. PREREQUISITE: GAD 1214 Design Fundamentals I. Lab.

GAD 2221 Computer Graphic Techniques (3 cr)

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. Finally, portfolio development and implementation will be a focus in this course. As well, we will focus on preparation for client presentations, career exploration, and preparation for employment interviews and graphic design marketability. PREREQUISITE/CO-REQUISITE: GAD 1211 Computer Graphic Applications. Lecture / Lab.

GAD 2225 Typography I (3 cr)

F			
---	--	--	--

This course is an exploration of typographic structures, terminology, and methods as tools for visual communications. Typography I will provide you with a well-researched, authoritative introduction of typography that explores the varied uses of type in historical and contemporary visual communications. Coverage begins with a brief history of type and a survey of how type is classified before advancing to the physical components of letters and the rules of legibility, readability, and style. The creative use of emphasis, designing effective layouts, using grids, and developing original type styles will be covered. Examining contemporary challenges in type, the terminology and concepts relevant to designing with type in a digital environment will also be introduced. During this course you will learn the basic necessary skills and knowledge of creating and managing typography for both aesthetic and communication purposes. This course uses both computer and hands-on methods to address the language of type and its effective uses. PREREQUISITE: GAD 1213 Drawing I. Lecture / Lab.

GAD 2230 Digital Imaging (3 cr)

F			
---	--	--	--

This course will introduce student to Macintosh OS X, design fundamentals, and digital design programs used in the graphic design industry (Adobe Photoshop Creative Cloud and Adobe Lightroom Creative Cloud). Topics to be covered range from simple tone corrections of scanned photographs through creating advanced composite images. PREREQUISITE: GAD 1217 Photography I. Lecture / Lab.

GAD 2231 Computer Animation (3 cr)

F			
---	--	--	--

The 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 Adobe CC Edge Animate and Flash as both content creation and production tools. Students will gain the opportunity to learn about the most important features of Adobe Dreamweaver CC, Adobe Flash Professional CC, and Adobe Edge Animate CC. Students will create a final project that integrates what they have learned about the three programs. 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. Students will produce a time-based graphics and typography for end-use as film/video and experimental motion graphics. PREREQUISITE/CO-REQUISITE: GAD 1211 Computer Graphic Applications. Lecture / Lab.

GAD 2281 Fundamentals of Art History II (3 cr)

F			
---	--	--	--

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. PREREQUISITE: GAD 1281 Fundamentals of Art History I. Lecture.

GAD 2297 Graphic Art & Design Portfolio (3 cr)

F			
---	--	--	--

The course focuses on helping students create an effective professional design portfolio and presentation of their work. Students will gain the opportunity to learn that the quality and personal style of a designer's portfolio is crucial in starting out in the design industry. The entire creative audience will be addressed. Students will be guided through the essential steps in creating a portfolio that reflects their personal style, an often-overlooked aspect that employers cite as essential information. Coverage includes a unique plan for defining a student's own "brand" or "image" with practical suggestions for translating that personal vision into a cohesive marketing program that gets results. Based on a student's specific goals, emphasis will be placed on methods of effectively presenting their works. Lecture / Lab. Variable.

GAD 2298 Graphic Design Internship (2 cr)

F			
---	--	--	--

This course will help prepare students for the workplace at Internship level. Integrating theory with real-world practice, students will be provided with the opportunity to make meaningful connections between classroom learning and their own field experiences through ongoing reflection, analysis, and exercises. Students will be guided through the course with lessons to help them enhance self-awareness, integrate knowledge and values of the profession, recognize challenging and dissonant situations, decision-making, and follow-through. Students will gain knowledge on getting started, ethics, cultural diversity, communication, and self-care. Students will work in an approved business that specializes in graphic arts and design services. Students will

submit weekly reports to the instructor outlining duties performed and skills learned/improved. Hours worked must be 150 at a minimum. PREREQUISITES: GAD 1211 Computer Graphic Applications and GAD 2131 Computer Animation. Lab. Variable.

GEG 1101 Introduction to Physical Geography (4 cr)

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. Lecture / Lab. Variable. Repeatable 3 times. IAI: P1 909

GEG 1102 World Geography (3 cr)

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. Lecture. IAI: S4 900N

GEG 1103 Introductory Meteorology (4 cr)

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. Lecture / Lab. Variable. Repeatable 3 times. IAI: P1 905

GEL 1110 General Geology (3 cr)

F	L	O	W
---	---	---	---

This course is an introduction to geology that covers the earth, its minerals, rocks and natural resources including the basic geologic principles from a physical and historical perspective. Emphasis will be placed on geologic principles necessary for an understanding of minerals, rocks, weathering and erosion, geologic mapping, petroleum, ground water and glaciation. An examination of the internal and external processes modifying the earth's surface, the evolutionary history of the earth, including its life forms, oceans and atmosphere will also be included. Lecture / Lab. IAI: P1 907L

GEL 1112 Physical Geology (4 cr)

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. Lecture / Lab. IAI: P1 907L

GEL 2111 Environmental Geology (4 cr)

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. (IAI: P1 908L) Lecture / Lab. IAI: P1 908L

GEN 1101 Cooperative Educational Experience I (2 cr)

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. Five internship hours per week. Lecture. Variable. Repeatable 1 time.

GEN 1102 Cooperative Educational Experience II (2 cr)

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. Five internship hours per week. Lecture. Variable. Repeatable 1 time.

GEN 1103 College Orientation/Personal Development (1 cr)

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. Lecture. Variable.

GEN 1104 Strategies for Success (2 cr)

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. Lecture. Variable. Repeatable 2 times.

GEN 1105 Success in College and Beyond (2 cr)

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. Lecture. Variable. Repeatable 1 time.

GEN 1108 Exploring Careers (2 cr)

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. Lecture. Variable. Repeatable 3 times.

GEN 1109 Cross Age Tutoring (1 cr)

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. Lecture / Lab. Variable. Repeatable 3 times.

GEN 1110 Leadership Development (1 cr)

F	L	O	W
---	---	---	---

This course will prepare students to successfully engage with their fellow students in a mentoring capacity, as well as prepare students to be present and future leaders in their school and community. This will be achieved by introducing students to the key characteristics of an effective leader, increase effective communication skills, instruct students on the importance of and how to demonstrate empathy, construct and implement a community service project, as well as serve as a role model for mentees. Lecture. Repeatable 3 times.

GEN 1205 On Course to Student Success (2 cr)

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. Student enrolled in course must be a participant in the TRiO Student Support Services. Lecture.

GEN 1207 e-Portfolio Development (0.5 cr)

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. Lecture.

GEN 1208 Career Exploration (2 cr)

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. Students enrolled in this course must be a participant in the TRIO Student Support Services. Lecture. Variable.

GEN 1209 Fundamentals of Leadership (1 cr)

F	L	O	W
---	---	---	---

This course will prepare students to successfully engage with their fellow students in a mentoring capacity, as well as prepare students to be present and future leaders in their school and community. This will be achieved by introducing students to the key characteristics of an effective leader, increase effective communication skills, instruct students on the importance of and how to demonstrate empathy, construct and implement a community service project, as well as serve as a role model for mentees. Students enrolled in this course must be a participant in the TRIO Student Support Services. Lecture.

GEN 1210 Correctional Officer Test Prep (1 cr)

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. Lecture. Variable. Repeatable 3 times.

GEN 1221 Occupational Safety (2 cr)

	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. Lecture.

GEN 1298 Career Pathways to Success (6 cr)

F	L	O	W
---	---	---	---

Career Pathways to Success prepares Illinois Eastern Community College's students with the knowledge and skills needed to successfully transition to college. Students will explore principles of student success: effective personal and academic skills, appropriate use of technology associated with the college, building campus and community connections, responsibility, accountability, and diversity. Includes instruction in the variety and scope of available employment, how to access job information, and techniques of self-analysis. Lecture. Variable. Repeatable 1 time.

GEN 2207 e-Portfolio Assessment (0.5 cr)

F	L	O	W
---	---	---	---

The course covers the completion, review, and assessment of student e-Portfolio using current e-Portfolio software that allows for publication, external access, and faculty evaluation. PREREQUISITES: GEN 1207 e-Portfolio Development and CIS 1210 e-Portfolio Mechanics. Lecture.

GEN 2297 Employment Skills (3 cr)

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. Lecture. Variable. Repeatable 3 times.

GER 1111 Elementary German I (4 cr)

F	L	O	W
---	---	---	---

This course covers fundamentals of grammar, speech, pronunciation and reading. Lecture / Lab.

GER 1121 Elementary German II (4 cr)

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. Lecture / Lab.

GNS 1201 Gunsmithing I (7 cr)

			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. Lecture / Lab. Variable.

GNS 1202 Gunsmithing II (7 cr)

			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. Lecture / Lab. Variable.

GNS 1203 Bench Metal (4 cr)

			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. Lecture / Lab.

GNS 1204 Gunsmithing Ethics (1 cr)

			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. Lecture.

GNS 1206 Model 1911 Pistol Build (2 cr)

			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. Lecture.

GNS 1212 Self-Defense Pistol (2 cr)

			W
--	--	--	---

This course is an introduction to carrying a pistol for self-defense. Course trains individuals in safe carry techniques, firing and maintenance of a handgun. Topics covered will include the physical, legal and moral hazards associated with the use of a firearm in self-defense and supervised practice to demonstrate the student's ability to use a handgun safely and effectively in self-defense. Student must pass a written test and fire a minimum of 30 rounds with 70% aggregate accuracy on target at ranges of 5, 7, & 10 yards with a B27 silhouette. Course meets the Illinois State Police requirements to receive a concealed carry permit. PREREQUISITE: Valid FOID card and background check. Lecture / Lab. Variable. Repeatable 3 times.

GNS 1298 Topics/Issues in Gunsmithing (6 cr)

			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. 8 semester hour credit. Lecture / Lab. Variable. Repeatable 3 times.

GNS 2201 Gunsmithing III (7 cr)

			W
--	--	--	---

Introduces special machining processes for blueprinting actions, scope mounts, sights, accessories and parts. Introduces barrel fitting, threading, and contouring. Lecture / Lab.

GNS 2202 Gunsmithing IV (7 cr)

			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. Lecture / Lab.

GNS 2203 Stock Making (4 cr)

			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. Lecture / Lab.

GNS 2204 Firearms Repair (6 cr)

			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. Lecture / Lab.

GNS 2205 AR15 Rifle Build (2 cr)

			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. Lecture.

GNS 2206 Alternative Finishes (2 cr)

			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. Lecture.

GNS 2210 Advanced Gunsmith/Machining (2 cr)

			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. Lecture / Lab.

GNS 2211 Gunsmithing Journeyman I (4 cr)

			W
--	--	--	---

This course prepares students for advanced placement in gunsmithing careers by applying competencies through case studies, simulation, special projects, or problem-solving procedures. The course includes advanced applications of tools and the design, function, takedown, troubleshooting, assembly and repair of selected handguns and rifles and the federal, state, and local laws, ordinances, shop supervision, and safety of their fabrication. PREREQUISITE: GNS 2210 Advanced Gunsmith/Machining or consent of instructor. Lecture / Lab.

GNS 2212 Gunsmithing Journeyman II (4 cr)

			W
--	--	--	---

This course prepares students for journeyman level competencies 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, shop supervision, safety, and other advanced topics. PREREQUISITE: GNS 2210 Advanced Gunsmith/Machining or consent of instructor. Lecture / Lab.

GNS 2215 Metal Finishing (4 cr)

			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. Lab.

GRP 1606 Basic Graphic Design (3 cr)

F	L	O	W
---	---	---	---

The course introduces the individual to the advertising and printing field and covers techniques used in layout, design and lettering. Lecture / Lab.

GRP 1608 Calligraphy I (3 cr)

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. Lecture / Lab.

HEA 1201 Conversational Sign Language I (3 cr)

F	L	O	W
---	---	---	---

Development of communication skills in American Sign Language. Includes dialogues incorporating semantically related vocabulary. Lecture.

HEA 1203 Basic Nurse Assistant Training Program (7 cr)

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 nurse aide certification requirements. Lecture / Lab. Repeatable 2 times.

HEA 1206 Teacher Preparation for Nurse Assistant (2 cr)

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. Lecture.

HEA 1208 Clinical Procedures (3 cr)

	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: HIM 1207 CEMRS Medical Terminology or 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. Lecture / Lab.

HEA 1209 HIPAA for Allied Health (1 cr)

	L	O	
--	---	---	--

HIPAA for Allied Health 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. Lecture.

HEA 1210 Medical Assist Pharmacology (2 cr)

	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. Lecture.

HEA 1212 Clinical Processes (3 cr)

		O	
--	--	---	--

This course includes instruction in medical assisting principles and 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. Lecture / Lab.

HEA 1225 Introduction to Medical Terminology (3 cr)

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. Lecture. Variable.

HEA 1226 Allied Health Anatomy (3 cr)

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. Lecture.

HEA 1227 Pharmacotherapy Fundamentals (3 cr)

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. Lecture.

HEA 1228 Human Pathophysiology (3 cr)

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. Lecture.

HEA 1230 Sport Injury Prevention/Care (3 cr)

F	L	O	W
---	---	---	---

This course is the study of the primary cause of injuries; analysis of preventive measures; and care of injuries in relation to type of tissue involved. Lecture / Lab.

HEA 1231 Motor Behavior (3 cr)

F	L	O	W
---	---	---	---

This course will introduce motor learning and control and basic principles and concepts involved in the performance, control, and learning of motor skills. Emphasis will be on age-related characteristics affecting motor performance, processes involved in the control of movement, and structuring the learning environment to maximize long-term retention of skills. Lecture / Lab.

HEA 1270 OSHA AHT - Hazard Comm (1 cr)

	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. Lecture. Variable. Repeatable 3 times.

HEA 1271 OSHA AHT - Healthcare PPE (1 cr)

	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. Lecture. Variable. Repeatable 3 times.

HEA 1272 Bloodborne Pathog/Healthcare (1 cr)

	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. Lecture. Variable. Repeatable 3 times.

HEA 1273 Tuberculosis in Healthcare (1 cr)

	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. Lecture. Variable. Repeatable 3 times.

HEA 1274 Ergonomics in Healthcare (1 cr)

	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. Lecture. Variable. Repeatable 3 times.

HEA 1275 Fire Emergency in Healthcare (1 cr)

	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. Lecture. Variable. Repeatable 3 times.

HEA 1276 Preventing Patient Falls (1 cr)

	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. Lecture. Variable. Repeatable 3 times.

HEA 1277 Pain & Medication Management (1 cr)

	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. Lecture. Variable. Repeatable 3 times.

HEA 1278 Healthcare Workplace Violence (1 cr)

	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. Lecture. Variable. Repeatable 3 times.

HEA 1279 Hand Hygiene in Healthcare (1 cr)

	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. Lecture. Variable. Repeatable 3 times.

HEA 1280 Domestic & Elder Abuse (1 cr)

	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. Lecture. Variable. Repeatable 3 times.

HEA 1281 Safety for Healthcare Workers (1 cr)

	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. Lecture. Variable. Repeatable 3 times.

HEA 1282 Managing Healthcare Stress (1 cr)

	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. Lecture. Variable. Repeatable 3 times.

HEA 1283 Healthcare Electrical Safety (1 cr)

	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. Lecture. Variable. Repeatable 3 times.

HEA 1284 Patient Safety (1 cr)

	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. Lecture. Variable. Repeatable 3 times.

HEA 1285 HIV/AIDS in Healthcare Facilities (1 cr)

	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. Lecture. Variable. Repeatable 3 times.

HEA 1292 Topics for OSHA Allied Health (3 cr)

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. Lecture / Lab. Variable. Repeatable 3 times.

HEA 1293 OSHA Allied Health Topics (2 cr)

	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. Lecture. Variable. Repeatable 3 times.

HEA 1294 OSHA Allied Health Topics 2011 (2 cr)

	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. Lecture. Variable. Repeatable 3 times.

HEA 1295 OSHA Allied Health Topics 05 (2 cr)

			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. Lecture. Variable. Repeatable 3 times.

HEA 1296 OSHA Allied Health Topics II (2 cr)

	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. Lecture. Variable. Repeatable 3 times.

HEA 1297 OSHA Allied Health Topics (3 cr)

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. Lecture / Lab. Variable. Repeatable 3 times.

HEA 1298 Case Studies/Problems in Allied Health (4 cr)
F L O W

Application of allied health occupation principles to specific problems through case studies, simulation, special class projects or problem-solving procedures. Lecture. Variable. Repeatable 2 times.

HEA 1601 Habilitation Aide Training Program (6 cr)
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. Lecture / Lab. Variable. Repeatable 3 times.

HEA 1602 Physical Rehabilitation Aide (2 cr)
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. Lecture / Lab. Repeatable 1 time.

HEA 1603 Practical Pharmacology (1 cr)
F L O W

Students are introduced to concepts in pharmacology with special emphasis on application. Adverse effects and routes of administration are stressed. Lecture.

HEA 1630 Current Developments in Gerontology (1 cr)
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. Lecture.

HEA 1631 Current Trends in Rehabilitation (4 cr)
F L O W

This course provides theory needed by the professional nurse to provide rehabilitation to the client in the nursing home setting. Lecture.

HEA 2201 Conversational Sign Language II (3 cr)
F O W

Refinement of communication skills in American Sign Language. Includes dialogues incorporating semantically related vocabulary. PREREQUISITE: HEA 1201 Conversational Sign Language I. Lecture.

HEA 2210 Stat Analysis of Health Data (4 cr)
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. Lecture.

HEA 2215 Electronic Med Records Mgmt (3 cr)
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. Lecture.

HEA 2264 Medical Insurance & Coding I (3 cr)
O

The first semester starts with an overview of characteristics of ICD-10-CM and ICD-10-PCS. The main content of the course will be divided into systems, or diseases to learn how to code in each type of situation. We will take a brief look at UB-04 and CMS-1500 forms. PREREQUISITE: Completion of HEA1225 Introduction to Medical Terminology or approval of instructor. Lecture.

HEA 2266 Medical Insurance and Coding II (3 cr)
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. Lecture.

HEA 2267 Intro to ICD-10-CM (4 cr)
L

This course introduces the student to insurance terminology, medical coverage and common insurance forms. The student will accurately apply the ICD-10-CM codes for both diagnoses and procedures for completion of insurance forms. PRE- or CO-REQUISITE: BOC 1201 Beginning Keyboarding or equivalent with a grade of C or better. Lecture.

HEA 2268 ICD-10-CM/Medical Office (4 cr)
L

This course is part one of a two part course. ICD-10-CM/Medical Office course will prepare the student to accurately interpret the ICD-10-CM conventions and become proficient in abstracting information from the patient record in order to determine correct ICD-10-CM codes to be used for billing purposes. PREREQUISITE: HEA 2267 Intro to ICD-10-CM with a grade of C or better. Lecture.

HEA 2269 ICD-10-CM/Health Agencies (4 cr)

	L		
--	---	--	--

This course is an expansion of the ICD-10-CM/Medical Office course. ICD-10-CM/Health Agencies will prepare the student to accurately interpret the ICD-10-CM conventions and become proficient in abstracting information from the patient record in order to determine correct ICD-10-CM codes to be used for billing purposes. The student will learn how to accurately select and apply HCPCS codes.

PREREQUISITE: HEA 2267 Intro to ICD-10-CM and HEA 2268 ICD-10-CM/Medical Office with a grade of C or better. Lecture.

HEA 2270 Applied Legal Concepts/Medical (3 cr)

	L		
--	---	--	--

Introduction to the legal system as it affects the medical community. Areas of concentration include fraud and abuse, HIPAA, legal terminology and legal penalties. Lecture.

HEA 2271 MEDICAL FUNDING APPLICATIONS (3 cr)

	L		
--	---	--	--

This course will prepare the student to extract the necessary information needed to accurately complete coding forms for commercial and governmental insurance agencies including Blue Cross/Blue Shield, TriCare, Champva and other governmental programs. Rules and regulations for each program will be examined. PREREQUISITE: HEA 2267 Intro to ICD-10-CM with a grade of C or better. Lecture.

HEA 2272 MEDICAL Data Management (3 cr)

	L		
--	---	--	--

This course will prepare the student to extract the required information from patients and accurately enter the information into a PMP (Practice Management Program) or PM/EHR (Practice Management Electronic Health Record.) Case studies and simulations will be utilized. PRE- or CO-REQUISITES: BOC 1201 Beginning Keyboarding or equivalent and HEA 2267 Intro to ICD-10-CM with a grade of C or better. Lecture.

