ILLINOIS EASTERN COMMUNITY COLLEGES

2022-2023 CATALOG

iecc.edu

IECC OFFERS THE FOLLOWING PROGRAMS:

TRANSFER PROGRAMS

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

Designed for students who plan to transfer on to a 4-year university. Contact an academic advisor to develop a program guide leading to your major.

ASSOCIATE IN GENERAL STUDIES DEGREE

Designed for students who wish to explore their individual interests within an academic structure.

CAREER AND TECHNICAL PROGRAMS

FCC

ASSOCIATE IN APPLIED SCIENCE DEGREES

Associate Degree in Nursing*
Automotive Technology
Certified Medical Assistant
Coal Mining Technology
Electrical Distribution Systems
Fire Science
Graphic Arts & Design
Medical Laboratory Technician

CERTIFICATES

Advanced Suppression Specialist
Auto Light Repair Tech
Automotive Service Specialist
Basic Fire Suppression Tech
Basic Nurse Assistant Training Program
Certificate in General Studies
Coal Mining Maintenance I
Coal Mining Technology
Electrical Distribution Systems
Emergency Medical Responder
EMT
Fire Service Administrator
Graphic Design
Health Careers
Light Vehicle Diesel Service
Medical Assistant
Mine Electrical Maintenance III
Phlebotomy

LTC

ASSOCIATE IN APPLIED SCIENCE DEGREES

Associate Degree in Nursing*
Certified Medical Assistant
Industrial Management
Office Management
Process Technology

CERTIFICATES

Basic Nurse Assistant Training Program
Broadband Technician
Certificate in General Studies
Combination Technician
Computer Security & Forensics
Customer Service Management
Electronic Medical Records
Health Careers
Manufacturing Skills
Medical Assistant
Networking
Outside Plant Technician
Pharmacy Technician
Philanthropy
Process Technology
Public Service Management
Small Business Development
Special Event Management
Supervisory Skills
Welding
Workplace Skills

OCC

ASSOCIATE IN APPLIED SCIENCE DEGREES

Accounting
Administration of Justice
Associate Degree in Nursing*
Automotive Service Technology
Collision Repair Technology
Health Information Technology
Human Resource Assistant
Industrial Maintenance Technology
Information Systems Technology
Medical Office Assistant
Office Administration
Radiography
Unmanned Aerial Technology
Welding and Fabrication

CERTIFICATES

Advanced Production Technician
Auto Maintenance & Repair
Auto Service Technology I & II
Automation Technician
Automotive Repair Technician
Basic Nurse Assistant Training Program
Certificate in General Studies
Cosmetology
Cosmetology Teacher
Equipment Technician
Health Careers
Industrial Maintenance HVAC I
Light Vehicle Diesel Service
Massage Therapy
Medical Coding Associate
Medical Transcription
MS Office Specialist
Nail Technology
Network Technician
Office Administration
Operations Technician
Professional Bookkeeper
QuickBooks
Small Business Development
Unmanned Aerial Pilot
Welding
Welding and Cutting

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

WVC

ASSOCIATE IN APPLIED SCIENCE DEGREES

Advanced Manufacturing
Agricultural Technology/Business
Agricultural Technology/Production
Associate Degree in Nursing*
Diesel Equipment Technology
Early Childhood Education
Energy Technology
Gunsmithing
Marketing Business Management
Music and Media
Physical Therapist Assistant
Radio/TV and Digital Media
Social Services Specialist
Sports Marketing and Media

CERTIFICATES

Adv Industrial Technician
Advanced CNC Programming
Alternative Fuels
Automation
Basic Nurse Assistant Training Program
Certificate in General Studies
ECE Level 2 & 3 Credentials
Educational Leadership
Entertainment Business
Entrepreneurship
Gunsmithing
Health Careers
Industrial Technician
Inter Industrial Technician
Manufacturing Design
Media Communications
Music and Media
Precision Agriculture
Professional Ag Applicator
Real Estate
Sales
Shooting Range Safety Officer
Small Business Development
Social Media Management
Truck Driving
Turf and Landscape Design

ILLINOIS EASTERN COMMUNITY COLLEGES

2022-2023 CATALOG

FRONTIER COMMUNITY COLLEGE

2 Frontier Drive
Fairfield, IL 62837-2601
618-842-3711
877-464-3687

LINCOLN TRAIL COLLEGE

11220 State Highway 1
Robinson, IL 62454-5707
618-544-8657
866-582-4322

OLNEY CENTRAL COLLEGE

305 North West Street
Olney, IL 62450-1099
618-395-7777
866-622-4322

WABASH VALLEY COLLEGE

2200 College Drive
Mt. Carmel, IL 62863-2699
618-262-8641
866-982-4322

IECC DISTRICT OFFICE

233 East Chestnut Street
Olney, IL 62450-2298
618-393-2982
866-529-4322

To access the most up-to-date catalog information, visit www.iecc.edu/catalog

MISSION AND VALUES

MISSION

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

Purposes

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

- educational programs, including pre-baccalaureate, career and technical degrees and certificates that prepare a diverse student body for transfer to a four-year institution of higher education or entry into a multicultural global workplace;
- program, course, and institutional goals that have identifiable and measurable learning outcomes that are clearly understood by students;
- utilization of resource-sharing partnerships to expand, retrain, and strengthen the industrial base of southeastern Illinois;
- development of partnerships with pre-K through high schools allowing for the smooth transition and progression of students through lifelong learning;
- academic programs and institutional services that are reviewed and revised on a scheduled time frame with a focus on accountability relative to planning, student and program assessment, and learning outcomes;
- adult and continuing education designed to meet the immediate and long-term needs of the residents in the District;
- programs in developmental 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.

STUDENT LEARNING

INSTITUTIONAL LEARNING GOALS

Illinois Eastern Community Colleges provide students an equitable and inclusive education by building 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.

1. **Communication** – To prepare students to communicate effectively by expressing information or ideas orally and in writing.

2. **Information Literacy** – To enable students to effectively research and ethically use information.

3. **Critical Thinking** – To promote exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.

4. **Quantitative Reasoning** – To foster a habit of mind, competency, and comfort in working with numerical data in order to reason and solve quantitative problems.

5. **Human & Cultural Understanding** – To develop the personal and social responsibility of students by recognizing diverse cultural perspectives.

6. **Ethical & Civic Responsibility** – To cultivate the ethical behavior and civic responsibility of students by engaging in the local and global communities.

IECC's learning goals reflect the mission, purposes, values, and strategic goals while meeting the demands of the external stakeholders and agencies.

INSTITUTIONAL LEARNING PRIORITIES

- Accountability
- Creative Thinking
- Cultural Awareness
- Ethical Reasoning
- Financial Literacy
- Global Learning
- Industry-Specific Knowledge & Skills
- Inquiry and Analysis
- Integrative Learning
- Interpersonal Development
- Leadership
- Problem Solving
- Professionalism
- Reading
- Teamwork
- Technology Literacy

The Institutional Learning Priorities are addressed in a variety of meaningful ways throughout various curricular and/or co-curricular experiences and articulated with the Institutional Learning Goals for the purpose of program alignment.

CONTENTS

ACADEMIC CALENDAR 2022-2024

ACADEMIC YEAR 2022-2023

2022 Fall Semester

August	11-12	Faculty Workshop
August	15-17	Registration, Testing
August	18	First Day of Classes
September	5	Colleges Closed. Labor Day
September	16	Constitution Observance Day. Classes in Session
October	4	No Classes. District Faculty/Staff Professional Development Day
October	10	Colleges Closed. Columbus Day
October	13	Midterm
November	11	Colleges Closed. Veteran's Day
November	24-25	Colleges Closed. Thanksgiving
December	9	Last Day of Classes
December	12-15	Final Exams
December	16	Last Day of Semester

(Colleges Closed December 20, 2022 –January 2, 2023. Winter Break)

2023 Spring Semester

January	3	Colleges Open
January	4	Faculty Workshop
January	5-6	Registration, Testing
January	9	First Day of Classes
January	16	Colleges Closed. Martin Luther King, Jr. Day
February	20	Colleges Closed. President's Day
March	3	Midterm
March	6	No Classes. Casimir Pulaski Holiday Observed
March	7-12	No Classes. Spring Break
April	7	Colleges Closed. Spring Holiday
May	5	Last Day of Classes
May	8-11	Final Exams
May	12	Last Day of Semester/Graduation

2023 Intersession

May	15	First Day of Classes
May	23	Midterm
May	29	Colleges Closed. Memorial Day
June	2	Last Day of Intersession

2023 Summer Session

June	5	First Day of Classes
June	19	Colleges Closed. Juneteenth
June	30	Midterm
July	4	Colleges Closed. Independence Day
July	28	Last Day of Classes
July	31	Final Exams
August	1	Final Exams

ACADEMIC YEAR 2023-2024

2023 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	9	Colleges Closed. Columbus Day
October	10	No Classes. District Faculty/Staff Professional Development Day
October	12	Midterm
November	10	Colleges Closed. Veteran's Day Observed
November	22	Last Day to Withdraw from Courses
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, 2023 – January 1, 2024. Winter Break)**

2024 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. President's Day
March	1	Midterm
March	4	No Classes. Casimir Pulaski Holiday
March	5-10	No Classes. Spring Break
March	19	Last Day to Withdraw from Courses
March	29	Colleges Closed. Spring Holiday
May	3	Last Day of Classes
May	6-9	Final Exams
May	10	Last Day of Semester/Graduation

2024 Intersession

May	13	First Day of Classes
May	21	Midterm
May	27	Colleges Closed. Memorial Day
May	30	Last Day to Withdraw from Courses
May	31	Last Day of Intersession

2024 Summer Session

June	3	First Day of Classes
June	19	Colleges Closed. Juneteenth
June	28	Midterm
July	4	Colleges Closed. Independence Day
July	19	Last Day to Withdraw from Courses
July	26	Last Day of Classes
July	29-30	Final Exams

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, each serving a six-year term. (End of term appears beside name below.) A non-voting student trustee is elected by a student referendum to serve a one-year term from April to March.

GARY CARTER (2023)
CHAIRMAN
FAIRFIELD

BRENDA CULVER (2023)
VICE-CHAIR
NOBLE

BARBARA SHIMER (2027)
SECRETARY PRO TEMPORE
ROBINSON

JOHN D. BROOKS (2025)
TRUSTEE
HUTSONVILLE

JAN RIDGELY (2027)
TRUSTEE
OLNEY

ROGER BROWNING (2023)
TRUSTEE
MT. CARMEL

BRADY WALDROP (2027)
TRUSTEE
LAWRENCEVILLE

ADMINISTRATION

MESSAGE FROM THE CHANCELLOR

Thank you for taking the time to learn more about Illinois Eastern Community Colleges. Our four distinctive Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College – provide numerous opportunities for students to grow, discover new interests, and develop the skills they need to secure their future. Whether you are a first-time student, updating your skills, or taking classes for self-improvement, **our Colleges are ready to help you achieve your goals.**

At IECC, we are committed to changing the lives of our students through the delivery of a **high quality and affordable** college education. The efforts of our faculty and staff have earned us numerous awards at the state and local levels, and we are consistently **among the most highly ranked community colleges in the nation.** Despite our distinguished record of excellence, we are continually looking for ways to enhance teaching and learning in our classrooms. One of the ways we do this is by making sure that our students are a part of a close-knit community that works together. Our faculty, staff, and coaches will know you by name, and our small classroom environments are ideal places to build friendships that will benefit you long after you have earned your degree or certificate.

If you have not had the opportunity to visit one of our Colleges, I would highly encourage you to arrange a visit to learn more about everything we have to offer. Consider this your invitation to change your future at IECC.

Sincerely,

RYAN GOWER, Ph.D.
CHANCELLOR

COLLEGE PRESIDENTS

GERALD (JAY) EDGREN, Ph.D.
FCC PRESIDENT

ZAHI ATALLAH, Ph.D.
LTC PRESIDENT

ROGER EDDY
OCC INTERIM PRESIDENT

MATT FOWLER, Ph.D.
WVC PRESIDENT

DISTRICT OFFICE ADMINISTRATION

Alex Cline..... Director of Information & Communications Technology
Ryan Hawkins ..... Chief Financial Officer/Treasurer
Alyssa Maglone ..... Assistant Dean of Academic Services
Amber Malone ..... Associate Dean of Admissions & Records
Andrea McDowell..... Director of Human Resources
Renee Smith ..... Board Secretary

GENERAL INFORMATION

General Information

Introduction

Illinois Eastern Community College District 529 (IECC) is one of thirty-nine tax-supported community college districts in the state recognized by the Illinois Community College Board and Illinois Board of Higher Education. IECC is unique in that it is one of only two multi-college districts in the state. All four of our colleges, which include Frontier Community College (Fairfield), Lincoln Trail College (Robinson), Olney Central College (Olney), and Wabash Valley College (Mt. Carmel), have received state and national recognition for educational excellence. Coupled with low tuition rates, IECC colleges are the obvious choice for a quality education at an affordable price.

In today's economy, a post-secondary education is key in achieving career objectives. IECC colleges can aid in attaining your professional or personal goals with the following offerings:

- Transfer Programs
- Career and Technical Programs
- Workforce Education
- Adult Education/GED
- Non-credit Community Education

For convenience, many classes are available online and in a hybrid format.

It's not all work and no play. The colleges are home to top-ranking sports teams, outstanding theatrical performances, recreational facilities, and more.

We want to improve lives through education and the many services we provide. If that's something we can help you with, please contact one of our four colleges for assistance.

Our History

Wabash Valley College was founded in 1960 by the Community Unit School District #348 in Mt. Carmel. In 1963 Olney Central College was founded by the East Richland School District #1. In February 1969, Wabash Valley College joined the Olney Central College Community College District with Lincoln Trail joining in June 1969 to create a three-college district.

In October 1969, a $5.9 million bond issue to finance the local share of funds needed for the construction of a permanent campus at each of the three colleges was approved. In December 1976, the Illinois Eastern College of Continuing Education was established in Fairfield, becoming the fourth college in District 529. The name was changed to Frontier Community College in April 1978.

The Region

The District spans 3,000 square miles in southeastern Illinois, has a total population of approximately 111,000 and includes all or portions of 12 counties. Bordered on the east by the Wabash River, the expanse is positioned in a scenic region of the state with farmland, wooded acreage, golf courses, and recreational lakes scattered throughout. Each college is located in a small-town setting with convenient access to larger cities in Illinois and Indiana.

Employment opportunities are available in the immediate and surrounding area from a diversified base of agriculture, healthcare, mining, manufacturing, processing, distribution, and the oil industry, to name just a few. Local healthcare facilities are major employers and, through affiliation agreements, serve as partners in education for many of our programs.

Governance

The Illinois Community College System is coordinated by the Illinois Community College Board (ICCB) who administer the Public Community College Act of 1965. Included in the Act is the establishment of a Board of Trustees in each college district. IECC is governed by a seven-member board elected at large by residents of the District to serve a six-year term. A non-voting student trustee is elected by a student referendum to serve a one-year term from April to March.

Accountable to the Board and located in the District Office at 233 East Chestnut Street in Olney, Illinois is the chancellor. A president serves as chief administrator at each college site. All are charged with ensuring the Mission and Values of the District are a consideration during decision-making.

Accreditation

Institutional Accreditation

IECC is accredited by The Higher Learning Commission, an institutional accreditation agency recognized by the U.S. Department of Education. The Commission may be contacted via the HLC website at www.hlcommission.org or by phone at 312-263-0456.

Program Accreditations & Approvals

The Associate Degree in Nursing program is accredited by the Accreditation Commission for Education in Nursing (www.acenursing.org), 3390 Peachtree Road NE, Suite 1400, 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, Cosmetology Teacher, and Nail Technology programs are licensed by the Illinois Department of Financial and Professional Regulation, 320 W. Washington Street, Springfield, IL 62786.

The Massage Therapy Program is approved by the Illinois Department of Financial and Professional Regulation, 320 W. Washington Street, Springfield, IL 62786.

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.

Nondiscrimination Statement

Illinois Eastern Community College District No. 529 does not discriminate on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category.

This is applicable to educational programs and offerings, activities, and services provided or operated by IECC. Additionally, this applies to all conditions of employment. For more information, refer to the Student Rights and Responsibilities section or visit the website at www.iecc.edu/nondiscrimination.

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 information pertaining to the institution, 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

This catalog 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 up-to-date information at our website: https://www.iecc.edu/catalog. Each college's student handbook with supplemental information is also available online.

ADMISSION & REGISTRATION INFORMATION

Open Admission Policy

Admission Procedures

Catalog Term Policy

Readmission

Residency Policy

Required High School Subject Patterns

Student Placement and Testing

Developmental Education

International Students

Student Enrollment and Registration Checklist

ADMISSION & REGISTRATION INFORMATION

OPEN ADMISSION POLICY (500.32)

Students who are qualified to complete a program shall be admitted to Illinois Eastern Community Colleges (IECC) through an open admission process, in accordance with all requirements set forth in Illinois Compiled Statutes, 110 ILCS 805/3-17 and 805/3-28 and in consideration of guidelines established by the Illinois Community College Board.

Admission to IECC shall not guarantee admission to all courses or programs of study. When space is limited in specific programs, IECC accepts those students best academically qualified, with preference given to students residing in the district or attending under a CAREER agreement.

IECC reserves the right to deny admission to any applicant when it is deemed IECC's standards of student conduct might be put in jeopardy by such admission.

Admission to the college shall not guarantee financial aid eligibility.

Prospective Allied Health students should note special admission requirements in the Allied Health section and/or in their Program Handbooks.

ADMISSION PROCEDURES

Students can enroll in single courses or a specific program leading to a degree, certificate, or credential which 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
- GECC Credential

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 (CTE) areas and are designed to lead to employment.

Certificate programs in CTE areas generally require one year of study or less and can lead to entry-level positions with employers.

Admission into a program

A student may be admitted into a degree or certificate program (or pursue a GECC Credential) if one or more of the following applies:

1. **High School Graduate.** Possess a High School Diploma or General Education Development (GED) certificate;
2. **Transfer Student.** Transfer-in from a college or university accredited by an institutional accreditation agency recognized by the U.S. Department of Education;
3. **Student Whose Connection with a Secondary School is Severed**. Any student who is 16 or 17 years of age and has severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence.

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

1. Apply online at www.iecc.edu/apply or contact Student Services at your college of choice. 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 the late registration of any term.
2. Submit official high school and college transcripts and appropriate course descriptions of all previous college work to the Admissions Office prior to registration. Student Services reviews the transcripts and determines validity.
3. Submit the results of pre-entrance physical examination or background check required by the student's program of study.
4. (Optional) Students may submit nationally standardized test scores such as ACT, SAT, ACCUPLACER, ASSET, COMPASS, or GED. (Testing must have been completed within the past 3 years).

After the college processes the admission form for eligibility, the student will receive a letter of acceptance. All correspondence should be directed to the Student Services Office.

See the Student Enrollment and Registration Checklist at the end of this section for registration steps.

Enrollment in a Course

Individuals who would like to enroll in a course(s) only, not in a program, may do so if they meet the placement test minimums and if one of the following applies:

1. They are a Dual Credit Student. IECC has partnerships with local high schools to provide juniors and seniors college-level courses taught by qualified instructors.

When students successfully complete the course, they receive both high school and college credit;
2. They have completed the 8th grade and are at least fourteen (14) years of age.

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

It's important to note that non-degree students who may later elect to seek a degree, credential, or certificate (with 16 credit hours or more) must meet all regular admission and placement requirements. There are some certificates of fewer than 16 hours which also have course placement requirements.

CATALOG TERM POLICY (500.36)

First-time students applying for admission into a degree or certificate program will be assigned the current Catalog Term. The Catalog Term will determine the list of courses students are required to complete to obtain the degree or certificate based on the students' year of entry.

Students who change their program of study or students returning to an IECC college after an absence of 2 consecutive years will be assigned a new Catalog Term. A change in Catalog Term may result in additional coursework or different degree or certificate requirements than their original Catalog Term assigned during the initial term of entry.

Student-initiated Catalog Term changes must be approved by the student's academic advisor.

READMISSION

Returning students who have been absent for more than 2 years must reapply. Students who left in good standing, regarding both academic record and conduct record, will be admitted per the Open Admission Policy. At the college's discretion it may be necessary for the student to complete all steps required for initial admission, if deemed in the best interest of the District and the student. Additionally, whether a student left in good standing or dismissed due to academic deficiency or misconduct, the following apply.

All returning students must:

- Submit to Student Services all official transcripts from any institution attended during the absence from IECC; and
- Reconcile with the Business Office any outstanding balance.

Additional considerations for degree and certificate seeking students:

- If away from IECC for an extended period, may be required to repeat courses in which content has changed significantly;
- If returning after an absence of more than two years and previously enrolled in a career and technical certificate or degree program that has since been withdrawn, will be required to select a new program of study. **(See *TIME TO COMPLETION FOR CAREER AND TECHNICAL EDUCATION CURRICULA POLICY*, Appendix A.)**;
- If returning after an absence of more than 2 years, a new catalog term will be assigned - student must meet the requirements of program that are in effect at readmission.

Readmission by Petition

Students who have been dismissed from the college due to 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. A Petition for Readmission form must be completed to begin the process.

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. Unless waived by the college, petitioners must resubmit all the admission materials required in the first-time admission.

Petitions for readmission will be heard by the Academic Standards Committee. The petitioner may appear before the Committee if timely notice is given.

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. 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. 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.

(**Nursing Students: See special requirements for *READMISSION OF NURSING STUDENTS* in the Allied Health section**. **PTA Students: Refer to the Program Handbook for supplemental readmission information.**)

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 College 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 Distr. 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 Distr. 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 College 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 College 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.

Required High School Subject Patterns

Students are required to have the following high school units and skills to enroll in an 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 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 and Testing

Illinois Eastern Community Colleges recognizes that student success in college coursework 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. 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 include:

1. **Review of nationally standardized test scores** such as ACT, SAT, ACCUPLACER, ASSET, COMPASS, GED, etc. (Testing must have been completed within the past 3 years.)
2. **Analysis of high school or college transcripts**, including coursework completed and grade point average; and developmental and/or previous college coursework 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. Students may sign up to take ACCUPLACER by calling the college of their choice. There is no charge for the first test. Additional ACCUPLACER information, free resources, and sample test questions are available at https://accuplacer.collegeboard.org/students.
4. **ACCUPLACER ESL testing of students for whom English is not their first language**. This test consists of 4 multiple choice sections: Language Use, Listening,

Reading, and Sentence Skills. Grading is based on a scale of 20 to 120 points. The results will determine whether the student will:

- begin academic course work;
- begin a combination of academic courses and ESL classes; or
- begin only ESL classes.

Proficiency test exemptions may be made to those who are fluent in English at the consent of the International Director (International Students) or College Academic Advisor (Domestic Students).

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. Developmental courses may be warranted based on the results of this analysis.

Developmental Education

Developmental education focuses on aiding students in achieving their full potential on their journey to college completion. A significant key in this achievement is preparation. Developmental courses are designed to better prepare a student to succeed in college-level courses. The successful completion of developmental courses will bring basic skills in English, mathematics, and reading comprehension to a level generally expected of entering college students. Those seeking a degree or certificate (of 16 hours or more) are required to enroll in developmental courses when it's been determined the additional coursework will be beneficial to their college success story.

Developmental reading courses are a priority over other developmental courses and must be taken first. Placement in other developmental coursework will be based on the student's program of study. Developmental courses need to be completed prior to, or concurrently with, enrollment in a college-level course in the same area of study.

Credits earned in developmental courses cannot be applied toward a certificate or degree and are not calculated in the grade point average.