HEA 2298 Internship (6 cr)

	L		
--	---	--	--

A supervised clinical experience in medical offices, hospitals, dental offices, and other health care facilities. This internship will provide the CMA students with hands on experience including but not limited to blood draws, vitals, EKGs and injections. Student will be required to provide their own transportation to and from the clinical experience. Thirty internship hours per week. Variable. Repeatable 3 times.

HEA 2299 Independent Study in Allied Health (6 cr)

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. Lecture. Variable. Repeatable 3 times.

HEA 2603 Alzheimer's Patient Care (1 cr)

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. Lecture.

HEC 1101 Nutrition (3 cr)

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. Lecture.

HEC 1198 Topics/Issues in Home Economics (3 cr)

F	L	O	W
---	---	---	---

Seminar on a special topic or current issues in home economics. Repeatable 2 times. Lecture. Variable. Repeatable 2 times.

HEC 1298 Problems/Topics in Home & Inst. Serv. (6 cr)

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. Lecture. Variable. Repeatable 3 times.

HEC 1602 Nutrition and Food Selection (3 cr)

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. Lecture. Variable. Repeatable 3 times.

HEC 1603 Clothing Selection & Construction (3 cr)

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. Lecture.

HEC 1604 Adv Clothing Selection & Constr (3 cr)

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, or consent of instructor. Lecture.

HEC 1605 Tailoring and Clothing Construction (3 cr)

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. Lecture.

HEC 1607 Interior Design (2 cr)

F	L	O	W
---	---	---	---

Floor plans, room arrangements, selecting furniture, carpeting, draperies, and accessories are studied. Lecture.

HEC 2201 Parent/Community Involvement (3 cr)

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. Lecture. Variable. Repeatable 3 times.

HEC 2299 Independ. Study in Home & Inst. Ser. (6 cr)

F	L	O	W
---	---	---	---

Independent study of a specialized topic, which is not available in the college course offerings. Requires instructor approval and supervision. Lecture. Variable. Repeatable 3 times.

HIM 1201 Introduction to HIM (3 cr)

	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. Lecture.

HIM 1202 HIM Data Management (3 cr)

	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 HEC 2267 Medical Insurance & Coding and HIM 1201 Intro to HIM. Lecture.

HIM 1205 HIM Intro to Human Pathophys (3 cr)

	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. Lecture.

HIM 1207 CEMRS Medical Terminology (3 cr)

	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 student 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. Lecture. Repeatable 3 times.

HIM 2220 Clinical Practicum (6 cr)

	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. Repeatable 3 times.

HIS 1103 Women in American History (3 cr)

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. Lecture.

HIS 1104 History of Eastern Civilizations I (4 cr)

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. Lecture. IAI: S2 908N

HIS 1105 History of Eastern Civilizations II (4 cr)

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. Lecture. IAI: S2 909 N

HIS 1111 Western Civilization Before 1600 AD (3 cr)

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. Lecture. IAI: S2 902

HIS 1112 Western Civilization After 1600 AD (3 cr)

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. Lecture. IAI: S2 903

HIS 1120 World History to 1500 (3 cr)

F	L	O	W
---	---	---	---

This course is a survey of world civilizations from prehistory to 1500, with a focus on economic, social, political, and cultural developments in Africa, Asia, Europe, and the Americas, including interactions between peoples and the development of regional and global networks of relationships. Lecture. IAI: S2 912N

HIS 1121 World History Since 1500 (3 cr)

F	L	O	W
---	---	---	---

This course is a survey of world history from 1500 to the contemporary era, with a focus on the economic, social, political, and cultural convergence, in addition to continued distinctiveness, throughout the world over the past five centuries and also including the development of both regional and global trends and relationships that have shaped the world since 1500. Lecture. IAI: S2 913N

HIS 2101 U.S. History to 1877 (3 cr)

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. Lecture. IAI: S2 900

HIS 2102 U.S. History Since 1877 (3 cr)

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. Lecture. IAI: S2 901

HIS 2103 Illinois History (3 cr)

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. Lecture.

HIS 2122 History of Vietnam War (3 cr)

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. Lecture.

HIS 2124 Contemporary History: U.S. Since 1945 (3 cr)

F	L	O	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. Lecture.

HIS 2125 America During the 1960s (3 cr)

F	L	O	W
---	---	---	---

Survey of American culture, politics, economy, and society during the 1960s. Lecture.

HIS 2126 American Indian History (3 cr)

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. Lecture.

HIS 2129 History of Modern Terrorism (3 cr)

F	L	O	W
---	---	---	---

This course is a historical overview of modern terrorism from the French Revolution to the attacks of September 11, 2001. Lecture.

HIS 2198 Topics in History (3 cr)

F	L	O	W
---	---	---	---

This course is a seminar on a special topic or current issue in history. Lecture. Variable. Repeatable 3 times.

HIT 2101 Healthcare Delivery Systems (3 cr)

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. Lecture.

HIT 2102 Healthcare Data Management (3 cr)

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. Lecture / Lab.

HIT 2103 Healthcare Reimbursements (3 cr)

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 2101 Healthcare Delivery Systems and HIT 2102 Health Data Management or concurrent enrollment. Lecture.

HIT 1204 Diagnostic Coding Fundamentals (4 cr)

F			
---	--	--	--

This course introduces the Current Procedural Terminology (CPT), ICD-10-CM, and Healthcare Common Procedure Coding System (HCPCS), emphasizing the rules, regulations, and techniques used to code clinician and medical services. Special emphasis is placed on coding conventions, appropriate use of modifiers, and coding resources when accurately assigning CPT/HCPCS codes to health records. PREREQUISITE: HIT 1203 Healthcare Reimbursements or concurrent enrollment. Lecture / Lab.

HIT 2201 Health Statistics & Research (3 cr)

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. Lecture.

HIT 2202 Healthcare Law & Ethics (3 cr)

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. Lecture.

HIT 2203 Procedural Coding Fundamentals (4 cr)

F			
---	--	--	--

This course focuses on the application of International Classification of Disease, 10th edition, Procedural Coding System (ICD-10-PCS). Focus is placed on learning coding roots and guidelines and applying them based on the information obtained from inpatient and procedure notes. This course includes a thorough discussion of coding concepts which are unique to ICD-10-PCS, as well as a review of the intricacies of anatomy necessary for compete coding. All of these concepts, as well as definitions, conventions, and guidelines, are reviewed and reinforced through case studies. PREREQUISITE: HEA 1228 Human Pathophysiology, HIT 1203 Healthcare Reimbursements or concurrent enrollment. Lecture / Lab.

HIT 2204 Clinical Coding Applications (4 cr)

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, Tenth 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. Lecture / Lab.

HIT 2205 Healthcare Quality Mgt (3 cr)

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. Lecture.

HIT 2206 Certification Review (2 cr)

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. Lecture. Variable.

HIT 2230 Health Informatics Practicum (3 cr)

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.

HIT 2231 Health Informatics Simulation (3 cr)

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.

HLT 1201 Health Careers Orientation (2 cr)

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. Lecture / Lab.

HLT 1202 Health Careers Related Skills (2 cr)

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. Lecture / Lab. Variable. Repeatable 3 times.

HLT 1203 Health Careers I (2 cr)

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. Lecture / Lab. Variable. Repeatable 3 times.

HLT 1204 Health Careers Skills (4 cr)

F	L	O	W
---	---	---	---

This course is designed to provide a core of knowledge related to skills utilized in many health occupations. Students will gain 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 and CPR skills will be emphasized. Demonstration of skills will be required for completion for course. PREREQUISITE: Concurrent enrollment in HLT 1201 Health Careers Orientation or consent of instructor. Lecture / Lab. Variable. Repeatable 3 times.

HLT 2198 Topics/Issues in Public Health (6 cr)

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. Lecture. Variable. Repeatable 3 times.

HLT 2202 Health Careers Topics (3 cr)

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. Lecture / Lab. Variable. Repeatable 3 times.

HLT 2204 Health Careers II (7 cr)

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. Lecture / Lab. Variable. Repeatable 3 times.

HLT 2205 Health Careers III (7 cr)

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. Lecture / Lab. Variable. Repeatable 3 times.

HRT 1201 Landscape Plant Identification (4 cr)

	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. Lecture / Lab.

HRT 1202 Pest Control (3 cr)

	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. Lecture / Lab.

HRT 1203 Plant Propagation I (3 cr)

	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. Lecture / Lab.

HRT 1204 Landscape Design and Installation (3 cr)

	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. Lecture / Lab.

HRT 1205 Soils (2 cr)

	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. Lecture / Lab.

HRT 1206 Woody Plant Maintenance (3 cr)

	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. Lecture / Lab.

HRT 1207 Perennial, Biennial & Annual ID (3 cr)

	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. Lecture / Lab.

HRT 1208 Introduction to Horticulture (3 cr)

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. Lecture / Lab. Variable. Repeatable 3 times.

HRT 1209 Greenhouse Operation (3 cr)

	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. Lecture / Lab.

HRT 2201 Landscape Design & Construction (3 cr)

	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. Lecture / Lab.

HRT 2202 Plant Propagation II (2 cr)

	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. Lecture / Lab.

HRT 2203 Nursery Operations (3 cr)

	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. Lecture / Lab.

HRT 2204 Bedding Plant Production (3 cr)

	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. Lecture / Lab.

HRT 2205 Turf Grass Management (3 cr)

	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, disease identification and control, sports field industry, new developments in grass cultivars, soil drainage, fertilization, and pesticide use. Other topics presented are: business management practices and selection of turfgrasses and equipment. Lecture / Lab.

HRT 2206 Nursery Operations II (3 cr)

	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. Lecture / Lab.

HRT 2207 Landscape Plant Maintenance (3 cr)

	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. Lecture / Lab.

HRT 2210 Special Topics in Horticulture (6 cr)

	L		
--	---	--	--

This is a special topics class in horticulture. Lecture. Variable. Repeatable 3 times.

HRT 2212 Hort Computer Applications (3 cr)

	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. Lecture.

HRT 2216 Internship (3 cr)

	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. Variable. Repeatable 3 times.

HUM 1111 Intro to Art Music and Theatre (3 cr)

F	L	O	W
---	---	---	---

This course is a non-traditional, interdisciplinary course in the humanities. It focuses on the interrelationships and aesthetic commonalities in the visual and performing arts. Lecture. IAI: F9 900

HUM 2131 Intro to Latin American Culture (3 cr)

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. Lecture. Repeatable 1 time. IAI: S2 911N

HUM 2141 Topics in Humanities: Food & People (3 cr)

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. Lecture.

HUM 2151 Introduction to Asian Culture (3 cr)

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. Lecture. IAI: HF 904N

HUM 2161 Forging the American Character (3 cr)

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. Lecture. IAI: HF 906D

HUM 2198 Topics/Issues in the Humanities (6 cr)

F	L	O	W
---	---	---	---

Seminar on a special topic or current issue in the humanities (literature, writing, foreign languages, philosophy, music, art history, photography, and art). Lecture. Variable. Repeatable 3 times.

HUM 2199 Independent Study in the Humanities (6 cr)

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. Lecture. Variable. Repeatable 3 times.

IND 1201 Strategies of Success (2 cr)

F	L		
---	---	--	--

Topic course focuses on specific management principles. Examples of topics include team building, industrial technology, business accounting, diversity, etc. Lecture.

IND 1210 General Safety (3 cr)

F	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. Lecture. Variable. Repeatable 3 times.

IND 2210 Manufacturing Internship (5 cr)

	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. Variable. Repeatable 3 times.

IND 2212 Supervisory Internship (5 cr)

	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. Variable. Repeatable 3 times.

INM 1200 Mechanics (5 cr)

		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. Lecture / Lab. Variable. Repeatable 3 times.

INM 1205 Fluid Power (6 cr)

	L	O	
--	---	---	--

This course includes basic hydraulics, hydraulic troubleshooting, pumps and piping system, pneumatics and pneumatic trouble shooting, as related to industry. Lecture / Lab. Variable. Repeatable 3 times.

INM 1206 Intro. to Industrial Maint. Tech. (3 cr)

		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. Lecture. Variable.

INM 1208 Special Topics in INM (6 cr)

		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. Lecture / Lab. Variable. Repeatable 3 times.

INM 1210 Blueprints and Schematics (3 cr)

		O	
--	--	---	--

Develops the necessary skills and understanding to read and interpret building blueprints, MEP (Mechanical, Electrical and plumbing) diagrams, product and component diagrams as well as electrical, pneumatic and hydraulic schematics. Provides students the basic skills required for visualizing and interpreting industrial prints, geometric dimensioning and assembly drawings. Emphasizes the need for visual representation of an idea. Develop understanding and skills to sketch components and ideas in a print format to convey required information. Lecture.

INM 1220 Basic A/C & Refrigeration (4 cr)

		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. Lecture / Lab.

INM 1221 Intro to HVACR (2 cr)

		O	
--	--	---	--

An introduction to heating, ventilation, air condition and refrigeration systems and the mechanics that make them work. Topics covered include thermodynamics, electrical control systems, terms, and definitions and component identification. Lecture. Repeatable 3 times.

INM 1225 Basic Heating (3 cr)

		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. Lecture / Lab.

INM 2200 Electro-Mechanics I (5 cr)

		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. Lecture / Lab. Variable. Repeatable 3 times.

INM 2205 Electro-Mechanics II (5 cr)

		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. Lecture / Lab. Variable. Repeatable 3 times.

INM 2206 Program Logic Controllers I (3 cr)

		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. Lecture / Lab. Variable.

INM 2207 Robotics Technology (3 cr)

		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. Lecture / Lab.

INM 2208 Program Logic Controllers II (3 cr)

		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. Lecture / Lab.

INM 2209 INM Internship (2 cr)

		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.

INM 2210 Occupational Safety (OSHA) (3 cr)

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. Repeatable 3 times to upgrade current safety skill levels and qualifications requirement. Lecture. Variable. Repeatable 3 times.

INM 2211 Mechatronics I (5 cr)

		O	
--	--	---	--

Mechatronics I provides the scope of a unified automated manufacturing system. It incorporates fluid power, mechanics, motor control systems, robotics, computer integration and quality control systems to produce a manufactured product under an automated system. Lecture / Lab. Variable. Repeatable 3 times.

INM 2220 Adv. A/C Commercial Refrig (4 cr)

		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. Lecture / Lab.

INM 2225 Air Distribution/Load Calc (4 cr)

		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. Lecture / Lab.

INM 2230 Recovery & EPA Tech Cert (0.5 cr)

		O	
--	--	---	--

This course covers proper use and operation of refrigerant recovery equipment with an emphasis on taking the EPA technician certification exam. Lecture.

INS 1101 Class Instruments I (1 cr)

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. Lab.

INS 1102 Class Instruments II (1 cr)

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. Lab.

INS 1103 Class Instruments III (1 cr)

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. Lab.

INS 1104 Class Instruments IV (1 cr)

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. Lab.

INS 1111 Instrumental Applied Music I (1 cr)

F	L	O	W
---	---	---	---

This course involves one private lesson a week in string, brass, woodwind, or percussion. Lecture.

INS 1112 Instrumental Applied Music II (1 cr)

F	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. Lecture.

INS 1113 Instrumental Applied Music III (1 cr)

F	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. Lecture.

INS 1114 Instrumental Applied Music IV (1 cr)

F	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. Lecture.

INS 1121 Concert Band I (2 cr)

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. Lecture / Lab.

INS 1122 Concert Band II (2 cr)

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. Lecture / Lab.

INS 1123 Stage Band I (2 cr)

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. Lecture / Lab.

INS 1124 Stage Band II (2 cr)
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. Lecture / Lab.

INS 1131 String Ensemble I (2 cr)
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. Lecture / Lab.

INS 1132 String Ensemble II (2 cr)
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. Lecture / Lab.

INS 1141 Jazz Band I (2 cr)
F L O W

This class forms a musical unit to study and perform jazz literature including iconic jazz styles such as Swing, Latin, BeBop and Fusion. The ensemble will perform at various performance opportunities. Lecture / Lab.

INS 1142 Jazz Band II (2 cr)
F L O W

This class is a continuation of INS 1141. This class forms a musical unit to study and perform jazz literature including iconic jazz styles such as Swing, Latin, BeBop, and Fusion. The ensemble will perform at various public performance opportunities. PREREQUISITE: INS 1141 Jazz Band I or consent of instructor. Lecture / Lab.

INS 1143 Pep Band I (2 cr)
F L O W

This class forms a musical unit to study and perform a variety of pep band literature. Lecture / Lab.

INS 1144 Pep Band II (2 cr)
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: INS1143 Pep Band I or consent of instructor. Lecture / Lab.

INS 1151 Community Band (2 cr)
F L O W

This course brings together community members to form a musical unit to study and perform a variety of music literature. Lecture / Lab. Variable.

INS 1152 Community Band II (2 cr)
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. Lecture / Lab. Variable.

INS 2111 Instrumental Applied Music V (1 cr)
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. Lecture.

INS 2112 Instrumental Applied Music VI (1 cr)
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. Lecture.

INS 2113 Instrumental Applied Music VII (1 cr)
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. Lecture.

INS 2114 Instrumental Applied Music VIII (1 cr)
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. Lecture.

INS 2121 Concert Band III (2 cr)
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. Lecture / Lab.

INS 2122 Concert Band IV (2 cr)
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. Lecture / Lab.

INS 2123 Stage Band III (2 cr)
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. Lecture / Lab.

INS 2124 Stage Band IV (2 cr)
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. Lecture / Lab.

INS 2131 String Ensemble III (2 cr)
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. Lecture / Lab.

INS 2132 String Ensemble IV (2 cr)
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. Lecture / Lab.

INS 2141 Jazz Band III (2 cr)
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. Lecture / Lab.

INS 2142 Jazz Band IV (2 cr)
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. Lecture / Lab.

INS 2143 Pep Band III (2 cr)
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. Lecture / Lab.

INS 2144 Pep Band IV (2 cr)
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. Lecture / Lab.

INS 2151 Community Band III (2 cr)
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. Lecture / Lab. Variable.

IQM 2202 Statistical Process Control II (3 cr)
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. Lecture.

IQM 2203 Geometric Tolerancing (3 cr)
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. Lecture.

IQM 2204 Gauges and their Application (3 cr)
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. Lecture / Lab.

IQM 2205 Advanced Blueprint Interpretation (3 cr)
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. Lecture.

IQM 2206 Certified Quality Auditor Review (4 cr)
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. Lecture.

IQM 2208 FMEA/Measurement Analysis Sys (4 cr)
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). Lecture.

IQM 2210 Part Approv Proc/Adv Prod Plan (4 cr)
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. Lecture.

ISM 1202 Computer Hardware Fundamentals (4 cr)
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. Lecture / Lab.

ISM 2201 Systems Analysis & Design (3 cr)

F		O	
---	--	---	--

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. Lecture.

ISS 1201 Computer Support Fundamentals (2 cr)

F			
---	--	--	--

This course is designed to provide an in-depth look at 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, etc. 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. Lecture / Lab.

ISS 1202 Word Processing Support (5 cr)

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. Lecture / Lab.

ISS 1203 Client Operating Systems (4 cr)

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. Lecture / Lab.

ISS 1204 Productivity Applications (3 cr)

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. Lecture / Lab.

ISS 1205 Spreadsheet Support (5 cr)

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. Lecture / Lab.

ISS 1206 A+ Preparation and Exam (2 cr)

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. Lecture.

ISS 2200 Database Support (5 cr)

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. Lecture / Lab.

ISS 2201 Computer Support Techniques (3 cr)

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. Lecture.

ISS 2202 Applications Support Techniques (4 cr)

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. Lecture / Lab.

ISS 2203 Microsoft MCITP Prep & Exam (2 cr)

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. Lecture.

ISS 2204 Network Systems Support (5 cr)

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. Lecture / Lab.

ISS 2205 Net+ Preparation and Exam (2 cr)

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. Lecture.

ISS 2230 IS Support Internship (3 cr)

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.

ISS 2231 IS Support Simulation (3 cr)

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.

IST 1200 Information Tech Fundamentals (3 cr)

F		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. Lecture.

IST 1210 Computer Maintenance & Repair (4 cr)

F		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. Lecture / Lab.

IST 1220 Java Programming Web & Mobile (4 cr)

F		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. Lecture / Lab.

IST 1230 Business Database Systems (3 cr)

F		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. Lecture / Lab.

IST 1240 Business Apps. Computing (3 cr)

F		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. Lecture / Lab.

IST 1250 Web & Mobile App Development (4 cr)

F		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. Lecture / Lab.

IST 1260 Operating Systems (4 cr)

F		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 advance 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. Lecture / Lab.

IST 2200 Network Operating Systems (4 cr)

F		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. Lecture / Lab.

IST 2210 IST Internship (2 cr)

F		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.