International Students

To apply for admission to Illinois Eastern Community Colleges, the student should:

1. Apply online at www.iecc.edu/apply;
2. Submit the following required documents and fee
   - Application fee of $100 (Credit Card or Money Order)
   - Financial Statement
   - Letter or statement from the bank of sponsor
   - Official transcript (translated to English)
   - Copies of up-to-date vaccinations
   - Copy of Passport Photo Page (copy the entire page)

   Send to the following address:

Illinois Eastern Community Colleges/WVC
International Office
2200 College Drive
Mt. Carmel, IL 62863-2699 USA

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

In addition to the successful International Student Program, IECC offers an intensive, academically oriented program in English as a Second Language (ESL) for international students who wish to study at colleges and universities in the United States. ESL is offered at the Wabash Valley College campus in Mt. Carmel. The ESL program enables students to begin academic work quickly, while improving English language abilities, and complete their college studies successfully. Additional information on ESL testing can be found under Student Placement and Testing.

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 in order to stay in current visa status.

STUDENT ENROLLMENT AND REGISTRATION CHECKLIST

Date Completed

1. **Apply for Admission**
   New students (and returning students who have not been enrolled for the past two years) should apply online at www.iecc.edu/apply 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. Students may apply electronically at https://fafsa.gov/.
   After filing the FAFSA, the student will receive a Student Aid Report (SAR). Students applying for scholarships or veterans' benefits should speak with a financial aid representative in the Financial Aid Office. _____

4. **Schedule Placement Testing or Submit (Optional) Standardized Test Scores**
   Students will need to complete an ACCUPLACER placement test or submit (optional) standardized test scores to the admissions office for placement purposes. If students choose not to submit standardized test scores (ACT/SAT) or the test scores do not meet the placement requirements, students will need to make an appointment to complete the ACCUPLACER by calling the college of their choice. There is no charge for the first test. Additional ACCUPLACER 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. All entering freshmen should register and attend the new student orientation session scheduled by the college if they are enrolled in a degree/ certificate program or GECC Credential. Visit www.iecc.edu/register for registration information, including important dates and deadlines. _____

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 or mailed to the college. Visa and Master Card are accepted. IECC has partnered with Nelnet Business Solutions as the online payment processor and payment plans partner.
   Visit www.iecc.edu/payments to learn more. _____

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

Contact the college if you have any questions or concerns:

FRONTIER COMMUNITY COLLEGE
618.842.3711
Toll Free: 877.464.3687

OLNEY CENTRAL COLLEGE
618.395.7777
Toll Free: 866.622.4322

LINCOLN TRAIL COLLEGE
618.544.8657
Toll Free: 866.582.4322

WABASH VALLEY COLLEGE
618.262.8641
Toll Free: 866.982.4322

ACADEMIC INFORMATION

Credit

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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. A student is classified as a sophomore after earning thirty-two (32) semester hours or more of credit.

Students are considered full-time when they are enrolled in at least twelve (12) credit hours per semester in the fall and spring terms or six (6) credit 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 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 and spring semesters or more than 12 in the summer semester) must obtain the appropriate college official's permission prior to registration. The granting of the overload permission will depend on the student's scholastic record. Students enrolled in developmental courses may not be permitted to take an overload.

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, Appendix B.)

TRANSFER CREDIT POLICY (500.9)

The acceptance of credits earned at post-secondary institutions outside Illinois Eastern Community College 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 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.

REVERSE TRANSFER

Students who transfer from IECC to another college prior to completing an associate degree have an opportunity to earn that degree through the reverse transfer process.

Transferring credit back to IECC in order to fulfill requirements for a degree has its benefits:

- Students are able to achieve a degree while also progressing toward their baccalaureate.
- Students gain a marketable credential.
- It improves internship and employment opportunities.
- It can increase earning potential.
- It signifies the student has completed general education requirements which secures a GECC Credential as well as the associate degree.

The process is easy and the costs minimal. Students simply submit all college transcripts for schools attended since leaving IECC. A review of the academic records will be performed to determine if an associate degree can be awarded. Acceptance of credit will follow the same guidelines as those described in IECC's Transfer Credit Policy. The associate degree will be granted if IECC's graduation requirements are met.

CREDIT FOR PRIOR LEARNING (500.5)

Illinois Eastern Community Colleges understands college-level knowledge is obtained from learning experiences, as well as in a classroom. In recognition and support of this, students enrolled in a degree or certificate program at IECC may be eligible for academic credit for their prior learning experiences as determined by an evaluative process administered by the dean of instruction or

designee. The dean of instruction or designee also monitors, evaluates, and makes recommendations for revisions to credit for prior learning activities, as appropriate.

Eligible Learning Experiences
When properly documented, the following learning experiences will be assessed for credit at IECC:

- Military Training/Experience
- Certifications and Licensures
- Standardized Tests/Proficiency Examinations
- State Seal of Biliteracy
- Portfolio Evaluation

Awarding Credit for Prior Learning (CPL)
IECC will validate credit on a course-by-course basis and award credit when the documented learning experience demonstrates achievement of all terminal objectives for a specific course or courses. The following will also be considerations:

- CPL will not be awarded twice for the same learning.
- CPL will not be awarded for work that does not meet or exceed a grade level of "C".
- CPL will not be used to award financial aid or veteran's benefits.
- CPL cannot be used to improve an existing grade or replace a grade of withdrawal or incomplete.
- CPL credit will be posted to the student's academic record as Transfer Credit, but not before:
  - fifteen (15) credit hours toward a degree have been completed at IECC; or
  - twenty-five (25) percent of the required credit hours for a certificate have been completed at IECC.
- No more than twenty-five (25) percent of the required credit hours for a certificate or degree can be awarded from CPL.
- IECC does not accept CPL that was awarded at other institutions and CPL awarded at IECC will typically not transfer to other colleges.
- CPL will not be applied to the graduation credit hour minimum that must be completed at IECC.
- CPL will not be computed in the student's GPA.
- Unless otherwise defined procedurally, CPL will be awarded for learning experiences that have occurred within the last 3 years, while also considering older documented learning experiences on a case-by-case basis with the supposition that the knowledge has been retained.

Procedures (see Appendix C) will, at a minimum, outline the process for students to request CPL (including acceptable proof of the experience) and provide data on the specific or type of credit that may be granted by IECC.

GRADES AND GRADING SYSTEM (500.35)

Grades

Grades are awarded to reflect the quality of student performance. Grade values are assigned on a 4.0 scale from *A* to *F.*

The following table provides current applicable grades (all grades are considered earned) with corresponding descriptions and quality points earned, as well as information pertaining to grade suffixes.

Grade/Grade Suffix Legend

EARNED GRADE	SYMBOL INTERPRETATION	QUALITY POINTS 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
Q	Less than college level	Not computed
Q*	Less than college level	Not computed

Grade Point Average (GPA)

The GPA is indicative of a student's general scholastic average and is a measure of the quality of his/her work. A student's GPA is determined by dividing the total number of grade quality points earned (numeric equivalent of grade earned x credit hour value for the course) by the total number of credit hours attempted. For example, if a student earned 100 quality points and attempted 40 semester hours of work, his/her GPA would be 2.5 (100 ÷ 40).

Incomplete Grades

An incomplete "I" grade is a temporary grade which may be assigned, at the instructor's discretion, when extenuating circumstances beyond the control of the student prevents completion of course requirements by the end of the academic term. Prior to the end of the term, the student must initiate this process by discussing the terms for the Incomplete with the instructor who will document the work to be completed electronically via the Record of Incomplete Grade.

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*.

Incomplete grades may be given only in the following circumstances:

- The student's work to date is passing;
- Attendance has been satisfactory through at least 60% of the term;
- An illness or other extenuating circumstance legitimately prevents completion of required work by the due date;
- Required work may reasonably be completed in an agreed-upon time frame and does not require the student to re-take any portion of the course;
- The incomplete is not given as a substitute for a failing grade;
- The incomplete is not based solely on a student's failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time.

Pass/Fail Grades

Students exercising the pass/fail option must declare their intentions at registration by designating it on the Student Information and Registration Form (available in Student Services) or completing a Pass/Fail Course Request Form. Students may not change to the traditional letter-grade option after the end of late registration.

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.

Additional Guidelines:

- A student may take a maximum of twelve (12) pass/fail credit hours, with certain exceptions.
- A student enrolled in a transfer degree may not take general education requirements for pass/fail credit.
- A student enrolled in a certificate or an Associate in Applied Science degree program may not take degree/ certificate courses for pass/fail credit. Exceptions: NUR 1206, NUR 2205, or those courses entitled "Internship" or "Seminar".
- A student may take continuing education courses for pass/fail credit.
- A student must earn a C or better to receive a P in a P/F course.
- A grade of F* (Fail) or P (Pass) will not be computed in the grade point average.
- Applicable tuition and fees apply.

Final Grades

At the conclusion of each course, instructors shall assign an official grade for each student enrolled based on the criteria outlined in the course syllabus. Final grades are posted to each individual student's academic record at the end of the academic term in which the course was completed. Accurate academic records must be kept by each instructor for auditing and verification purposes. At the end of each term, students may access their grades using Entrata. Guides to aid students in viewing their final grades are available on the IECC website.

Grade Appeals

Under specific, limited circumstances and within a prescribed timeframe, students may appeal a final grade. The institution will not review the judgment of a faculty member in assessing the quality of student's work. However, if the student believes a faculty member improperly assigned a semester grade due to at least one of the criteria described below, the student may appeal by following the outlined procedure. All grade appeals are handled individually. The matter will be referred to the District Title IX/ADA Coordinator in cases where a grade appeal is based on a complaint involving sexual harassment or discrimination. Grade appeals cannot be initiated until the conclusion of the course and the instructor's issue of a final grade.

Criteria for Grade Appeal

The burden of proof falls on the student to demonstrate one or more of the following has occurred:

- A mathematical or clerical error results in the assignment of an incorrect grade;
- The assignment of the grade was based on factors other than academic performance in the course;

- The assigned grade was based on an unreasonable departure from the instructor's previously announced standards;
- The assignment of a grade was based on different standards than those applied to other students in the course; or
- Instructor syllabus violates IECC policy which has a direct impact on the student grade.

Step 1: Appeal to Instructor
Upon consideration of these criteria, if a student believes a final grade was improperly or unfairly assigned, the student should seek an informal resolution by contacting the instructor. Contact must be made by the end of the second week of the regular semester (fall or spring) following the term in which the grade in question was received. In the event the student does not receive a response from the instructor by the end of the third week of the regular semester, the student should contact the appropriate dean to facilitate a meeting with the instructor or recommend the student advance to Step 2.

At the informal meeting with instructor, the student is to provide reason(s) for the requested grade change. If the instructor agrees with the reason(s) for the grade change, the instructor will complete a Grade Change Form. If the instructor denies the student's request, the student will be informed of the decision in writing, and he/she may pursue a formal review of the grade. Instructor action will be within 5 working days of meeting with the student.

Step 2: Appeal to Academic Standards Committee
Within 5 working days of the informal meeting with the instructor, the student may register a formal appeal by submitting a Grade Appeal Form (available from the dean or on the website) to the appropriate dean to initiate a review by the Academic Standards Committee. Within 10 working days of receipt of the Grade Appeal Form, a written decision will be issued to the student.

If the committee agrees with the reason(s) for the grade change, the dean will advise the instructor to complete a Grade Change Form. If the decision of the committee is unsatisfactory to either party, that individual will have the right to appeal to the president of the college.

Step 3: Appeal to President of the College
Within 5 working days of the committee's decision, the student or instructor may request (in writing) a meeting with the college president to discuss the decision of the Academic Standards Committee. Within 10 working days of the receipt of the request, a written decision will be issued to the student.

If the president agrees with the grade change, the instructor will be advised to complete a Grade Change Form. If the decision of the president is unsatisfactory to either party, that individual will have the right to appeal to the chancellor.

Step 4: Appeal to Chancellor
Within 5 working days of the president's decision, the student or instructor may request (in writing) a meeting with the chancellor to discuss the decision of the president. Upon review, the chancellor may dismiss the grade appeal with or without meeting with the aggrieved party. Alternatively, the chancellor may meet with the aggrieved party and, within 5 working days, provide a written decision.

Step 5: Appeal to the Board of Trustees
Within 5 working days of the chancellor's decision, the student or instructor may request (in writing) a meeting with the Board of Trustees to contest the decision of the chancellor/president. Upon review, the Board Chair (or their designee) may dismiss the grade appeal with or without meeting with the aggrieved party. Alternatively, the Board Chair (or their designee) may arrange a meeting with the aggrieved party with representatives of the Board at a time and date of their choosing. All decisions of the Board of Trustees are final.

All official documents of the grade appeal will be kept by the Registrar in the Office of Admissions and Records.

Grade Forgiveness

The purpose of Grade Forgiveness is to provide a student who performed poorly previously at IECC an opportunity to recover from deficient academic performance. Therefore, students seeking re-entry into a certificate or degree program who have academic records that are at least three years old may petition to the Academic Standards Committee to have all F (Fail) and WF* (Withdrawal Failing) grades forgiven for the purpose of calculating their cumulative grade point average at IECC.

Student should:
1) Meet with an academic advisor to discuss eligibility;
2) Complete the Grade Forgiveness Petition form and document the circumstances which impacted the original grade(s), new goals, and plans to further education.
3) Submit signed form to the dean.
4) Be advised
    - Grade Forgiveness is offered only one time;
    - Petition must be submitted to the IECC college of re-entry;
    - Forgiven grades will remain on transcripts;
    - Based on their own policies, other colleges and universities may consider the original grade(s) in their CGPA calculations;
    - Grade Forgiveness before the three-year period may be considered if there are documented extenuating circumstances;
    - Financial aid eligibility may be impacted; contact the financial aid office.

The dean will, within 15 working days of receiving the Petition, ensure the Academic Standards Committee

meets and makes a determination. The decision of the committee is final.

*Effective summer semester FY1999, colleges no longer award WF (or WP) grades.

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 REPEAT POLICY (500.4)

Students of Illinois Eastern Community Colleges may repeat a course under any one of the provisions described below. Students planning to transfer should familiarize themselves with the receiving college's policy on repeat courses as they differ from one institution to the next.

A. **Course Identified as Repeatable in the Course Description**. Many courses are pre-approved by the Illinois Community College Board as repeatable due to the nature of their content. For these courses, the following apply:
   - No formal written permission required to enroll in the course up to the number of times indicated as repeatable.
   - All credit hours, up to the number of times indicated as repeatable, will be used in computing the student's earned credit hours.
   - All course grades, up to the number of times indicated as repeatable, will be used in computing the student's cumulative grade point average and appear on the student's transcript with an I (Included in GPA) in the R Column.
   - The Board of Trustees established tuition rate shall apply.

B. **Course NOT Identified as Repeatable in the Course Description. (**NOTE: Students should contact their financial aid representative before repeating a course that's not identified as repeatable in the course description as it may impact their financial aid.) The majority of courses are not repeatable, but may be repeated under the following conditions:

   1. **Repeat Due to Grade Less Than C or a Withdraw, <u>First Repeat</u>**. If during initial enrollment in the course, the student earned less than a grade of C or withdrew after midterm, the student may enroll one additional time. The following apply:
      - No formal written permission required to enroll in the course.
      - The higher grade will be used in computing the student's earned credit hours and cumulative grade point average.
      - The higher grade will appear on the student's transcript with an I (Included in GPA) in the R Column; the lesser grade will appear on the student's transcript with an E (Excluded from GPA) in the R Column.
      - The Board of Trustees established tuition rate shall apply.
   2. **Repeat After 4 Years to Upgrade Skills, <u>First Repeat</u>.** If the last time the student completed the course was at least four years prior, the student may enroll one additional time to upgrade his/her skills in that area. The following apply:
      - No formal written permission required to enroll in the course.
      - The higher grade will be used in computing the student's earned credit hours and cumulative grade point average.
      - The higher grade will appear on the student's transcript with an I (Included in GPA) in the R Column; the lesser grade will appear on the student's transcript with an E (Excluded from GPA) in the R Column.
      - The Board of Trustees established tuition rate shall apply.
   3. **Repeats <u>After the First Repeat</u>**. For a student who wishes to repeat a course after the first repeat, the following apply:
      - Formal written permission is required.
      - The highest grade will be used in computing the student's earned credit hours and cumulative grade point average.
      - The highest grade will appear on the student's transcript with an I (Included in GPA) in the R Column; the lesser grades will appear on the student's transcript with an E (Excluded from GPA) in the R Column.
      - All students, except international students, will pay the equivalent of the applicable out-of-state tuition rate for the course enrolled; international students will pay the Board of Trustees established tuition rate.

C. **Repeats Under Provisions of an IECC Educational Guarantee Policy**. A student may repeat a course in accordance with the provisions set forth in the Educational Guarantee Policies, 500.18 and 500.19. Impact to the student's transcript will be per A. or B. above depending upon whether the course was repeatable or not.

WITHDRAWAL POLICY (500.30)

Unforeseen circumstances or changes in plans may lead to necessary modifications to a student's schedule. In accordance with IECC's Withdrawal Policy, adding, dropping, or withdrawing a course is the student's

responsibility and must be initiated during specifically set forth days. It's important to be aware of these dates and to know the difference between a drop and a withdrawal at IECC. While the process for initiating both are similar, the timing may result in very different outcomes, as described below.

Drop

A dropped course is one in which:

- Official action is taken to remove from the student's schedule within:
  - The first 10 business days of a 16-week course schedule.
  - The first 5 business days of an 8-week course schedule.
  - The proportionate time of any other schedule not conforming to a 16- or 8-week course schedule.
- There will be no record of the course on student's academic record.
- The student receives 100% refund of tuition and fees.

The drop period coincides with the refund period.

Withdraw

A withdrawn course is one in which:

- Official action is taken to remove from the student's schedule after the drop period has ended, but no later than:
  - 2 weeks before the last day of class for a 16-week course schedule.
  - 1 week before the last day of class for an 8-week course schedule.
  - The proportionate time of any other schedule not conforming to a 16- or 8-week course schedule.
- The course appears on the student's academic record with a "W", signifying "Withdrawal prior to completion", and will not be computed in the GPA.
- The student receives no refund of tuition and fees.

If no official action is taken to withdraw from a course during the prescribed deadlines, the course will appear on the student's academic record with the earned letter grade.

Add

A course may be added to a student's schedule during the same period of time defined for the drop period. An added course is one in which:

- Official action is taken to place additional coursework on a student's schedule within:
  - The first 10 business days of a 16-week course schedule (with instructor approval*).
  - The first 5 business days of an 8-week course schedule (with instructor approval*)
- The course appears on the student's academic record.
- The additional tuition and fees will be added to the student's account.

* Student requests to add a course may be denied due to the accelerated pace of the class.

Student-initiated Action to Add, Drop, or Withdraw

Due to possible unintended consequences resulting from schedule changes, students are strongly encouraged to seek guidance from instructors, academic advisors/ retention coordinators, and financial aid representatives prior to making any changes. Official action requires completion of the Course, Program, or Catalog Term Change Form available in Student Services.

Administrative Drop or Withdrawal

While the responsibility to drop or withdraw a course is the student's, there are limited instances when a college administrator may initiate this action. Administrative drops and withdrawals adhere to the same guidelines and result in the same consequences as those described above.

1. **Prohibited Conduct.** Outlined in the Student Code of Conduct.
2. **Disciplinary**. Suspension or dismissal for the remainder of an academic semester or longer.
3. **Registration Violation.** Registration in violation of college regulations and requirements (academic ineligibility to register).
4. **Health Issues.** Severe psychological or health problems such that a student cannot be permitted to continue in attendance.
5. **Other**. Reasons deemed appropriate by the president or dean of instruction.

Prior to initiating an administrative withdrawal, the instructor submits a Progress Report to alert the retention coordinator or academic advisor to contact the student. If there is no resolution (i.e., student-initiated action), an instructor may recommend a withdrawal if deemed to be in the best academic interest of the student. The withdrawal must be approved by the dean of instruction. The Student Services Office will notify the student and financial aid coordinator of the action taken.

Students must act immediately, by contacting their instructor, if an opportunity for reinstatement in the course is desired.

Exceptions/Related Policies

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.

Student Military Policy (500.21) addresses withdrawals which result from a student enlisting or being ordered to active duty.

Return of Title IV Funds Policy outlines federal rules and regulations related to attendance, withdrawal, and various calculations for determining if funds must be returned by the student.

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, and 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

IECC offers over 150 courses with online options. Online classes provide students the flexibility to attend virtual classes at times that are convenient for their schedules. In most cases, coursework is accessible 24/7 - 365 days a year. The help desk is staffed Monday - Friday 8 a.m. to 4:30 p.m. (7:30 a.m. - 4:00 p.m. in the summer).

Online classes are ideal when there are obligations such as work or family commitments that do not allow for a traditional classroom setting. They are also a great choice when additional education is needed for professional development and advancement.

Online classes utilize the Canvas Learning Management System and do not require on-campus attendance. If proctored testing is required, it can be arranged at a location local to the student. To check for online classes and programs, or to learn more about online learning, go to www.iecc.edu/online.

Academic Standing

Academic standards have been established and measures taken to ensure satisfactory progress is being made by students toward their chosen program of study and/or declared objectives. A student's academic standing is determined at the close of each grading period and becomes part of his/her permanent education record, which is noted under each term on the transcript. The following describes IECC's academic standing classifications and the basis for each.

Good Academic Standing

Students at IECC are in good academic standing when they maintain a minimum cumulative grade point average (CGPA) of 2.0 (C). Only students in good academic standing will be considered for an overload request. Students must be in good academic standing to graduate. The student's transcript will be identified with "GOOD STANDING".

Academic Warning

Academic Warning serves as an alert to the student that their good academic standing may be in jeopardy. For a student to be placed on Academic Warning, 2 things have occurred:

1. The student has earned at least twelve (12) credit hours at IECC; **and**
2. The student's most recent term GPA fell below 2.0

As a result of Academic Warning:

1. The student will be given timely notice of Academic Warning and advised of available support and resources via written notification each term;
2. Overload requests may be denied;
3. Student may be at risk of losing financial aid eligibility under the F.A. Satisfactory Academic Progress policy; and
4. The student's transcript will be identified with "GOOD STANDING".

Academic Probation

Academic Probation serves as a warning to the student that satisfactory progress is not being made. For a student to be placed on Academic Probation, 2 things have occurred:

1. The student has earned at least twelve (12) credit hours at IECC; **and**
2. The student's Cumulative GPA has fallen below 2.0.

As a result of Academic Probation:

1. The student will be given timely notice of Academic Probation via written notification each term;
2. The student is required to meet with an advisor and/or retention coordinator to develop an Academic Success Plan;
3. Overload requests are denied;
4. Student may be at risk of losing financial aid eligibility under the F.A. Satisfactory Academic Progress policy; and
5. The student's transcript will be identified with "ACADEMIC PROBATION" (or "CONTINUED PROBATION").

For a student on Academic Probation, one of the following will occur at the close of the next/subsequent grading period(s):

- Good Academic Standing is achieved by attaining a 2.0 Cumulative GPA (minimum); **or**
- Academic Probation continues by attaining a 2.0 Term GPA (minimum) and still falling below the 2.0 CGPA; **or**
- Placed on Program Suspension due to a Term GPA below 2.0.

Program Suspension

For a student to be placed on Program Suspension, 2 things have occurred:

1. The student was on Academic Probation; **and**
2. The student's term GPA has fallen below 2.0.

As a result of Program Suspension:

1. The student will be given timely notice of Program Suspension via written notification each term;
2. The student is required to meet with an advisor and/or retention coordinator to review or redevelop their Academic Success Plan;
3. The student may take classes, but as a course enrollee only;
4. The student may not take more than 15 credit hours;
5. The student is not eligible for financial assistance; and
6. The student's transcript will be identified with "PROGRAM SUSPENSION" (or "CONTINUED SUSPENSION").

For a student on Program Suspension, one of the following will occur at the close of the next/subsequent grading period(s):

- Good Academic Standing is achieved by attaining a 2.0 Cumulative GPA (minimum); **or**
- Program Suspension continues by attaining a 2.0 Term GPA (minimum) and still falling below the 2.0 CGPA; **or**
- Placed on College Suspension due to a Term GPA below 2.0.

College Suspension

For a student to be placed on College Suspension, 2 things have occurred:

1. The student was on Program Suspension; **and**
2. The student's term GPA has fallen below 2.0.

As a result of College Suspension:

1. The student will be given timely notice of College Suspension, via written notification, and advised of steps required to reapply:
   a) Petition for readmission; and
   b) If readmitted, meet with an advisor and/or retention coordinator to develop an Academic Success Plan.
2. The student's transcript will be identified with "COLLEGE SUSPENSION".

Additional Academic Progress Considerations

- The Federal Government has also established satisfactory academic progress standards as it relates to eligibility of federal financial aid. These financial aid standards are in addition to the standards outlined in this policy.
- Some IECC programs have academic standards that exceed the minimums described in this policy. Nursing students should refer to the Allied Health section for additional requirements. PTA students should refer to the PTA Program Handbook.

Class Attendance

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. Instructors will permit students to make up work missed because of field trips and activities approved by the college.

Term Honors (Fall & Spring Terms Only)

Full-time (fall and spring semester) students are recognized for their academic achievement in college-level courses based on the following:

Chancellor'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**

Graduation Requirements

Upon recommendation from the faculty, staff, and chancellor, 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, at a minimum, the required number of college-level credits at IECC:
   - For a degree, 16 credit hours
   - For a certificate, 16 credit hours or 50% of the required credit hours, whichever is less;
4. Earn a cumulative grade point average of at least 2.0 for all IECC coursework;
5. Satisfy all IECC financial obligations;
6. Fulfill any outstanding requests for records; and
7. Make application for graduation and pay the required fee.

Graduation Honors

Students who meet the following academic objectives will be recognized at the college's commencement ceremony and an appropriate designation will appear on their transcripts and diplomas.

High Honors

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.

Honors

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.

Transcript Requests

Current and former IECC students may obtain both unofficial and official transcripts of their education records by following the instructions below.

Unofficial Transcripts

There's no charge for unofficial transcripts obtained via a link in a student's Entrata account. Standard charges apply for unofficial transcripts obtained through the Student Records Office. These transcripts will be identified as "Unofficial Transcript". Be advised that most colleges and universities accept only official transcripts submitted to the receiving institution by the college issuing the transcript.

Official Transcripts

There are 2 options for requesting official transcripts:

1. Online at the National Student Clearinghouse. IECC has partnered with the National Student Clearinghouse to process transcripts online. A link from a student's Entrata account provides access to the site where there are easy-to-follow directions to aid in placing the order. A major credit or debit card is necessary.
2. In person in the Student Records Office at the college. A completed transcript request form, photo ID, and payment of the fee are required prior to release of the transcript.

IECC reserves the right to withhold official transcripts from students who have an outstanding debt owed to IECC; requests for transcripts will be processed once a hold has been resolved. One exception to this policy is the processing of official transcripts for a student's current or potential employer.

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

CAREER Agreements

IECC participates in a state-wide cooperative agreement to maximize Career and Technical Education opportunities for Illinois students. Under the terms of the Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER) agreement, students may enroll in an eligible CTE certificate or degree program at a community college outside of their home district and pay the in-district tuition rate. The agreement is authorized by the student's home district who will ensure the desired curriculum is not available in-district.

Out-of-District Students: Students residing outside IECC District 529 who want to enroll in an Associate in Applied Science Degree or a certificate not available from their own community college should contact their local college at least 30 days prior to the semester for which they'd like to enroll.

In-District Students: Students residing inside IECC District 529 who want to enroll in an Associate in Applied Science Degree or certificate not offered at IECC should contact their advisor to begin the process.

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: www.iecc.edu/articulation.

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 university accredited by an institutional accreditation agency recognized by the U.S. Department of Education. For more information, visit www.iecc.edu/franklin.

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 D)

Educational Guarantee Policies (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 a certificate will have the competencies expected by his or her employer. All students who successfully complete an Associate in Arts, Associate in Science, or 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 coursework under specific guidelines stipulated in IECC's Technical Degree/Certificate Educational Guarantee and the Transfer Degree Educational Guarantee. See Appendix E for rules regarding educational guarantees.

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

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. Prohibited conduct relating to academic dishonesty can be found in the Student Code of Conduct at www.iecc.edu/studentconduct.

STUDENT RIGHTS & RESPONSIBILITIES

Americans with Disabilities Act

Nondiscrimination Policy

Family Educational Rights and Privacy

Student Religious Observances Policy

Appropriate Use of Information Technology Resources Policy
- Student Email and Electronic Communications

Campus Safety and Security Policy

Emergency Response Plans

IECC Alerts

Concealed Firearms Policy

Drug-Free Schools and Communities
- Substance Abuse Policy
- Drug-Free Workplace Policy

Tobacco-free/Smoke-free Campus Policy

Preventing Sexual Misconduct

Sex Offender Registration

Chronic Communicable Diseases

Identity Theft

Student Conduct Policy

Policy to Address a Complaint

STUDENT RIGHTS & RESPONSIBILITIES

AMERICANS WITH DISABILITIES ACT (100.12)

Illinois Eastern Community Colleges is committed to maintaining an inclusive and accessible environment in compliance with the Americans with Disabilities Act (ADA) of 1990, its amendments, and Section 504 of the Rehabilitation Act of 1973, as amended.

IECC provides opportunities to qualified persons with disabilities in employment and in access to education, programs, services, and activities, when doing so will not pose an undue hardship or fundamentally alter the operations of the institution. Individuals with a qualifying disability who might require modifications to policies, practices, or procedures in order to participate in college directed and supported functions or employment opportunities, must self-identify in order to request reasonable accommodations.

IECC has a documented interactive course of action for processing accommodation requests. A synopsis of the process for students (current or prospective) is as follows:

1. Student meets with the Deputy ADA Coordinator at their college at the earliest date possible prior to the beginning of a semester for which accommodations are requested. (ADA Coordinators are easily accessible and identified across the District via bulletin board postings.)
2. Student submits a Student Request for Accommodations form, along with appropriate documentation, to Deputy ADA Coordinator.
3. Deputy ADA Coordinator determines if the request for a reasonable accommodation can be granted and provides a written response to the student within 7 days of receiving the request/required documentation.
    - If the request is approved, a comprehensive plan will be developed resulting in an Accommodation Letter which describes the approved accommodations. The student is responsible for circulating this letter to the appropriate college personnel and should follow up with the ADA Coordinator if accommodations are not implemented in an effective and timely manner.
    - If the request is denied, the student may appeal the decision by contacting the District ADA Coordinator within 10 business days upon receipt of the written denial. The District ADA Coordinator will review the appeal, in consultation with the Chancellor (or designee), to determine if the original decision is upheld or repealed.
4. Students must, each semester, make an appointment with the Deputy ADA Coordinator to make arrangements for the next term as a plan does not automatically carry over.

For more detailed information, the list of ADA Coordinators, and additional guidance, visit www.iecc.edu/ada.

NONDISCRIMINATION POLICY (100.8)

I. Policy Statement
Illinois Eastern Community College District No. 529 is committed to the most fundamental principles of human dignity, equality of opportunity, and academic freedom. Decisions involving students and employees are based on individual merit and free from discrimination or harassment in any form. To this end, IECC operates pursuant to all applicable state and federal 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 of 1964, Title IX of the Education Amendments of 1972, the Human Rights Act of 1977, Section 503/504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Illinois Human Rights Act.

II. Policy Scope
This policy is applicable to educational programs and offerings, activities, and services provided or operated by IECC. Additionally, 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.

III. Compliance
Various measures ensure compliance with this policy and allow for continuous notification to students, employees, and others:

A. widespread dissemination of IECC's Nondiscrimination Statement on IECC's website and in the academic catalog and in all formal student and employee recruitment publications. The statement will read: Illinois Eastern Community College District No. 529 does not discriminate on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category;

B. designating capable personnel to coordinate compliance: The Program Director of Grants and Compliance will serve in this capacity as it relates to students and issues not pertaining to employees and employment. The Director of Human Resources will serve in this capacity as it relates to employees and employment; and

C. implementing procedures for receiving and responding to nondiscrimination complaints.

IV. Retaliation Prohibited
Retaliation against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful discriminatory practice is prohibited.

V. Related Policies and Procedures
Consult the following policies which are specific to the form of discrimination or harassment for which they address:
100.12 Americans with Disabilities Act: Provides for an inclusive and accessible environment in compliance with ADA and defines the process for requesting a reasonable accommodation.

100.31 Preventing Sexual Misconduct: Provides for an environment free from discrimination, harassment, and other misconduct on the basis of sex and defines the process for assistance and reporting alleged sex-based misconduct.

For additional information, visit www.iecc.edu/nondiscrimination.

Family Educational Rights and Privacy (500.11)

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.

The rights afforded students under FERPA include:

1. The right to inspect and review education records.
2. The right to request amendment of education records.
3. The right to consent to disclose personally identifiable information contained in education records.
4. The right to restrict the release of directory information.
5. The right to file a complaint.

To review the complete policy, see Appendix F or go to www.iecc.edu/ferpa. For questions or requests related to a student's education record, visit Student Services at the college of attendance.

Student Religious Observances Policy (500.34)

In compliance with the University Religious Observances Act (110 ILCS 110), IECC does not discriminate against students based on religious observances. IECC will reasonably accommodate the religious observances of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements. Additional information regarding student responsibilities and expectations is available at www.iecc.edu/religiousobservances.

The following is being provided per Section 1.5 of the Act which states: *"A copy of this section shall be published by each institution of higher learning in the catalog of the institution containing the list of available courses."*

Any student in an institution of higher learning, other than a religious or denominational institution of higher learning, who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, study, or work requirement and shall be provided with an opportunity to make up the examination, study, or work requirement that he or she may have missed because of such absence on a particular day; provided that the student notifies the faculty member or instructor well in advance of any anticipated absence or a pending conflict between a scheduled class and the religious observance and provided that the make-up examination, study, or work does not create an unreasonable burden upon the institution. No fees of any kind shall be charged by the institution for making available to the student such an opportunity. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this Section.

Appropriate Use of Information Technology Resources Policy (200.2)

Students are supplied access to information technology resources with the expectation that all authorized users will act responsibly in the use of these resources. IECC's Appropriate Use of Information Technology Resources Policy outlines these responsibilities. Following is an excerpt from this policy. See Appendix G for the complete policy.

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. The IECC email account is IECC's official communication and notification method to students.

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.

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 and at www.iecc.edu/safety.

In addition to striving for a safe and crime-free college environment, IECC complies with the Jeanne Clery Act, a federal law requiring higher education institutions that receive federal funding to report crime statistics, notify the campus community of threats, and compile and distribute an annual campus security report to the campus community and prospective students. This security report also includes various policies relating to safety and security matters. A hardcopy of IECC's Annual Security Report is available by request in the Student Services Office at each campus and may be viewed/printed at www.iecc.edu/annualsecurityreport.

Emergency Response Plans (100.24)

Emergency Response Plans have been developed that outline the strategies for managing major emergencies and incidents that may threaten the health, safety, and welfare of the college community or disrupt its programs and activities. The plans are reviewed and revised annually as necessary. Procedures for specific emergency scenarios are accessible to students, faculty, staff, and the public at www.iecc.edu/emergencyplans.

IECC Alerts

A notification system allows IECC to send urgent messages, including class cancellations, to your cell phone or email. Students and employees may sign up via their Entrata account and the general public may do so at www.iecc.edu/alerts. There are no fees assessed for this service, but message and data rates may apply through your cellular phone carrier.

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. To view the complete policy, see Appendix H.

Drug-Free Schools and Communities Substance Abuse Policy (100.9) And Drug-Free Workplace Policy (400.19)

The possession, use, manufacture and/or sale of a controlled substance or abuse of legal drugs and alcohol by anyone while on IECC owned or controlled property is strictly prohibited. As appropriate, violators will be reported to local law enforcement and can face immediate expulsion or dismissal.

Programs of education, rehabilitation, and treatment are implemented to promote a substance-free college environment. To view the corresponding policies and resources available to students and employees, visit www.iecc.edu/drugfree.

Tobacco-Free/Smoke-Free Campus Policy (100.15)

As of July 1, 2015, smoking and the use of tobacco products are prohibited on all IECC property, both indoors and outdoors, including District owned or leased vehicles. Littering the remains of tobacco products or any other related tobacco waste product on District property is further prohibited. See Appendix I for the complete policy and view the tobacco-free/smoke-free campus maps at: www.iecc.edu/safety.

Preventing Sexual Misconduct (100.31)

Illinois Eastern Community College District #529 is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment, and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. See Appendix J for the complete policy.

For the procedure, notification of rights and options, reporting information, and other valuable resources, visit www.iecc.edu/titleix.

Sex Offender Registration

Registering as a Sex Offender at IECC

State and federal law require sex offenders or sexual predators (as defined in the Illinois Sex Offender Registration Act) to register as such, within 3 days, at the college or university they attend or are employed. Sex offenders who fail to properly register their status as a student or employee at an institution of higher education are in violation of the law and face arrest for a Class 3 Felony.

Students are required to register as a sex offender/ predator with the Student Services Specialist at the college of attendance upon enrollment/admittance to college. Students who neglect to self-identify by the third day of beginning school (or within 3 days of a sexual offense conviction that requires registration) may be subject to immediate expulsion.

Employees who fail to register with Human Resources within 3 days of employment or conviction will be subject to dismissal.

Note that this IECC registration process is in addition to their responsibility to register with their agency of jurisdiction in which they reside as well as the agency of jurisdiction where they attend school/work.

Due to the presence of minors, IECC has the right to limit access by sex offenders to courses, programs, and areas on campus.

Illinois State Police Sex Offender Registry
To access the statewide registry, or for additional information regarding registered sex offenders in Illinois, visit https://isp.illinois.gov/Sor/Disclaimer.

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.

Identity Theft

Identity theft is a widespread and growing national problem. Identity theft occurs when someone wrongly obtains your personal information, such as your Social Security number or driver's license number, and uses that information to obtain credit cards, loans or merchandise and services in your name. In order to control reasonably foreseeable risks to students from identity theft, Illinois Eastern Community Colleges has an Identity Theft Prevention Program and Policy. For more information, visit www.iecc.edu/safety.

Student Conduct Policy (500.8)

Illinois Eastern Community Colleges is committed to the personal growth, integrity, freedom of civility, respect, compassion, health, and safety of its students, employees, and community. To accomplish this commitment, IECC is dedicated to providing an environment that is free from discrimination, harassment, retaliation, and harmful behavior that hinders students, employees, or community members from pursuing IECC education or services.

IECC's Student Conduct Policy establishes the Student Code of Conduct to communicate its expectations of students and to ensure a fair process for determining responsibility and appropriate sanctions when a student's behavior deviates from those expectations. IECC sanctions are independent of other sanctions that may be imposed by other agencies as a result of civil or criminal prosecution.

Students, through the act of registration at Illinois Eastern Community Colleges, obligate themselves to obey all rules and regulations published in the college catalog, program and student handbooks, and/or on the website. It's highly recommended that all students review the Student Code of Conduct immediately upon enrolling. It can be viewed at www.iecc.edu/studentconduct, and is available upon request in the Student Services Office at each campus.

Policy to Address a Complaint (100.16)

Illinois Eastern Community College District 529 is committed to providing the IECC community with an avenue to voice concerns or grievances. The purpose of this policy is to provide for the prompt and equitable resolution of complaints and applies to all employees, faculty, and students of the District. It is not applicable to, nor does it supplant, complaints that are governed by other IECC policy, procedure, or the faculty collective bargaining contract.

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 those that are governed by other IECC policy and procedure (e.g., sexual harassment complaints, grade appeals, and readmission petitions).

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 Chancellor. 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.

STUDENT SERVICES

Advisement

Career Planning and Placement

Child Care

MyIECC

Retention

Tutoring

Veterans' Services

IECC Meal Plan Offerings

Federal TRIO Programs
- TRIO Student Support Services
- TRIO Upward Bound

Learning Resource Centers

Adult Education

Perkins V

Student Organizations and Athletics

Workforce Education

STUDENT 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/certificate program or GECC Credential, 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

Career Services is available to assist students with obtaining part-time employment while in school or employment after graduation. Assistance can be obtained through the advising process, through their coursework, and through the Academic Success Centers.

Students can receive assistance with writing résumés, conducting mock interviews, and improving skills in all employment-related areas. Internships in selected programs also offer opportunities for on-the-job experience. For more information, visit www.iecc.edu/careerservices.

CHILD CARE

The Small World Child Development Center at Wabash Valley College provides day care for children of parents who wish to return to school. The program is licensed by the Department of Children and Family Services with an approved pre-school program. For more information, contact WVC.

MYIECC

MyIECC is the point of entry to online resources at Illinois Eastern Community Colleges, including:

- **Entrata** – IECC Portal providing access to a wide variety of information and services such as course schedules, grades, billing and payment information, transcripts, registration, degree evaluation, and more.
- **Canvas** – Learning Management System supporting online, hybrid, and traditional courses at IECC.
- **Office 365** – Offers a variety of Microsoft applications such as Word, Excel, PowerPoint, etc.
- **Email** – Connects students to their @iecc.edu Outlook account where all official communications are sent.

To gain access to MyIECC, student accounts are generated during the application acceptance process and credentials are sent to the student by encrypted email to setup their MyIECC account. In some instances, student services personnel may directly issue credentials to create an account using a GeneratedID and PIN. For either process, the student must complete the account setup and set a new password.

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 Academic Success Center at their college.

VETERANS' SERVICES

IECC, a Servicemembers Opportunity College, truly appreciates the commitment and sacrifices made by our military and their families. The colleges have knowledgeable staff on hand to answer questions related to transferring military experience into college credit, assist with veterans' educational benefits, or provide general information. See the Financial Information section for details on benefits available from both federal and state programs.

IECC MEAL PLAN OFFERINGS

Dining Dollars Meal Plans

Platinum Plan - provides for an approximate average of $60 in Dining Dollars per week for 16 weeks
Value $950 - 10% discount
Student Cost $855**

Gold Plan - provides for an average of $50 in Dining Dollars per week for 16 weeks
Value $800 - 10% Discount
Student Cost $720 **

Silver Plan - provides for an average of $35 in Dining Dollars per week for 16 weeks
Value $560 - 10% Discount
Student Cost $504 **

Bronze Plan - provides for an average of $20 in Dining Dollars per week for 16 weeks
Value $320 - 10% Discount
Student Cost $288 **

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.

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

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 (SSS) 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 www.iecc.edu/sss.

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 30 years.

The Upward Bound Program is a federally funded college preparatory program designed to provide academic support, personal/career counseling, and cultural enrichment to participants who have the academic ability for completion of a post-secondary degree. Our goal is to provide services to high school students with academic skills and motivation necessary for success in high school and beyond.

Illinois Eastern Community Colleges Upward Bound provides academic tutoring, course advisement, college/career counseling, cultural enrichment, and social development, among other services, to over 200 students from twelve high schools. All services are free to participants accepted into the program. Services may include:

- after school college preparatory sessions
- workshops
- educational and college trips
- six-week summer program on an IECC campus

Upward Bound is available to students who attend a target high school in Crawford, Edwards, Jasper, Lawrence, Richland, Wabash, Wayne, or White county. Participants must apply and meet specific eligibility criteria.

For more information about Upward Bound, contact Olney Central College at 866-622-4322, ext. 2284, Lincoln Trail College at 866-582-4322, ext. 2284, Wabash Valley College at 866-982-4322, ext. 2284 or visit www.iecc.edu/upwardbound.

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 Credo Reference, 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 38 million items from 91 Illinois academic and special libraries.

Adult Education

IECC's Adult Education program offers Adult Basic Education (ABE) and Adult Secondary Education (ASE) courses to assist students with reading, writing, and math skills. The program prepares students to earn their high

school equivalency through the GED® test. The program also provides support to students with college and career readiness classes to prepare for postsecondary education and workforce readiness. Tuition and books for the Adult Education courses are free to students through the Adult Education and Literacy (AEL) Grant from the Illinois Community College Board.

PERKINS V

The Strengthening Career and Technical Education for the 21st Century Act, referred to as Perkins V, represents an important opportunity for every student to explore, choose, and follow career and technical education programs of study and career pathways. They earn valuable credentials by:

- Strengthening the connections between secondary and postsecondary education;
- Restructuring the way high schools, community colleges, universities, business, and parents work together;
- 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 these students. Contact your advisor to learn about Perkins supportive services, which include:

- Textbook loans
- Transportation assistance
- Career guidance
- Career exploration

Transition Center/Eligibility Criteria

The Transition Center, funded by the Federal Perkins grant, provides supportive services to eligible career & technical education students. 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:

- Low-income youth or adult;
- Has a Disability;
- Preparing for a nontraditional field;
- English Learner;
- Single Parent, including pregnant woman or parenting teen;
- Out-of-workforce individual
- Experiencing Homelessness;
- Youth who is in or has aged out of the foster care system; or
- Youth with a parent who is a member of the armed forces and is on active duty.

To learn more, contact the IECC Transition Center Director at 618.393.3534 ext. 5834. The Transition Center serves students at all four college campuses.

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 broad 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 or visit www.iecc.edu/athletics.

WORKFORCE EDUCATION

This program provides industrial training for business and industry throughout the United States and Canada. 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

FINANCIAL INFORMATION

TUITION*

Residency is the basis for assessing tuition rates at Illinois Eastern Community Colleges. The Residency Policy can be found in the Admission & Registration Info section.

In-District ..... $100.00 per credit hour
Includes: 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

Special Out-of-District ..... $105.00 per credit hour
Includes portions of: Clark, Clay, Cumberland, Hamilton, Jasper, Wayne, and White Counties.

Indiana Students in Designated Counties..... $135.00 per credit hour
Includes: Clay, Daviess, Dubois, Gibson, Greene, Knox, Martin, Owen, Parke, Pike, Posey, Putnam, Spencer, Sullivan, Vanderburgh, Vermillion, Vigo, and Warrick

Out-of-District..... $278.18 per credit hour

Out-of-State ..... $341.51 per credit hour

Non-U.S. Resident..... $341.51 per credit hour

TUITION FOR ALLIED HEALTH STUDENTS*

These rates are applicable to select courses in the Associate Degree in Nursing and Radiography Programs. See the Allied Health Section for designated courses.