IST 2220 CompTIA A+ Cert. Review (3 cr)

F		O	
---	--	---	--

This course prepares students for the 220-801 and 220-802 CompTIA A+ certification exams. The course is completely mapped to CompTIA latest certification exams and organized by those objectives. PREREQUISITE: IST 1210 Computer Maintenance & Repair and IST 1260 Operating Systems. Lecture / Lab. Repeatable 3 times.

IST 2230 MCSA: Windows 8 Cert Review (3 cr)

F		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 the latest MCSA certification exams and organized by those objectives. PREREQUISITE: IST 1210 Computer Maintenance & Repair and IST 1260 Operating Systems. Lecture / Lab. Repeatable 3 times.

IST 2250 CompTIA Network+ Cert Review (3 cr)

F		O	
---	--	---	--

This course prepares students for CompTIA 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. Lecture / Lab. Repeatable 3 times.

IST 2260 Network Security (3 cr)

F		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. Lecture.

IST 2270 LANs, WANs, and Wireless (3 cr)

F		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. Lecture / Lab.

IST 2280 MCSA: Windows Server Cert (5 cr)

F		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. Lecture / Lab. Repeatable 3 times.

JLM 1111 Survey of Mass Media (3 cr)

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. Lecture.

JLM 1121 Newswriting I (3 cr)

F	L	O	W
---	---	---	---

Principles and practices of evaluating, interviewing, and preparing copy for publication are examined. Lecture / Lab.

JLM 1141 Student Publications (2 cr)

F	L	O	W
---	---	---	---

This course provides practical experience in working on the production of student publications. PREREQUISITE: Consent of instructor. Lab.

JLM 2121 Photojournalism (3 cr)

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. Lecture / Lab.

JUS 1200 Introduction to Criminal Justice (3 cr)

	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. Lecture.

JUS 1205 Ethics for Police Officers (3 cr)

		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. Lecture.

JUS 1210 Criminal Law I (3 cr)

	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. Lecture.

JUS 1211 Criminal Law II (3 cr)

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. Lecture.

JUS 1215 Introduction to Criminology (3 cr)

	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. Lecture.

JUS 1220 Youth and Administration of Justice (3 cr)

	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. Lecture.

JUS 1221 Police Report Writing (3 cr)

		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. Lecture.

JUS 1225 Homeland Security (3 cr)

		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. Lecture.

JUS 1226 Terrorism (3 cr)

		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. Lecture.

JUS 1230 Substance Abuse Issues (3 cr)

	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. Lecture. Variable.

JUS 1240 Principles of Loss Prevention (3 cr)

		O	
--	--	---	--

An overview of the field of loss prevention. This course will discuss the history and role development of security, its applications and relationship to society. It will present a total picture of loss prevention including areas of administration, personnel, safety, and physical aspects of the field of loss prevention. Lecture.

JUS 1241 Private Security Law (3 cr)

		O	
--	--	---	--

In the world of litigation today, it is very crucial that the security personnel of private industry have a working knowledge of the nature of law. The private security industry has suffered devastating losses as a result of lawsuit and punitive damages. Private security law is uniquely designed for the special needs of private security personnel. The course will address particular areas of law that affect private security focusing on torts, contracts, damages, negligence, authority, probable cause, arrest, search and seizure, use of force, interrogation, entrapment, alarms, deprivation of rights, etc. Lecture.

JUS 1242 Security I (3 cr)

		O	
--	--	---	--

This course emphasizes the identification and development of physical security objectives, policies, procedures, and methods to reduce shrinkage from employee theft, shoplifting and environmental design. Lecture.

JUS 1243 Loss Prevention Safety Issues (3 cr)

		O	
--	--	---	--

This course provides information on topics such as basic safety concepts and procedures in the work place, emergency preparedness plans (including executive protection), evacuation systems, explosions, hazard materials (Title III), fire prevention, severe weather problems, OSHA regulations, security checks to identify accident-producing physical conditions, and management of safety programs. Lecture.

JUS 1244 Security II (3 cr)

		O	
--	--	---	--

This course presents a comprehensive analysis of the development and procedures necessary to protect the industrial premise and its employees from internal and external attacks and losses. Vital concerns such as executive protection, corporate espionage, terrorism, and counter-terrorism, which are all parts of crisis management, white collar and economic crime and document security will be discussed. Lecture.

JUS 1245 Security Management (3 cr)

		O	
--	--	---	--

An overview of organizational, administration and management practices of the security unit including such topics as decision-making, personnel, human relations, liability, planning, communicating, public relations, training, and budgeting practices. Lecture.

JUS 2200 Criminal Justice Internship (3 cr)

		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.

JUS 2201 Criminal Investigations I (3 cr)

	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: Consent of instructor. Lecture.

JUS 2202 Criminal Investigation II (3 cr)

		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. Lecture.

JUS 2220 Police Organization & Operations (3 cr)

		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. Lecture.

JUS 2230 Institutional Corrections (3 cr)

	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. Lecture.

JUS 2240 Traffic Administration (3 cr)

		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. Lecture.

JUS 2250 Current Issues in Corrections (4 cr)

	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. Lecture. Variable. Repeatable 3 times.

JUS 2251 Supervision of Inmates (3 cr)

		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. Lecture.

JUS 2252 Correctional Facility Operations (3 cr)

		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. Lecture.

JUS 2253 Probation and Parole (3 cr)

	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' reentry 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. Lecture.

KEY 1101 Class Piano I (1 cr)

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. Lab.

KEY 1102 Class Piano II (1 cr)

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. Lab.

KEY 1103 Class Piano III (1 cr)

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. Lab.

KEY 1104 Class Piano IV (1 cr)

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. Lab.

KEY 1111 Keyboard Applied Music I (1 cr)

	L	O	W
--	---	---	---

This course involves one private lesson per week in piano, organ, or other keyboard instrument. Lecture.

KEY 1112 Keyboard Applied Music II (1 cr)

	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. Lecture.

KEY 1113 Keyboard Applied Music III (1 cr)

	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. Lecture.

KEY 1114 Keyboard Applied Music IV (1 cr)

	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. Lecture.

KEY 2111 Keyboard Applied Music V (1 cr)

	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. Lecture.

KEY 2112 Keyboard Applied Music VI (1 cr)

	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. Lecture.

KEY 2113 Keyboard Applied Music VII (1 cr)

	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. Lecture.

KEY 2114 Keyboard Applied Music VIII (1 cr)

	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. Lecture.

LBR 1201 Labor Craft Orientation (2 cr)

			W
--	--	--	---

The purpose of this class is to present training information and other important aspects of what you must know to work safely, effectively, and efficiently in the Laborers craft. This course is team taught with the cooperation of the Illinois Laborers and Contractors Joint Apprenticeship and Training Program. Lecture / Lab.

LBR 1202 Occupational Safety and Health (1 cr)

			W
--	--	--	---

Occupational Safety and Health Act 29 CFR 1926, common causes of accidents and fatalities in industry. Students practice applications of standards. This course is team taught with the cooperation of the Illinois Laborers and Contractors Joint Apprenticeship and Training Program. Lecture / Lab.

LBR 1203 Mason Tending (3 cr)

			W
--	--	--	---

Practices and procedures of mason tending includes scaffold erection, stocking techniques, mixing mortar and grout, and forklift operation. The purpose of this course is to teach apprentice laborers the principles of Mason Tending. Students will be prepared to work in the field of Brick Laying. This course is team taught with the cooperation of the Illinois Laborers and Contractors Joint Apprenticeship and Training Program. Lecture / Lab.

LBR 1204 Concrete Practices and Procedures (3 cr)

			W
--	--	--	---

Concrete materials, mix proportions, tools and equipment used with concrete are studied. This course is designed to prepare students to work in the construction trade as a laborer for concrete contractors. This course is team taught with the cooperation of the Illinois Laborers and Contractors Joint Apprenticeship and Training Program. Lecture / Lab.

LBR 1205 Asphalt Tech and Construction (3 cr)

			W
--	--	--	---

Asphalt technology and construction, flagger certification, manual tape application, paint striping operator, and carbide asphalt grinder will be studied. This course is team taught with the cooperation of the Illinois Laborers and Contractors Joint Apprenticeship and Training Program. Lecture / Lab.

LBR 1206 Principles of Pipelaying (3 cr)

			W
--	--	--	---

This course prepares participants to safely install pipe systems by introducing them to the tools, equipment, and techniques typically used in pipelaying. Special attention is paid to the proper work practices and safety measures to follow when installing a variety of piping systems. This course is team taught with the cooperation of the Illinois Laborers and Contractors Joint Apprenticeship and Training Program. Lecture / Lab.

LBR 1207 Highway Construction Plans (3 cr)

			W
--	--	--	---

Reading and interpreting highway construction plans and specifications. Course is team taught with the cooperation of the Illinois Laborers and Contractor Joint Apprenticeship and Training Program. Lecture.

LBR 1208 Asbestos Abatement (3 cr)

			W
--	--	--	---

Asbestos abatement principles and practice, approved by Illinois Department of Public Health, EPA Accredited. Lecture / Lab.

LBR 1209 Basic Construction Surveying (2 cr)

			W
--	--	--	---

This course is designed to introduce the student to plane surveying with emphasis on building construction applications. The student will learn field survey measurements including horizontal and slope distances, vertical distances and horizontal and vertical angles. Construction surveys are used to precisely define the field location for a proposed construction project or a pipeline. This course is team taught with the cooperation of the Illinois Laborers and Contractors Joint Apprenticeship and Training Program. Lecture.

LBR 1210 Apprenticeship I (3 cr)

			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. This course is team taught with the cooperation of the Illinois Laborers and Contractors Joint Apprenticeship and Training Program.

LBR 1211 Bridges (3 cr)

			W
--	--	--	---

Methods of bridge construction, renovation, and demolition for the laborer. Lecture / Lab.

LBR 1212 Hazardous Waste (4 cr)

			W
--	--	--	---

This course was designed to provide the student with training in hazardous material legal rights and responsibilities, health effects, hazard recognition, information sources, personal protective equipment and respirators, site practices and hazard control, decontamination, medical surveillance, site control, monitoring, emergency response and confined spaces. Lecture / Lab.

LBR 1215 Apprenticeship II (3 cr)

			W
--	--	--	---

On-the-job component of Laborer's Apprenticeship Program; work related to skills learned in the classroom including abatement, principles of pipe laying and landscape maintenance. All work activities performed under direct supervision of journeyman. This course is team taught with the cooperation of the Illinois Laborers and Contractors Joint Apprenticeship and Training Program.

LBR 1220 Apprenticeship III (3 cr)

			W
--	--	--	---

On-the-job component of Laborers Apprenticeship Program; work related to skills learned in the classroom including basic surveying, bridge construction and Hazardous Waste. All work activities performed under direct supervision of journeyman. This course is team taught with the cooperation of the Illinois Laborers and Contractors Joint Apprenticeship and Training Program.

LBR 2200 History of the Labor Movement (3 cr)

			W
--	--	--	---

Effects of labor on economic, political, and social systems of the United States. Lecture.

LBR 2201 Labor Management Development (3 cr)

			W
--	--	--	---

Develops skills needed to serve as foreman on construction jobs. Includes leadership, motivation, documents, safety, planning and control, communication and conflict resolution. Lecture.

LET 2111 Creative Writing (3 cr)

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. Lecture / Lab.

LET 2113 Creating Fiction (3 cr)

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 consent of instructor. Lecture.

LGL 1201 Intro to Legal Systems (3 cr)

			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. Lecture.

LGL 1202 Legal Forms and Terminology (3 cr)

			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 Composition I with a grade of C or better or equivalent or consent of instructor. Lecture.

LGL 1203 Legal Research and Writing I (4 cr)

			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. Lecture.

LGL 1204 Technology in the Law Office (3 cr)

			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. Lecture.

LGL 2201 Civil Procedures (3 cr)

			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. Lecture.

LGL 2203 Legal Research & Writing II (4 cr)

			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. Lecture.

LGL 2204 Business Law for Paralegal (3 cr)

			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. Lecture.

LGL 2205 Property and Estates (3 cr)

			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. Lecture.

LGL 2210 Seminar (1 cr)

			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. Lecture. Variable. Repeatable 3 times.

LGL 2298 Internship (3 cr)

			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. Repeatable 3 times.

LIT 2101 Introduction to Literature (3 cr)

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. Lecture. IAI: H3 900

LIT 2111 American Literature to 1855 (3 cr)

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. Lecture. IAI: H3 914

LIT 2112 American Literature Since 1855 (3 cr)

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. Lecture. IAI: H3 915

LIT 2121 English Literature to 1800 (3 cr)

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. Lecture. IAI: H3 912

LIT 2122 English Literature Since 1800 (3 cr)

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. Lecture. IAI: H3 913

LIT 2131 World Literature to 1620 (3 cr)

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. Lecture. IAI: H3 906

LIT 2132 World Literature Since 1620 (3 cr)

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. Lecture. IAI: H3 907

LIT 2135 Women in Literature (3 cr)

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. Lecture. IAI: H3 911D

LIT 2141 Understanding Poetry (3 cr)

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. Lecture. IAI: H3 903

LIT 2142 Understanding Drama (3 cr)

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. Lecture. IAI: H3 902

LIT 2143 Understanding the Short Story (3 cr)

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. Lecture. IAI: H3 901

LIT 2144 Understanding the Novel (3 cr)

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. Lecture.

LIT 2145 Children's Literature (3 cr)

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 writing about cultural, ethnic, religious, and societal implications and differences. PREREQUISITE: ENG 1111 Composition I. Lecture. IAI: H3 918

LIT 2151 Shakespeare (3 cr)

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. Lecture. IAI: H3 905

LIT 2171 Topics in Literature (3 cr)

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. Lecture. Variable. Repeatable 3 times.

LIT 2181 Mythology (3 cr)

F	L	O	W
---	---	---	---

Mythology includes cultural myths from around the world, focusing on gods and heroes. Types of myths read may include creation, fertility, and hero stories, 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. Lecture. IAI: H9 901

LIT 2191 Introduction to American Folklore (3 cr)

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. Lecture.

LSC 1101 General Biology I (4 cr)

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. NO PREREQUISITE. Lecture / Lab. IAI: L1 910L

LSC 1102 General Biology II (4 cr)

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. Lecture / Lab. L1 910L

LSC 1103 General Botany (4 cr)

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. Lecture / Lab.

LSC 1104 General Zoology (4 cr)

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, parasitology, and embryology. Economic, environmental and medical relationships between protists, animals, and humans are emphasized. No college prerequisite but students are expected to have a basic understanding of high school general biology. Lecture / Lab.

LSC 1105 Environmental Biology (4 cr)

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. Lecture. IAI: L1 905

LSC 1106 Introduction to Biology (4 cr)

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. Concepts include information pertaining to the scientific method, cellular

biology, evolution, heredity, and genetic engineering, ecology, and ecosystems, as well as human population and pollution concerns. An inquiry-based approach to understanding biological processes is emphasized. NO PREREQUISITE. Lecture / Lab. IAI: L1 900L

LSC 1111 Intro to Forensic Science (4 cr)

F L O W

This course is an introduction to the application of physical and biological sciences in analyzing and evaluating physical evidence as they relate to crimes and the law. Students will learn various fundamental forensic science techniques and procedures. These include DNA retrieval and analysis, principles of serology and blood type analysis, fingerprint classification and analysis, organic and inorganic chemical analysis, handwriting/document examination, and firearm/ballistics evidence. PREREQUISITE: LSC 1101 General Biology I or equivalent or consent of instructor. Lecture / Lab.

LSC 1150 Orchid Plant Biology (2 cr)

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. Lecture. Variable. Repeatable 3 times.

LSC 1198 Topics/Issues Life Sciences (2 cr)

F L O W

This course is the application of various scientific principles to a special topic or current issue in the life sciences. Lecture. Variable. Repeatable 3 times.

LSC 2104 Field Biology (4 cr)

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. Lecture / Lab.

LSC 2110 General Microbiology (4 cr)

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 affects 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. Lecture / Lab.

LSC 2111 Human Anatomy & Physiology I (4 cr)

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. Lecture / Lab.

LSC 2112 Human Anatomy & Physiology II (4 cr)

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. Lecture / Lab.

LSC 2113 Human Cadaver Anatomy (2 cr)

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. Lecture / Lab.

LSC 2114 Intro to Human Pathophysiology (3 cr)

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, or LSC 2265 Medical Assisting Anatomy. Lecture.

LSC 2264 Anatomy for Medical Secretaries (3 cr)

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. Lecture.

LSC 2265 Medical Assisting Anatomy (3 cr)

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. Lecture.

MAC 1203 Precision Measurement (3 cr)

			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. Lecture.

MAC 1208 Interm. Machine Processes (6 cr)

			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. Lecture / Lab.

MAC 1225 Internship (6 cr)

			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. Lab. Variable. Repeatable 3 times.

MAC 1226 Internship Seminar (1 cr)

			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. Lecture. Repeatable 3 times.

MAC 2203 Manufacturing Processes (6 cr)

	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. Lecture. Variable. Repeatable 3 times.

MAC 2221 Special Machine Process EDM (2 cr)

			W
--	--	--	---

This course introduces the student to nontraditional machining practices. Operation and set up of EDM machines are the primary emphasis of the course. Lecture.

MAC 2231 Introduction to CNC (3 cr)

			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. Lecture / Lab.

MAC 2232 Advanced CNC Training (3 cr)

			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. Lecture / Lab.

MAC 2242 Adv. Design and Manufacturing (6 cr)

			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. Repeatable 2 times. Lecture / Lab. Variable. Repeatable 2 times.

MAN 1201 Introduction to Machining (5 cr)

			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. Lecture / Lab.

MAN 1202 Industrial Safety (2 cr)

			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. Lecture. Variable. Repeatable 3 times.

MAN 1204 Manuf Materials & Processes (4 cr)

			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. Lecture.

MAN 1205 Predictive Maintenance (4 cr)

			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. Lecture / Lab.

MAN 1206 Hydraulics & Pneumatics (4 cr)

			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. Lecture / Lab.

MAN 1207 Introduction to HVAC (3 cr)

			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. Lecture / Lab.

MAN 1210 Industrial Materials (3 cr)

			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. Lecture.

MAN 1211 Industrial Electricity (4 cr)

	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. Lecture / Lab.

MAN 1215 Mechanical Drives (3 cr)

			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. Lecture / Lab.

MAN 1216 Principles of Industrial Mgt (3 cr)

			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. Lecture. Variable. Repeatable 3 times.

MAN 1221 Motors/Motor Controls (4 cr)

			W
--	--	--	---

This course will teach the operational theories and troubleshooting 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. Lecture / Lab. Variable. Repeatable 3 times.

MAN 2201 Quality Concepts & Techniques (2 cr)

			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. Lecture. Variable. Repeatable 3 times.

MAN 2202 Leadership (3 cr)

			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. Lecture. Variable. Repeatable 3 times.

MAN 2203 Organizational Behavior (3 cr)

			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. Lecture.

MAN 2206 Intro to Design Concepts (4 cr)

			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. Lecture.

MAN 2208 3D Contouring (3 cr)

			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. Lecture / Lab.

MAN 2210 Stamping and Molding (6 cr)

			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. Lecture / Lab.

MAN 2211 Programmable Logic Controllers (4 cr)

			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. Lecture / Lab.

MAN 2212 Industrial Automation I (3 cr)

			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. Lecture / Lab.

MAN 2214 Industrial Automation II (4 cr)

			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. Lecture / Lab.

MAN 2215 Robotics & Vision Systems (4 cr)

			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. Lecture / Lab.

MAN 2221 Automated Process Control (4 cr)

			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. Lecture / Lab.

MED 2204 Healthcare Delivery (4 cr)

		O	
--	--	---	--

The purpose of this course is to familiarize the student with the history and development of the healthcare system today. The student will learn about the different types of facilities, the continuum of care, examine the quality management process. Lecture.

MED 2206 Intro to Human Pathophysiology (3 cr)

		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. Lecture.

MED 2207 Intro to Pharmacology (1 cr)

		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. Lecture.

MED 2208 Medical Reimbursement (3 cr)

		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. Lecture.

MED 2209 Advanced Coding (4 cr)

		O	
--	--	---	--

Students will learn troubleshooting methods, resources for coding questions and research, and practice with case studies. Lecture.

MED 2211 Certification Prep (1 cr)

		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. Lab.

MED 2298 Coding Practicum (3 cr)

		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. Lab.

MTH 1102 College Algebra (4 cr)

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. Lecture.