In-District..... $147.00 per credit hour
Special-Out-of-District ..... $160.00 per credit hour
Indiana Students in Designated Counties..... $200.00 per credit hour
Out-of-District ..... $450.00 per credit hour
Out-of-State..... $555.00 per credit hour
Non-U.S. Resident ..... $555.00 per credit hour

ONLINE TUITION*

In-District..... $100.00 per credit hour
Special Out-of-District ..... $105.00 per credit hour
Out-of-District ..... $135.00 per credit hour
Out-of-State..... $135.00 per credit hour
Non-U.S. Resident ..... $135.00 per credit hour

UNIVERSAL FEES*

Activity Fee..... $60.00 per semester
Assessed in fall and spring semesters to students taking 6 credit hours or more.
Facilities Usage Fee ..... $5.00 per semester
Assessed to students taking 6 credit hours or more.
Maintenance Fee..... $15.00 per credit hour
Student Support Fee ..... $12.00 per credit hour
Technology Fee..... $5.00 per credit hour

MISCELLANEOUS FEES*

Cost Recovery Fee[1] .....Variable
Dual Credit Student Fees (per student):
Courses taught at the high school by high school teachers.....$25 per course
Courses taught by college faculty at any location .....$35 per credit hour
Fees for dual credit will be billed based on Dual Credit Partnership Agreements on file with the sending high school. For questions on billing, contact the college business office.
Graduation Fee $30.00
Fee includes cap, gown, and diploma, and is payable at the time the graduation application is submitted.
Military Services Recruiting Fee.....$50.00
Natatorium Fee (LTC) $15.00
Placement Retest Fee $5.00
Proctoring Test Fee $15.00
Proficiency Attempt Fee $70.00
Second Diploma Charge.....$10.00
Student ID Replacement Fee $5.00
Textbook Rental Fee (FCC) ... 33% of list price of new book (excluding dual credit and industrial training courses)
Transcript Fee $5.00

PROGRAM & COURSE FEES*

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 Purchase ..... Actual Cost one-time fee

Ceramics Course Fee .....$20.00 per course

Certified Medical Assistant/Medical Assistant
Course Lab Fee (HEA 1208).....$40.00 per course
American Medical Tech. / National Healthcare Association Testing Fee.....Actual Cost
Program Liability Insurance Fee.....$15.00 per year
Student Handbook Fee $5.00

Collision Repair
AUB 1202, 1204, 2200, 2202 .....$25.00 per course
AUM 1270.....$25.00 per course

Computer Course/Lab Fee.....$10.00 per credit hour
(Maximum charge per term = $60)

Conceal Carry Course Fee
EPP 1203.....$60.00 per course

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

Diesel Equipment Technology
Uniform Purchase.....$285.00 one-time fee

Electrical Distribution Program ..... $50.00 per semester

Electronic Medical Records
American Medical Tech. / National Healthcare Association
Testing Fee ..... Actual Cost

EMT
Uniform Purchase.....$38.00 one-time fee
Program Liability Insurance Fee ..... $15.00 per year

Fitness Center Lab Fee..... $30.00 per course

Gunsmithing
GNS 1201, 1202, 2201, 2202, 2206..... $15.00 per course

Hybrid Course Fee..... $35.00 per course

International Student
Application Fee (Non-refundable)....$100.00 one-time fee
Health Insurance Fee (per semester) ..... Actual Cost
Transportation Fees (per semester)
Minimum (Mandatory)..... $50.00
Maximum (Includes optional daily transport).. $300.00

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 (See Certified Medical Assistant)

Medical Laboratory Technician
MLT 1202, MLT 1210 ..... $50 per course
MLT 1205..... $75 per course
Program Liability Insurance Fee ..... $15.00 per year

Music (Applied) Course Fee..... $60.00 per course

Nail Technology
COS 1261, 1262, 1263, 1264 ..... $50.00 per course

Nursing
Allied Health Technology Fee (iPad/Maintenance
Agreement)..... Actual Cost
Allied Health Testing Fee ..... Actual Cost
NurseThink® Complete Fee (NUR 1201) ..... Actual Cost
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 2201, 2202..... $50.00 per course
NUR 1207..... $20.00 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
Program Liability Insurance Fee ..... $15.00 per year
Nursing Student Handbook Fee ..... $5.00 per year

Nursing Assistant
Program Liability Insurance Fee.....$15.00 per year

Online Course Fee ..... $35.00 per course

Pharmacy Technician
Pharm Tech Certification Board Testing Fees....Actual Cost
Student Handbook Fee $5.00

Phlebotomy
Course Lab Fees
PHB 1220, 1222..... $20.00 per course
PHB 1224..... $40.00 per course
Program Liability Insurance Fee.....$15.00 per year
Student Handbook Fee ..... $5.00 one-time fee

Physical Therapist Assistant
Allied Health Technology Fee (iPad/Maintenance
Agreement) .....Actual Cost
Allied Health Testing Fee.....Actual Cost
EXXAT Software Fee .....Actual Cost
Course Lab Fees .....$20 per course
PTA 1203, 1205, 1206, 1210, 2202, 2210, 2211
Clinical Fees .....$20 per course
PTA 1211, 2249, 2250
Program Liability Insurance Fee.....$15.00 per year

Radiography
Allied Health Technology Fee (iPad/Maintenance
Agreement) .....Actual Cost
Allied Health Testing Fee.....Actual Cost
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 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
Effective Spring Semester 2023:
CHM 1124, 2120, 2122
GEG 1104
GEL 1110, 1112, 2111
LSC 1103, 1104, 1106, 1109, 1111, 2104, 2113
PHY 1110, 1111
PSC 1101, PSC 1112, PSC 2101

Telecommunications Course Fees
TEL 1202 .....$94 per course
TEL 1203 .....$167.50 per course

TEL 1204 ..... $375 per course
TEL 1232 ..... $94 per course
TEL 1233 ..... $167.50 per course
TEL 1234 ..... $375 per course
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 .....$66.87 per driving hour

Unmanned Aerial Technology
Couse Lab Fee (UAS 2200)..... $120.00 per course

Welding
Course Fees ..... $75.00 per course
WEL 1201, 1203, 1205, 1206, 1210, 1215, 1220
WEL 1230, 1235, 1240, 1245, 1260, 1265, 2210
WEL 2225, 2235, 2240, 2245, 2250, 2255, 2260

[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.

Tuition Waivers

Senior Citizens – Tuition is waived for residents of the District who are 60 years or older. Non-credit course fees are not waived.

By Employment – Students who live outside of the district or are not residents of Illinois are eligible for the in-district rate when: employed within the district for at least 35 hours per week or are enrolled in a course that is being provided under the terms of a contract for services between the employer and the district**.**

CAREER Agreement – Students who live outside of the district are eligible for the in-district tuition rate when they are attending IECC under an approved CAREER Agreement. For more information, see CAREER Agreements in the Academic section.

IECC Employees – Refer to Policy and Procedure 500.14 for current tuition waiver information. This tuition waiver does not apply to work-study students.

Discretionary – Other types of tuition waivers may be granted at the recommendation of the president of the college with approval of the chancellor (or designee).

IECC Meal Plan

IECC offers four 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 toward the end of the semester. The buyback is a service provided by a third party and conducted through the bookstores (excluding Frontier). A proof of original purchase is required to participate in the buyback.

Student Financial Aid

Illinois Eastern Community Colleges believes that the talents, hopes, and ambitions of our students are among the most valuable resources this nation possesses. While financing a college education is the primary responsibility of the student and his/her family, the fundamental purpose of the financial aid program is to make it possible for students, who would normally be deprived a college education because of inadequate finances, to attend college. With this thought in mind, IECC continues to promote college financing opportunities with gift and optional aid for its qualified and deserving students who must find funds to attend college.

For complete financial aid information, please go to www.iecc.edu/financial.

Eligibility

In general, to be eligible for the federal and state aid administered by IECC, students must:

- Demonstrate financial need as determined by the financial aid office;
- Be a U.S. citizen or an eligible noncitizen with a valid social security number;
- Have a high school diploma or its recognized equivalent;
- Complete and submit FAFSA;
- Submit required documents to the financial aid office;
- Be admitted to an IECC college in an eligible program leading to an approved certificate or degree;
- Be enrolled at least half-time (six credit hours) for all programs except Federal Pell Grant and IL State MAP Grant (est)
- Meet the Satisfactory Academic Progress (SAP) standards of IECC;
- Not have already received a bachelor's degree (applicable to Federal Pell Grant, FSEOG and MAP);
- Not be in default on any federal student loan;
- Not owe a repayment of a federal grant or ISAC gift aid to any postsecondary institution;

Application Process

The Free Application for Federal Student Aid (FAFSA) is administered by the Department of Education and used to apply for financial assistance by analyzing financial need. **The FAFSA is available on October 1st annually** for the upcoming aid year. Visit http://studentaid.gov to create an account and apply for aid.

When IECC receives this application, student eligibility for the following programs is considered:

Gift Aid (No repayment required)

- **Federal Pell Grant** is an entitlement fund awarded to undergraduate students based on the Estimated Family Contribution, Eligibility Criteria, IECC Cost of Attendance, Enrollment Status, and Length of Enrollment.
- **Federal Supplemental Educational Opportunity Grant (SEOG)** provides additional assistance to low-income, undergraduate students with exceptional financial need. IECC receives a limited amount of funds in this program to distribute annually.
- **Illinois Monetary Award Program (MAP)** provides grants to those Illinois residents who attend approved Illinois colleges and demonstrate financial need. The funds from this program are only applied toward tuition and mandatory fees, not to exceed the maximum award amount for the academic year. The deadline to apply for funds is announced annually by the Illinois Student Assistance Commission.

In some instances, Illinois students who are not eligible for federal financial aid (and do not file FAFSA) may apply for a MAP grant using the online Alternative Application for Illinois Financial Aid. For more information, visit https://www.isac.org/students/before-college/financial-aid-planning/retention-of-illinois-rise-act.html

Optional Aid

- **Federal Work Study** is an employment program operated by the Financial Aid Office with the assistance of Human Resources and Payroll. This program provides a part-time position to employ students for 5-20 hours each week. Students receive a bi-weekly paycheck to assist with meeting their cost of attendance.
- **William D. Ford Federal Direct Loans** are borrowed, low-interest funds to assist students with financing a college education when out-of-pocket monies cannot meet the needs within the cost of attendance. All loans must be paid back, with interest, regardless of the completion of the student's educational goal or a student securing a career in the field of study following graduation. Repayment generally begins approximately six months after the student graduates, leaves school, or drops below half-time enrollment.
  - **Direct Subsidized Loans** are available to eligible undergraduate students with financial unmet need.
  - **Direct Unsubsidized Loans** are available to undergraduate students that may not have financial need as determined by the expected family contribution and cost of attendance.
  - **Direct PLUS Loans** are available to eligible parents of undergraduate students. Parents must apply for the loan at studentaid.gov and should not have an adverse credit history. Repayment begins right away. However, parents may have the option to defer payment until approximately six months after the student graduates, leaves school, or drops below half-time enrollment.

Veterans' Education Benefits

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

Most IECC academic programs are approved for veterans' education benefits. Each IECC campus has a VA Certifying Official to administer the reporting requirements as defined in the School Certifying Official Handbook for the following programs. Veteran information can be found at www.iecc.edu/financial.

In accordance with Title 38 US Code 3679(e), IECC adopts the following additional provisions for students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch.33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment from the VA is pending to the

educational institution. IECC will not: prevent their enrollment, assess a late penalty fee, require they secure alternative or additional funding, or deny access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution. However, to qualify for this provision, students may be required to: produce the VA Certification of Eligibility (COE) by the first day of class, provide a written request to be certified, or provide additional information needed to properly certify the enrollment as described in other institutional policies (see the VA School Certifying Officials for all requirements).

- **Post 9/11 GI Bill® (Chapter 33)** offers up to 36 months of education benefits for higher education and training benefits to Veterans, Service members, and their families who served a minimum of 90 days after September 10, 2001. Benefits include tuition and fees paid to the institution and a monthly housing allowance and book stipend paid to the student. The benefit eligibility percentage is based on length of service.
- **Montgomery GI Bill® Active Duty (Chapter 30)** assists active duty and Reservists with the pursuit of higher education degrees, certificates, and other education and training. The Montgomery GI Bill® Active Duty provides up to 36 months of education benefits to Veterans and Service members who have at least two years of active duty, were honorably discharged, and have a high school diploma, GED, or 12 hours of college credit. Other requirements apply based on when the Service member entered active duty. Benefits are paid to the student as a monthly basic housing allowance.
- **Montgomery GI Bill® Selected Reserve (Chapter 1606)** assists Reservists with the pursuit of higher education degrees, certificates, and other education and training. The Montgomery GI Bill® Selected Reserve provides up to 36 months of education and training benefits to members of the Selected Reserve that have a six-year obligation or, for officers, have agreed to serve six years in addition to the initial obligation. The Service member must also have completed the initial active duty for training, have a high school diploma or equivalent before completing IADT, and remain in good standing while serving in an active Selected Reserve unit. Benefits are paid to the student as a monthly basic housing allowance.
- **Veterans' Educational Assistance Program (Chapter 32) (VEAP)** is available if an individual entered the service for the first time between January 1, 1977 and June 30, 1985 and enrolled in the program by contributing money from his or her military pay prior to April 1, 1987. There is no active application for this program, but benefits can be certified if a Veteran has previously been notified of eligibility.
- **Survivors' and Dependents' Educational Assistance Program (Chapter 35) (DEA)** offers up to 45 months of education and training opportunities to eligible children and spouses of Veterans who are permanently and totally disabled due to a service-related condition or Veterans who died while on active duty or as a result of a service-related condition. Benefits are paid monthly to the student.
- **Marine Gunnery Sergeant John David Fry Scholarship** is available for children and spouses of Service members who are missing in action or were captured in the line of duty by a hostile force, were detained by force while in the line of duty by a foreign government or power, are in the hospital (or receiving outpatient treatment) for a service-connected permanent and total disability, or died in the line of duty after September 10, 2001. Benefits offered by this program are equivalent to the Post 9/11 GI Bill® benefits.
- **Vocational Rehabilitation & Employment Service (Chapter 31) (VR&E)** is designed to assist Veterans with service-connected disabilities to obtain suitable employment and/or achieve independent living goals. Veterans that have received, or will receive, a discharge that is other than dishonorable, have a service-connected disability rating of at least 10%, or a memorandum rating of 20% or more from the VA, and apply for VR&E VetSuccess services may be eligible for certain education benefits to meet their goals.
- **Illinois Veteran Grant (IVG)** is administered by ISAC and waives tuition and mandatory fees for eligible applicants at Illinois public colleges or community colleges regardless of the state funding level. Qualified applicants may use this grant at the undergraduate or graduate level for the equivalent of four full-time academic years measured by eligibility units.
- **Illinois National Guard Grant (ING)** is administered by ISAC and waives tuition and eligible fees for qualified applicants at Illinois public colleges or community colleges regardless of the state funding level. Qualified applicants may use this grant at the undergraduate or graduate level for the equivalent of four or six full-time academic years measured by eligibility units.
- **MIA/POW Scholarship** is administered by the Illinois Department of Veterans' Affairs and provides tuition and certain fees for dependents of persons who were Illinois residents at the time they entered active duty and have been declared to be prisoners of war, missing in action, died as the result of a service connected disability, or disabled with 100% disability as a result of a service connected cause as recognized by the U.S Department of Veterans' Affairs or U.S. Department of Defense.
- **Tuition Assistance** is administered by the Department of Defense for Active-Duty Military Service Members. Eligibility of TA recipients is governed by federal law, DoD Instruction 1322.25, DoD Directive 1322.08E,

and the cognizant Military Service's policies, regulations, and fiscal constraints. The Coordinator will work in conjunction with the Service's Education Services Officer to provide assistance to the Service member.

Private Loans

If a student is struggling to meet the cost of attendance with all other means of financial assistance, students may apply for a private student loan with a lender of their choice. It is the responsibility of the student to compare lenders, interest rates, and terms and conditions of the loan.

Agency Assistance

Financial assistance may be available to students through various outside agencies like the Department of Human Services (DHS)/Office of Rehabilitation Services (ORS), Workforce Innovation and Opportunity Act Program (WIOA), and Single Parent program. The funds provided by these programs will be considered in the Estimated Financial Assistance during packaging and awarding.

Students In Loan Default

Students planning to enroll at IECC in a default status on a student loan will not be permitted to use FAFSA-related assistance or veterans' education benefits. Students can locate information about the defaulted loan and its servicer at https://studentaid.gov/manage-loans/default. IECC recommends that students contact their servicer immediately to begin rehabilitating the loan. For assistance, see the Financial Aid Office.

Financial Aid Disbursements

Federal grants, state grants, and student loans are usually divided equally between the fall and spring semester. Financial aid funds are used first to pay any outstanding tuition, fees, and applicable bookstore charges. If funds remain after all institutional charges are paid, a refund will be issued to the student via direct deposit or mailed check within 14 days. Any balance owed on the student's account after applying all grants and other credits is due and payable before mid-term, unless prior arrangements have been made with the Business Office. The disbursement schedule can be found online at www.iecc.edu/financial.

Financial Aid Satisfactory Academic Progress

Illinois Eastern Community Colleges is required to establish the minimum standards for Satisfactory Academic Progress (SAP) for all students that apply for and receive financial assistance from the Department of Education, Department of Veterans' Affairs, and/or Illinois Student Assistance Commission (ISAC). SAP ensures that students are progressing toward the completion of their financial aid eligible certificate or degree.

The financial assistance programs that require the following standards are:

- Federal Pell Grant
- Federal SEOG
- Federal Work Study
- Federal Direct Loans
- Illinois MAP
- Federal Veterans' Education Benefits

Satisfactory Progress Requirements

Code of Federal Regulations, Sec. 668.34 (3), (4), and (5) describe how the grade based (qualitative) and time-based (quantitative) standards should be set. These standards are measured at the end of every payment period, or at the end of every semester, including summer. Students are considered to be meeting SAP if ALL the following conditions are met:

Qualitative Standard: Students must earn a cumulative Grade Point Average (GPA) of at least 2.0.

Quantitative Standard: Students must prove that they are on track to complete their certificate or degree within the maximum time frame threshold so that all attempted credit hours are less than 150% of the credit hours required for the certificate or degree. Therefore, students must successfully complete two-thirds (67%) of coursework attempted, or the hours earned divided by hours attempted. Review the entire policy and appeal process at www.iecc.edu/financial.

Financial Aid Withdrawals

Students who withdraw from all courses or stop attending courses before the last day of their scheduled courses may be required to repay a portion of financial aid funds received or may have financial aid funds cancelled. Students earn 100% of their financial aid when they have attended more than 60% of the module or term for which they are scheduled to attend. If students withdraw prior to completing 60% of their scheduled days of attendance, a portion of financial aid has not been earned. This unearned portion is equal to the percentage of the term remaining on the date of withdrawal. Upon notice that a student has withdrawn from all courses, financial aid eligibility will be recalculated based on the actual period of attendance, and students may be asked to repay a portion of the aid that was disbursed.

A student's last date of attendance is determined in one of two ways. If a student officially withdraws from the institution, last date of attendance is the date s/he begins the withdrawal process or notifies the institution of their complete withdrawal. An unofficial withdrawal occurs when a student stops attending classes but does not notify the institution of his/her withdrawal. At the midpoint of each class, the institution checks for non-attendance. Each instructor will confirm whether the student is still attending class, or they will drop the student from the class. If a student has ceased to attend all classes at this point, the mid-term date will be used as the last date of attendance. At the end of the term, the financial aid office checks for failing grades. Each

instructor will award a final grade for the course. Instructors that are awarding a grade of 'F' will be required to list the student's last date of attendance. The latest date reported for all 'F' and 'W' grades will be used as the student's last date of attendance.

IECC returns funds within 45 days to the U.S. Department of Education. In recalculating a student's financial aid eligibility, they will reduce your financial aid in the following order:

1. Unsubsidized Direct Stafford loan
2. Subsidized Direct Stafford loan
3. Direct PLUS loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (FSEOG)

Upon returning funds to the Department of Education, IECC will notify the student if they owe the institution for the return of aid. Students have 10 days to repay the balance or arrange a payment plan with the Business Office. Additional information can be found at www.iecc.edu/financial.

TRANSFER PROGRAM INFORMATION

Transfer Program Options

Transfer Programs

IAI General Education Core Curriculum

General Education Core Curriculum Credential

IAI GECC Codes

IAI GECC Courses

Associate in Science

Associate in Arts

Associate in Science and Arts

Associate in General Studies

Certificate in General Studies

TRANSFER PROGRAM INFORMATION

TRANSFER PROGRAM OPTIONS

- You can transfer an IECC ***Associate in Science and Arts***, ***Associate in Arts***, or ***Associate in Science*** degree to almost any university across the nation.
- Earning a two-year associate degree at IECC saves you thousands of dollars in tuition and fees and prepares you for university success.
- Approximately 37 of the 120 required credits for a bachelor's degree at **every university** are general education. These requirements can be met at any of the IECC campuses.
- Associate degrees have an elective hour component that allows you to explore your university major. These may also be taken at any IECC campus; however, certain courses within a concentration may need to be taken at a specific college. General guidelines for the most common majors are listed below – this is not an exhaustive list of the educational opportunities. **Please contact an advisor for more details**.

General Education	FCC	LTC	OCC	WVC
General Education Core Curriculum Communication, Mathematics, Physical and Life Science, Humanities, Fine Arts, Social and Behavioral Science	✓	✓	✓	✓
Area of Concentration				
Agriculture University Majors: Agribusiness, Agriculture Production, Plant and Soil Science				✓
Architecture University Majors: Architectural design, Interior Design, Urban and Regional Planning			✓	
Art University Majors: Art History, Photography, Studio Arts		✓	✓	
Biological Science/Biology University Majors: Botany, Environmental Biology, Microbiology, Neuroscience, Sustainability	✓	✓	✓	✓
Business Administration University Majors: Accounting, Economics, Finance, Human Resources, Insurance, Management, Marketing, Public Administration	✓	✓	✓	✓
Communications University Majors: Advertising, Corporate Communication, Mass Media, Public Relations	✓	✓	✓	✓
Communication Disorders & Sciences University Majors: Speech Pathology and Audiology	✓	✓	✓	✓
Computer Science University Majors: Cyber Security, Network Technology, Software Development, Web Application Development	✓	✓	✓	✓
Education University Majors: Early Childhood Education, Elementary Education, Special Education, Secondary Education	✓	✓	✓	✓
Engineering University Majors: Bioengineering, Chemical Engineering, Electrical Engineering, Industrial Engineering, Mechanical Engineering			✓	✓
English and Literature University Majors: Creative Writing, Linguistics, Rhetoric & Composition	✓	✓	✓	✓
Health Science University Majors: Community Health, Nursing, Nutrition and Dietetics, Public Health	✓	✓	✓	✓

Area of Concentration	FCC	LTC	OCC	WVC
Family and Consumer Sciences University Majors: Child Development and Family Relations, Fashion Merchandising Food and Nutrition, Hospitality	✓	✓	✓	✓
Mathematics University Majors: Actuarial Science, Math and Computer Science, Statistics and Quantitative Methods		✓	✓	✓
Music University Majors: Band and Orchestra, Music History, Music Therapy, Music Business, Theatre, Voice		✓	✓	
Physical Sciences University Majors: Astronomy, Chemistry, Earth Science, Forensic Science, Physics		✓	✓	✓
Physical Education/Recreation University Majors**:** Athletic Training, Exercise Science**,** Kinesiology, Sport Management, Tourism Management	✓	✓	✓	✓
Pre-Professional University Majors: Chiropractic, Dentistry, Law, Medicine, Optometry, Pharmacy, Physical Therapy, Veterinary Medicine	✓	✓	✓	✓
Social Sciences University Majors: Anthropology, Criminal Justice, Geography, History, Philosophy, Political Science, Psychology, Social Work, Sociology	✓	✓	✓	✓
Undecided Majors	✓	✓	✓	✓

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 are encouraged to enroll in one of the following programs:

- Associate in Arts (AA) – Liberal Arts focus; requires more humanities/fine arts and social/behavioral sciences as well as a foreign language. Fulfills General Education Core Curriculum Credential.
- Associate in Science (AS) – STEM focus; requires more mathematics and physical/life sciences.
- Associate in Science and Arts (ASA) – Similar to the AA, without the foreign language and P.E./Health Nutrition requirements. Fulfills General Education Core Curriculum credential.
- General Education Core Curriculum Credential – Only General Education courses. See C104 that follows for additional details.

After successfully completing one of the associate degrees, the student can generally transfer to a four-year university with junior status. IECC has transfer (Articulation) agreements with many in-state and out-of-state colleges and universities. Contact an advisor to assist you with an education plan that begins at IECC and leads you to a baccalaureate degree and beyond.

The following tips make transfer from IECC to a four-year university a smooth process:

1. *Get advice from your college advisor.*
2. *Maintain contact with the receiving institution.*
3. *Go to the Advisement webpage at www.iecc.edu/advisement*
4. *Visit the MyCreditsTransfer website at* http://www.mycreditstransfer.org
5. *Follow the IAI road map and check the IAI website at www.iTransfer.org*

IAI General Education Core Curriculum

IECC is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows for the transfer of core curriculum (referred to as the General Education Core Curriculum) to more than 100 participating colleges and universities in Illinois. The agreement became effective for those who entered participating institutions as first-time students in the summer of 1998 (and thereafter). In addition to being able to transfer general education courses, students can also transfer courses that will apply to specific baccalaureate majors.

The General Education Core Curriculum (GECC) is the starting point for students pursuing an associate transfer degree or a bachelor's degree. This core consists of 37 to 41 credits that participating colleges and universities have agreed to accept as a "package" in lieu of their own comparable lower-division general education requirements.

General Education Core Curriculum Credential – C104

This credential, consisting of 12-13 courses (37-41 semester hours) is not a degree or certificate, nor is it an industry recognized credential.

Beginning in 2019, students successfully completing the GECC "package" receive the GECC Credential, via a notation on their transcript, signifying this accomplishment. Students graduating with an Associate in Arts or Associate in Science and Arts degree at IECC will typically be awarded this credential in addition to their degree.

Completion of this credential ensures the student can seamlessly transfer to an in-state four-year institution, having completed their general education requirements. Minimum requirements are as follows:

Communications.....3 Courses (9 Semester Hrs)
Mathematics..... 1 Course (3-6 Semester Hrs)
Physical & Life Sciences .....2 Courses (7-8 Semester Hrs)
Humanities & Fine Arts.....3 Courses (9 Semester Hrs)
Social & Behavioral Sciences ....3 Courses (9 Semester Hrs)

The GECC Credential is comprised of only Illinois Articulation Initiative (IAI) approved general education courses. See the IAI GECC Courses that follow for a complete list of approved courses.

IAI GECC Codes

C - Communications
F - Fine Arts
H - Humanities
L - Life Sciences
M - Mathematics
P - Physical Sciences
S - Social and Behavioral Sciences
HF - Interdisciplinary Humanities & Fine Arts
LP - Interdisciplinary Life Sciences and Physical Sciences

IAI GECC Courses

This page contains course options that satisfy general education requirements for the transfer degrees that follow, as well as the GECC Credential. A majority of these courses are offered online. Consult an advisor or check the IECC website for the most up-to-date list.

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

IECC Course			IAI Course	
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

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

Mathematics

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-B
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

[2]For Elementary or Special Ed major students only.

Physical and Life Sciences - Must include **one** course selected from the life sciences and **one** course from the physical sciences; o**ne** of these must be a laboratory course as designated by an "L" at the end of the IAI code.

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
LSC	1107	Intro to Human Genetics (3)	L1	906

Physical Sciences

CHM	1115	Chemistry and Society (4)	P1	903
CHM	1120	Introductory Chemistry (5)	P1	902L
CHM	1130	General Chemistry I (5)	P1	902L
GEG	1101	Introduction to Physical Geography (3)	P1	909
GEG	1103	Introductory Meteorology (3)	P1	905
GEG	1104	Introductory Meteorology Lab (1)	P1	905L
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	900L
PHY	1115	Physics and Society (4)	P1	901
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
PSC	2101	Environmental Science (4)	P9	901L

Humanities/Fine Arts* - Must include **one** course selected from humanities and **one** course from the fine arts.

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
LIT	2191	Introduction to American Folklore (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 Art

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	Global Art History (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

Social and Behavioral Sciences* - Must include courses from at least **two** disciplines.

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	906
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
HIS	2104	Intro to African Am History (3)	S2	923D
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

***For transfer degree-seeking students who must fulfill the human diversity requirement, courses with an IAI Code ending in D or N are suitable. (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.)**

ASSOCIATE IN SCIENCE (AS D110) / 64 SEMESTER HOURS / *A majority of these courses are offered online*

I. COMMUNICATION — Required: 9 hours / 3 Courses: Must include **a two-course** sequence in writing and **one** course in oral communication.

____ ENG 1111 Composition I[1] (3) ____ ENG 1121 Comp & Analysis[1] (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 1103 Liberal Arts Math (3)
____MTH 1104 Quantitative Reasoning (3)
____MTH 1122 Geometry/Elementary Majors[2] (3)
____MTH 1131 Intro to Statistics (3)
____MTH 1151 Finite Mathematics (3)
____MTH 1152 Applied Calculus (4)
____MTH 1153 Statistics (3)
____MTH 1171 Calc. & Analytic Geometry I (5)
____MTH 1172 Calc. & Analytic Geometry II (5)
____MTH 2173 Calc. & Analytic Geometry III (4)

[2] Elementary Education major students only.

III. PHYSICAL AND LIFE SCIENCES — Required: 10-11 hours Must include **one** course selected from the life sciences**, one** course from the physical sciences, and **one** laboratory course.

Life Sciences

____LSC 1101 General Biology I[3] (4)
____LSC 1102 General Biology II[3] (4)
____LSC 1105 Environmental Biology (4)
____LSC 1106 Intro to Biology[3] (4)
____LSC 1107 Intro to Human Genetics (3)

Physical Sciences

____CHM 1115 Chemistry and Society (4)
____CHM 1120 Intro to Chemistry[3] (5)
____CHM 1130 General Chemistry[3] (5)
____GEG 1101 Intro to Physical Geography (3)
____GEG 1103 Intro to Meteorology (3)
____GEG 1104 Introductory Meteorology
____GEL 1110 General Geology[3] (3)
____GEL 1112 Physical Geology[3] (3)
____GEL 2111 Environmental Geology[3] (4)
____PHY 1110 Survey of Physics[3] (4)
____PHY 1115 Physics and Society (4)
____PHY 1120 Physics I[3] (5)
____PHY 2110 General Physics I[3] (5)
____PSC 1101 Intro to Physical Science[3] (4)
____PSC 1111 Intro to Astronomy (3)
____PSC 1112 Intro to Astronomy Lab[3] (1)
____PSC 2101 Environmental Science [3] (4)

[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 2111 American Literature to 1855 (3)
____LIT 2112 American Literature since 1855 (3)
____LIT 2121 English Literature to 1800 (3)
____LIT 2122 English Literature since 1800 (3)
____LIT 2131 World Literature to 1620 (3)
____LIT 2132 World Literature since 1620 (3)
____LIT 2135 Women in Literature[4] (3)
____LIT 2141 Understanding Poetry (3)
____LIT 2142 Understanding Drama (3)
____LIT 2143 Understanding the Short Story (3)
____LIT 2145 Children's Literature (3)
____LIT 2151 Shakespeare (3)
____LIT 2181 Mythology (3)
____LIT 2191 Intro to American Folklore (3)
____PHI 1111 Intro to Philosophy (3)
____PHI 2101 Intro to Ethics (3)
____PHI 2111 Intro to Logic (3)
____PHI 2121 Philosophy of Religion (3)
____SOC 1109 Sociology of Religion (3)
____SOC 1110 Gods, Heroes, & Society (3)
____SPN 2121 Intermediate Spanish II (4)

Humanities / Fine Arts

____HUM 2151 Intro to Asian Culture[4] (3)
____HUM 2161 Forging the American Character[4] (3)

Fine Arts

____ART 1141 Cinema Appreciation (3)
____ART 1181 Art History I (3)
____ART 2101 Understanding Art (3)
____ART 2181 Art History II (3)
____ART 2191 Global Art History[4] (3)
____DRA 1111 Intro to Theatre (3)
____HUM 1111 Intro to Art, Music, & Theatre (3)
____MUS 1101 Music Appreciation (3)
____MUS 1102 History of American Music (3)
____MUS 1103 Music in Multicult. America[4] (3)
____MUS 1104 World Music[4] (3)
____MUS 2131 Music History (4)

[4] Indicates a human diversity course.

V. SOCIAL AND BEHAVIORAL SCIENCES* — Required: 6 hours Select courses from at least **two** disciplines.

____ANT 2101 Intro to Anthropology[4] (3)
____ANT 2102 Cultural Anthropology[4] (3)
____ECN 1101 Intro to Economics (3)
____ECN 2101 Principles of Macroeconomics (3)
____ECN 2102 Principles of Microeconomics (3)
____GEG 1102 World Geography (3)
____HIS 1104 Hist. of Eastern Civilization I[4] (4)
____HIS 1105 Hist. of Eastern Civilization II[4] (4)
____HIS 1111 Western Civil. before 1600 AD (3)
____HIS 1112 Western Civil. after 1600 AD (3)
____HIS 1120 World History to 1500[4] (3)
____HIS 1121 World History since 1500[4] (3)
____HIS 2101 U.S. History to 1877 (3)
____HIS 2102 U.S. History since 1877 (3)
____HIS 2104 Intro to African Am History[4] (3)
____HUM 2131 Intro to Latin American Culture[4] (3)
____PLS 1101 Intro to Political Science (3)
____PLS 2101 Government of the U.S. (3)
____PLS 2103 State & Local Government (3)
____PLS 2106 Intro to Intl Relations (3)
____PSY 1101 General Psychology I (3)
____PSY 1108 Psych. Aspects of Aging (3)
____PSY 2104 Child Psychology (3)
____PSY 2105 Adolescent Psychology (3)
____PSY 2107 Social Psychology (3)
____PSY 2109 Human Growth & Develop. (3)
____SOC 1107 Sociology of Sex & Gender[4] (3)
____SOC 1108 Race & Ethnic Relations[4] (3)
____SOC 2101 Principles of Sociology (3)
____SOC 2102 Social Problems & Trends (3)
____SOC 2103 Marriage and Family (3)

[4] Indicates a human diversity course.

VI. PE/HEALTH NUTRITION – Required: 2 hours

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

VII. MAJOR/ELECTIVE CREDIT – Required: 19-22 Semester Hours

VIII. COLLEGE ORIENTATION AND PATHWAYS TO SUCCESS - highly recommended

NOTE: Due to statewide changes effective Academic Year 2016-17, this degree no longer includes the GECC package (credential). Students may complete their Gen Ed courses upon transfer or at IECC by taking three (3) additional hours in Humanities/Fine Arts AND three (3) additional hours in Social/Behavioral Sciences.

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.

**Students must select a course from the Humanities/Fine Arts OR Social & Behavioral Sciences that will fulfill the human diversity requirement.*

ASSOCIATE IN ARTS (AA D100) / 64 SEMESTER HOURS / *A majority of these courses are offered online*

I. COMMUNICATION — Required: 9 hours / 3 Courses: Must include **a two-course** sequence in writing and **one** course in oral communication.

____ ENG 1111 Composition I[1] (3) ____ ENG 1121 Comp & Analysis[1] (3) ____ SPE 1101 Fund of Eff Speaking (3)

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

II. MATHEMATICS — Required: 3 hours Any IAI GECC Math course as listed below.

____MTH 1103 Liberal Arts Math (3)
____MTH 1104 Quantitative Reasoning (3)
____MTH 1122 Geometry/Elementary Majors[2] (3)
____MTH 1131 Intro to Statistics (3)
____MTH 1151 Finite Mathematics (3)
____MTH 1152 Applied Calculus (4)
____MTH 1153 Statistics (3)
____MTH 1171 Calc. & Analytic Geometry I (5)
____MTH 1172 Calc. & Analytic Geometry II (5)
____MTH 2173 Calc. & Analytic Geometry III (4)

[2] Elementary Education major students only.

III. PHYSICAL AND LIFE SCIENCES — Required: 7 hours Must include **one** course selected from the life sciences**, one** course from the physical sciences, and **one** laboratory course.

Life Sciences

____LSC 1101 General Biology I[3] (4)
____LSC 1102 General Biology II[3] (4)
____LSC 1105 Environmental Biology (4)
____LSC 1106 Intro to Biology[3] (4)
____LSC 1107 Intro to Human Genetics (3)

Physical Sciences

____CHM 1115 Chemistry and Society (4)
____CHM 1120 Intro to Chemistry[3] (5)
____CHM 1130 General Chemistry[3] (5)
____GEG 1101 Intro to Physical Geography (3)
____GEG 1103 Intro to Meteorology (3)
____GEG 1104 Intro to Meteorology Lab[3] (1)
____GEL 1110 General Geology[3] (3)
____GEL 1112 Physical Geology[3] (3)
____GEL 2111 Environmental Geology[3] (4)
____PHY 1110 Survey of Physics[3] (4)
____PHY 1115 Physics and Society (4)
____PHY 1120 Physics I[3] (5)
____PHY 2110 General Physics I[3] (5)
____PSC 1101 Intro to Physical Science[3] (4)
____PSC 1111 Intro to Astronomy (3)
____PSC 1112 Intro to Astronomy Lab[3] (1)
____PSC 2101 Environmental Science [3] (4)

[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 2111 American Literature to 1855 (3)
____LIT 2112 American Literature since 1855 (3)
____LIT 2121 English Literature to 1800 (3)
____LIT 2122 English Literature since 1800 (3)
____LIT 2131 World Literature to 1620 (3)
____LIT 2132 World Literature since 1620 (3)
____LIT 2135 Women in Literature[4] (3)
____LIT 2141 Understanding Poetry (3)
____LIT 2142 Understanding Drama (3)
____LIT 2143 Understanding the Short Story (3)
____LIT 2145 Children's Literature (3)
____LIT 2151 Shakespeare (3)
____LIT 2181 Mythology (3)
____LIT 2191 Intro to American Folklore (3)
____PHI 1111 Intro to Philosophy (3)
____PHI 2101 Intro to Ethics (3)
____PHI 2111 Intro to Logic (3)
____PHI 2121 Philosophy of Religion (3)
____SOC 1109 Sociology of Religion (3)
____SOC 1110 Gods, Heroes, & Society (3)
____SPN 2121 Intermediate Spanish II (4)

Humanities / Fine Arts

____HUM 2151 Intro to Asian Culture[4] (3)
____HUM 2161 Forging the American Character[4] (3)

Fine Arts

____ART 1141 Cinema Appreciation (3)
____ART 1181 Art History I (3)
____ART 2101 Understanding Art (3)
____ART 2181 Art History II (3)
____ART 2191 Global Art History[4] (3)
____DRA 1111 Intro to Theatre (3)
____HUM 1111 Intro to Art, Music, & Theatre (3)
____MUS 1101 Music Appreciation (3)
____MUS 1102 History of American Music (3)
____MUS 1103 Music in Multicult. America[4] (3)
____MUS 1104 World Music[4] (3)
____MUS 2131 Music History (4)

[4] Indicates a human diversity course.

V. SOCIAL AND BEHAVIORAL SCIENCES* — Required: 9 hours Select courses from at least **two** disciplines.

____ANT 2101 Intro to Anthropology[4] (3)
____ANT 2102 Cultural Anthropology[4] (3)
____ECN 1101 Intro to Economics (3)
____ECN 2101 Principles of Macroeconomics (3)
____ECN 2102 Principles of Microeconomics (3)
____GEG 1102 World Geography (3)
____HIS 1104 Hist. of Eastern Civilization I[4] (4)
____HIS 1105 Hist. of Eastern Civilization II[4] (4)
____HIS 1111 Western Civil. before 1600 AD (3)
____HIS 1112 Western Civil. after 1600 AD (3)
____HIS 1120 World History to 1500[4] (3)
____HIS 1121 World History since 1500[4] (3)
____HIS 2101 U.S. History to 1877 (3)
____HIS 2102 U.S. History since 1877 (3)
____HIS 2104 Intro to African Am History[4] (3)
____HUM 2131 Intro to Latin American Culture[4] (3)
____PLS 1101 Intro to Political Science (3)
____PLS 2101 Government of the U.S. (3)
____PLS 2103 State & Local Government (3)
____PLS 2106 Intro to Intl Relations (3)
____PSY 1101 General Psychology I (3)
____PSY 1108 Psych. Aspects of Aging (3)
____PSY 2104 Child Psychology (3)
____PSY 2105 Adolescent Psychology (3)
____PSY 2107 Social Psychology (3)
____PSY 2109 Human Growth & Develop. (3)
____SOC 1107 Sociology of Sex & Gender[4] (3)
____SOC 1108 Race & Ethnic Relations[4] (3)
____SOC 2101 Principles of Sociology (3)
____SOC 2102 Social Problems & Trends (3)
____SOC 2103 Marriage and Family (3)

[4] Indicates a human diversity course.

VI. FOREIGN LANGUAGE — Required: 8 hours Two semesters of the same language.

VII. PE/HEALTH NUTRITION – Required: 2 hours

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

VIII. MAJOR / ELECTIVE CREDIT – Required: 17 semester hours

IX. COLLEGE ORIENTATION AND PATHWAYS TO SUCCESS - 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.

**Students must select a course from the Humanities/Fine Arts OR Social & Behavioral Sciences that will fulfill the human diversity requirement.*

ASSOCIATE IN SCIENCE AND ARTS (ASA D111) /64 SEMESTER HOURS /*A majority of these courses are offered online*

I. COMMUNICATION — Required: 9 hours / 3 Courses: Must include **a two-course** sequence in writing and **one** course in oral communication.

____ ENG 1111 Composition I[1] (3) ____ ENG 1121 Comp & Analysis[1] (3) ____ SPE 1101 Fund of Eff Speaking (3)

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

II. MATHEMATICS — Required: 3 hours Any IAI GECC Math course as listed below.

____MTH 1103 Liberal Arts Math (3)
____MTH 1104 Quantitative Reasoning (3)
____MTH 1122 Geometry/Elementary Majors[2] (3)
____MTH 1131 Intro to Statistics (3)
____MTH 1151 Finite Mathematics (3)
____MTH 1152 Applied Calculus (4)
____MTH 1153 Statistics (3)
____MTH 1171 Calc. & Analytic Geometry I (5)
____MTH 1172 Calc. & Analytic Geometry II (5)
____MTH 2173 Calc. & Analytic Geometry III (4)

[2] Elementary Education major students only.

III. PHYSICAL AND LIFE SCIENCES — Required: 7 hours Must include **one** course selected from the life sciences**, one** course from the physical sciences, and **one** laboratory course.

Life Sciences

____LSC 1101 General Biology I[3] (4)
____LSC 1102 General Biology II[3] (4)
____LSC 1105 Environmental Biology (4)
____LSC 1106 Intro to Biology[3] (4)
____LSC 1107 Intro to Human Genetics (3)

Physical Sciences

____CHM 1115 Chemistry and Society (4)
____CHM 1120 Intro to Chemistry[3] (5)
____CHM 1130 General Chemistry[3] (5)
____GEG 1101 Intro to Physical Geography (3)
____GEG 1103 Intro to Meteorology (3)
____GEG 1104 Intro to Meteorology Lab[3] (1)
____GEL 1110 General Geology[3] (3)
____GEL 1112 Physical Geology[3] (3)
____GEL 2111 Environmental Geology[3] (4)
____PHY 1110 Survey of Physics[3] (4)
____PHY 1115 Physics and Society (4)
____PHY 1120 Physics I[3] (5)
____PHY 2110 General Physics I[3] (5)
____PSC 1101 Intro to Physical Science[3] (4)
____PSC 1111 Intro to Astronomy (3)
____PSC 1112 Intro to Astronomy Lab[3] (1)
____PSC 2101 Environmental Science [3] (4)

[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 2111 American Literature to 1855 (3)
____LIT 2112 American Literature since 1855 (3)
____LIT 2121 English Literature to 1800 (3)
____LIT 2122 English Literature since 1800 (3)
____LIT 2131 World Literature to 1620 (3)
____LIT 2132 World Literature since 1620 (3)
____LIT 2135 Women in Literature[4] (3)
____LIT 2141 Understanding Poetry (3)
____LIT 2142 Understanding Drama (3)
____LIT 2143 Understanding the Short Story (3)
____LIT 2145 Children's Literature (3)
____LIT 2151 Shakespeare (3)
____LIT 2181 Mythology (3)
____LIT 2191 Intro to American Folklore (3)
____PHI 1111 Intro to Philosophy (3)
____PHI 2101 Intro to Ethics (3)
____PHI 2111 Intro to Logic (3)
____PHI 2121 Philosophy of Religion (3)
____SOC 1109 Sociology of Religion (3)
____SOC 1110 Gods, Heroes, & Society (3)
____SPN 2121 Intermediate Spanish II (4)

Humanities / Fine Arts

____HUM 2151 Intro to Asian Culture[4] (3)
____HUM 2161 Forging the American Character[4] (3)

Fine Arts

____ART 1141 Cinema Appreciation (3)
____ART 1181 Art History I (3)
____ART 2101 Understanding Art (3)
____ART 2181 Art History II (3)
____ART 2191 Global Art History[4] (3)
____DRA 1111 Intro to Theatre (3)
____HUM 1111 Intro to Art, Music, & Theatre (3)
____MUS 1101 Music Appreciation (3)
____MUS 1102 History of American Music (3)
____MUS 1103 Music in Multicult. America[4] (3)
____MUS 1104 World Music[4] (3)
____MUS 2131 Music History (4)

[4] Indicates a human diversity course.

V. SOCIAL AND BEHAVIORAL SCIENCES* — Required: 9 hours Select courses from at least **two** disciplines.

____ANT 2101 Intro to Anthropology[4] (3)
____ANT 2102 Cultural Anthropology[4] (3)
____ECN 1101 Intro to Economics (3)
____ECN 2101 Principles of Macroeconomics (3)
____ECN 2102 Principles of Microeconomics (3)
____GEG 1102 World Geography (3)
____HIS 1104 Hist. of Eastern Civilization I[4] (4)
____HIS 1105 Hist. of Eastern Civilization II[4] (4)
____HIS 1111 Western Civil. before 1600 AD (3)
____HIS 1112 Western Civil. after 1600 AD (3)
____HIS 1120 World History to 1500[4] (3)
____HIS 1121 World History since 1500[4] (3)
____HIS 2101 U.S. History to 1877 (3)
____HIS 2102 U.S. History since 1877 (3)
____HIS 2104 Intro to African Am History[4] (3)
____HUM 2131 Intro to Latin American Culture[4] (3)
____PLS 1101 Intro to Political Science (3)
____PLS 2101 Government of the U.S. (3)
____PLS 2103 State & Local Government (3)
____PLS 2106 Intro to Intl Relations (3)
____PSY 1101 General Psychology I (3)
____PSY 1108 Psych. Aspects of Aging (3)
____PSY 2104 Child Psychology (3)
____PSY 2105 Adolescent Psychology (3)
____PSY 2107 Social Psychology (3)
____PSY 2109 Human Growth & Develop. (3)
____SOC 1107 Sociology of Sex & Gender[4] (3)
____SOC 1108 Race & Ethnic Relations[4] (3)
____SOC 2101 Principles of Sociology (3)
____SOC 2102 Social Problems & Trends (3)
____SOC 2103 Marriage and Family (3)

[4] Indicates a human diversity course.

VI. MAJOR / ELECTIVE CREDIT – Required: 27 semester hours

VII. COLLEGE ORIENTATION AND PATHWAYS TO SUCCESS - 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.

**Students must select a course from the Humanities/Fine Arts OR Social & Behavioral Sciences that will fulfill the human diversity requirement.*

ASSOCIATE IN GENERAL STUDIES (AGS D595)

Contact advisor for online availability.

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 Credit Hours**
Area of concentration ..... **12 Credit Hours**
Electives..... **32 Credit Hours**
Total..... 64 Credit Hours

I. General Education

The following courses or equivalents are required as a General Education component.

Requirements			Credit Hours
Written Communication			6
Select from:			
ENG	1101	Introduction to Composition	
ENG	1111	Composition I	
ENG	1121	Composition & Analysis	
ENG	1201	Communications	
ENG	1212	Technical Writing	
Oral Communication			3
Select from:			
SPE	1101	Fundamentals of Effective Speaking	
SPE	1111	Interpersonal Communications	
Any general Life or Physical Science or Mathematics course			5
Any general Humanities course*			3
Any general Social Science course*			3
Total General Education Hours			**20**

*Either the humanities or social science course must be a human diversity course selected from applicable IECC or IAI human diversity courses.

II. Area of Concentration

A minimum of twelve (12) semester hours must be successfully completed in one (1) of seven (7) areas of concentration:

- **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:** Coursework may be selected from any one (1) technical certificate or degree program. Eligible courses are listed in the Career and Technical Education information section.