MTH 1103 Liberal Arts Math (3 cr)

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 with a grade of C or better, or REM 0422 Math Literacy, or two years of college preparatory algebra with a grade of C or better, or sufficient score on the placement test, or consent of instructor. Lecture. IAI: M1 904

MTH 1104 Quantitative Reasoning (3 cr)

F	L	O	W
---	---	---	---

This course focuses on mathematical reasoning and the solving of real-life problems, rather than on routine skills and appreciation. Four topics are studied in depth: Critical thinking, mathematics of finance, statistics, and geometry. The use of calculators and computers are strongly encouraged. PREREQUISITE: PRE 0420 Intermediate Algebra

or REM 0422 Math Literacy, 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. Lecture. IAI: M1 904

MTH 1105 Trigonometry (3 cr)

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 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. Lecture.

MTH 1121 Mathematics for Elementary Majors (4 cr)

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. Lecture.

MTH 1122 Geometry for Elementary Majors (3 cr)

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 with C or better and MTH 1121 Mathematics for Elementary Majors or consent of instructor. Lecture. IAI: M1 903

MTH 1131 Introduction to Statistics (3 cr)

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 with a grade of C or better, or REM 0422 Math Literacy, or two years of college preparatory algebra with a grade of C or better, or sufficient score on the placement test, or consent of instructor. Lecture. IAI: M1 902

MTH 1151 Finite Mathematics (3 cr)

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: vectors, determinants, matrices and matrix algebra; systems of linear equations and matrices; systems of inequalities and linear programming; simplex method, set theory, Venn Diagrams, logic and Boolean algebra; counting and probability theory; stochastic processes; game theory; Markov chain methods; mathematical modeling; and the 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. Lecture. IAI: M1 906

MTH 1152 Applied Calculus (4 cr)

F	L	O	W
---	---	---	---

This calculus course is designed specifically for students in business and the social sciences and does not count toward a major or minor in mathematics. It emphasizes applications of the basic concepts of calculus rather than proofs. Topics must include limits; techniques of differentiation applied to polynomial, rational, exponential, and logarithmic functions; partial derivatives and applications; maxima and minima of functions; and elementary techniques of integration including substitution and integration by parts. Business and social science applications are stressed throughout the course. PREREQUISITE: Four years of college preparatory mathematics with grades of C or better or MTH 1102 College Algebra with grade of C or better or consent of instructor. Lecture. IAI: M1 900

MTH 1153 Statistics (3 cr)

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. Lecture. IAI: M1 902

MTH 1171 Calculus and Analytic Geometry I (5 cr)

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 Riemann 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. Lecture. IAI: M1 900-1

MTH 1172 Calculus and Analytic Geometry II (5 cr)

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. Lecture. IAI: M1 900-2

MTH 1201 Technical Mathematics (4 cr)

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. Lecture. Variable.

MTH 1202 Math for Nursing (3 cr)

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; ratios; 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. Lecture.

MTH 1203 Medical Assisting Math (2 cr)

	L		
--	---	--	--

This course is designed for students enrolled in the medical assisting and pharmacy tech programs. Emphasis is placed on the application of mathematical concepts to the solution of problems in these two fields. Lecture.

MTH 2101 Linear Algebra (3 cr)

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. Lecture.

MTH 2173 Calculus and Analytic Geometry III (4 cr)

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. Lecture. M1 900-3

MTH 2181 Differential Equations (3 cr)

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. Lecture.

MUL 1198 Topics/Issues in the Sciences (6 cr)

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. Lecture. Variable. Repeatable 3 times.

MUS 1101 Music Appreciation (3 cr)

F	L	O	W
---	---	---	---

Introduction to representative music masterpieces through perceptive listening. Emphasis on the elements of music, various forms and periods, and great composers and performances. Lecture. IAI: F1 900

MUS 1102 History of American Music (3 cr)

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. Lecture. IAI: F1 904

MUS 1103 Music in Multicultural America (3 cr)

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. Lecture. IAI: F1 905D

MUS 1104 World Music (3 cr)

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. Lecture. IAI: F1 903N

MUS 1111 Music Fundamentals (3 cr)

F	L	O	W
---	---	---	---

This course is designed primarily for non-music majors who have limited experience in music. This course is a beginning study of the fundamentals of music, musical nomenclature, and musicianship. Lecture.

MUS 1112 Beginning Theory (3 cr)

	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. Lecture.

MUS 1113 Music for Elementary Majors (3 cr)

F	L	O	W
---	---	---	---

Specifically for those with little or no musical background. Lecture.

MUS 1115 Introduction to Music Therapy (3 cr)

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. Lecture.

MUS 1121 Music Theory, Sight Singing & Ear Training I (4 cr)

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, 7th chords, 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. Lecture / Lab.

MUS 1122 Music Theory, Sight Singing & Ear Training II (4 cr)

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. Lecture / Lab.

MUS 2121 Music Theory, Sight Singing & Ear Training III (4 cr)

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. Lecture / Lab.

MUS 2122 Mus Theory, Sight Singing & Ear Training IV (4 cr)

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. Lecture / Lab.

MUS 2131 Music History I (4 cr)

F	L	O	W
---	---	---	---

The historical development of Western music, including various musical styles and periods, and the contributions of key composers, conductors, and performers in shaping the Western musical tradition. Emphasizes concepts, structure, musical idioms and aesthetics. Lecture / Lab. IAI: F1 901

MUS 2132 Music History II (4 cr)

F	L	O	W
---	---	---	---

This class is a continuation of MUS 2131. This course continues to explore the historical development of western music, including various musical styles and periods, and the contributions of key composers, conductors and performers in shaping the western musical tradition. Emphasizes concepts, structure, musical idioms and aesthetics. PREREQUISITE: MUS 2131 Music History I. Lecture / Lab. IAI: F1 902

NUR 1200 Math for Nursing (3 cr)

		O	
--	--	---	--

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; ratios; 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. Lecture.

NUR 1201 Nursing I (10 cr)

		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 across the lifespan, 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 across the lifespan. 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, CNA Certification. Lecture / Lab.

NUR 1202 Nursing II

(10 cr)

		O	
--	--	---	--

This course focuses on basic needs of a person across the lifespan 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 across the lifespan to moderately complex alterations in basic needs which have a greater impact on other basic needs and growth and development across the lifespan. 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. Lecture / Lab.

NUR 1203 Clinical Nursing

(6 cr)

		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. Lecture / Lab.

NUR 1204 Nursing Constructs

(3 cr)

		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. Lecture / Lab. Repeatable 3 times.

NUR 1205 Transition to Nursing (4 cr)

		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. Lecture / Lab. Variable.

NUR 1206 Practical Nurse Review Course (1 cr)

		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 attitudes 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, concurrent enrollment or completion of NUR 1203 Clinical Nursing. Lecture. Repeatable 3 times.

NUR 1207 Fundamental Nursing Skills (2 cr)

		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. Lab. Variable. Repeatable 3 times.

NUR 1208 Independent Study in Nursing (6 cr)

		O	
--	--	---	--

Independent study of a specialized nursing practice topic, which is not available in the college's course offerings, with instructor approval and supervision. Lecture. Variable. Repeatable 3 times.

NUR 1209 Adv Topics Nursing & Health Care (6 cr)

		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. Lecture. Variable. Repeatable 3 times.

NUR 2201 Nursing III (10 cr)

		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 across the lifespan. Complex alterations in basic needs which have a greater impact on other basic needs and growth and development of a person across the lifespan 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. Lecture / Lab.

NUR 2202 Nursing IV (10 cr)

		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 across the lifespan 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. Lecture / Lab.

NUR 2204 Pharmacology for Nurses (3 cr)

		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, pharmacotherapeutics, adverse drug reactions and the therapeutic effects of major drug classifications on the body. Lecture.

NUR 2205 Registered Nurse Review Course (2 cr)

		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. Lecture. Repeatable 3 times.

NUR 2208 Independent Study/Nursing II (6 cr)

		O	
--	--	---	--

Independent study of a specialized nursing practice topic, which is not available in the college course offerings, with instructor approval and supervision. PREREQUISITE: NUR 1201 Nursing I and NUR 1202 Nursing II, or equivalent. Lecture. Variable. Repeatable 3 times.

NUR 2298 Topics/Issues in Nursing (6 cr)

		O	
--	--	---	--

Seminar on a special topic or current issue in nursing which is not available in the college course offerings, with instructor approval and supervision. PREREQUISITE: NUR 1201 Nursing I and NUR 1202 Nursing II, or equivalent. Lecture. Variable. Repeatable 3 times.

PEG 1125 Social Dance (1 cr)

F	L	O	W
---	---	---	---

This course develops skills in social dancing. Lab. Repeatable 3 times.

PEG 1128 Folk and Square Dancing I (1 cr)

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. Lab. Repeatable 3 times.

PEG 1129 Folk and Square Dancing II (1 cr)

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. Lab. Repeatable 3 times.

PEG 1130 Round Dance I (1 cr)

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. Lab. Repeatable 3 times.

PEG 1131 Round Dance II (1 cr)

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. Lab. Repeatable 3 times.

PEG 1132 Modern Dance (1 cr)

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. Lab. Repeatable 3 times.

PEG 1136 Basic Physical Education (1 cr)

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. Lab. Repeatable 3 times.

PEG 1137 First Aid & Safety Education (3 cr)

F	L	O	W
---	---	---	---

This course is designed to teach basic first aid and emergency management procedures and skills for a variety of injuries and sudden illnesses. Lecture. Variable. Repeatable 3 times.

PEG 1138 Prescribed Activities (1 cr)

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. Lab. Repeatable 3 times.

PEG 1141 Camping I (1 cr)

	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. Lab. Repeatable 3 times.

PEG 2113 Folk and Square Dancing III (1 cr)

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. Lab. Repeatable 3 times.

PEG 2114 Round Dance III (1 cr)

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. Lab. Repeatable 3 times.

PEG 2120 Introduction to Physical Education (3 cr)

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. Lecture. Variable. Repeatable 3 times.

PEG 2121 Water Safety Instructor (2 cr)
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. Lecture / Lab.

Repeatable 3 times.

PEG 2122 Athletic Performance (3 cr)
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. Lecture. Variable. Repeatable 3 times.

PEI 1100 Circuit Fitness Training (1 cr)
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. Lab. Repeatable 3 times.

PEI 1101 Physical Fitness and Wellness (1 cr)
F L O W

Physical Fitness and Wellness is a course that will increase student awareness of the need for a lifetime fitness and wellness program. Students will develop programs and participate in activities to help them implement a lifetime commitment to fitness and wellness. Lab. Repeatable 3 times.

PEI 1109 Karate I (2 cr)
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. Lab. Repeatable 3 times.

PEI 1110 Karate II (2 cr)
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. Lab. Repeatable 3 times.

PEI 1111 Bowling (1 cr)
F L O W

A study of the basic fundamentals and skills necessary to take part in bowling. Lab. Repeatable 3 times.

PEI 1113 Tennis I (1 cr)
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. Lab. Repeatable 3 times.

PEI 1114 Tennis II (1 cr)
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. Lab. Repeatable 3 times.

PEI 1115 Spring Board Diving (1 cr)
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. Lab. Repeatable 3 times.

PEI 1123 Weight Training I (1 cr)
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. Lab. Repeatable 3 times.

PEI 1124 Weight Training II (1 cr)
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. Lab. Repeatable 3 times.

PEI 1132 Beginning Swimming (1 cr)
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. Lab. Repeatable 3 times.

PEI 1133 Competitive Swimming (1 cr)
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. Lab. Repeatable 3 times.

PEI 1134 Yoga I (1 cr)
F L O W

A practical study of history, philosophy, terminology and benefits of Hatha Yoga including basic postures and routines. Lab. Repeatable 3 times.

PEI 1135 Yoga II (1 cr)

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. Lab. Repeatable 3 times.

PEI 1136 Aerobics I (1 cr)

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. Lab. Repeatable 3 times.

PEI 1137 Aerobics II (1 cr)

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. Lab. Repeatable 3 times.

PEI 1138 Aqua Aerobics I (1 cr)

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. Lab. Repeatable 3 times.

PEI 1139 Aqua Aerobics II (1 cr)

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. Lab. Repeatable 3 times.

PEI 1140 Aquatic Therapy (1 cr)

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. Lab. Repeatable 3 times.

PEI 1141 Amer. Red Cross Lifeguard Trng (2 cr)

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. Lecture / Lab. Repeatable 3 times.

PEI 1142 Fitness for Police Officers (3 cr)

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. Lecture / Lab. Repeatable 3 times.

PEI 2100 Advanced Circuit Fitness Training (1 cr)

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. Lab. Repeatable 3 times.

PEI 2102 Karate III (2 cr)

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. Lab. Repeatable 3 times.

PEI 2103 Karate IV (2 cr)

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. Lab. Repeatable 3 times.

PEI 2113 Tennis III (1 cr)

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. Lab. Repeatable 3 times.

PEI 2114 Tennis IV (1 cr)

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. Lab. Repeatable 3 times.

PEI 2115 Intermediate Swimming (1 cr)
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. Lab. Repeatable 3 times.

PEI 2116 Advanced Lifesaving (1 cr)
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. Lab. Repeatable 3 times.

PEI 2117 Skin and Scuba Diving (1 cr)
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. Lab. Repeatable 3 times.

PEI 2118 Yoga III (1 cr)
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. Lab. Repeatable 3 times.

PEI 2119 Yoga IV (1 cr)
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. Lab. Repeatable 3 times.

PEI 2120 Aerobics III (1 cr)
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. Lab. Repeatable 3 times.

PEI 2123 Weight Training III (1 cr)
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. Lab. Repeatable 3 times.

PEI 2124 Weight Training IV (1 cr)
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. Lab. Repeatable 3 times.

PEI 2125 Aerobics IV (1 cr)
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 assessment plans to monitor maintenance levels of fitness. PREREQUISITE: PEI 2120 Aerobics III or prior approval from the instructor. Lab. Repeatable 3 times.

PEI 2126 Advanced Swimming (1 cr)
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. Lab. Repeatable 3 times.

PEI 2127 Swimming for Fitness (1 cr)
F L O W

This course is designed to help the student achieve and maintain a good fitness level and perfect swimming strokes. Fitness swimming is a swimming program in which the workouts have a specified level of intensity and are sustained for a set period of time. Recommendation: PEI 2115 Intermediate Swim or ability to swim 300 yards continuously. Lab. Repeatable 3 times.

PEO 2101 Sports Officiating: Baseball (2 cr)
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. Lecture / Lab. Repeatable 3 times.

PEO 2102 Sports Officiating: Basketball (2 cr)
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. Lecture / Lab. Repeatable 3 times.

PEO 2104 Sports Officiating: Football (2 cr)

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. Lecture / Lab. Repeatable 3 times.

PEO 2107 Sports Officiating: Volleyball (2 cr)

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. Lecture / Lab. Repeatable 3 times.

PEO 2109 Sports Officiating: Soccer (2 cr)

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. Lecture / Lab. Repeatable 3 times.

PET 1251 Petroleum Drilling Technology (3 cr)

	L		
--	---	--	--

This course explores the career opportunities in the petroleum drilling and production fields and basic petroleum drilling, production processes, and techniques. It covers the history, terminology, and development of cable tool and rotary drilling rigs, oil and natural gas characteristics and occurrences, and the drill site. Lecture.

PET 1252 Modern Petroleum Technology (3 cr)

	L		
--	---	--	--

This course continues to build on the fundamentals of the petroleum drilling skills covered in Petroleum Drilling Technology and new industry methods. It covers the modern drilling and production terminology, well completion, and special operations. Lecture.

PET 2201 Petroleum Completion Methods (3 cr)

	L		
--	---	--	--

This course introduces completion methods, equipment, and procedures used to drill a well. Topics include the well servicing and workover industry, perforating, liner and packer settings, reservoir characteristics, formation evaluation, formation testing, cementing practices, completion design, and completion tools and fluids. The course is designed to provide an introduction to completion methods for technicians and operators. Lecture.

PET 2208 Corrosion Basics (3 cr)

	L		
--	---	--	--

This course provides a basic overview of corrosion science and engineering, common corroding agents, methods of detecting and measuring corrosion, managing corrosion, enhancing reliability, and preventing failures. Special emphasis will be placed on protecting equipment with cathodic technology. Lecture.

PHB 1220 Phlebotomy Theory (3 cr)

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. Lecture.

PHB 1222 Phlebotomy Procedures (3 cr)

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. Life span considerations are integrated. Competencies expected of the phlebotomist are tested in preparation for a clinical practicum. PREREQUISITE: PHB 1220 Phlebotomy Theory. Lecture / Lab.

PHB 1224 Phlebotomy Internship (4 cr)

F		O	
---	--	---	--

This course provides a clinical internship 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.

PHB 1298 Phlebotomy/Health Professional (3 cr)

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. Lecture / Lab. Variable. Repeatable 3 times.

PHI 1101 The Bible: Old and New Testaments (2 cr)
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. Lecture.

PHI 1102 Survey of the Old Testament (3 cr)
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. Lecture. Variable.

PHI 1103 Survey of the New Testament (3 cr)
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. Lecture. Variable.

PHI 1111 Introduction to Philosophy (3 cr)
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. Lecture. IAI: H4 900

PHI 2101 Introduction to Ethics (3 cr)
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. Lecture. Variable. Repeatable 1 time. IAI: H4 904

PHI 2111 Introduction to Logic (3 cr)
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. Lecture. IAI: H4 906

PHI 2121 Philosophy of Religion (3 cr)
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. Lecture. IAI: H4 905

PHI 2141 Ethics in the Medical Community (3 cr)
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. Lecture.

PHM 1201 Orientation to Pharmacy Tech (3 cr)
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. Lecture.

PHM 1202 Pharmacology (3 cr)
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. Lecture.

PHM 1203 Pharmacy Calculations (3 cr)
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. Lecture.

PHM 1204 Pharmacy Operations (3 cr)
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. Lecture / Lab.

PHM 2201 Pharmacy Technician Internship (6 cr)
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. Lab. Variable. Repeatable 3 times.

PHM 2202 Certification Review (1 cr)
L

This course covers standardized test-taking tips, PTCB Certification FAQ's, and provides an overall exam focus. Lecture.

PHY 1110 Survey of Physics (4 cr)
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. Lecture / Lab. IAI: P1 901L

PHY 1111 Technical Physics I (4 cr)

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. Lecture / Lab.

PHY 1120 Physics I (5 cr)

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. Lecture / Lab. IAI: P1 900L

PHY 1122 Physics II (5 cr)

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. Lecture / Lab.

PHY 2110 General Physics I (5 cr)

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 or current registration in MTH 1171. Lecture / Lab. IAI: P2 900L

PHY 2112 General Physics II (5 cr)

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, dielectrics, Kirchoff'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. Lecture / Lab.

PHY 2114 Modern Physics (3 cr)

F	L	O	W
---	---	---	---

A course for students in engineering, mathematics, physics and chemistry. Topics include the following: waves; special relativity; origin of quantum theory; quantum mechanics; atomic view of matter; solid state physics and conduction; nuclear energy; radioactivity; nuclear structure; elementary particles. PREREQUISITE: PHY 2112 General Physics II AND CO-REQUISITE: MTH 2173 Calculus and Analytic Geometry III. Lecture / Lab.

PHY 2120 Analytical Mechanics I (Statics) (3 cr)

F	L	O	W
---	---	---	---

Analysis of force systems by means of vector algebra; statics of particles and rigid bodies; 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; friction; and virtual work. 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). Lecture.

PHY 2122 Analytical Mechanics II (Dynamics) (3 cr)

F	L	O	W
---	---	---	---

Application of vector calculus to problems involving kinematics and dynamics of the planar and three-dimensional motion of particles, kinematics and dynamics of the planar and three-dimensional motion of rigid bodies, application of Newton's Laws to particles and rigid bodies, application of work, energy and momentum methods to particles and rigid bodies, and mechanical vibrations. For engineering, physics, and mathematics majors. PREREQUISITE: PHY 2120 Analytical Mechanics I (EGR 942) and co-requisite: MTH 2181 Differential Equations. Lecture.

PLS 1101 Introduction to Political Science (3 cr)

F	L	O	W
---	---	---	---

This course is an introduction to the study of political processes, systems, behavior, and institutions. Focus is on the systematic study of politics and government through an academic methodology and includes specific discussion of political ideology/philosophy, the state, policy, political culture and socialization, distinctions across political systems, and global politics. Lecture. IAI: S5 903

PLS 2101 Government of the United States (3 cr)

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. Lecture. IAI: S5 900

PLS 2103 State and Local Government (3 cr)

F	L	O	W
---	---	---	---

This course is a survey of the structure and functions of American states and local government. Lecture. IAI: S5 902

PLS 2105 Political Assassinations (3 cr)

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. Lecture.