Courses eligible to satisfy the Area of Concentration will have a 1 or 2 in the first position of the course number as well as a 1 or 2 in the second position. This signifies the course is a first- or second- year level baccalaureate or technical course. Courses taken to satisfy the General Education and Elective requirements may not be used to satisfy Area of Concentration requirements.

III. Elective Coursework

Thirty-two (32) semester hours of the Associate in General Studies degree may be elective coursework. Courses eligible as electives will have a 1 or 2 in the first position of the course number as well as a 1 or 2 in the second position. This signifies the course is a first- or second- year level baccalaureate or technical course. Courses taken to satisfy General Education and Area of Concentration requirements may not be used to satisfy elective coursework. **College Orientation and Pathways to Success are highly recommended.**

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.**

I. General Education

Requirements	Credit Hours
Written Communication	3
(See General Studies Degree for options)	
Oral Communications	3
(See General Studies Degree for options)	
Any general Humanities or Fine Arts course	3
Any general Social Science course	3
Total General Education Hours	**12**

II. Area of Concentration Courses 7
Career and Technical Education; Communication Skills; Mathematics; Science; Humanities; Social Science; General Business; Allied Health

III. Elective Coursework 10
All CTE (1.2) and all transfer (1.1) courses can be used.

Total Credit Hours **29**

ALLIED HEALTH

Associate Degree in Nursing

Basic Nurse Assistant Training Program

Health Careers

Physical Therapist Assistant

Radiography

ALLIED HEALTH

ASSOCIATE DEGREE IN NURSING

ASSOCIATE IN APPLIED SCIENCE DEGREE (NUR D350)

The Associate Degree Nursing program prepares individuals to apply for the National Council Licensure Exam (NCLEX-RN) for licensure as a registered nurse. 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 (or comparable licensing authority outside of Illinois).

Those living outside of Illinois are strongly encouraged to contact the appropriate licensing agent in their state to seek information and guidance before beginning this program. (See the Professional Licensure Disclosure at www.iecc.edu/licensuredisclosure.)

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.

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. Persons interested in applying may contact the program advisor at any one of the colleges. 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.

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 March 1 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. NOTE: Grades of *F* in college level courses from institutions outside of IECC 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.

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 24 months of the ranking deadline. If the prior exam was more than 24 months before the ranking deadline, a new test shall be required. The cost of testing will be paid by the student. The TEAS exam category scores will be used for ranking in the program.

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; and
6. Government-issued photo ID residency verification.

Applicants with completed files will be ranked using the composite score which is derived from their TEAS scores, GPA, and science course grades. A minimum entry-level composite score is required.

Requirements After Program Acceptance

Requirements after the student is accepted into the program:

1. Return acceptance form within two (2) weeks of notification;
2. Proof of a physical examination and immunizations (due by assigned date);
3. Evidence of CPR certification;
4. Provide certification as nurse assistant, as evidenced by:
    a. Successful completion of the CNA training program within 2 years of the date of application deadline and listed on the Illinois Department of Public Health Registry; or
    b. Successful completion of the CNA training program within the last 5 years, proof of 400 hours worked within the last year prior to the application (must provide verification of hours worked from Feb15 – Feb 15), and listed on the Illinois Department of Public Health Registry.

    Nursing Assistant certification in other states, or other patient care positions, will be reviewed for compliance with the program's prerequisite knowledge. Additional coursework or competency testing, including CNA certification, may be required of an individual not meeting criterion a. or b.;
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.

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.illinois.gov, and accredited by the Accreditation Commission for Education in Nursing (ACEN), which is located at 3390 Peachtree Road NE, Suite 1400, 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 in 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. Unencumbered 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 unencumbered LPN license.

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

Associate Degree in Nursing (NUR D350)

First Year First Semester			Credit Hours
LSC	2111	Human Anatomy & Physiology I[1]	4
NUR	1201	Nursing I[3]	10
PSY	1101	General Psychology I[1, 2]	3
		Semester Total	17

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

Second Year First Semester			Credit Hours
LSC	2110	General Microbiology[1]	4
NUR	2201	Nursing III[3]	10
SOC	2101	Principles of Sociology[1, 2]	3
		Semester Total	17

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

Total Credit Hours	72

Other:

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

[1]General Education Hours (30)
[2]Course satisfies the IECC human diversity requirement.
[3]Tuition for Allied Health 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 Tuition for Allied Health also applies to NUR 1207 and NUR 1209.

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. NUR 1210 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 student 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.

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, who have exhausted their petition options and have not obtained a practical nurse license, may reapply to the first year of the program, one time, after five years from the last program exit, without regard to prior academic performance. Applicant will be subject to the following criteria:

1. Student was not dismissed from the program for any safety violations in the clinical setting.
2. Student has not violated any student conduct policies.
3. No violation of critical concerns from the Nursing Handbook during their initial time in the program.

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 Certificate (BAID 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.

Professional Licensure Information

This program of study prepares students to seek a professional licensure or certification in the state of Illinois and may not meet minimum requirements for other states. See the Professional Licensure Disclosure at www.iecc.edu/licensuredisclosure for more information.

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

Health Careers Certificate (HLTH 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. The first semester provides entry-level coursework; the second semester is the Basic Nurse Assistant Training Program. Completion of the Health Careers certificate prepares students for entry into higher level health careers programs.

First Semester			Credit Hours
HEA	1225	Introduction to Medical Terminology	V3
HLT	1201	Health Careers Orientation	2
HLT	1202	Health Careers Related Skills	V2
		AND	
HLT	1203	Health Careers I **OR**	V2
HLT	1204	Health Careers Skills	V4
		Semester Total	9

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

PHYSICAL THERAPIST ASSISTANT

ASSOCIATE IN APPLIED SCIENCE DEGREE (PTA D346)

The Physical Therapist Assistant AAS focuses on the theory and hands-on applications required to gain entry-level employment opportunities in the Physical Therapist Assistant (PTA) field of study. The program's mission is to provide students with an exceptional educational experience leading to competent, service-oriented patient-care providers.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Persons interested in applying to the PTA program may contact Student Services at WVC to schedule an appointment with an advisor and begin the application process. Program information may also be accessed at www.iecc.edu/wvc/pta.

Application Requirements

Qualified applicants are ranked for admission to the WVC Physical Therapist Assistant program based on a composite score derived from the Test of Essential Academic Skills (TEAS) exam and GPA of specific high school science, social science, and mathematics courses or college level program support courses.

To qualify for ranking, prospective students must:

1. Complete an application to Wabash Valley College by deadline to be ranked for the fall semester. (Contact student services for this date.)
2. Verify residency.
3. Submit Transcripts.
   - Official High School or GED equivalent;
   - Official transcripts from all post-secondary institutions.
4. Have achieved a 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. NOTE: 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 PTA 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.
5. Sign up for and take the TEAS exam.
6. Submit results of the TEAS exam; the following guidelines apply.
   - Official copies of TEAS test results must be submitted by the deadline. (Contact student services for this date.)
   - The TEAS exam may be taken up to two (2) times per ranking period.
   - Prior TEAS 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.
   - If the TEAS is taken at another institution, it is the student's responsibility to have test scores submitted to Wabash Valley College.
   - Applicants should contact the PTA program director for acceptance updates after taking the TEAS exam.
   - The cost of testing will be paid by the student.

All prospective students must review the Program Handbook. Contact the Program Director for additional application requirements. Applications are accepted until all seats are filled.

Required Technical Standards

1. Sufficient eyesight to observe patients, manipulate equipment, and evaluate patient care 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 ensure patient safety.
5. Satisfactory intellect, emotional, and mental functions to exercise independent judgment and discretion in the safe technical performance of patient care procedures.

Requirements after the Student is Accepted into the Program

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 PTA 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 student 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.**

Fees

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

Conduct and Health

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

CAPTE

Wabash Valley College is seeking accreditation of a new physical therapist assistant education program from CAPTE. The program submitted an Application for Candidacy, which is the formal application required in the pre-accreditation stage, on March 1, 2022. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no student may be enrolled in technical courses until Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Professional Licensure Information

This program of study prepares students to seek a professional licensure or certification in the state of Illinois and may not meet minimum requirements for other states. See the Professional Licensure Disclosure at www.iecc.edu/licensuredisclosure for more information.

PHYSICAL THERAPIST ASSISTANT ASSOCIATE IN APPLIED SCIENCE (PTA D346)

First Semester			Credit Hours 18
HEA	1202	Community Health First Aid	2
HEA	1225	Introduction to Medical Terminology	3
LSC	2111	Human Anatomy & Physiology I[1]	4
PSY	1101	General Psychology I[1]*	3
PTA	1203	PTA Clinical Processes	3
PTA	1221	PTA Pathophysiology	3

Second Semester			Credit Hours 17
ENG	1111	Composition I[1]	3
LSC	2112	Human Anatomy & Physiology II[1]	4
PTA	1205	Patient Care Interventions	4
PTA	1206	Functional Anatomy & Biomech.	3
PTA	1210	Field Experience for the PTA	V3

Third Semester			Credit Hours 14
PTA	1211	Clinical I	4
PTA	2202	Musculoskeletal Therapy	5
PTA	2210	Multiple System Rehabilitation	5

Fourth Semester			Credit Hours 12
PTA	2211	Neuromuscular Rehabilitation	4
PTA	2249	Clinical II	8

Fifth Semester (Summer)			Credit Hours 10
GEN	2297	Employment Skills[1]	V2
PTA	2250	Clinical III	8

Total Credit Hours	71

[1]General Education Hours (16)

*This course satisfies the IECC human diversity requirement.

RADIOGRAPHY

ASSOCIATE IN APPLIED SCIENCE DEGREE (XRAY D327)

The mission of Illinois Eastern Community Colleges - Olney Central College Radiography program is to provide quality radiography education and to graduate competent entry-level radiographers to serve 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 course of study. There are two 1-day orientation courses held near the end of summer semester. The program begins in full fall 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. Those living outside of Illinois are strongly encouraged to contact the appropriate licensing agent in their state to seek information and guidance before beginning this program. (See the Professional Licensure Disclosure at www.iecc.edu/licensuredisclosure.)

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 fall semester.
B. Provide government issued photo ID residency verification.
C. Transcripts: Official copies submitted by February 15 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. NOTE: 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 February 15.
    2. Test must be taken within three 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. Applicants should consult the Financial Information section of this catalog or IECC website (www.iecc.edu/tuition) for any applicable fees related to repeating tests.
F. 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.

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. Successfully complete HEA 2299 by end of summer session for full admission to the program. HEA 2299 includes a radiography orientation and 15 hours of agency observation.
4. Complete physical exam and required immunizations. (Fees paid by student.) Forms are distributed to students by Program Director.
5. Complete a satisfactory criminal background check as designated by the program. (Fees paid by student.)
6. Complete drug screening as designated by the program*. (Fees paid by student.)
7. 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. Applicants must repeat the application process to be considered for the following year.

Drop/Restart Students

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

Transfer Students

Individuals seeking credit for courses taken at institutions other than IECC colleges should refer to the Transfer Credit Policy 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.

RADIOGRAPHY ASSOCIATE IN APPLIED SCIENCE (XRAY D327)

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 Orientation[3]	.5
		Semester Total	3

First Semester			Credit Hours
HEA	1225	Introduction 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
		Semester 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
		Semester Total	14

Summer Semester			Credit Hours
ENG	1111	Composition I[1] **OR**	
SPE	1101	Fundamentals of Effective Speaking[1]	3
RAD	1219	Radiographic Sectional Anatomy[3]	2
RAD	1236	Applied Clinical Radiology III[3]	2
		Semester 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
		Semester Total	15

Fourth Semester			Credit Hours
PSY	1101	General Psychology I[1, 2] **OR**	
SOC	2101	Principles of Sociology[1, 2] **OR**	
SOC	2104	Death and Dying[1, 2]	3
RAD	2201	Advanced Imaging [3]	2
RAD	2204	Registry and Career Review[3]	4
RAD	2221	Radiographic Pathology[3]	4
RAD	2256	Applied Clinical Radiology V[3]	3
		Semester Total	16

Total Credit Hours 71.5

[1]General Education Hours (16)

[2]Course satisfies the IECC human diversity requirement.

[3]Tuition for Allied Health applies to this course.

CAREER AND TECHNICAL PROGRAM INFORMATION

Career and Technical Programs

Associate in Applied Science

CTE and Career Clusters

Career and Technical Program Outlines

Career and Technical Program Information

Career and Technical Programs

IECC currently offers an extensive selection of Career and Technical Education (CTE) degrees and certificates – many of which can be completed via distance delivery. These programs integrate academics with relevant technical knowledge in order to prepare students for careers in various high-demand fields.

Degrees generally require a two-year commitment with successful completion resulting in an Associate in Applied Science. Certificates are typically one year of study or less, providing the knowledge and skills necessary for those just entering the workforce or for individuals seeking to upgrade or achieve new skills.

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.

All CTE degrees and certificates available at IECC are listed later in this section or in the Allied Health section (Nursing/Physical Therapist Assistant/Radiography) and can also be found at www.iecc.edu/programs.

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.

General education hours for the Associate in Applied Science must include a human diversity course. This course may be selected from the list of GECC Courses (see the Transfer Program section) or chosen from one of the IECC designated HD courses (approved for CTE only) below:

PSY 1101; PSY 1103
SOC 2101; SOC 2102; SOC 2104
SPM 2102

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. **College Orientation and Pathways to Success are highly recommended.**

A minimum of 37 hours of general education coursework is required for all 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.

CTE AND CAREER CLUSTERS

Career and technical education (CTE) is the practice of teaching specific career skills in preparation for high-skill, in-demand employment. CTE has 16 different tracks (Career Clusters) students can pursue. Careers with the same foundational knowledge and skills are grouped in the same cluster. Following identifies the Career Clusters applicable to IECC's career and technical education and the corresponding programs.

Career Cluster: Agriculture, Food, and Natural Resources	
Agricultural Technology/Business Degree, WVC	Mine Electrical Maint III Certificate, FCC
Agricultural Technology/Production Degree, WVC	Precision Agriculture Certificate, WVC
Coal Mining Maintenance I Certificate, FCC	Professional Ag Applicator Certificate, WVC
Coal Mining Technology Certificate and Degree, FCC	Turf and Landscape Design Certificate, WVC
Career Cluster: Architecture and Construction	
Alternative Fuels Certificate, WVC	Energy Technology Degree, WVC
Electrical Distribution Systems Certificate and Degree, FCC	Industrial Maintenance HVAC I Certificate, OCC
Career Cluster: Arts, Audio/Video Technology and Communications	
Broadband Technician Certificate, LTC	Radio/TV and Digital Media Degree, WVC
Entertainment Business Certificate, WVC	Social Media Management Certificate, WVC
Media Communications Certificate, WVC	Sports Marketing and Media Degree, WVC
Music and Media Certificate and Degree, WVC	
Career Cluster: Business Management and Administration	
Customer Service Management Certificate, LTC	Office Management Degree, LTC
Educational Leadership Certificate, WVC	Philanthropy Certificate, LTC
Entrepreneurship Certificate, WVC	Public Service Management Certificate, LTC
Human Resource Assistant Degree, OCC	Small Business Development Certificate, LTC/OCC/WVC
Industrial Management Degree, LTC	Special Event Management Certificate, LTC
MS Office Specialist Certificate, OCC	Supervisory Skills Certificate, LTC
Office Administration Certificate and Degree, OCC	Workplace Skills Certificate, LTC
Career Cluster: Finance	
Accounting Degree, OCC	QuickBooks Certificate, OCC
Professional Bookkeeper Certificate, OCC	
Career Cluster: Health Science	
Associate Degree in Nursing, FCC/LTC/OCC/WVC	Medical Coding Associate Certificate, OCC
Basic Nurse Assistant Training Progr Cert, FCC/LTC/OCC/WVC	Medical Laboratory Technician Degree, FCC
Certified Medical Assistant Degree, FCC, LTC	Medical Office Assistant Degree, OCC
Electronic Medical Records Certificate, LTC	Medical Transcription Certificate, OCC
Emergency Medical Responder Certificate, FCC	Pharmacy Technician Certificate, LTC
EMT Certificate, FCC	Phlebotomy Certificate, FCC
Health Careers Certificate, FCC, LTC, OCC, WVC	Physical Therapist Assistant Degree, WVC
Health Information Technology Degree, OCC	Practical Nursing Certificate, OCC
Massage Therapy Certificate, OCC	Radiography Degree, OCC
Medical Assistant Certificate, FCC, LTC	
Career Cluster: Human Services	
Cosmetology Certificate, OCC	Early Childhood – ECE Level 3 Credential Certificate, WVC
Cosmetology Teacher Certificate, OCC	Nail Technology Certificate, OCC
Early Childhood Education Degree, WVC	Social Services Specialist Degree, WVC
Early Childhood – ECE Level 2 Credential Certificate, WVC	
Career Cluster: Information Technology	
Combination Technician Certificate, LTC	Information Systems Technology Degree, OCC
Computer Security and Forensics Certificate, LTC	Network Technician Certificate, OCC
Graphic Arts and Design Degree, FCC	Networking Certificate, LTC
Graphic Design Certificate, FCC	Outside Plant Technician Certificate, LTC

Career Cluster: Law, Public Safety, Corrections & Security	
Administration of Justice Degree, OCC	Fire Science Degree, FCC
Advanced Suppression Specialist Certificate, FCC	Fire Service Administrator Certificate, FCC
Basic Fire Suppression Tech Certificate, FCC	Shooting Range Safety Officer Certificate, WVC
Career Cluster: Manufacturing	
Adv Industrial Technician Certificate, WVC	Industrial Technician Certificate, WVC
Advanced CNC Programming Certificate, WVC	Inter Industrial Technician Certificate, WVC
Advanced Manufacturing Degree, WVC	Manufacturing Design Certificate, WVC
Advanced Production Technician Certificate, OCC	Manufacturing Skills Certificate, LTC
Automation Certificate, WVC	Operations Technician Certificate, OCC
Automation Technician Certificate, OCC	Process Technology Certificate and Degree, LTC
Equipment Technician Certificate, OCC	Welding Certificate, LTC (C571), OCC (C276)
Gunsmithing Certificate and Degree, WVC	Welding and Cutting Certificate, OCC
Industrial Maintenance Technology Degree, OCC	Welding and Fabricating Degree, OCC
Career Cluster: Marketing	
Marketing Business Management Degree, WVC	Sales Certificate, WVC
Real Estate Certificate, WVC	
Career Cluster: Transportation, Distribution & Logistics	
Auto Light Repair Tech Certificate, FCC	Automotive Technology Degree, FCC
Auto Maintenance & Repair Certificate, OCC	Collision Repair Technology Degree, OCC
Auto Service Technology I Certificate, OCC	Diesel Equipment Technology Degree, WVC
Auto Service Technology II Certificate, OCC	Light Vehicle Diesel Service Certificate, FCC/OCC
Automotive Repair Technician Certificate, OCC	Truck Driving Certificate, WVC
Automotive Service Specialist Certificate, FCC	Unmanned Aerial Pilot Certificate, OCC
Automotive Service Technology Degree, OCC	Unmanned Aerial Technology Degree, OCC

CAREER AND TECHNICAL PROGRAM OUTLINES

The section that follows provides general information and requirements for various career and technical degrees and certificates available at IECC. The box displayed on each page under the program title indicates the college(s) offering the program, as noted with a check beside the college name. Offerings and requirements are subject to change. See our website at www.iecc.edu/programs for the most up-to-date information.

Advisors are available at each college with a mission to provide accurate information about academic requirements, policies and procedures, and transfer and career opportunities, which will assist each student in making realistic and purposeful decisions about academic, career, and life goals.

A program index is found in the back of the catalog.

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

FCC	LTC	✓ OCC	WVC

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[1] **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	Bookkeeper Prep Professional **OR** Elective	3
ACC	2298	Accounting Internship	2
BMG	2204	Human Resource Management	3
BUS	2102	Business Law II	3
BUS	2105	Business Finance	3
SPE	1101	Fundamentals of Effective Speaking[1]	3

Total Credit Hours 63

[1]General Education Hours (19)

*This course satisfies the IECC human diversity requirement.

PROFESSIONAL BOOKKEEPER CERTIFICATE (ACT C142)

FCC	LTC	✓ OCC	WVC

The Professional Bookkeeper certificate will prepare individuals for high demand accounting and bookkeeping jobs. Today's professional bookkeeper is part accountant, part tax whiz, part financial analyst. Bookkeeping, accounting, and auditing clerks constitute a vast occupational area, and therefore the job outlook is substantial. 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 CERTIFICATE (ACT C141)

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**

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

FCC	LTC	✓ OCC	WVC

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 private enforcement agencies that 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 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**	
JUS	1221	Police Report Writing	3
JUS	1205	Ethics for Police Officers	3
JUS	1211	Criminal Law II	3
JUS	1230	Substance Abuse Issues	3
JUS	2253	Probation and Parole	3

Third Semester			**Credit Hours 15**
JUS	1220	Youth and Administration of Justice	3
JUS	2201	Criminal Investigations I	3
JUS	2240	Traffic Administration	3
MTH	1201	Technical Mathematics[1] **OR**	V3
		College Level Math[1]	
		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 Investigation II	3
JUS	2220	Police Organization & Operations	3
SOC	2101	Principles of Sociology[1]	3
SPE	1101	Fundamentals of Effective Speaking[1]	3

Total Credit Hours 60

[1]General Education Hours (21)

*This course satisfies the IECC human diversity requirement.

ADVANCED MANUFACTURING ASSOCIATE IN APPLIED SCIENCE DEGREE (MANUF D563)

FCC	LTC	OCC	✓ WVC

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
GEN	1298	Career Pathways to Success	V1
MAC	1203	Precision Measurement	3
MAN	1201	Introduction to Machining	5
MAN	1202	Industrial Safety	V2
MAN	1211	Industrial Electricity	4

Second Semester			**Credit Hours 16**
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	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
MAN	2202	Leadership	V3
MAN	2211	Programmable Logic Controllers	4
WEL	1201	Basic Welding	3

Fourth Semester			**Credit Hours 13**
MAC	1225	Internship **AND**	
MAC	1226	Internship Seminar **OR**	
MAN	2201	Quality Concepts & Techniques	V2
MAN	1204	Manuf Materials & Processes	4
PSC	1101	Intro to Physical Science[1]	4
PSY	1101	General Psychology I[1]* **OR**	
PSY	1103	Business Psychology[1]*	3

Total Credit Hours	**63**

[1]General Education Hours (16)
*This course satisfies the IECC human diversity requirement.

Recommended Electives:

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

ADVANCED CNC PROGRAMMING CERTIFICATE (MANUF C566)

FCC	LTC	OCC	✓ WVC

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.

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

AUTOMATION CERTIFICATE *(MANUF 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 provides 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.

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

MANUFACTURING DESIGN CERTIFICATE (MANUF C556)

Manufacturing Design Technicians are key members of the engineering team that design and produce a wide variety of products. Assignments may include traditional drafting, CAD, implementing engineering directives, material and product testing, and customer service. Program prerequisite: Advanced Manufacturing degree completion

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

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

FCC	LTC	OCC	✓ WVC

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] **OR**	
GEL	1112	Physical Geology[1]	4
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	Agricultural 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	Agriculture Business Seminar II	1

Third Semester			**Credit Hours 17**
AGR	1210	Precision Agriculture	3
AGR	1231	Ag Records and Analysis	3
AGR	2203	Agriculture 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	Agriculture Business Seminar IV	1
AGR	2235	Agribusiness Management	3
AGR	2264	Supervised Occupational Experience IV	V2
EDU	1108	Standard First Aid	2
GEN	2297	Employment Skills[1]	V2
		Humanities Gen Ed Elective[1]* **OR**	
		Social Science Gen Ed Elective[1]*	3

Total Credit Hours 69

[1]General Education Hours (18)

*Course must satisfy the IECC human diversity requirement

**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	V1
WEL	1201	Basic Welding	3
WEL	1203	Practical Welding	4

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

FCC	LTC	OCC	✓ WVC

The Agricultural Technology Production 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] **OR**	
GEL	1112	Physical Geology[1]	4
AGR	1112	Introduction to Agronomy	4
AGR	1121	Introduction to Animal Science	4
		English Gen Ed Elective[1]	3

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

Summer Semester			**Credit Hours 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	World 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
		Humanities Gen Ed Elective[1]* **OR**	
		Social Science Gen Ed Elective[1]*	3

Total Credit Hours 70

[1]General Education Hours (18)

*Course must satisfy the IECC human diversity requirement

**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	V1
WEL	1201	Basic Welding	3
WEL	1203	Practical Welding	4

PRECISION AGRICULTURE CERTIFICATE (AGP C124)

FCC	LTC	OCC	✓ WVC

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.

First Semester			**Credit Hours 12**
AGP	1201	Agri-Production Seminar I	1
AGP	1261	Supervised Occupational Experience I	V2
AGR	1210	Precision Agriculture	3
AGR	1216	Precision Agriculture Controls	2
EDU	1108	Standard First Aid	2
GEN	2297	Employment Skills	V2

Second Semester			**Credit Hours 13**
AGP	1262	Supervised Occupational Experience II	V2
AGP	2202	Agri-Production Seminar II	1
AGR	1213	Soil Fertility & Fertilizers	3
AGR	1214	Crop Protection	3
AGR	1281	Intro Geographical Information Sys	V3
TRK	1210	CDL Exam Preparation	V1
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 CERTIFICATE (AGB 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 Driver's License, Chemical Applicator Certification, a basic understanding of computers, and a basic understanding of GIS are in demand as the operators of Agricultural Chemical Applicators. These large, $250,000 computerized chemical applicator "trucks" require operators with the above-mentioned skills. Such skills are being sought after by dealers and distributors of agricultural fertilizers and chemicals.

This certificate program, whether sought in conjunction with an AAS or as a stand-alone certificate, provides the student with employable skills and the employers with the skilled employees. It formalizes the instruction and retraining which has been evolving over the last few years. It continues to provide the retraining of existing employees as well as provide added credentials and employability for AAS graduates who choose to seek this certificate in addition to the agricultural degree program.

First Semester			**Credit Hours 11**
AGR	1213	Soil Fertility & Fertilizers	3
AGR	1214	Crop Protection	3
AGR	1261	Supervised Occupational Experience I	4
TRK	1210	CDL Exam Preparation	V1

Second Semester			**Credit Hours 11**
AGR	1215	Ag Chem Applicator	2
AGR	1262	Supervised Occupational Experience II	4
AGR	1281	Intro Geographical Information Sys	3
EDU	1108	Standard First Aid	2
Total Credit Hours			**22**

TURF AND LANDSCAPE DESIGN CERTIFICATE (AGB C116)

FCC	LTC	OCC	✓ WVC

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	Crop Protection	3
AGR	1221	Turf & Landscape Management	3
AGR	1262	Supervised Occupational Experience II	4
TRK	1210	CDL Exam Preparation	V1
Total Credit Hours			**29**

ALTERNATIVE FUELS CERTIFICATE (ENRGY C122)

FCC	LTC	OCC	✓ WVC

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	Intro to Energy	3

Second Semester			**Credit Hours 9**
ENR	1203	Biofuel Production	V2
ENR	1205	Effects of Alternative Fuels	3
LSC	1105	Environmental Biology	4
Total Credit Hours			**14**

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

FCC	LTC	✓ OCC	WVC

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]	V2
		Social Science Gen Ed Elective[1]*	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 Drivetrains I	10
		Humanities Gen Ed Elective[1]*	3

Total Credit Hours 70

[1]General Education Hours (15)

*One of these courses must satisfy the IECC human diversity requirement.

AUTO SERVICE TECHNOLOGY I CERTIFICATE (AUM C531)

FCC	LTC	✓ OCC	WVC

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, and shop foreman with the following automotive industries: 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.

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	V3
Total Credit Hours		**26**

AUTO SERVICE TECHNOLOGY II CERTIFICATE (AUM 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 Drivetrains	10
Total Credit Hours		**26**

AUTO MAINTENANCE & REPAIR CERTIFICATE (AUM C519)

FCC	LTC	✓ OCC	WVC

The Auto Maintenance & Repair certificate is designed to prepare the student for an entry level position in the automotive repair and maintenance 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 1215	Auto Skill Development	3

Second Semester		**Credit Hours 3**
AUM 1203	Automotive Powertrain	3

Third Semester		**Credit Hours 3**
AUM 1204	Automotive Electronic	3

Fourth Semester		**Credit Hours 3**
AUM 1205	Automotive Chassis	3
Total Credit Hours		**12**

AUTOMOTIVE REPAIR TECHNICIAN CERTIFICATE (AUM 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	V3
Total Credit Hours		**12**

AUTOMOTIVE TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE DEGREE (AUM D522)

✓ FCC	LTC	OCC	WVC

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 16**
AUM	1235	Fuel Systems	3
AUM	1236	Electrical Fundamentals	5
AUM	2220	Ignition & Computer Systems	5
MTH	1201	Technical Mathematics[1]	V3

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 19**
AUM	1200	Automotive Topics	V1
AUM	2224	Power Accessories	2
AUM	2225	Drive Trains	4
AUM	2228	Auto Transmission & Transaxles	5
AUM	2230	Automotive Service Internship	V3
GEN	2297	Employment Skills[1]	V1
		Social Science Gen Ed Elective[1]* **OR**	
		Humanities Gen Ed Elective[1]*	3

Total Credit Hours 68

[1]General Education Hours (17)

*Course must satisfy the IECC human diversity requirement.

AUTOMOTIVE SERVICE SPECIALIST CERTIFICATE (AUM C526)

✓ FCC	LTC	OCC	WVC

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 2224	Power Accessories	2
AUM 2225	Drive Trains	4
AUM 2228	Auto Transmission & Transaxles	5
AUM 2230	Automotive Service Internship	V3
Total Credit Hours		**51**

AUTO LIGHT REPAIR TECH CERTIFICATE (AUM 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**

LIGHT VEHICLE DIESEL SERVICE CERTIFICATE (AUM C533)

✓ FCC	LTC	✓ OCC	WVC

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

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

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

FCC	LTC	✓ OCC	WVC

The Collision Repair Technology program is designed to prepare auto body specialists for the repair of body and frame damage of vehicles. The standard curriculum and skills learned in this program include removing dents, straightening bent frames, using replacement parts, and automotive paint application. The Collision Repair department keeps pace with a fast-moving industry emphasizing the most up-to-date repair methods. The Collision Repair curriculum is reviewed by an advisory board composed of local and regional industry members.

There is a high demand for skilled collision repair technicians. Job opportunities are found in multiple industries and related fields. Completers of the Collision Repair Technology degree can work as an auto body repair technician, custom painter, automobile manufacturer technician, shop supervisor, body shop owner, and insurance appraiser.

First Semester			**Credit Hours 15**
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	1206	Special Projects in Welding	V2

Second Semester			**Credit Hours 15**
AUB	1202	Auto Body Repair I	4
AUB	1214	Shop Organization & Management	3
AUB	1255	Auto Body Est and Info Tech	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]	V4
		Social Science Gen Ed Elective[1]*	3

Fourth Semester			**Credit Hours 20**
AUB	2202	Steering & Suspension Systems	4
AUB	2204	Frame & Chassis Alignment	5
AUB	2215	Auto Body Internship**	V3
ENG	1111	Composition I[1] **OR**	
ENG	1201	Communications[1]	3
GEN	2297	Employment Skills[1]	V2
		General Education Elective[1]	3

Total Credit Hours	**68**

[1]General Education Hours (15)

*Course must satisfy the IECC human diversity requirement.

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

BROADBAND TECHNICIAN CERTIFICATE (TEL C486)

FCC	✓ LTC	OCC	WVC

The Broadband Technician certificate prepares students for entry-level positions in the broadband telecommunications industry. Students receive an introduction to telecom basics, telecom electronics, cable splicing, station installation, structured cabling systems, networking fundamentals, and fiber optics. This program consists of three stackable micro-certificates.

First Semester			**Credit Hours 16**
TEL	1201	IT Fundamentals	4
TEL	1202	Networking Fundamentals I	4
TEL	1203	Combination Technician I	4
TEL	1204	Outside Plant I	4

Second Semester			**Credit Hours 15**
GEN	2297	Employment Skills	V3
TEL	1232	Networking Fundamentals II	4
TEL	1233	Combination Technician II	4
TEL	1234	Outside Plant II	4
Total Credit Hours			**31**

NETWORKING CERTIFICATE (TEL C480)

This micro-certificate is designed to help students gain experience in basic computer hardware, software, and networking as it relates to broadband technology. Students will learn to work with various types of computers, cabling, and networking equipment including installation, troubleshooting, and maintenance. Students also have the opportunity to take the industry recognized CompTIA IT Fundamentals certification test as part of this micro-certificate.

Requirements			**Credit Hours 8**
TEL	1202	Networking Fundamentals I	4
TEL	1232	Networking Fundamentals II	4
Total Credit Hours			**8**

COMBINATION TECHNICIAN CERTIFICATE (TEL C479)

The Combination Technician micro-certificate is designed to help students gain experience as broadband combination technicians. Students will learn to install copper and fiber optic services to businesses and homes. This will include experience installing and configuring network interface devices (NID), optical network terminals (ONT), and maintaining a service vehicle. Troubleshooting and diagnosing various problems experienced by combination technicians will also be covered.

Requirements			**Credit Hours 8**
TEL	1203	Combination Technician I	4
TEL	1233	Combination Technician II	4
Total Credit Hours			**8**

OUTSIDE PLANT TECHNICIAN CERTIFICATE (TEL C478)

The Outside Plant Technician micro-certificate is designed to help students gain experience as broadband outside plant technicians. Students will learn to install and splice copper and fiber optic cabling. Students will also have the opportunity to obtain the nationally recognized Certified Fiber Optic Technician (CFOT) certificate, through the Fiber Optic Association, as part of the coursework. Students will be trained on heavy equipment, which includes, bucket truck, derrick digger, and plow operation and maintenance.

Requirements			**Credit Hours 8**
TEL	1204	Outside Plant I	4
TEL	1234	Outside Plant II	4
Total Credit Hours			**8**

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

✓ FCC	LTC	OCC	WVC

Coal Mining Technology prepares the student for a rewarding career in the mining industry. The program is offered through cooperative agreements with: 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 IECC 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 may transfer into the Industrial Technology and Vocational Education Programs at Southern Illinois University–Carbondale (SIU-C). Graduates may be 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 I	V4
MTH	1201	Technical Mathmatics[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)

*One of these courses must satisfy the IECC human diversity requirement.

COAL MINING TECHNOLOGY CERTIFICATE (CMT C297)

✓ FCC	LTC	OCC	WVC

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	1230	First Aid	V4
CMT	1250	Mine Ventilation	V4
CMT	2210	Mine Machine Repair I	V4
CMT	2290	Mining Systems	V3
Total Credit Hours			**29**

MINE ELECTRICAL MAINTENANCE III CERTIFICATE (CMT C296)

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

One Semester			**Credit Hours 8**
CMT	2280	Mine Electrical Maintenance III	8
Total Credit Hours			**8**

COAL MINING MAINTENANCE I CERTIFICATE (CMM1 C505)

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

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

First Semester			**Credit Hours 11**
CMT	1200	Introduction to Coal Mining	V3
CMT	2230	Mine Hydraulics I	V4
CMT	2250	Mine Electrical Maintenance I	V4

Second Semester			**Credit Hours 12**
CMT	2210	Mine Machine Repair I	V4
CMT	2240	Mine Hydraulics II	V4
CMT	2260	Mine Electrical Maintenance II	V4
Total Credit Hours			**23**

COMPUTER SECURITY & FORENSICS CERTIFICATE (MSS C239)

FCC	✓ LTC	OCC	WVC

The Computer Security & Forensics program prepares students to investigate computer crimes and incidents while accurately analyzing and reporting findings.

First Semester			**Credit Hours 13.5**
CIS	1104	Intro Learning Services Online	0.5
JUS	2201	Criminal Investigations I	3
MTH	1201	Technical Mathematics	V4
TEL	1201	IT Fundamentals	3
TEL	2226	Computer Ethics	3

Second Semester			**Credit Hours 13**
ENG	1212	Technical Writing	V3
TEL	1275	Essential Computer Skills	V3
TEL	2227	Computer Forensics	4
TEL	2284	Networking Fundamentals	3
Total Credit Hours			**26.5**

COSMETOLOGY CERTIFICATE (COSME C260)

FCC	LTC	✓ OCC	WVC

The Cosmetology program is a career and technical program licensed by the Illinois Department of Financial and Professional Regulation. Satisfactory progress in the program will more than meet the 1,500 hours required by the Illinois Department of Financial and Professional Regulation before taking the state licensing exam. In order to accomplish this, students are enrolled for 40 hours per week, Monday through Friday, when school is in session. Students are accepted into the program at the beginning of fall or spring semester and must complete three (3) consecutive semesters which will include one (1) summer session. In addition to tuition, cosmetology students are required to buy clinic shoes, a cosmetology kit, and textbooks. Completion of the program qualifies the student to take a state examination for registration as a licensed cosmetologist in the state of Illinois.

Professional Licensure Information
This program of study prepares students to seek a professional licensure or certification in the state of Illinois and may not meet minimum requirements for other states. See the Professional Licensure Disclosure at www.iecc.edu/licensuredisclosure for more information.

First Semester			**Credit Hours 17**
BUS	1201	Financial Planning/Management	2
COS	1200	Cosmetology I	12
ENG	1111	Composition I **OR**	
ENG	1201	Communications	3

Second Semester			**Credit Hours 12**
COS	1210	Cosmetology IIA	12

Summer Semester			**Credit Hours 13**
COS	1220	Cosmetology IIB	8
MTH	1201	Technical Mathematics	V2
PEG	1137	First Aid & Safety Education	3
Total Credit Hours			**42**

COSMETOLOGY TEACHER CERTIFICATE (COSTE C263)

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.

Professional Licensure Information
This program of study prepares students to seek a professional licensure or certification in the state of Illinois and may not meet minimum requirements for other states. See the Professional Licensure Disclosure at www.iecc.edu/licensuredisclosure for more information.

First Semester			**Credit Hours 15**
COS	1250	Cosmetology Teacher I	8
PSY	1101	General Psychology I	3
		Business **OR**	
		Health Elective	4

Second Semester			**Credit Hours 12**
COS	1251	Cosmetology Teacher II	8
		Business Elective	4

Third Semester			**Credit Hours 8**
COS	1252	Cosmetology Teacher III	8
Total Credit Hours			**35**

CUSTOMER SERVICE MANAGEMENT CERTIFICATE (CUSM C341)

FCC	✓ LTC	OCC	WVC

The Customer Service Management certificate provides individuals with the knowledge and skills to build better professional relationships through customer service. Topics include customer service theories and models, verbal and non-verbal communication, maintaining positive attitudes, cultural awareness, solving problems, and resolving complaints. This certificate improves customer service skills for students currently in the workforce and those pursuing careers that require customer service skills.

Requirements			**Credit Hours 6**
CSM	1201	Foundation of Customer Service	2
CSM	1202	Org. for Exceptional Cust. Svc.	1
CSM	1203	Comm. for Exceptional Cust. Svc.	1
CSM	1204	Evaluating Cust. Svc. & Growth	1
		Elective*	1
Total Credit Hours			**6**

***Choices for elective:**

EVE	1201	Foundations of Events	1
PHL	1201	Foundations of Philanthropy	1
PSR	1201	Foundations of Public Service	1

DIESEL EQUIPMENT TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE DEGREE (DIESL D535)

FCC	LTC	OCC	✓ WVC

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 Mathematics[1] **OR**	
		College Level Math[1]	V4
PSY	1101	General Psychology I[1]* **OR**	
PSY	1103	Business Psychology[1]*	3

Third Semester			**Credit Hours 15.5**
AUM	2250	Shop Organization & Management	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**	
ENG	1201	Communications[1]	3
PHI	2111	Introduction to Logic[1]	3

Total Credit Hours 69.5

[1]General Education Hours (15)

*This course satisfies the IECC human diversity requirement.

EARLY CHILDHOOD EDUCATION *ASSOCIATE IN APPLIED SCIENCE DEGREE* *(ECD D355)*

FCC	LTC	OCC	✓ WVC

Child care is in high demand and the need for qualified child care providers is also in high demand. The Early Childhood Education degree program is designed so that graduates meet qualification standards for the full spectrum of child care services and facilities. WVC is recognized as a Gateways to Opportunity Entitled Institution. Gateways Credentials are awarded and recognized by the Illinois Department of Human Services (IDHS) Bureau of Child Care and Development.

Graduates of the program are eligible for Gateways Credentials and 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, some of the coursework within the curriculum may be transferable to a four-year college or university.

Applicants to the Early Childhood Education 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	Intro to Early Childhood Education	3
ECD	1202	Childhood Teaching Techniques I	4
ECD	1203	Health and Safety of Children	3
ECD	1223	Growth/Development of Children	V3
PSY	1101	General Psychology I[1]* **OR**	
PSY	1103	Business Psychology[1]*	3

Second Semester			**Credit Hours 17**
ECD	1204	Childhood Teaching Techniques II	4
ECD	1205	Curriculum for Young Children	4
ECD	1225	Infant and Toddler Techniques	3
ENG	1201	Communications[1] **OR**	
		English Gen Ed Elective[1]	3
		Math Gen Ed Elective[1]	3

Third Semester			**Credit Hours 16**
ECD	2201	Administering Childhood Facilities	4
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]	4
		Humanities Gen Ed Elective[1]	3
		ECD Practicum**	5

Total Credit Hours 65

[1]General Education Hours (19)
*This course satisfies the IECC human diversity requirement.

****Practicum choices:**

ECD	1207	Child Study and Field Observation	5
ECD	2202	Childhood Teaching Practicum	V5
ECD	2204	Early Childhood Practicum	V5
ECD	2208	Early Childhood Teaching Lab II	5

Psychology Elective: PSY 2104, 2109, 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 CERTIFICATE (ECD C353)

FCC	LTC	OCC	✓ WVC

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	4
ECD	1203	Health and Safety of Children	3
ECD	1223	Growth/Development of Children	V3
PSY	1101	General Psychology I **OR**	
PSY	1103	Business Psychology	3
Total Credit Hours			**16**

ECE LEVEL 3 CREDENTIAL CERTIFICATE (ECD C354)

Credit Hours			**33**
ECD	1101	Intro to Early Childhood Education	3
ECD	1202	Childhood Teaching Techniques I	4
ECD	1203	Health & Safety of Children	3
ECD	1204	Childhood Teaching Techniques II	4
ECD	1205	Curriculum for Young Children	4
ECD	1223	Growth/Development of Children	V3
ECD	1225	Infant and Toddler Techniques	3
ENG	1201	Communications **OR**	
		English Gen Ed Elective	3
PSY	1101	General Psychology I **OR**	
PSY	1103	Business Psychology	3
		Math Gen Ed Elective	3
Total Credit Hours			**33**

EDUCATIONAL LEADERSHIP CERTIFICATE (LDSHP C248)

FCC	LTC	OCC	✓ WVC

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 industry. 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	3
Total Credit Hours			**18**

ELECTRICAL DISTRIBUTION SYSTEMS *ASSOCIATE IN APPLIED SCIENCE DEGREE* *(EDS D166)*

✓ FCC	LTC	OCC	WVC

The Electrical Distribution Systems Technology degree program prepares individuals to build, repair, and maintain both overhead and underground electrical distribution systems, all while emphasizing safe work practices and critical thinking. Students will learn to climb wooden pole structures, operate equipment, and perform pole-top rescues. Program completers will also graduate with a Class A CDL, a Chemical Applicator certification, and a Flagger certification.

First Semester			**Credit Hours 17.5**
EDS	1201	Electrical Distribution Systems	2
EDS	1202	Safety and Accident Prevention	3
EDS	1203	Climbing Skills	2
EDS	1204	Pole Framing and Const. Specs.	3
EDS	1210	Flagging and Traffic Control	0.5
TRK	1201	Truck Driving I	7

Second Semester			**Credit Hours 15**
AGR	1215	Ag Chem Applicator	V2
EDS	1205	Equipment Operation	3
EDS	1206	Setting and Replacing Poles	2
EDS	2201	Transformer Theory & Install.	5
MTH	1201	Technical Mathematics[1] **OR** Math Gen Ed Elective[1]	V3

Summer Semester			**Credit Hours 0.5**
EDS	2208	EDS Internship	V.5

Third Semester			**Credit Hours 17**
EDS	2202	Conductor Install, Serv. & Meter	V4
EDS	2203	Rubber Glov. & Undergrnd. Distrib.	4
EDS	2206	Residential/Commercial Wiring	3
ENG	1201	Communications[1] **OR** English Gen Ed Elective[1]	3
		Social Science Gen Ed Elective[1]*	3

Fourth Semester			**Credit Hours 15**
EDS	2204	Fusing, Substation & Volt. Reg	3
EDS	2207	Distribution Systems Maintenance	4
GEN	2297	Employment Skills[1]	V1
PHY	1111	Technical Physics I[1]	4
SPE	1111	Interpersonal Communications[1] **OR**	
SPE	1101	Fundamentals of Effective Speaking[1]	3

Total Credit Hours 65

[1]General Education Hours (17)

*Course must satisfy the IECC human diversity requirement.

ELECTRICAL DISTRIBUTION SYSTEMS *CERTIFICATE* *(EDS C266)*

This program is a stackable credential within the Electrical Distribution Systems Technology degree program. Students successfully completing this certificate may finish the Associate in Applied Science Degree by completing additional coursework.

First Semester			**Credit Hours 15.5**
AGR	1215	Ag Chem Applicator	V.5
EDS	1201	Electrical Distribution Systems	2
EDS	1202	Safety & Accident Prevention	3
EDS	1203	Climbing Skills	2
EDS	1204	Pole Framing and Const. Specs.	3
EDS	1205	Equipment Operation	3
EDS	1206	Setting and Replacing Poles	2

Second Semester			**Credit Hours 17.5**
EDS	1210	Flagging and Traffic Control	0.5
EDS	2201	Transformer Theory and Install.	5
EDS	2202	Conductor Install, Serv. & Meter	V4
EDS	2203	Rubber Glov. & Undergrnd. Distrib.	4
EDS	2204	Fusing, Substation & Volt. Reg.	3
GEN	2297	Employment Skills	V1

Third Semester			**Credit Hours 7**
TRK	1201	Truck Driving I	7

Total Credit Hours 40

ELECTRONIC MEDICAL RECORDS CERTIFICATE (HIM C194)

FCC	✓ LTC	OCC	WVC

The Electronic Medical Records (EMR) program prepares students for entry-level medical records positions in hospitals, clinics, health planning agencies, insurance companies, nursing homes, health maintenance organizations, and ambulatory care centers, among others. EMR Technicians review medical records with accuracy, prepare files for long-term storage, compile statistics and data for use by other medical personnel, prepare medical reports, and provide access to medical information for appropriate parties, such as third-party payers and attorneys.

Upon completion of the certificate, students may take the CMAA/CBCS/CEHRS exam through the National Healthcareer Association to become a certified Billing Coding Specialist.

First Semester			**Credit Hours 14**
HEA	1209	HIPAA for Allied Health	1
HEA	1225	Introduction to Medical Terminology* **OR**	
HIM	1207	CEMRS Medical Terminology	3
HEA	2267	Intro to ICD-10-CM	4
HIM	1201	Introduction to HIM	3
HIM	1202	HIM Data Management	3

Second Semester			**Credit Hours 14**
DAP	1201	Business Computer Systems **OR**	
TEL	1275	Essential Computer Skills	V2
ENG	1212	Technical Writing	V3
GEN	2297	Employment Skills	V3
HIM	1205	HIM Intro to Human Pathophys	3
PHI	2141	Ethics in the Medical Community	3

Summer Semester			**Credit Hours 3**
HIM	2220	Clinical Practicum	V3

Total Credit Hours 31

*Students considering the Nursing program should take HEA 1225.