PLS 2106 Introduction to International Relations (3 cr)

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. Lecture. Repeatable 3 times. IAI: S5 904

PLS 2198 Topics in Political Science (3 cr)

F	L	O	W
---	---	---	---

This course is a seminar on a special topic or current issue in political science. Lecture. Variable.

PRA 1201 Survey of Psychiatric Rehabilitation (3 cr)

	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. Lecture. Repeatable 3 times.

PRA 1202 Psychiatric Rehabilitation Skills (3 cr)

	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. Lecture. Repeatable 3 times.

PRA 1203 Psychiatric Rehab Health Skills (3 cr)

	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. Lecture.

PRA 2204 Voc. and Community Living Skills (3 cr)

	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. Lecture.

PRE 0415 Elementary Geometry (4 cr)

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. Lecture. Repeatable 3 times.

PRE 0420 Intermediate Algebra (5 cr)

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 or a sufficient score on placement test. Lecture. Variable. Repeatable 3 times.

PSC 1101 Intro to Physical Science (4 cr)
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 at least two of the following: astronomy, chemistry, physics, and earth science. This course is designed for students wanting a general education background in the physical sciences. Lecture / Lab. IAI: P9 900L

PSC 1111 Introduction to Astronomy (3 cr)
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. IAI: P1 906

PSC 1112 Introduction to Astronomy Lab (1 cr)
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. Lab. IAI: P1 906L

PSY 1101 General Psychology I (3 cr)
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. NO PREREQUISITE. Lecture. IAI: S6 900

PSY 1102 General Psychology II (3 cr)
F L O W

A continuation of the study of human and animal behavior. Topics may include the biology of behavior, sensation and perception, memory, cognition, motivation, emotion, individual differences, applied psychology, and parapsychology. PREREQUISITES: PSY 1101 General Psychology I. Lecture.

PSY 1103 Business Psychology (3 cr)
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. Lecture.

PSY 1105 Psychology of Group Behavior (3 cr)
L O 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. Lecture / Lab.

PSY 1106 Humanistic Psychology (3 cr)
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. Lecture.

PSY 1107 Topics in Psychology (1 cr)
L O W

Seminar on a specific topic in the field of psychology. Topic will be on current issues in psychology. Lecture.

PSY 1108 Psychological Aspects of Aging (3 cr)
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. Lecture. IAI: S6 905

PSY 1109 Human Relations (3 cr)
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. Lecture.

PSY 1201 Introduction to Counseling (4 cr)
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. Lecture / Lab. Variable. Repeatable 3 times.

PSY 2104 Child Psychology (3 cr)
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. Lecture. IAI: S6 903

PSY 2105 Adolescent Psychology (3 cr)

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. Lecture. IAI: S6 904

PSY 2107 Social Psychology (3 cr)

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. Lecture. IAI: S8 900

PSY 2108 Current Issues in Psychology (2 cr)

F	L	O	W
---	---	---	---

Seminar on salient issues in the field of psychology. Lecture.

PSY 2109 Human Growth and Development (3 cr)

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. Lecture. IAI: S6 902

PSY 2110 Introduction to Personality Dynamics (3 cr)

F	L	O	W
---	---	---	---

This course is designed to orient the student to influences that have an impact upon personality development and adjustment. Students will be introduced to the different categories and traits used to describe personalities as well as the research methods used to examine these different characteristics. Physiological factors affecting personality will be examined as well as the different personality disorders and the origins of modern personality psychology within the Psychoanalytic approach. PREREQUISITE: PSY 1101 General Psychology I or consent of instructor. Lecture.

PSY 2111 Abnormal Psychology (3 cr)

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. IVTR classification, etiological determinants, treatment for behavioral disorders, and prognostic estimates for various mental illnesses. PREREQUISITE: PSY 1101 General Psychology I or consent of instructor. Lecture.

PSY 2112 Sports Psychology (3 cr)

F	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. Lecture.

PTE 1111 Golf I (1 cr)

F	L	O	W
---	---	---	---

A study of the basic fundamentals and skills necessary to take part in the game of golf. Lab. Repeatable 3 times.

PTE 1112 Golf II (1 cr)

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. Lab. Repeatable 3 times.

PTE 1113 Softball I (1 cr)

F	L	O	W
---	---	---	---

A study in nature, fundamental skills, rules and knowledge necessary to play softball. Lab. Repeatable 3 times.

PTE 1114 Softball II (1 cr)

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. Lab. Repeatable 3 times.

PTE 1117 Volleyball I (1 cr)

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. Lab. Repeatable 3 times.

PTE 1118 Volleyball II (1 cr)

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. Lab. Repeatable 3 times.

PTE 1119 Baseball I (1 cr)

F	L	O	W
---	---	---	---

A study in the nature, fundamental skills, rules and knowledge necessary to play baseball. Lab. Repeatable 3 times.

PTE 1120 Baseball II (1 cr)

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. Lab. Repeatable 3 times.

PTE 1121 Flag Football (1 cr)

	L	O	W
--	---	---	---

A study of the basic fundamental skills, rules and strategy of flag football. Lab. Repeatable 3 times.

PTE 1122 Soccer (1 cr)

F	L	O	W
---	---	---	---

A study in the basic fundamentals and skills necessary to take part in soccer. Lab. Repeatable 3 times.

PTE 1136 Basketball II (1 cr)

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. Lab. Repeatable 3 times.

PTE 1137 Basketball II (1 cr)

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 consent of instructor. Lab. Repeatable 3 times.

PTE 2103 Golf III (1 cr)

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. Lab. Repeatable 3 times.

PTE 2104 Golf IV (1 cr)

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. Lab. Repeatable 3 times.

PTE 2107 Volleyball III (1 cr)

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. Lab. Repeatable 3 times.

PTE 2113 Softball III (1 cr)

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. Lab. Repeatable 3 times.

PTE 2114 Softball IV (1 cr)

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. Lab. Repeatable 3 times.

PTE 2115 Basketball III (1 cr)

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. Lab. Repeatable 3 times.

PTE 2116 Basketball IV (1 cr)

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. Lab. Repeatable 3 times.

PTE 2119 Baseball III (1 cr)

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. Lab. Repeatable 3 times.

PTE 2120 Baseball IV (1 cr)

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. Lab. Repeatable 3 times.

PTE 2121 Volleyball IV (1 cr)

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. Lab. Repeatable 3 times.

PTT 1200 Intro to Process Technology (3 cr)

	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. Lecture.

PTT 1201 Process Tech Instrumentation (4 cr)

	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. Lecture / Lab.

PTT 1202 OSHA Training (3 cr)

	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. Lecture. Variable. Repeatable 3 times.

PTT 1204 P-Tech Safety & the Environment (3 cr)

	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. Lecture.

PTT 1205 Tech Reading/Writing/Reporting (3 cr)

	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.). Lecture.

PTT 2201 P-Tech Equipment (4 cr)

	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. Lecture / Lab.

PTT 2205 P-Tech Quality Control (3 cr)

	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. Lecture.

PTT 2206 P-Tech Systems (4 cr)

	L		
--	---	--	--

Process Technology Systems reviews the various process systems found within the industry. Understanding systems processes and responding to abnormal occurrences will be addressed. Lecture / Lab.

PTT 2207 P-Tech Operations (4 cr)

	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. Lecture / Lab.

PTT 2208 Process Troubleshooting (4 cr)

	L		
--	---	--	--

Process Technology Troubleshooting by individuals and collaborative group efforts; application of problem solving techniques including case studies, simulations, and equipment analysis. Lecture / Lab.

PTT 2209 Distributed Control Systems (6 cr)

	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. Lecture / Lab. Variable. Repeatable 3 times.

PTT 2212 Process Technology Internship (6 cr)

	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. Repeatable 3 times.

PTT 2298 Topics in Process Technology (6 cr)

	L		
--	---	--	--

Study of a specialized topic within the field of process technology, which is not available in the established course offerings. Lecture. Variable. Repeatable 3 times.

QAC 1202 Statistics/Productivity & Quality (2 cr)

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. Lecture.

QAC 1203 Total Quality Assurance-Q. A. Management (2 cr)

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. Lecture.

QAC 1204 Dimen. Metrology & Blueprint Interp. (6 cr)

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. Lecture. Variable. Repeatable 3 times.

QAC 1205 Quality Planning and Analysis (6 cr)

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. Lecture. Variable. Repeatable 3 times.

QAC 1601 Quality Control I MOD-A (0.5 cr)

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. Lecture.

QAC 1602 Quality Control I MOD-B (1 cr)

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. Lecture.

RAD 1201 Intro to Rad and Patient Care (3.5 cr)

		O	
--	--	---	--

This course introduces the student to basic radiography principles and patient care. It familiarizes the student with radiographic equipment, exposure factors, and radiation protection. This course will focus on the role of the radiographer, moral and professional ethics, communication, safety and infection control, patient assessment and transfer, emergency and acute situations, contrast exam preparation, aseptic techniques, and the role of the radiographer in mobile and surgical radiography. PREREQUISITE: Admission to Radiography Program. Lecture / Lab.

RAD 1204 Radiographic Procedures I (4 cr)

		O	
--	--	---	--

This course introduces the student to basic radiography principles and anatomy and positioning terminology. It focuses on the anatomy, procedural considerations, technical factors, and image evaluation criteria for the thoracic viscera, upper limb, shoulder girdle, and abdomen. Students will demonstrate skills in a radiography laboratory setting. Lecture / Lab.

RAD 1206 Applied Clinical Radiology I (2 cr)

		O	
--	--	---	--

This course offers the student the opportunity to apply skills, learned didactically, in the clinical setting. It provides the student with practical learning opportunities and experiences in the medical radiography environment. The student will observe, assist, and solo on radiographic procedures and will prove competency and proficiency while being supervised by a registered Radiologic Technologist. 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. PREREQUISITE: Admission to Radiography Program. Lab. Variable.

RAD 1209 Radiographic Physics (4 cr)

		O	
--	--	---	--

This course covers concepts related to radiographic physics and imaging. It will focus on imaging equipment, the atom, radiation production, interactions with matter, image production and characteristics, exposure factors, scatter control, and image acquisition. Lecture.

RAD 1210 Clinical Observation (0.5 cr)

		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. Lecture. Repeatable 3 times.

RAD 1211 Radiography Orientation (0.5 cr)

		O	
--	--	---	--

This course is 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. Lecture. Repeatable 3 times.

RAD 1212 Rad Clinical Orientation (0.5 cr)

		O	
--	--	---	--

This is a course designed to develop the student's knowledge and understanding of the OCC Radiography Program clinical courses. It will include a discussion of policies related to clinical education, and the clinical forms packet will be discussed in detail. The student will be introduced to basic activities in a radiology setting. Lecture. Repeatable 3 times.

RAD 1219 Radiographic Sectional Anatomy (2 cr)

		O	
--	--	---	--

This course is designed to develop the student's knowledge and understanding of sectional anatomy in the radiologic sciences. PREREQUISITES: ARRT Certificate or LSC 2111 Human Anatomy & Physiology I and LSC 2112 Human Anatomy & Physiology II. Lecture. Repeatable 2 times.

RAD 1224 Radiographic Procedures II (4 cr)

		O	
--	--	---	--

This course is a continuation of the Radiographic Procedures I course. It focuses on the anatomy, procedural considerations, technical factors, and image evaluation criteria for the digestive system, urinary system, lower limb, and pelvis and proximal femora. Students will demonstrate skills in a radiography laboratory setting. PREREQUISITE: RAD 1204 Radiographic Procedures I. Lecture / Lab.

RAD 1226 Applied Clinical Radiology II (2 cr)

		O	
--	--	---	--

This course is a continuation of the skills and training acquired in Applied Clinical Radiology I. It offers the student the opportunity to apply skills, learned didactically, in the clinical setting. It provides the student with practical learning opportunities and experiences in the medical radiography environment. The student will observe, assist, and solo on radiographic procedures and will prove competency and proficiency while being supervised by a registered Radiologic Technologist. 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. PREREQUISITE: RAD 1206 Applied Clinical Radiology I. Lab.

RAD 1229 Research in Radiology (1 cr)

The 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. Lab.

RAD 1236 Applied Clinical Radiology III (2 cr)

This course is a continuation of the skills and training acquired in Applied Clinical Radiology II. It offers the student the opportunity to apply skills, learned didactically, in the clinical setting. It provides the student with practical learning opportunities and experiences in the medical radiography environment. The student will observe, assist, and solo on radiographic procedures and will prove competency and proficiency while being supervised by a registered Radiologic Technologist. 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. Fourteen lab hours per week. PREREQUISITES: RAD 1206 Applied Clinical Radiology I and RAD 1226 Applied Clinical Radiology II. Lab.

RAD 1603 Radiologic Technology Seminar (0.5 cr)

The Radiologic Technology Seminar is designed for 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. PREREQUISITE: Completion of 2 semesters in a Radiography Program or ARRT Certification. Lecture. Repeatable 2 times.

RAD 2201 Advanced Imaging (2 cr)

This course introduces the student to advanced modalities and procedures within the radiography profession. The topics will include myelography, arthrography, computed tomography, magnetic resonance imaging, ultrasound, nuclear medicine, and radiation therapy. Lecture.

RAD 2204 Registry and Career Review (4 cr)

This course is designed to aid the radiography student in preparing for the American Registry of Radiologic Technologists (ARRT) Radiography Examination. It will also prepare the student for entrance into the workforce as an entry level radiologic technologist. PREREQUISITES: ENG 1111 Composition I OR SPE 1101 Fund of Effective Speaking, HEA 1225 Intro to Medical Terminology, MTH 1201 Technical Mathematics, RAD 1201 Intro to Rad and Patient Care, RAD 1211 Radiography Orientation, RAD 1212 Rad Clinical Orientation, RAD 1219 Radiographic Sectional Anatomy, RAD 2222 Image Production & Eval, RAD 2227 Radiographic Procedures III, RAD 2228 Radiation Biology & Protection, RAD 2246 Applied Clinical Radiology IV. Lecture. Repeatable 3 times.

RAD 2205 Radiology Supervisor Skills (1 cr)

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. Lecture.

RAD 2221 Radiographic Pathology (4 cr)

This course covers radiologic pathologic conditions of the various systems of the human body. Systems to be included are respiratory, skeletal, gastrointestinal, urinary, cardiovascular, nervous, hematopoietic, endocrine, and reproductive. PREREQUISITES: ARRT Certificate or LSC 2111 Human Anatomy & Physiology I and LSC 2112 Human Anatomy & Physiology II. Lecture.

RAD 2222 Image Production & Evaluation (4 cr)

This course is an introduction of the principles and methods of digital radiography. It focuses on digital processing, computed and digital radiography, digital fluoroscopy, PACS and medical informatics, and quality control. Lecture.

RAD 2227 Radiographic Procedures III (4 cr)

This course is a continuation of the Radiographic Procedures II course. It focuses on the anatomy, procedural considerations, technical factors, and image evaluation criteria for the vertebral column, bony thorax, and headwork including skull, facial bones, and paranasal sinuses. Students will demonstrate skills in a radiography laboratory setting. PREREQUISITES: RAD 1204 Radiographic Procedures I and RAD 1224 Radiographic Procedures II. Lecture / Lab. Repeatable 3 times.

RAD 2228 Radiation Biology & Protection (4 cr)

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 Radiographic Physics. Lecture / Lab.

RAD 2246 Applied Clinical Radiology IV (3 cr)

This course is a continuation of the skills and training acquired in Applied Clinical Radiology III. It offers the student the opportunity to apply skills, learned didactically, in the clinical setting. It provides the student with practical learning opportunities and experiences in the medical radiography environment. The student will observe, assist, and solo on radiographic procedures and will prove competency and

proficiency while being supervised by a registered Radiologic Technologist. 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. Twenty-one lab hours per week. PREREQUISITES: RAD 1206 Applied Clinical Radiology I, RAD 1226 Applied Clinical Radiology II, and RAD 1236 Applied Clinical Radiology III. Lab.

RAD 2256 Applied Clinical Radiology V (3 cr)

		O	
--	--	---	--

This course is a continuation of the skills and training acquired in Applied Clinical Radiology IV. It offers the student the opportunity to apply skills, learned didactically, in the clinical setting. It provides the student with practical learning opportunities and experiences in the medical radiography environment. The student will observe, assist, and solo on radiographic procedures and will prove competency and proficiency while being supervised by a registered Radiologic Technologist. 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. Twenty-one lab hours per week. PREREQUISITES: RAD 1206 Applied Clinical Radiology I, RAD 1226 Applied Clinical Radiology II, RAD 1236 Applied Clinical Radiology III, and RAD 2246 Applied Clinical Radiology IV. Lab. Variable.

REM 0401 Basic Reading Skills I (3 cr)

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. Lecture. Repeatable 3 times.

REM 0402 Basic Reading Skills II (3 cr)

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. Lecture. Repeatable 3 times.

REM 0409 Basic Writing Skills (3 cr)

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. Lecture. Variable. Repeatable 3 times.

REM 0410 Remedial English I (3 cr)

F	L	O	W
---	---	---	---

Remedial English I stresses grammar and mechanics and their relation to sentence construction. Lecture. Repeatable 3 times.

REM 0411 Remedial English II (3 cr)

F	L	O	W
---	---	---	---

Remedial English II stresses grammar, punctuation, mechanics, sentence and paragraph structure. Lecture. Repeatable 3 times.

REM 0412 Developmental Composition (2 cr)

F	L	O	W
---	---	---	---

This course is designed to build the students' abilities in reading for comprehension and in expressive written communication; including topics such as reading and comprehension strategies and vocabulary-expanding techniques. This course will ask the student to read passages and to write creative pieces of work utilizing conventions of print. Lecture. Repeatable 3 times.

REM 0419 Math Preparation (3 cr)

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. Lecture. Variable. Repeatable 3 times.

REM 0420 Basic Mathematics (5 cr)

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. Lecture. Variable. Repeatable 3 times.

REM 0421 Beginning Algebra (4 cr)

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. Lecture. Repeatable 3 times.

REM 0422 Math Literacy (6 cr)

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: REM 0420 Basic Mathematics or sufficient score on a math placement test. Lecture. Variable. Repeatable 3 times.

RST 1601 Sanitation and Safety (3 cr)
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. Lecture. Variable. Repeatable 3 times.

SME 1602 Small Gas Engine Repair 4-Cycle (3 cr)
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. Lecture / Lab.

SME 1603 Small Gas Engine Repair 2-Cycle (3 cr)
F L O W

This course is a basic course designed for individuals interested in the functioning, maintenance, and repair of small gas engines. Lecture / Lab.

SOC 1106 Topics in Sociology (1 cr)
L O W

Seminar on a selected topic in Sociology. Lecture.

SOC 1107 The Sociology of Sex & Gender (3 cr)
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. Lecture. IAI: S7 904D

SOC 1108 Race and Ethnic Relations (3 cr)
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. Lecture. IAI: S7 903D

SOC 1109 Sociology of Religion (3 cr)
F L O W

Introduction to the concept of religion within society, treating the nature, origin, beliefs, practices and role that religion plays. This course is a survey of the sociological link between cultural perspectives and religious concepts and beliefs such as the existence of God, nature of good and evil, after-life and ethics. Lecture. IAI: H5 900

SOC 1110 Gods, Heroes, and Society (3 cr)
F L O W

Interdisciplinary study of humanities themes; genres; and relationships from literary, historical and philosophical perspectives. This course is a survey of the sociological link between cultural perspectives and cultural myths from

around the world focusing on gods and heroes. Lecture. IAI: H9 901

SOC 2101 Principles of Sociology (3 cr)
F L O W

A study of society, including the rules, interactions and cultural patterns that organize everyday life. Includes the analysis of social conflict, the structure and function of institution, the dynamics of individual and group interactions, social stratification and interactions among diverse groups of people. Lecture. IAI: S7 900

SOC 2102 Social Problems and Trends (3 cr)
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. Lecture. IAI: S7 901

SOC 2103 Marriage & Family (3 cr)
F L O W

This course is designed to challenge students to better understand the interrelationships between cultural, society and family, and survey the contemporary family in historical and cross-cultural perspectives. Topics for this course include trends in mate selection, marriage, child-rearing, employment, gender roles and communication within the family. Lecture. IAI: S7 902

SOC 2104 Death & Dying (3 cr)
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. Lecture.

SOC 2106 Issues in Sociology (2 cr)
L O W

Seminar on various issues in Sociology. Issues selected will be relevant to current problems in the field of Sociology. Lecture.

SOC 2108 Sociology of Aging (3 cr)
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. Lecture.

SOC 2198 Topics/Issues in the Social Sciences (4 cr)
F L O W

Seminar on a special topic or current issue in one or more of the social behavioral sciences. Lecture. Variable. Repeatable 1 time.

SPE 1101 Fundamentals of Effective Speaking (3 cr)
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. Lecture. IAI: C2 900

SPE 1111 Interpersonal Communications (3 cr)
F L O W

An introduction to the basic theories and concepts relevant to face-to-face interaction. Emphasis is placed on the role of communication in the creation, maintenance, and termination of social, romantic, familial, and professional relationships. Lecture.

SPE 1121 Small Group Communication (3 cr)
F L O W

An introduction to the theory and practice of small group communication. Emphasis is placed on social norms, the nature and types of groups, and leadership development. Students are expected to demonstrate both practical and theoretical understanding of problem-solving, information-providing, decision-making, and conflict management. Lecture.

SPE 2102 Advanced Public Speaking (3 cr)
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. Lecture.

SPE 2111 Persuasion (3 cr)
F L O W

Principles of reasoning, critical thinking, argumentation, and advocacy and their expression in a variety of media. Students will develop an understanding of how arguments function to influence attitudes, values, and behaviors in our public culture with an emphasis on the nature of argument, proofs and evidence, constructing arguments, fallacies of argument, and the use of logical and persuasive reasoning. Lecture.

SPE 2121 Debate (3 cr)
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. Lecture.

SPM 1201 Intro to Sport Management (3 cr)
F L O W

This course is a foundational course in the Sport Management program. The course is designed to introduce basic information and concepts associated with the field of sport management and recreation. Topics of study include characteristics of and labor market trends in sport management and affiliated industries, characteristics of successful managers in the industry, and the application of sport management strategies and techniques in interscholastic, intercollegiate, public, community, health/fitness settings. Lecture.

SPM 1202 Recreation and Leisure (3 cr)
F L O W

This course will familiarize students with the interrelationship between recreation and leisure in our culture. Students will be introduced to the many effects that recreation and leisure has on society including, but not limited to health, wellness, life stages, culture and the economy. Lecture.

SPM 1203 Kinesiology and Sport (2 cr)
F L O W

This course is an introductory professional course which includes the general scope, purpose, history, growth and development, and career assessment of physical education, exercise science, sport related careers and athletic training. Lecture.

SPM 1210 Principles of Coaching (3 cr)
F L O W

This course designed to introduce students to the theory and practice of coaching. The nature of coaching, qualifications, skills and issues relative to the profession will be explored. Lecture.

SPM 1211 Sports and Society (3 cr)
F L O W

The course is designed to explore sports in the context of broader society. Various academic disciplines, including (but not limited to) economics, sociology, history, political science, and psychology will be employed to examine how sports has impacted and continues to impact society as well as how historical developments in society have impacted sports. Lecture.

SPM 2201 Sport Communication (3 cr)
F L O W

This course is a foundational course in the Sport Management program. The course is designed to examine the reciprocal relationship between sports and mass media, including the historical development and contemporary relevance of newspapers, radio, and television as well as the proliferation of new media and the impact of new media on sports. Lecture.

SPM 2202 Diversity in Sports (3 cr)
F L O W

This course will explore how historical and modern practices have impacted opportunities and experiences of various cultural groups in American sport. The course will look at diversity issues as they relate to race, ethnicity, gender, social class, sexuality, and physical ability/disability. Diversity issues in sport will be related to society in a larger scale. Students will study the impact and interconnectedness of diversity issues in sport and society. Lecture.

SPM 2210 Activity Planning (3 cr)
F L O W

This course will provide students with an understanding of programming and planning in Sport Management. Students will get a thorough understanding of the sport/event marketing and promotions, scheduling, staffing and facility management. PREREQUISITES: SPM 1201 Intro to Sport Management, SPM 1202 Recreation and Leisure, or consent of instructor. Lecture / Lab.

SPM 2225 Sport Internship/Seminar (6 cr)
F L O W

This is a practical experience course in which the student is placed in a sport management related area for work experience. An individual training agreement will be developed for each student 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: Completion of first year program requirements or consent of instructor. Lecture / Lab. Variable. Repeatable 3 times.

SPN 1111 Elementary Spanish I (4 cr)
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. Lecture / Lab.

SPN 1121 Elementary Spanish II (4 cr)
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. Lecture / Lab.

SPN 2112 Intermediate Spanish I (4 cr)
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. Lecture / Lab.

SPN 2121 Intermediate Spanish II (4 cr)
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. Lecture / Lab. IAI: H1 900

SSC 2107 Current Issues Forum (2 cr)
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. Lecture. Repeatable 3 times.

SSS 1201 Introduction to Social Services (3 cr)
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. Lecture.

SSS 1202 Social Services and Welfare Dev (3 cr)
L W

This course is designed to introduce social service students to the functions, purpose, operations, and interrelations of community social services agencies. Lecture.

SSS 1203 Social Service Organizations (3 cr)
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. Lecture.

SSS 1298 Special Topics in Public/Social Services (6 cr)
F L O W

Application of public/social service principles to specific problems through case studies, simulation, special projects, or problem-solving procedures. Lecture. Variable. Repeatable 3 times.

SSS 2201 Internship I (5 cr)
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.

SSS 2202 Seminar I (1 cr)
W

The seminar accompanies the on-the-job internship. It provides individual assessment and development of related skills necessary to job competence. Lecture.

SSS 2203 Internship II (5 cr)
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. Variable.

SSS 2204 Seminar II (1 cr)
W

The seminar accompanies the second on-the-job internship. It provides additional individual assessment and development of related skills necessary to job competence. Lecture.

SSS 2205 Social Services Intervention (3 cr)
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. Lecture.

SSS 2206 Human Behavior & Social Envir (4 cr)

			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. Lecture.

SSS 2281 Home Health Aide I (3 cr)

			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, Alzheimer's, diabetes, incontinence, and dementias). Lecture. Variable. Repeatable 3 times.

SSS 2282 Home Health Aide II (3 cr)

			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 present 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. Lecture. Variable. Repeatable 3 times.

SSS 2283 Home Health Aide III (3 cr)

			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 Alzheimer's, 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. Lecture. Variable. Repeatable 3 times.

SSS 2284 Home Health Aide IV (3 cr)

			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 Alzheimer's, 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. Lecture. Variable. Repeatable 3 times.

SSS 2299 Independent Study in Human Services (6 cr)

			W
--	--	--	---

This course allows the independent study of a specialized public/social service topic, which is not available in the college's course offerings. Lecture. Variable. Repeatable 3 times.

TEL 1201 IT Fundamentals (3 cr)

	L		
--	---	--	--

This course is an introduction to the skills required to become a successful systems support professional. Students will learn preventative maintenance, troubleshooting, and fault resolution skills pertaining to computer systems. Upon completion of this course, students are encouraged to sign up for and take the entry-level CompTIA IT Fundamentals exam. Lecture / Lab.

TEL 1261 Introduction to Outside Plant (3 cr)

	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. Lecture.

TEL 1262 Introduction to Interconnect Services (3 cr)

	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. Lecture.

TEL 1263 Introduction to Switching Technology (2 cr)

	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. Lecture.

TEL 1264 Common-Control Switching (1 cr)

	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. Lecture.

TEL 1265 Introduction to Computers (3 cr)

	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. Lecture / Lab.

TEL 1266 Fundamentals of Telecom (3 cr)

	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. Lecture.

TEL 1271 Basic Cable Splicing (3 cr)

	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. Lecture / Lab.

TEL 1272 Business Comm Systems I (3 cr)

	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. Lecture / Lab.

TEL 1273 Electronics in Telecom (4 cr)

	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. Lecture.

TEL 1274 Station Installation (3 cr)

	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. Lecture / Lab.

TEL 1275 Essential Computer Skills (4 cr)

	L		
--	---	--	--

This is an introductory course in computers and software. Students learn how computers are used in personal life, academics, and technical careers. Students will gain an understanding and demonstrate core computer skills using real-world projects using productivity software and Windows operating systems. Lecture / Lab. Variable. Repeatable 3 times.

TEL 1276 Working Aloft (2 cr)

	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. Lecture / Lab.

TEL 2200 Internship in Telecommunications (5 cr)

	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 Twenty-five lab hours per week.

TEL 2201 Operating Systems Essentials (3 cr)

	L		
--	---	--	--

This course is an introduction to the basic and advanced software skills required of successful IT professionals. Students will learn to install, upgrade, and maintain select Windows operating systems. Upon completion of this course, students are encouraged to sign up for and take the Microsoft MTA exam. Lecture / Lab.

TEL 2204 Fiber Optic Test Equipment (0.5 cr)

	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. Lecture.

TEL 2205 Fiber Optic Cable Restoration (0.5 cr)

	L		
--	---	--	--

This course varies from one company to another and year to year depending on company specifications and technological developments. It will guide the craftsman in pre-cut preparation, damage assessment, temporary restoration, and eventual permanent repair and/or section replacement. Mechanical splice restoration is stressed. Lecture. Repeatable 3 times.

TEL 2206 Fiber Terminating for LANs (1 cr)

	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. Lecture. Repeatable 3 times.

TEL 2211 A+ & PC Pro Exam Prep (4 cr)

	L		
--	---	--	--

This course is designed to aid students in preparing to take the industry standard CompTIA A+ and Testout PC Pro certification exams. Emphasis is placed upon reviewing main topics covered by both exams, as well as providing students the opportunity to work in hands-on areas in a simulated or real-world lab environment. Simulated and written practice tests are taken and reviewed during this course providing students with the chance to strengthen weak areas covered by the CompTIA A+ and PC Pro exams. Lecture / Lab.

TEL 2212 Net+ & Network Pro Exam Prep (3 cr)

	L		
--	---	--	--

This course is designed to aid students in preparing to take both the industry standard CompTIA Network+ exam and the Testout Network Pro certification exam. Emphasis is placed upon reviewing main topics covered by both exams, as well as providing students the opportunity to work in hands-on areas in a simulated or real-world lab environment. Simulated and written practice tests are taken and reviewed during this course providing students with the chance to strengthen weak areas covered by the CompTIA Network+ and Network Pro exams. Lecture / Lab.

TEL 2214 Cisco Fundamentals I (3 cr)

	L		
--	---	--	--

This course is the first of two courses designed to train students to configure routers and switches. Specific topics include the essential knowledge and application of networking fundamentals, LAN switching, and basic IPv4 addressing and subnetting. Lecture / Lab.

TEL 2215 Cisco Fundamentals II (3 cr)

	L		
--	---	--	--

This course is the second of two courses designed to train students to configure Cisco routers and switches. This course focuses on the configuration of Cisco routers and switches using terminal software. Lecture / Lab.

TEL 2216 Cisco CCENT Exam Prep (3 cr)

	L		
--	---	--	--

This course is designed to aid students in preparing for taking the Cisco Entry Level Technician (CCENT) exam. Emphasis is placed upon reviewing main topics covered by the exam, as well as providing students the opportunity to work with Cisco switch and router environments. Simulated and written practice tests are taken and reviewed during this course providing students with the chance to strengthen weak areas covered by the CCENT exam. Lecture / Lab.

TEL 2217 Load Coils and Line Treatments (0.5 cr)

	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. Lecture. Repeatable 3 times.

TEL 2218 Buried Cable Locating (0.5 cr)

	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. Lecture. Repeatable 3 times.

TEL 2219 Cellular Service Fundamentals (2 cr)

	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. Lecture.

TEL 2220 Wireless Service Fundamentals (2 cr)

	L		
--	---	--	--

This course provides an introduction to the basic aspects of wireless services. It provides an overview from the historical and regulatory aspects to control and voice channel structure, antenna systems, mobile units, and health issues. Lecture.

TEL 2221 Cable Fault Analysis (0.5 cr)

	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. Lecture. Repeatable 3 times.

TEL 2223 Windows Server (3 cr)

	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. Lecture / Lab.

TEL 2226 Computer Ethics (3 cr)

	L		
--	---	--	--

This course is designed to address the ethical and legal issues surrounding computers and networking. Students are challenged to think critically and draw their own conclusions which ultimately prepares them to become responsible, ethical users of future technologies. Lecture.

TEL 2227 Computer Forensics (4 cr)

	L		
--	---	--	--

This course is designed to address the steps and tools required to do an investigative report using computer forensics. Lecture / Lab.

TEL 2249 Healthcare IT (2 cr)

	L		
--	---	--	--

This course is designed to teach students to work in a healthcare environment as an IT technician. Specific topics include the essential knowledge and application of: healthcare IT, data flow in healthcare, regulatory requirements, organizational behavior and operations relating to healthcare. PREREQUISITE: TEL 1201 IT Fundamentals, TEL 2201 Operating Systems Essentials, TEL 2284 Networking Fundamentals. Lecture.

TEL 2250 T-1 Primer (0.5 cr)

	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. Lecture.

TEL 2252 Developments in Telecom I (1 cr)

	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. Lecture. Repeatable 3 times.

TEL 2253 Developments in Telecom II (1 cr)

	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. Lecture. Repeatable 3 times.

TEL 2254 Fiber Optic Splicing (0.5 cr)

	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. Lecture. Repeatable 3 times.

TEL 2255 Electronic Key Programming (1 cr)

	L		
--	---	--	--

This industry-oriented course deals with using software and programming electronic key telephone systems. Lecture.

TEL 2257 Home Phone Systems (1 cr)

	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. Lecture.

TEL 2258 EPABX Programming (1 cr)

	L		
--	---	--	--

This industry-oriented course will provide instruction in the programming of various types of EPABXs. Both strapping and remote programming are discussed. Lecture.

TEL 2259 Modular Cable Splicing (0.5 cr)

	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. Lecture. Repeatable 3 times.

TEL 2261 Bonding and Grounding (0.5 cr)

	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. Lecture.

TEL 2263 Structured Cabling Systems (1 cr)

	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. Lab.

TEL 2264 Introduction to Fiber Optics (3 cr)

	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. Lecture / Lab.

TEL 2281 Outside Plant Construction (4 cr)

	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. Lecture / Lab.

TEL 2282 TDM Switching Technology (3 cr)

	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. Lecture / Lab.

TEL 2283 Digital Electronics (1 cr)

	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. Lecture.

TEL 2284 Networking Fundamentals (3 cr)

	L		
--	---	--	--

This course is designed to help students learn the fundamentals skills and concepts they will use on the job in any type of networking career. Specific topics will require students to identify and describe all of the major networking technologies, systems, skills, and tools in use to manage and maintain wired and wireless networks. Lecture / Lab.

TEL 2287 IP Convergence (2 cr)

	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. Lecture.

TEL 2288 Computer Telephony I (5 cr)

	L		
--	---	--	--

This is an introductory course that addresses the technology, equipment, and procedures used to transmit data from one location to another. Starting with the basics, the class progresses through analog transmission through the use of modems, digital transmission, and computer networking. Lecture / Lab.

TEL 2291 OSP Cable Maintenance (3 cr)

	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. Lecture / Lab.

TEL 2292 Business Comm Systems II (4 cr)

	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. Lecture / Lab.

TEL 2293 Advanced Switching Technology (3 cr)

	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. Lecture / Lab.

TEL 2294 Digital Transmission Networks (3 cr)

	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. Lecture.

TEL 2295 Telecommunications Conspectus (3 cr)

	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. Lecture. Variable. Repeatable 3 times.

TEL 2296 Emerging Technologies (1 cr)

	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. Lecture.

TEL 2298 Computer Telephony II (4 cr)

	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. Lecture / Lab.

TEL 2299 Advanced Cable Splicing (3 cr)

	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. Lecture / Lab.

TEL 2601 Fiber Optics in Outside Plant (0.5 cr)

	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. Lecture.

TEL 2602 Fusion Splicing Optical Fibers (0.5 cr)

	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. Lecture.

TEL 2603 Mechanical Splicing Optical Fibers (0.5 cr)

	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. Lecture.

TEL 2611 Introduction to OSP Cable Splicing (0.5 cr)

	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. Lecture.

TEL 2612 Cable Splicing in Pedestals (0.5 cr)

	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. Lecture.

TEL 2613 Buried Splice Closures (0.5 cr)

	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. Lecture.

TEL 2614 Aerial Splice Closures (0.5 cr)

	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. Lecture.

TEL 2615 Aerial Terminal Splicing (0.5 cr)

	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. Lecture.

TEL 2616 Connectors for Cable Splicing (0.5 cr)

	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. Lecture.

TEL 2619 Buried Cable Fault Location & Repair (0.5 cr)

	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. Lecture.

TEL 2620 Aerial Cable Fault Loc & Repair (0.5 cr)

	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. Lecture.

TEL 2631 Fundamentals of Wireless I (0.5 cr)

	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. Lecture. Repeatable 3 times.

TEL 2632 Fundamentals of Wireless II (1 cr)

	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. Lecture. Repeatable 3 times.

TEL 2633 Fundamentals of Wireless III (2 cr)

	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. Lecture. Repeatable 3 times.

TEL 2641 Intro to Data Communications (1 cr)

	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. Lecture.

TEL 2644 Basic Computer Hardware (0.5 cr)

	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. Lecture.

TEL 2651 Fundamentals of Electricity/Telecom (0.5 cr)

	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. Lecture.

TEL 2653 T-1 Fundamentals (1 cr)

	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. Lecture.

TEL 2654 T-1 Digital Carrier Systems (3 cr)

	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. Lecture.

TEL 2663 Exposing Buried Cable (1 cr)

	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. Lecture.

TEL 2664 Excavation for Cable Work (1 cr)

	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. Lecture.

TEL 2665 Digging Up Buried Cable (0.5 cr)

	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. Lecture.

TEL 2670 Defensive Driving (0.5 cr)

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. Lecture. Repeatable 3 times.

TEL 2691 Telecom Industry Internship I (5 cr)

	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.

TEL 2692 Telecom Industry Internship II (5 cr)

	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.

TEL 2693 Developments in Telecom III (0.5 cr)

	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. Lecture. Repeatable 3 times.

TEL 2694 Developments in Telecom IV (1 cr)

	L		
--	---	--	--

This course will provide an opportunity for students to receive exposure to new methods and materials through visiting lecturers and new product testing. Lecture. Repeatable 3 times.

TEL 2695 Developments in Telecom V (2 cr)

	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. Lecture. Repeatable 3 times.

THM 1201 Intro to Massage Therapy (1 cr)

		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 to the Massage Therapy program. One-half classroom per week. Lecture / Lab.

THM 1205 Foundations of Massage Therapy (2 cr)

		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. Lecture.

THM 1206 Muscular Skeletal Systems (3 cr)

		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. Lecture / Lab.

THM 1210 Massage Therapy I (4 cr)

		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. Lecture / Lab.

THM 1211 Massage Therapy Anatomy/Physiology I (4 cr)

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. Lecture / Lab.

THM 1212 Massage Therapy Anatomy/Physiology II (4 cr)

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. Lecture / Lab.

THM 1214 Massage Therapy Pathophysiology (4 cr)

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. PREREQUISITES: 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. Lecture / Lab.

THM 1215 Massage Therapy II (4 cr)

This course introduces the massage therapy student to intermediate level therapeutic techniques. Joint movements, body mobilizations, hydrotherapy, Tia-Yoga, prenatal 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. Lecture / Lab.

THM 1220 Massage Therapy III (4 cr)

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. Lecture / Lab.

THM 1230 Massage Therapy Bus Practices (3 cr)

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. Lecture. Repeatable 1 time.

THM 1250 Massage Therapy Clinical I (3 cr)

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. Lab. Variable.

THM 1255 Massage Therapy Clinical II (3 cr)

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. Lab. Variable.

THM 1260 Massage Therapy Review (1 cr)

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. Lecture. Variable. Repeatable 3 times.

THM 1262 Ethics for Massage Therapy (2 cr)

		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. Lecture. Variable. Repeatable 3 times.

THM 1298 Topics and Issues in Massage Therapy (6 cr)

		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. Lecture / Lab. Variable. Repeatable 3 times.

TQM 1201 Quality: An Organizational Strategy (3 cr)

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. Lecture.

TQM 1202 Covey's Seven Habits (3 cr)

	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. Lecture.

TQM 1203 Customer and Quality Improvement (3 cr)

	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. Lecture.

TQM 1204 Process Improvement (3 cr)

	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. Lecture.

TQM 1205 Internal/External Quality Standards (3 cr)

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. Lecture.

TQM 1206 Project Management (3 cr)

	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. Lecture.

TQM 1208 Continuous Improvement Strategies (3 cr)

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. Lecture. Variable. Repeatable 3 times.

TQM 1210 Managing Customer Service (4 cr)

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. Lecture. Variable. Repeatable 3 times.

TQM 1211 Managing Customer Service II (0.5 cr)

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. Lecture. Repeatable 3 times.

TQM 1212 Team Leader and Facilitator Training (6 cr)

	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. Lecture. Variable.

TQM 1213 Team Leader and Facilitator II (6 cr)

	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. Lecture. Variable.

TQM 1214 Team Building and Development (1.5 cr)

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. Lecture. Variable. Repeatable 3 times.

TQM 1216 Conflict Resolution & Consensus Building (4 cr)

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. Lecture. Variable. Repeatable 3 times.

TQM 2204 4 Roles of Leadership (3 cr)

	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. Lecture.

TQM 2205 Leadership in Management (4 cr)

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. Lecture. Variable. Repeatable 3 times.

TRA 1221 Electrical Wiring (3 cr)

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. Lecture / Lab.

TRA 1298 Special Topics in Mechanics & Repair (6 cr)

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. Lecture. Variable. Repeatable 3 times.

TRA 1601 Instrument Flying I (2 cr)

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. Lecture.

TRA 1602 Instrument Flying II (2 cr)

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. Lecture.

TRA 1603 Introduction to Metalworking (3 cr)

F		O	W
---	--	---	---

Function, care, and use of lathes, mills, shapers, drills, and grinders are emphasized. Lecture / Lab.

TRA 1604 Woodworking I (6 cr)

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. Lecture / Lab. Variable. Repeatable 3 times.

TRA 1605 Woodworking II (6 cr)

F	L	O	W
---	---	---	---

This course covers procedures, processes and materials involved in finishing wood and furniture. Lecture / Lab. Variable. Repeatable 3 times.

TRA 1606 Woodworking III (6 cr)

F	L	O	W
---	---	---	---

The course covers furniture of different periods concentrating on identification and restoration of antiques. Lecture / Lab. Variable. Repeatable 3 times.

TRA 1611 Intro to Aviation Ground School (3 cr)

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. Lecture. Variable. Repeatable 3 times.

TRA 1612 Advanced Aviation Ground School (2 cr)

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 meteorology, 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. Lecture.

TRA 2299 Independent Study In Mechanics & Repair (6 cr)

F	L	O	W
---	---	---	---

Independent study of a specialized mechanics and repair topic, which is not available in the college's course offerings. Lecture. Variable. Repeatable 3 times.

TRK 1201 Truck Driving I (7 cr)

			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 additional licenses and permits within the industry. Lecture / Lab. Repeatable 3 times.

TRK 1210 CDL Exam Preparation (1 cr)

			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. Lecture. Repeatable 3 times.

UAS 1201 Unmanned Aerial Systems I (1 cr)

		O	
--	--	---	--

This course is an introduction to unmanned systems operations. Course includes a historical perspective and background information of the system including: FAA authority over unmanned aircraft, unmanned aircraft system registration, safety considerations, model aircraft operations, commercial drone operations, commercial drone operator and training/certification, and crew resource management. This course also exposes students to the significant regulations impacting unmanned systems operations and prepares the student to take the FAA Small UAS Remote Pilot Knowledge test. Lecture / Lab.

VOC 1101 Class Voice I (1 cr)

	L	O	W
--	---	---	---

Designed for students with an interest in singing who have had no previous formal private instruction. Topics include the anatomy of the voice, basics of breathing, phonation, enunciation, and tone production. Students will be expected to perform as solo artists for their classmates. No previous music experience is required for this course. Lab.

VOC 1102 Class Voice II (1 cr)

	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. Lab.

VOC 1111 Vocal Applied Music I (1 cr)

	L	O	W
--	---	---	---

This course involves one private lesson per week in voice. Lessons incorporate representative solo and study materials, a basic knowledge of appropriate literature, and develop performance skills, including public performance. Lecture.

VOC 1112 Vocal Applied Music II (1 cr)

	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. Lecture.

VOC 1113 Vocal Applied Music III (1 cr)

	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. Lecture.

VOC 1114 Vocal Applied Music IV (1 cr)

	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. Lecture.

VOC 1121 Choir I (2 cr)

F	L	O	W
---	---	---	---

Musical literature from various periods of choral writing is performed. A balance is maintained between a cappella and accompanied works. Recommendation from certified music teacher or consent of instructor. Lecture / Lab.

VOC 1122 Choir II (2 cr)

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 cappella works and accompanied works. PREREQUISITE: VOC 1121 Choir I or consent of instructor. Lecture / Lab.

VOC 1131 Choral Ensemble I (2 cr)

F	L	O	W
---	---	---	---

This course is a practicum in the performance of choral music from early times to present. Lecture / Lab.

VOC 1132 Choral Ensemble II (2 cr)

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. Lecture / Lab.

VOC 1151 Community Choir I (2 cr)

F	L	O	W
---	---	---	---

Community Choir offers local choral enthusiasts the opportunity to contribute their talents to the community culminating in an artistic performance at a semi-professional level. The selected repertoire will be of high quality allowing experienced singers to be challenged artistically yet affording the opportunity for less-experienced singers to gain vocal and musical skills in a supportive and encouraging environment. Lecture / Lab. Variable. Repeatable 3 times.

VOC 1152 Community Choir II (2 cr)

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. Lecture / Lab. Variable. Repeatable 3 times.

VOC 2111 Vocal Applied Music V (1 cr)

	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. Lecture.

VOC 2112 Vocal Applied Music VI (1 cr)

	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. Lecture.

VOC 2113 Vocal Applied Music VII (1 cr)

	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. Lecture.

VOC 2114 Vocal Applied Music VIII (1 cr)

	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. Lecture.

VOC 2121 Choir III (2 cr)

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. Lecture / Lab.

VOC 2122 Choir IV (2 cr)

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. Lecture / Lab.

VOC 2131 Choral Ensemble III (2 cr)

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. Lecture / Lab.

VOC 2132 Choral Ensemble IV (2 cr)

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. Lecture / Lab.

VOC 2151 Community Choir III (2 cr)

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. Lecture / Lab. Variable. Repeatable 3 times.

VOC 2152 Community Choir IV (2 cr)

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. Lecture / Lab. Variable. Repeatable 3 times.

WEL 1201 Basic Welding (3 cr)

F	L	O	W
---	---	---	---

This course introduces basic welding equipment and provides students lab experience in performing basic welding skills. Lecture / Lab.

WEL 1203 Practical Welding (4 cr)

	L		W
--	---	--	---

This course is designed to provide students instruction in specialized welding. Individual projects are designed and completed. Welding safety is stressed. Lecture / Lab.

WEL 1205 Fuel Gas Welding (2 cr)

		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. Lecture / Lab.

WEL 1206 Special Projects in Welding (3 cr)

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. Lecture / Lab. Variable. Repeatable 3 times.

WEL 1210 Gas Metal Arc Welding (2 cr)

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. Lecture / Lab.

WEL 1215 Shielded Metal Arc Welding I (2 cr)

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. Lecture / Lab.

WEL 1220 Metal Cutting and Preparation (3 cr)

		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, CNC plasma table operation, 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. Lecture / Lab.

WEL 1225 Blueprint Reading (4 cr)

F	L	O	
---	---	---	--

A practical course consisting of basic sketching, dimensioning material shapes and welding blueprint interpretation. Lecture.

WEL 1230 Shielded Metal Arc Welding II (2 cr)

		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 steelplate. PREREQUISITE: WEL 1215 Shielded Metal Arc Welding I and concurrent enrollment in or completion of WEL 1260 Combination Welding I, or consent of instructor. Lecture / Lab.

WEL 1235 Flux Cored Arc Welding (2 cr)

		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. Lecture / Lab.

WEL 1240 Welder Certification I (2 cr)

		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. Lecture / Lab.

WEL 1245 Gas Tungsten Arc Welding (2 cr)

		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. Lecture / Lab.

WEL 1250 Welding Metallurgy (2 cr)

		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. Lecture.

WEL 1260 Combination Welding I (2 cr)

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. Lecture / Lab. Variable. Repeatable 3 times.

WEL 1265 Combination Welding II (2 cr)

		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. Lecture / Lab.

WEL 2210 Welding Design & Fabrication (5 cr)

		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. Lecture / Lab.

WEL 2225 Pipe Welding Certification (3 cr)

		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. Lecture / Lab.

WKC 1601 WorkKeys NCRC Test Prep (3 cr)

F	L	O	W
---	---	---	---

This course is designed to determine current skill levels in ACT WorkKeys Applied Mathematics, Locating Information and Reading for Information utilizing WIN technology, and to increase those skill levels in preparation for taking the ACT WorkKeys National Career Readiness Certificate assessments. Lecture. Variable. Repeatable 3 times.

WKM 0403 Work Keys Math - Level 3 (3 cr)

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 placement 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. Lecture. Variable. Repeatable 3 times.

WKM 0404 Work Keys Math - Level 4 (3 cr)

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. Lecture. Variable. Repeatable 3 times.

WKM 0405 Work Keys Math - Level 5 (3 cr)

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. Lecture. Variable. Repeatable 3 times.

WKM 0406 Work Keys Math - Level 6 (3 cr)

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. Lecture. Variable. Repeatable 3 times.

WKM 0407 Work Keys Math - Level 7 (3 cr)

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. Lecture. Variable. Repeatable 3 times.

WKM 1205 Work Keys Tech Math - Level 5 (3 cr)

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. Lecture. Variable. Repeatable 3 times.

WKM 1206 Work Keys Tech Math - Level 6 (3 cr)

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. Lecture. Variable. Repeatable 3 times.

WKM 1207 Work Keys Tech Math - Level 7 (3 cr)

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. Lecture. Variable. Repeatable 3 times.

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. Lecture. Variable. Repeatable 3 times.

Appendices

Appendix A – Transfer Degree Educational Guarantee Policy
Technical Degree/Certificate Educational Guarantee Policy

Appendix B – Preventing Sexual Misconduct

Appendix C – Family Educational Rights and Privacy Act
(FERPA) Policy

Appendix D – Appropriate Use of Information Technology
Resources Policy

Appendix E – Military Credit

Appendix F – Persistence and Degree Completion

Appendix G – Credit by Examination

Appendix H – Time to Completion for Career and Technical
Education Curricula Policy

Appendix I – Academic Integrity Policy

Appendix J – Credit Equivalency by Licensure, Certification
or State Seal of Biliteracy

Appendix K – Concealed Firearms Policy

Appendix L – Tobacco Free Campus Policy

Appendix M – Withdrawal Policy

Appendix N – Dual Credit Policy

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 its transfer 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 degree, Associate in Science degree, 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 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 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 to 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, lab, activity, maintenance, and facilities 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 the 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

PREVENTING SEXUAL MISCONDUCT POLICY

(100.31)

Revised and combined with Policies 100.17 & 100.29:
July 18, 2017

The Board of Trustees of Illinois Eastern Community Colleges District #529 is committed to preventing and responding to incidents of sex-based harassment, including sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence, sexual

violence, or stalking. The Board adopts the following standards of conduct for all members of the Illinois Eastern Community Colleges community, including employees, students, contractors, and visitors.

The Board is committed to the principle that all interpersonal relationships and interactions – especially those of an intimate nature – be grounded in mutual respect, open communication, and clear consent. The District prohibits any and all forms of Sexual Misconduct including sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence, and stalking. Prohibited conduct under this Policy also includes attempting or aiding in the commission of Sexual Misconduct or retaliating against another for exercising his/her rights under this Policy.

The Board recognizes that victims and offenders can be any gender and expects members of the campus community to help maintain a safe environment. The Board encourages anyone who has been subjected to Sexual Misconduct seek appropriate help and report the incident promptly to the police and/or designated officials pursuant to this Policy.

The District is committed to educating students, staff, and faculty about its policies and procedures against Sexual Misconduct. As a general matter, the Board, through its Chief Executive Officer, will take prompt action to investigate reports of Sexual Misconduct and, where appropriate, to impose sanctions. The applicable procedures will depend on whether the alleged offender is a student, faculty, or staff member.

This policy applies to students, employees, contractors, or third parties whenever the misconduct occurs:

- A. On College property; or
- B. Off College property if;
 1. The conduct was in connection with a College or College-recognized program or activity;
 - or
 2. Otherwise has a connection to the College.

For the complete policy and procedure, the notification of rights and options, the complaint form, available resources, and strategies for bystander intervention and risk reduction, visit www.iecc.edu/titleix

APPENDIX C

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY (500.11)

A. Purpose

Illinois Eastern Community Colleges (IECC) 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 IECC 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) Student name
 - b) Student local/home address and telephone number
 - c) Electronic e-mail address
 - d) Date of birth
 - e) Current term hours carried
 - f) Major field of study
 - g) Classification (freshman, sophomore, continuing)
 - h) Academic unit
 - i) Dates of attendance
 - j) Degrees and honors earned and dates
 - k) Most recent previous education agency or institution attended prior to IECC
 - l) Participation in officially recognized activity or sport and weight, height and pictures of members of athletic teams.
 - m) 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 and 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

Asst. Dean for Student Services
11220 State Highway 1
Robinson, IL 62454
Telephone: 618/544-8657

Olney Central College

Asst. Dean for Student Services
305 North West Street
Olney, IL 62450
Telephone: 618/395-7777

Wabash Valley College

Asst. Dean for Student Services

2200 College Drive
Mt. Carmel, IL 62863
Telephone: 618/262-8641

Wabash Valley College/Workforce Education

Director of Business & Finance
C/O John A. Logan College
700 Logan College Road
Carterville, IL 62918
Telephone: 618/985-2828, ext. 8319

D. Release of Information

1. IECC 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 IECC, or to other education agencies who can be determined by IECC 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 from a student's education record without prior written consent of the student or eligible parent under one or more of the conditions described in 34 CFR Part 99.31(a)(1), the college may release directory information to appropriate IECC employees and to other educational agencies which can be determined by IECC to have a legitimate educational interest in such records.

Students wishing to restrict release of

Directory Information must file the Directory Information Request Notification Form with Student Records annually.

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 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 refusal and advise 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 academic year and must be renewed annually during the first two weeks of fall semester.

APPENDIX D

APPROPRIATE USE OF INFORMATION TECHNOLOGY RESOURCES POLICY (200.2)

In pursuit of its mission to deliver exceptional education and services to improve the lives of our students and to strengthen our communities, the Board of Trustees of Illinois Eastern Community Colleges ("IECC" or the "District") provides access to "information technology resources" (as defined below) for students, employees and other constituents within institutional priorities and financial capabilities.

Access to District information technology 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 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 resources. Data owners--whether departments, units, students, or employees--may allow individuals other than District students or employees 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 resources are to be used for the District-related activities for which they are intended and authorized. District information technology 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 information technology resources.

All users of IECC's information technology resources must act responsibly in their use of the resources. All users of District-owned or District-leased information technology resources must respect the rights of other users and comply with all pertinent licenses and contractual agreements. IECC's policy requires that all students, employees 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 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 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 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 ON ANY IECC INFORMATION TECHNOLOGY RESOURCES. THE DISTRICT INFORMATION TECHNOLOGY DEPARTMENT STAFF, COLLEGE TECHNICIANS, 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.

Account Security and Information Exchange

User IDs and passwords are provided for technology systems and are only for individual 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 his or her password, the password should be changed immediately and the IT Help Desk should be notified. 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.

Employee Account Setup Process

Supervisors request accounts for their employees by completing the Information Technology Services Request Form. This form is submitted to the Human Resources and Information Technology Departments for verification and processing. When the accounts have been created, the Information Technology Department mails the initial user IDs and passwords to the employee. Banner system accounts also require the completion of the Banner Security Request form. Entrata portal account details are also included with the IT Services Request that allows

employees and faculty access to various course and employee resources.

Student Account Setup Process

The Student Services Department provides students with ID numbers and PINS to be used to create Entrata portal accounts. The Entrata account creation process assigns the student a user ID and allows the student to create a password. The portal system provides access to many services including: email, online courses, electronic course materials, schedules, grades, tax forms, account balances, emergency alerts, library service, and much more.

Student Email and Electronic Communications

IECC provides email accounts to students as a tool for sharing important and official information regarding registration, financial aid, deadlines, student life, and more. Email allows IECC to communicate quickly and efficiently and provides standardized, consistent communication with IECC students. The student email accounts are cost-effective and environmentally friendly.

Student email accounts are created when students activate their IECC portal accounts. IECC expects that every student will receive email at his or her IECC email address and will read email on a frequent and consistent basis. A student's failure to receive and read IECC communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

Students may elect to redirect (auto-forward) email sent to their IECC email address. Students who redirect email from their official IECC email address to another address do so at their own risk. IECC is not responsible for the handling of email by outside service providers. If email is lost because of forwarding, it does not absolve the student of the responsibilities associated with communications sent to their official IECC email address.

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.

IECC prohibits the use of peer-to-peer file sharing applications on its network, including wireless networks services, to transmit, exchange, or copy any music, software, or other materials which are protected by copyright or intellectual property rights. Unauthorized copying, use or distributions of software is illegal, strictly prohibited, and subject to criminal penalties. Penalties for copyright infringement are controlled by the U.S. Copyright Office and can be as high

at \$150,000 per incident. For additional information, please see the website of the U.S. Copyright Office at www.copyright.gov. 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 Technology Resources

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 information technology resources in a manner that violates this Policy, any other District/College policy, and/or local, state or federal law.
5. Intentionally infiltrate, or "hack," IECC or other information technology resources.
6. Release viruses, worms, or other programs that damage or otherwise harm IECC or other information technology resources.
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
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.

Student Data Storage

Students are not allowed to store personal work and/or software on the hard drives in the open lab and all students should have a personal storage device or

service 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 planned or unplanned or unavoidable event or emergency.

Software

IECC may provide access to software and services such as MS Office 365, Google Docs, Adobe and others. These services are generally provided for free or at a reduced cost to currently enrolled students and/or active employees. IECC must comply with the software license agreements provided by the software vendors and services may be revoked or modified at the vendor's discretion. Students and employees are required to comply with the End User License Agreement (EULA) associated with the software or service. The software and services may be terminated when students are no longer enrolled or employees are no longer employed.

Network Bandwidth

Network capacity is limited and users must not exceed reasonable usage. IECC has the rights to block, limit, or prioritize traffic for any reason.

Internal Network

Only authorized IECC technical staff are allowed to connect personal computers or other devices to the internal IECC network.

Public Wi-Fi Internet Access

Wireless public Internet access is provided throughout most IECC's campus locations. **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 personal computing devices 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 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 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, and 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 website.

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 disciplinary policies 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 resources seriously. IECC will pursue criminal and civil prosecution of violators as it deems necessary.

Definitions

Account: see Information Technology Account

Administrative Officer: Chief Executive Officer, President, Dean or Director to whom an individual reports.

Authorized Users: students, employees, and other constituents of the IECC District.

Data Owner: the author or publisher of the information, data or software; can be the individual or department that has obtained a license for the District's use of the information, data or software.

Computing Devices: different classes of computers, servers and mobile devices. If owned, or leased by the District or if owned by an individual and connected to a District-owned, leased or operated network, use of these computing devices is covered by the IECC Policy for Responsible Use of Information Technology.

Employee: See Human Resources policy section 400.

Information Technology Resources: equipment or services used to input, store, process, transmit, and output information, including, but not limited to, desktops, laptops, mobile devices, servers, telephones,

fax machines, copiers, printers, Internet, email, and social media sites.

Information Technology Account: the combination of a user number, user name, or user ID and a password that allows a student, employee, or other authorized user access to information technology resources.

Network: a group of computing devices that share information electronically, typically connected to each other by either cable, wireless or other technologies.

Software: the programs and other operating information used by a computer.

Student: any person currently participating in any class of instruction offered by or on the premises of the IECC institutions.

Systems: see Information Technology Resources

User: see Authorized User

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	Circuit Fitness Training (1 semester hour)
PEI	2100	Advanced Circuit Fitness Training (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

CREDIT BY EXAMINATION (500.5)

Effective with the passing of Illinois House Bill 3428 and beginning with the 2016-2017 academic year, 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 (AP)				
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	Computer Science II	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	General Elective	General/History Elective	3	3
	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 Theory	MUS 1112	Beginning Theory	5, 4, 3	4
Physics B	PHY 1120	Physics I	5, 4, 3	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)

INTERNATIONAL BACCALAUREATE (IB) ACCEPTED TESTS			
SUBJECT TEST	SCORE	CREDIT HOURS AWARDED	IECC COURSE EQUIVALENT(S)
Anthropology (higher or standard)	6 or 7	3 semester hours	ANT 2101
Biology (higher)	6 or 7	12 semester hours	LSC 1101, LSC 1102, LSC 1104
Biology (standard)	6 or 7	4 semester hours	LSC 1101
Chemistry (higher)	6 or 7	8 semester hours	CHM 1130, CHM 1132
Classics-Latin (higher)	6 or 7	8 semester hours	ELECTIVES
Classics-Latin (standard)	6 or 7	8 semester hours	ELECTIVES
Computer Science (higher)	6 or 7	4 semester hours	CIS 2180
Economics (higher or standard)	6 or 7	6 semester hours	ECN 2101, ECN 2102
English A1 (higher)	6 or 7	6 semester hours	ENG 1111, ENG 1121
English A2 (higher)	6 or 7	6 semester hours	ENG 1111, ENG 1121
French A2 (higher or standard)	6 or 7	8 semester hours	FRE 2111, FRE 2121
French B (higher)	6 or 7	8 semester hours	FRE 2111, FRE 2121
French B (standard)	6 or 7	4 semester hours	FRE 2111
History (higher)	6 or 7	6 semester hours	HIS 2102, HIS 1111
Math (higher)	6 or 7	5 semester hours	MTH 1171
Further Math (standard)	6 or 7	10 semester hours	MTH 1171, MTH 1172
Philosophy (higher or standard)	6 or 7	3 semester hours	PHI 1111
Psychology (higher or standard)	6 or 7	3 semester hours	PSY 1101
Spanish A2 (standard)	6 or 7	8 semester hours	SPN 2112, SPN 2121
Spanish B (higher)	6 or 7	8 semester hours	SPN 2112, SPN 2121
Spanish B (standard)	6 or 7	4 semester hours	SPN 2112

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(IECC) 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.

Each instructor and academic support service area is authorized to establish specific guidelines consistent with this policy.

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 that 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 that 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.

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 of Instruction.
- Suspension or academic dismissal from IECC.

Appeals

The student has a right to appeal the decision of the instructor or the Dean of Instruction. 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, CERTIFICATION OR STATE SEAL OF BILITERACY (500.26)

College credit may be granted for an industry recognized license, or certification or the State Seal of Biliteracy as determined by an evaluative process administered by the Dean of Instruction.

A student who has already obtained an industry recognized license, certification, or State Seal of Biliteracy, 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 and/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 for 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 for 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 the college's Dean of Instruction.
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.

Credit Equivalency by Licensure or Certification
Procedure 500.26

FCC		LTC		OCC		WVC	
Certification	Course(s)	Certification	Course(s)	Certification	Course(s)	Certification	Course(s)
		CompTIA A+	TEL 1201 TEL 2201	CompTIA A+	IST 1210 IST 1260	State of IL Mine Examiner & Mine Manager Certification	CMT 1240
				CompTIA Network +	IST 2200	Mine Safety & Health Administration Certification	CMT 2250
				MSCA: Windows Server Cert.	IST 2280	Mine Safety & Health Administration Certification	CMT 2260
ASE Brakes	AUM 2223			ASE Brakes	AUM 2271		
ASE Engine Repair	AUM 1238			ASE Engine Repair	AUM 1265		
ASE Automatic Transmission	AUM 2228			ASE Automatic Transmission	AUM 2261		
ASE Suspension & Steering	AUM 2280			ASE Suspension & Steering	AUM 2271		
ASE Electronic Systems	AUM 1236			ASE Electronic Systems	AUM 2221		
ASE Heating & AC	AUM 1270			ASE Heating & AC	AUM 1270		
ASE Engine Performance	AUM 1235			ASE Engine Performance	AUM 1202		
L1-Advanced Engines	AUM 2222			ASE Manual Drivetrains	AUM 2261		
Advanced Technician Firefighter Module A	EPF 1204			ASE Light Vehicle Diesel	AUM 1271 AUM 1272		
Advanced Technician Firefighter Module B	EPF 1204						
Basic Operations Firefighter Module A	EPF 1208						
Basic Operations Firefighter Module B	EPF 1209						
Basic Operations Firefighter Module C	EPF 1203						
Fire Officer 1 Fire Prevention Principles	EPF 2204						
Fire Officer 1 Management I	EPF 2206						
Fire Officer 1 Management II	EPF 2207						
Fire Officer 1 Strategy and Tactics I	EPF 2207						
Fire Service Instructor I	EPF 2203						
Fire Service Instructor II	EPF 2213						
Fire Service Vehicle Operator	EPF 1205						
Hazardous Materials Awareness	EPH 1200						
Hazardous Materials First Responders Operations	EPH 1201						
Technical Rescue Awareness	EPF 1219						
Vehicle Machinery Operations	EPF 1206						
Fire Officer I	EPF 2203 EPF 2204 EPF 2207 EPF 2209						

FCC		LTC		OCC		WVC	
Basic Operations Firefighter	EPF 1203						
Advanced Firefighter Technician	EPF 1204						
Fire Service Vehicle Operator	EPF 1205						
Fire Apparatus Engineer	EPF 1207						
Instructor 1	EPF 2203						
Fire Prevention Officer	EPF 2205						
Hazardous Materials First	EPH 1200 EPH 1201						
First Responder	EPM 1201						
IDPH EMT-Paramedic	EMP 1217 EMP 1218 EMP 1219 EMP 1220						
National Registry Paramedic	EPM 1202 EPM 2204 EPM 2205 EPM 2206 EPM 2207						
NIMS 100, 200, 700	EMA 1200						
NIMS 300 & 400	EMA 1210						
NIMS General Command & Staff	EMA 1210						
Courage to Be Safe	EPF 1600						

Credit Equivalency by State Seal of Bilingual

Certification	Courses for all College
2 years high school French	FRE 1111 FRE 1121
2 years high school German	GER 1111 GER 1121
2 years high school Spanish	SPN 1111 SPN 1121
2 years high school Sign Language	HEA 1201 HEA 2201

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. (430 ILCS66: PA 98-63 and subsequent amendments by Administrative Rule and Public Act). Under that Act, 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.

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.

APPENDIX L

TOBACCO FREE CAMPUS POLICY (100.15)

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

Use of tobacco products is prohibited in any 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 District 529. As of July 1, 2015, smoking is prohibited on all IECC property, both indoors and outdoors, and in District owned vehicles. Littering the remains of tobacco products or any other related tobacco waste product on District property is further prohibited.

Definitions

"Smoking" means (1) lighting or burning any type of matter or substance that contains tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, bongos, and hookahs; (2) lighting or burning of non-tobacco plants or marijuana; and (3) using electronic cigarettes.

"Tobacco Products" means all forms of tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, bongos, hookahs, smokeless tobacco, snuff, chewing tobacco, or any other similar tobacco product, electronic cigarettes or e-cigarettes, electronic vaporizing devices, personal vaporizers, or electronic nicotine delivery systems, or any electronic inhaler that is meant to simulate and substitute for tobacco smoking.

"IECC Property" means any property owned, leased, occupied, operated or otherwise controlled by Illinois Eastern Community Colleges, including but not limited to academic and auxiliary buildings, entrances to buildings, classrooms, laboratories, residence halls, elevators, stairwells, restrooms, roofs, meeting rooms, hallways, lobbies, conference facilities, athletic complexes, exterior open spaces, lots, driveways, loading docks, sidewalks, and walkways, and as further set forth on the Smoke-Free Campus Map for each college.

This policy applies to any individual on IECC property, including but not limited to students, faculty, staff, contractors, subcontractors, volunteers, members of the public, business invitees, and visitors to the college. This policy is applicable twenty-four (24) hours a day, seven (7)

days a week. Persons who purposely violate this policy shall be subject to appropriate disciplinary action.

APPENDIX M

WITHDRAWAL POLICY (500.30)

This policy became effective the Fall 2016 Semester

Students may add, drop, or withdraw from courses during specifically set forth days as established by Illinois Eastern Community Colleges (IECC) and published in the official academic calendar, the college catalog, and in the procedures manual.

Refund Period

A refund of 100 percent of the tuition and fees will be made to a student who withdraws during the first 10 business days of a sixteen-week course period and the first 5 business days of an eight-week course period or the proportionate time of any other course not conforming to a sixteen-week or eight-week schedule.

Academic Record

Courses dropped before the start of a semester do not become part of a student's academic record. If a student withdraws either during or after a refund period, a W (withdraw) becomes part of the student's academic record. Failure to follow the official withdrawal policy will result in a grade of F.

Student Initiated Drop or Withdrawal

Each student is responsible for initiating a drop or withdrawal request by contacting Student Services at each college and completing a Course Change Form (withdrawal form). The student is encouraged to meet with the instructor, his or her Academic Advisor or Retention Coordinator, and the Financial Aid Office before withdrawing from any course.

Withdrawal requests must be received in Student Services no later than two weeks prior to the last day of classes of any regular length semester. Students are advised to contact Student Services for withdrawal deadlines for courses not conforming to a sixteen-week schedule.

Administrative Withdrawal

Prior to an administrative withdrawal, the instructor should submit a Progress Report to allow the Retention Coordinator or Academic Advisor to contact the student. If there is no resolution, i.e. a student-initiated withdrawal, an instructor may recommend an administrative withdrawal after mid-term for a student, if such withdrawal is deemed to be in the best academic interest of the student. The administrative withdrawal must be

approved by the Dean of Instruction. The Student Services/Student Records Office will notify the student and Coordinator of Financial Aid of the student's administrative withdrawal.

Upon review and approval by the Dean of Instruction, faculty may request to withdraw a student from their course with a failing grade due to plagiarism, cheating, non-attendance, or other gross infractions as outlined in the Academic Integrity Policy (500.25) and/or described in the course syllabi.

IECC also has the authority to administratively withdraw a student from classes for the following reasons:

- Registration in violation of college regulations and requirements (academic ineligibility to register);
- Failure to pay tuition and fees by established due date;
- Disciplinary suspension or dismissal for the remainder of an academic semester or longer;
- Severe psychological or health problems such that a student cannot be permitted to continue in attendance; and
- Other reasons deemed appropriate by the proper administrative staff such as the President or Dean of Instruction.

Policy to Protect Academic Standing of Dual Credit Students (Policy 500.29) specifically applies to students who are not successful in dual credit courses that follow the high school calendar and may withdraw from the college course after the college drop date to protect their academic standing.

APPENDIX N

DUAL CREDIT POLICY (500.31)

Illinois Eastern Community Colleges have worked closely with area high schools to develop partnerships which provide dual credit courses that are accessible and beneficial to high school students in the IECC District. Dual credit courses are college courses taken by a high school student for credit at both the college and high school level. Dual credit courses expand student access to higher education, provide challenging academic experience to qualified high school students, and reduce the costs of a college education for students and their families.

Dual credit courses are governed by the policies and regulations of the Illinois Community College Board, the Illinois State Board of Higher Education, the Illinois Dual Credit Quality Act, the Higher Learning Commission, and the policies and standards of IECC and the high school including the Dual Credit Agreements and the Dual Credit Student Handbook.

INDEX FOR CAREER AND TECHNICAL EDUCATION PROGRAMS

A

Accounting ACT D140	62
Professional Bookkeeper ACT C142	63
QuickBooks ACT C141	63
Administration of Justice JUS D390	64
Advanced Manufacturing MANUF D563.....	65
Advanced CNC Programming MANUF C566	66
Advanced Machining MANUF C557	66
Automation MANUF C559	66
Industrial Leadership & Organization MANUF C567	67
Manufacturing Design MANUF C556	67
Agricultural Technology/Business AGB D115.....	68
Professional Ag Applicator AGB C118	70
Agricultural Technology/Production AGP D125	69
Precision Agriculture AGP C 124	70
Alternative Fuels ENRGY C122	71
Associate Degree in Nursing NUR D350.....	54
Auto Light Repair Tech AUM C 523	73
Automotive Repair Technician AUM C 521	74
Automotive Service Specialist AUM C526.....	73
Auto Service Tech I AUM C531.....	72
Auto Service Tech II AUM C532.....	72
Light Vehicle Diesel Service AUM C533	72
Automotive Service Technology AUM D520	74
Automotive Technology AUM D522.....	75

B

Basic Nurse Assistant Training Program BAID C335	58
Broadband Telecom TEL D485	76

C

Coal Mining Maintenance I CMM1 C505	77
Coal Mining Technology Prod. Mgmt. CMT C290	78
Coal Mining Technology CMT C297	78
Coal Mining Technology CMT D295	79
Collision Repair Technology AUB D515	80
Computer Security & Forensics MSS C239.....	81
CompTIA Hardware A+ CTY C482.....	82
CompTIA Network+ CTY C483.....	82
Computer Telephony CTY C484	83
Computer Telephony CTY D449	84
Construction: Laborer LABOR C207	85
Construction: Trade Technology LABOR D208	86
Construction Technology CONST D206	87
Construction Technician CONST C205.....	87
Corrections/Youth Supervisor CORYS D391	88
Corrections Parole Officer CORPO D392.....	89
Cosmetology Teacher COSTE C263	90
Cosmetology COSME C260	91
Culinary Arts CUL D384.....	92
Baking and Pastry Arts CUL C382	93
Basic Cook CUL C383.....	93

D

Diesel Equipment Technology DIESEL D535.....	94
--	----

E

Early Childhood Education ECD D355	95
ECE Level 2 Credential ECD C353	96
ECE Level 3 Credential ECD C354	96
Educational Leadership LDSHP C248	97

Electrical Distribution Systems EDS C266	98
Electronic Medical Records HIM C194.....	99
Emergency Management Systems EMS C328	100
Energy Technology ENRGY D121	101
Entrepreneurship ENT C182	102
Executive Office Professional EOP D269.....	103
Office Assistant EOP C268	103

F

Fire Science FIRES D401.....	104
Fire Service Administrator FIRES C402.....	105
Advanced Suppression Specialist FIRES C403	106
Basic Fire Suppression Tech FIRES C404	106

G

Graphic Arts and Design GAD D199.....	107
Graphic Design GAD C198	107
Gunsmithing GNSM D572.....	108
Gunsmithing GNSM C573.....	109

H

Health Careers HLTH C196.....	58
Health Informatics HNFO D197	110
Medical Receptionist HNFO C214.....	111
Human Resource Assistant HRA D245.....	112

I

Industrial Maintenance Technology INDMA D500	113
IMT: Level I INDMA C501.....	114
IMT: Level II INDMA C502.....	114
IMT: Level III INDMA C503	114
Industrial Maintenance HVAC I INDMA C504	115
Residential HVAC INDMA C506.....	115
Industrial Management INDMG D274	116
Workplace Skills INDMG C271	116
Manufacturing Skills INDMG C272	116
Supervisory Skills INDMG C273	117
Industrial Technician INDS C546	118
Inter Industrial Technician INDS C547	118
Adv Industrial Technician INDS C548.....	118
Information Systems Technology IST D217	119
Information Systems Technology IST C216	119
Interconnect Technician TELCS C447	120

M

Marketing Business Management MARKT D235	121
Massage Therapy THM C338	122
Medical Assistant MEDA C192	123
Certified Medical Assistant MEDA D292	124
Medical Coding Associate MCODE C189	125
Medical Office Assistant SMED D190	126
Medical Transcription MEDTR C195	127
Mine Electrical Maintenance III CMT C296	78
MS Office Specialist MSOFC C244	128
Music and Media C257	129

N

Nail Technology NAILS C259	130
----------------------------------	-----

O

Office Administration OFADM D247	131
Office Administration OFADM C246	131
Office Management OMGT D186	131
OSP Technician TELCS C446	133

P

Paralegal PLEGL D171	134
Paramedicine PARA D411	135
Paramedic PARA C412	135
EMT PARA C414	136
Emergency Medical Responder PARA C421	136
Paraprofessional Educator EDU C364	137
Paraprofessional Educator EDU D365	138
Parenting PARNT C356	139
Petroleum Drilling Technology PET D304	140
Petroleum Drilling Technology PET C303	140
Pharmacy Technician PHM C337	141
Phlebotomy PHB C339	142
Process Technology PTEC D302	143
Process Technology PTEC C301	144

Q

Quality Improvement INDS C552	145
-------------------------------------	-----

R

Radiography XRAY D327	58
Radio/TV and Digital Media RADIO D255	146
Real Estate RES C181	147

S

Sales SALES C240	148
Shooting Range Safety Officer FST C574	149
Social Services Specialist SSS D425	150
Sport Grounds Maintenance HORT C388	151
Sport Management SPORT D424	152
Sports Marketing and Media MEDIA D251	153
Entertainment Business MEDIA C252	154
Media Communications MEDIA C253	154
Social Media Management MEDIA C254	154

T

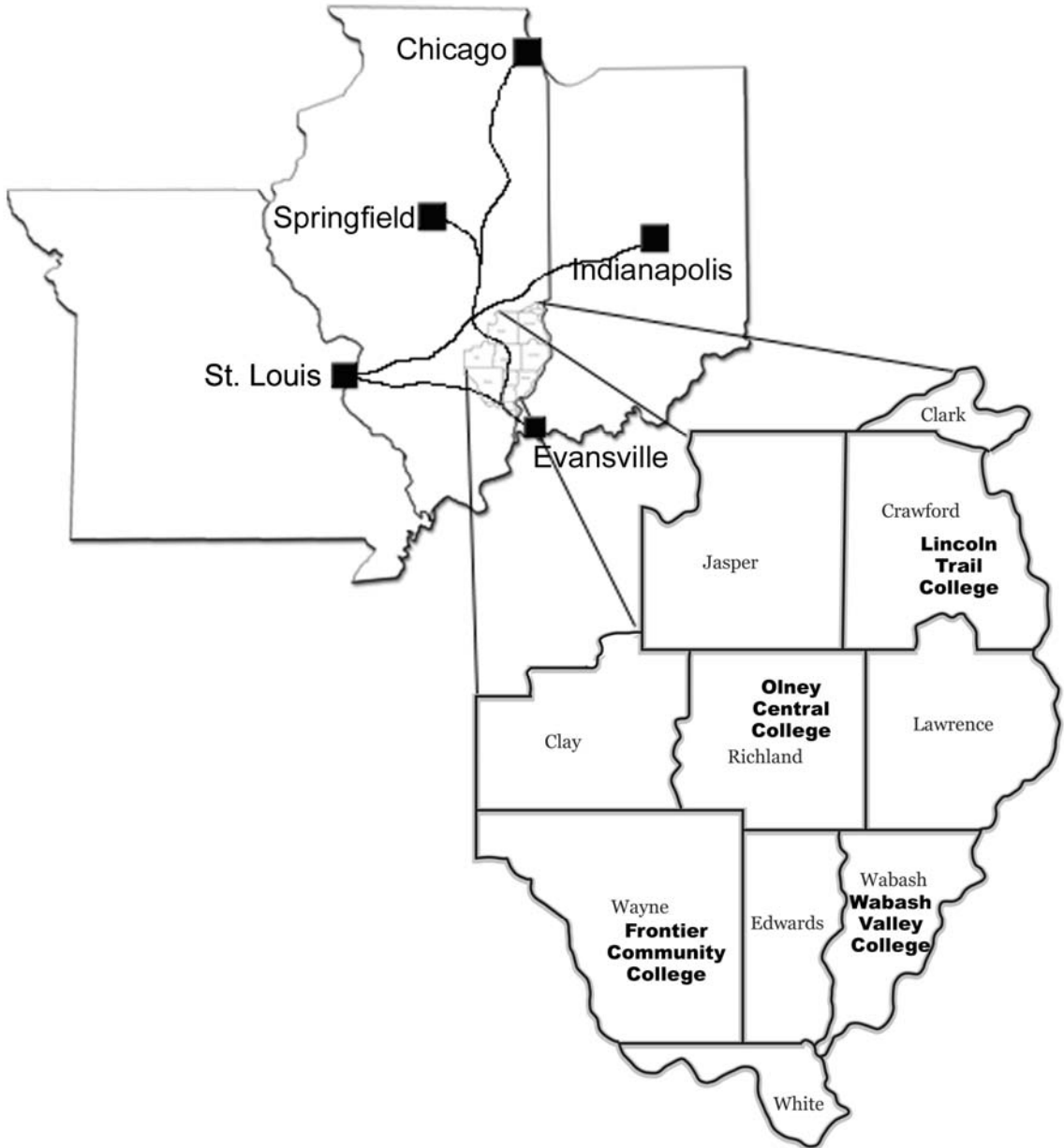
Truck Driving TRK C578	155
Turf and Landscape Design AGB C116	156

W

Welding and Cutting WELCT C570	157
Welding WELD C276	157
Welding WELD C571	158

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529

Tri-State / District Region



Illinois Eastern Community Colleges reserves the right to change, without notice, any of the material, information, requirements, or regulations published in this catalog. Illinois Eastern Community Colleges does not discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request. Illinois Eastern Community Colleges' Board of Trustees has adopted the Substance Abuse Policy. Students and employees involved in substance abuse, within the college environment, are subject to disciplinary action. For the most current catalog information, go to the IECC website at www.iecc.edu/catalog.