EMT CERTIFICATE (PARA C414)

✓ FCC	LTC	OCC	WVC

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.

Professional Licensure Information
This program of study prepares students to seek a professional licensure or certification in the state of Illinois and may not meet minimum requirements for other states. See the Professional Licensure Disclosure at www.iecc.edu/licensuredisclosure for more information.

First Semester			**Credit Hours 9.5**
EPM	1200	CPR Fundamentals	0.5
EPM	1202	EMT Fundamentals	9
Total Credit Hours			**9.5**

EMERGENCY MEDICAL RESPONDER CERTIFICATE (PARA 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. Successful completion of this program prepares the student for licensure as an Emergency Medical Responder in Illinois.

Professional Licensure Information
This program of study prepares students to seek a professional licensure or certification in the state of Illinois and may not meet minimum requirements for other states. See the Professional Licensure Disclosure at www.iecc.edu/licensuredisclosure for more information.

First Semester			**Credit Hours 4.5**
EPM	1200	CPR Fundamentals	0.5
EPM	1201	Emergency Medical Responder	4
Total Credit Hours			**4.5**

ENERGY TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE DEGREE (ENRGY D121)

FCC	LTC	OCC	✓ WVC

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	P-Tech Quality Control	3
SPE	1101	Fundamentals of Effective Speaking[1]	3

Total Credit Hours 68

[1]General Education Hours (28)

*Course must satisfy the IECC human diversity requirement.

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
MAN	1202	Industrial Safety	V2

ENTREPRENEURSHIP CERTIFICATE (ENT C182)

FCC	LTC	OCC	✓ WVC

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	Intro to International 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	V1
		Elective	2
Total Credit Hours			**32**

SMALL BUSINESS DEVELOPMENT CERTIFICATE (ENT C184)

FCC	✓ LTC	✓ OCC	✓ WVC

This program prepares students with the fundamental knowledge to start their own businesses. Topics covered include the development, administration, and management of business, with emphasis placed on marketing research, business plans, funding, structures and legalities, and financials, among other topics. Successful completers may pursue employment in the business discipline or create their own businesses.

Requirements			**Credit Hours 6**
ENT	1212	Small Business Development	6
Total Credit Hours			**6**

FIRE SCIENCE ASSOCIATE IN APPLIED SCIENCE DEGREE (FIRES D401)

✓ FCC	LTC	OCC	WVC

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 16**
EMA	1200	NIMS Certification**	2
EPF	1203	Fire Ground Operations	3
EPF	1205	Vehicle Operator Fundamentals	1
EPF	1208	Firefighting Fundamentals	4
EPF	1209	Fire Suppression Fundamentals	4
EPH	1200	Hazardous Mat Fundamentals	1
EPM	1200	CPR Fundamentals	0.5
EPM	1620	CPR/First Aid	V.5

Second Semester			**Credit Hours 15.5**
EPF	1204	Firefighting Applications	2
EPF	1206	Extrication Practices	3
EPF	1207	Fire Apparatus Engineer	3
EPF	1219	Technical Rescue Awareness	1
EPF	1600	Firefighting Safety Fundamentals**	0.5
EPH	1201	Hazardous Materials Operations	3
		Social Science Gen Ed Elective[1]* **OR**	
		Humanities Gen Ed Elective[1]*	3

Third Semester			**Credit Hours 19**
ENG	1111	Composition I[1, 2] **OR**	
ENG	1201	Communications[1]	3
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	1101	Fundamentals of Effective Speaking[1, 2] **OR**	
SPE	1111	Interpersonal Communications[1]	3
		General Education Elective[1]	2

Total Credit Hours 68.5

[1]General Education Hours (15)

[2]Students considering transfer options should take this course.

*Course must satisfy the IECC human diversity requirement.

**State/FEMA certifications accepted.

ADVANCED SUPPRESSION SPECIALIST CERTIFICATE (FIRES C403)

✓ FCC	LTC	OCC	WVC

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 13**
EPF	1203	Fire Ground Operations	3
EPF	1205	Vehicle Operator Fundamentals	1
EPF	1208	Firefighting Fundamentals	4
EPF	1209	Fire Suppression Fundamentals	4
EPH	1200	Hazardous Mat Fundamentals	1

Second Semester			**Credit Hours 9.5**
EMA	1200	NIMS Certification**	2
EPF	1204	Firefighting Applications	2
EPF	1219	Technical Rescue Awareness	1
EPF	1600	Firefighting Safety Fundamentals**	0.5
EPH	1201	Hazardous Material Operations	3
EPM	1200	CPR Fundamentals	0.5
EPM	1620	CPR/First Aid	V.5

Third Semester			**Credit Hours 6**
EPF	1206	Extrication Practices	3
EPF	1207	Fire Apparatus Engineer	3

Total Credit Hours 28.5

**State/FEMA certifications accepted

BASIC FIRE SUPPRESSION TECH CERTIFICATE (FIRES C404)

First Semester			**Credit Hours 13**
EPF	1203	Fire Ground Operations	3
EPF	1205	Vehicle Operator Fundamentals	1
EPF	1208	Firefighting Fundamentals	4
EPF	1209	Fire Suppression Fundamentals	4
EPH	1200	Hazardous Mat Fundamentals	1

Second Semester			**Credit Hours 7.5**
EMA	1200	NIMS Certification**	2
EPF	1219	Technical Rescue Awareness	1
EPF	1600	Firefighting Safety Fundamentals**	0.5
EPH	1201	Hazardous Materials Operations	3
EPM	1200	CPR Fundamentals	0.5
EPM	1620	CPR/First Aid	V.5

Total Credit Hours 20.5

**State/FEMA certifications accepted.

FIRE SERVICE ADMINISTRATOR CERTIFICATE (FIRES C402)

✓ FCC	LTC	OCC	WVC

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 16**
EMA	1200	NIMS Certification**	2
EPF	1203	Fire Ground Operations	3
EPF	1205	Vehicle Operator Fundamentals	1
EPF	1208	Firefighting Fundamentals	4
EPF	1209	Fire Suppression Fundamentals	4
EPH	1200	Hazardous Mat Fundamentals	1
EPM	1200	CPR Fundamentals	0.5
EPM	1620	CPR/First Aid	V.5

Second Semester			**Credit Hours 12.5**
EPF	1204	Firefighting Applications	2
EPF	1206	Extrication Practices	3
EPF	1207	Fire Apparatus Engineer	3
EPF	1219	Technical Rescue Awareness	1
EPF	1600	Firefighting Safety Fundamentals**	0.5
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 Administration Fundamentals	3
EPF	2207	Fire Administration Applications	3
EPF	2209	Tactic & Strategy Fundamentals	3
EPM	1201	Emergency Medical Responder	4

Total Credit Hours 53.5

**State/FEMA certifications accepted.

GRAPHIC ARTS AND DESIGN ASSOCIATE IN APPLIED SCIENCE DEGREE (GAD D199)

✓ FCC	LTC	OCC	WVC

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 15.5**
ENG	1111	Composition I[1]	3
GAD	1211	Computer Graphic Applications	3
GAD	1213	Drawing I	3
GAD	1214	Design Fundamentals I	3
GAD	1217	Photography I	3
GAD	2297	Graphic Arts/Design Portfolio	V.5

Second Semester			**Credit Hours 15**
GAD	1201	Computer Graphic Fundamentals	3
GAD	1205	Introduction to Videography	3
MTH	1104	Quantitative Reasoning[1] **OR**	
MTH	1201	Technical Mathematics[1]	V3
SOC	2101	Principles of Sociology[1]*	3
SPE	1101	Fundamentals of Effective Speaking[1] **OR**	
SPE	1111	Interpersonal Communications[1]	3

Third Semester			**Credit Hours 15**
BUS	1101	Introduction to Business	3
GAD	1281	Fundamentals of Art History I	3
GAD	2230	Digital Imaging	3
GAD	2231	Computer Animation	3
PSY	1101	General Psychology I[1]*	3

Fourth Semester			**Credit Hours 15.5**
GAD	2212	Design Fundamentals II	3
GAD	2221	Computer Graphic Techniques	3
GAD	2225	Typography I	3
GAD	2281	Fundamentals of Art History II	3
GAD	2297	Graphic Arts/Design Portfolio	V.5
GAD	2298	Graphic Design Internship	V2
GEN	2297	Employment Skills[1]	V1

Total Credit Hours 61

[1]General Education Hours (16)

*This course satisfies the IECC human diversity requirement.

GRAPHIC DESIGN CERTIFICATE (GAD C198)

First Semester			**Credit Hours 15.5**
ENG	1111	Composition I	3
GAD	1211	Computer Graphic Applications	3
GAD	1213	Drawing I	3
GAD	1214	Design Fundamentals I	3
GAD	1217	Photography I	3
GAD	2297	Graphic Arts/Design Portfolio	V.5

Second Semester			**Credit Hours 15**
GAD	1201	Computer Graphic Fundamentals	3
GAD	1205	Introduction to Videography	3
MTH	1104	Quantitative Reasoning **OR**	
MTH	1201	Technical Mathematics	V3
SOC	2101	Principles of Sociology	3
SPE	1101	Fundamentals of Effective Speaking **OR**	
SPE	1111	Interpersonal Communications	3

Total Credit Hours 30.5

GUNSMITHING ASSOCIATE IN APPLIED SCIENCE DEGREE (GNSM D572)

FCC	LTC	OCC	✓ WVC

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	Modern Sporting 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 Speaking[1]	3
		Business Elective	6
		Technical Elective	3

Total Credit Hours 63

[1]General Education Hours (15)

*Course must satisfy the IECC human diversity requirement.

GUNSMITHING CERTIFICATE (GNSM C573)

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	Modern Sporting Rifle Build	2
GNS	2206	Alternative Finishes	2

Total Credit Hours 34

HEALTH INFORMATION TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE DEGREE (MCOD D188)

FCC	LTC	✓ OCC	WVC

The Health Information Technology field is a quickly growing field. Completing the Health Information Technology program shows employers you have a well-rounded education in this field. Students will learn to ensure the quality of medical records. Training will include using computer applications to assemble and analyze patient data. Students will work to provide information to make good decisions in improving patient care and controlling costs. Students will learn coding of diagnoses and procedures in patient records for reimbursement and research purposes. The program will allow students to find employment or continue their education with a bachelor's degree.

Graduates will be employable in hospitals, and other healthcare settings including office-based physician practices, nursing homes, home health agencies, mental health facilities, and public health agencies. In fact, they may be employed in outside organizations that use patient data and/or health information, such as law and insurance firms, pharmaceutical companies, and health product vendors.

Health Information Technology 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.

Pre-Program Requirement:
BOC 1201 Beginning Keyboarding (2 cr.) or equivalent skills

First Semester			**Credit Hours 15**
DAP	1201	Business Computer Systems	3
GEN	2297	Employment Skills[1]	V2
HEA	1225	Introduction to Medical Terminology	V3
HEA	2264	Medical Insurance and Coding I	3
MED	2204	Intro to Health Information	4

Second Semester			**Credit Hours 15**
HEA	2215	Electronic Med Records Mgmt	3
HEA	2266	Medical Insurance and Coding II	3
LSC	2264	Anatomy for Healthcare[1]	3
MED	2206	Intro to Pathophys & Pharm	3
MED	2208	Reimbursement & Revenue Cycle	3

Third Semester			**Credit Hours 16**
ENG	1111	Composition I[1]	3
HEA	2210	Healthcare Statistics[1]	4
HEA	2216	Legal Aspects of Health Info	3
HEA	2217	Data Mgmt & Info Governance	3
HEA	2218	Healthcare Leadership & Mgmt	3

Fourth Semester			**Credit Hours 14**
HEA	2219	HIT Capstone Course	3
HEA	2220	Certification Preparation	2
HEA	2296	Topics in Health Information	3
HEA	2297	HIT Professional Practice	3
PSY	1101	General Psychology I[1]*	3
Total Credit Hours			**60**

[1]General Education Hours (15)
*This course satisfies the IECC human diversity requirement.

MEDICAL CODING ASSOCIATE CERTIFICATE (MCOD C189)

FCC	LTC	✓ OCC	WVC

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.

Medical Coding Associate 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.

First Semester			**Credit Hours 17**
BOC	1201	Beginning Keyboarding **OR** Equivalent Skills	V2
DAP	1201	Business Computer Systems	3
GEN	2297	Employment Skills	V2
HEA	1225	Introduction to Medical Terminology	V3
HEA	2264	Medical Insurance & Coding I	3
MED	2204	Intro to Health Information	4

Second Semester			**Credit Hours 15**
HEA	2215	Electronic Med Records Mgmt	3
HEA	2266	Medical Insurance and Coding II	3
LSC	2264	Anatomy for Healthcare	3
MED	2206	Intro to Pathophys & Pharm	3
MED	2208	Reimbursement & Revenue Cycle	3

Third Semester			**Credit Hours 8**
MED	2209	Advanced Coding	4
MED	2211	Certification Prep	1
MED	2298	Coding Practicum	3
Total Credit Hours			**40**

HUMAN RESOURCE ASSISTANT *ASSOCIATE IN APPLIED SCIENCE DEGREE* *(HRA D245)*

FCC	LTC	✓ OCC	WVC

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 I[1] **OR**	
ENG	1201	Communications[1]	3
SPE	1101	Fundamentals of Effective Speaking[1] **OR**	
SPE	1111	Interpersonal Communications[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] **OR**	
ENG	1212	Technical Writing[1]	3

Third Semester			**Credit Hours 16**
ACC	2101	Financial Accounting	4
BMG	2204	Human Resource Management	3
BUS	2205	Legal & Ethical HR Issues	3
ECN	2101	Principles of Macroeconomics[1]	3
PSY	1101	General Psychology I[1]*	3

Fourth Semester			**Credit Hours 15**
ACC	2102	Managerial Accounting	4
BUS	2206	Development & Training	3
BUS	2207	HR Assistant Internship	2
BUS	2208	Performance Management	3
CIS	1286	Database	V3

Total Credit Hours 65

[1]General Education Hours (15)

*This course satsifies the IECC human diversity requirement.

INDUSTRIAL MAINTENANCE TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE DEGREE (INDMA D500)

FCC	LTC	✓ OCC	WVC

The Industrial Maintenance Technology program is designed to train students for employment and advancement 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. 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.

General Education Core			**Credit Hours 12**
ENG	1111	Composition I[1] **OR**	
ENG	1201	Communications[1] **OR**	
ENG	1212	Technical Writing[1]	3
SPE	1101	Fundamentals of Effective Speaking[1] **OR**	
SPE	1111	Interpersonal Communications[1]	3
		Humanities Gen Ed Elective[1]* **OR**	
		Social Science Gen Ed Elective[1]*	3
		General Education Elective[1]	3

Technical Core	**Credit Hours 48**
C501 Certificate **OR**	
C507 Certificate **AND**	
MTH 1201 Technical Mathematics[1]	16
C502 Certificate	16
C503 Certificate	16
Total Credit Hours	**60**

[1]General Education Hours (12-16)
*Course must satisfy the IECC human diversity requirement.

OPERATIONS TECHNICIAN CERTIFICATE (INDMA C501)

Requirements			**Credit Hours 16**
INM	1200	Mechanics	V3
INM	1206	Intro. to Industrial Maint. Tech.	V2
INM	1210	Blueprints and Schematics	3
INM	2210	Occupational Safety (OSHA)	V1
INM	2228	Lean Manufacturing	3
		Math General Education Elective[1]	4
Total Credit Hours			**16**

[1]General Education Elective

EQUIPMENT TECHNICIAN CERTIFICATE (INDMA C502)

Requirements			**Credit Hours 16**
EGR	1131	Engineering Graphics and Design	3
INM	1205	Fluid Power	V3
INM	2200	Electro-Mechanics I	V5
INM	2205	Electro-Mechanics II	V5
Total Credit Hours			**16**

AUTOMATION TECHNICIAN CERTIFICATE (INDMA C503)

Requirements			**Credit Hours 16**
INM	2206	Programmable Controllers I	3
INM	2207	Robotics Technology	3
INM	2208	Programmable Controllers II	3
INM	2211	Mechatronics I	V4
INM	2212	Programmable Controllers III	3
Total Credit Hours			**16**

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ADVANCED PRODUCTION TECHNICIAN CERTIFICATE (INDMA C507)

FCC	LTC	✓ OCC	WVC

The purpose of the Advanced Production Technician program is to recognize, through certification, individuals who demonstrate mastery of the foundational core competencies of advanced manufacturing production at the entry-level to front-line supervisor through successful completion of the certification assessments. The program goal is to raise the level of performance of production technicians to help employers ensure their workforce increases the company's productivity and competitiveness.

This program is ideal for individuals with limited to no prior knowledge of manufacturing to begin a career pathway in the high skill, high wage, in-demand manufacturing industry.

Requirements			**Credit Hours 12**
INM	1212	CPT Safety	3
INM	1213	CPT Quality	3
INM	1214	CPT Manufacturing Process	3
INM	1215	CPT Maintenance Awareness	3
Total Credit Hours			**12**

INDUSTRIAL MAINTENANCE HVAC I CERTIFICATE (INDMA C504)

FCC	LTC	✓ OCC	WVC

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	Adv. A/C Commercial Refrig	4
INM	2225	Air Distribution/Load Calc	4
INM	2230	Recovery & EPA Tech Cert	0.5
Total Credit Hours			**19.5**

INDUSTRIAL MANAGEMENT ASSOCIATE IN APPLIED SCIENCE DEGREE (INDMG D274)

FCC	✓ LTC	OCC	WVC

The Industrial Management program contains three stackable certificates in workplace, manufacturing, and supervisory skills. Students may pursue each certificate individually or obtain all three to earn the Associate in Applied Science Degree in Industrial Management. The program provides students with industry knowledge and skills including communications, safety, computer technology, business, and managerial tools. Students may choose between one of four directed manufacturing focus areas (broadband, construction, process technology, and welding). Graduates supervise and coordinate activities of employees engaged in all phases of a plant's operation.

Requirements			**Credit Hours**
CERTIFICATE		Workplace Skills C271	22
CERTIFICATE		Manufacturing Skills C272	21
CERTIFICATE		Supervisory Skills C273	21
Total Credit Hours			**64**

General Education Hours (19)

WORKPLACE SKILLS CERTIFICATE (INDMG 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.

Requirements			**Credit Hours 22**
EDU	1198	Pathways to Success	V1
ENG	1111	Composition[1] **OR**	
ENG	1201	Communications[1]	3
GEN	1110	Leadership Development	1
GEN	2297	Employment Skills[1]	V3
MTH	1201	Technical Mathematics[1] **OR** College Level Math[1]	V4
SPE	1101	Fundamentals of Effective Speaking[1] **OR**	
SPE	1111	Interpersonal Communications[1]	3
		Electives*	7
Total Credit Hours			**22**

[1]General Education Hours (13)

*Highly recommended are customer service courses and other business or office management courses.

MANUFACTURING SKILLS CERTIFICATE (INDMG C272)

FCC	✓ LTC	OCC	WVC

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.

Requirements			**Credit Hours 21**
DAP	1201	Business Computer Systems	3
MAC	2203	Manufacturing Processes	3
IND	1205	Manufacturing Observation	4
		Directed Manufacturing Focus Electives*	11
Total Credit Hours			**21**

*Students must complete 11 credits (minimum) from one of the following **DIRECTED MANUFACTURING FOCUS AREAS:**

Broadband Telecom			**Credit Hours**
TEL	1201	IT Fundamentals	4
TEL	1266	Fundamentals of Telecom	3
TEL	2230	SIP & VOIP Technologies	3
TEL	2264	Introduction to Fiber Optics	4

Process Technology			**Credit Hours**
PTT	1200	Intro to Process Technology	3
PTT	1202	OSHA Training	V3
PTT	1204	PTech Safety & the Environment	3
PTT	2201	P-Tech Equipment	4
PTT	2205	P-Tech Quality Control	3

Welding			**Credit Hours**
WEL	1201	Basic Welding	3
WEL	1206	Special Projects in Welding	3
WEL	1210	Gas Metal Arc Welding	2
WEL	1215	Shielded Metal Arc Welding I	2
WEL	1225	Blueprint Reading	4
WEL	1260	Combination Welding I	2

SUPERVISORY SKILLS CERTIFICATE (INDMG C273)

The Supervisory Skills certificate program provides students with effective skills in performance management, motivation, team development and time management.

Requirements			**Credit Hours 21**
BUS	1101	Introduction to Business	3
BUS	1102	Managerial Effectiveness: Personnel	3
BUS	2104	Business Economics **OR**	
ECN	2102	Principles of Microeconomics	3
ENG	1212	Technical Writing[1]	3
IND	2215	Supervisory Observation	3
SOC	1108	Race and Ethnic Relations[1]*	3
TQM	1206	Project Management	3
Total Credit Hours			**21**

[1]General Education Hours (6)
*This course satisfies the IECC human diversity requirement.

INDUSTRIAL TECHNICIAN CERTIFICATES (INDS C546, C547, C548)

FCC	LTC	OCC	✓ WVC

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 CERTIFICATE (INDS C546)

Requirements			**Credit Hours 15**
EDR	1202	Mechanical Blueprint Reading	4
MAN	1211	Industrial Electricity	4
WEL	1203	Practical Welding	4
		Manufacturing Elective **AND/OR** Gunsmithing Elective	3
Total Credit Hours			**15**

INTER INDUSTRIAL TECHNICIAN CERTIFICATE (INDS C547)

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	Manuf Materials & Processes	4
MAN	1211	Industrial Electricity	4
MAN	1215	Mechanical Drives	3
WEL	1203	Practical Welding	4
		Manufacturing Elective **AND/OR** Gunsmithing Elective	3
Total Credit Hours			**30**

ADV INDUSTRIAL TECHNICIAN CERTIFICATE (INDS C548)

Requirements			**Credit Hours 45**
CAD	1210	Computer Aided Drafting I	3
EDR	1202	Mechanical Blueprint Reading	4
MAC	1225	Internship	V2-6
MAC	2231	Introduction to CNC	3
MAN	1204	Manuf 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** Gunsmithing Elective	6
Total Credit Hours			**45**

Other Recommended Courses:

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

INFORMATION SYSTEMS TECHNOLOGY *ASSOCIATE IN APPLIED SCIENCE DEGREE* *(IST D217)*

FCC	LTC	✓ OCC	WVC

The Information Systems Technology programs will prepare students for jobs in areas such as Network Technician, Help Desk Support Technician, Network Administrator, Cybersecurity Analyst, and Data Analyst. Current industry technology and certifications are heavily emphasized.

First Semester			**Credit Hours 16**
ENG	1111	Composition I[1] **OR**	
ENG	1201	Communications[1]	3
IST	1200	Introduction to Information Tech	3
IST	1260	Operating Systems	3
IST	1298	Topics in IST	1
MTH	1103	Liberal Arts Math[1] **OR**	3
MTH	1131	Introduction to Statistics[1] **OR**	
MTH	1201	Technical Mathematics[1]	
		General Education Elective[1]	V3
		College Algebra, if transfer	

Second Semester			**Credit Hours 15**
IST	1201	Introduction to Networks	3
IST	1210	Information Tech Essentials	3
IST	1240	Business Apps. Computing	3
IST	2231	IoT: Connecting Things	3
SPE	1101	Fundamentals of Effective Speaking[1] **OR**	
SPE	1111	Interpersonal Communications[1]	3

Third Semester			**Credit Hours 14**
GEN	2297	Employment Skills[1]	V2
IST	1220	Java Programming	3
IST	2202	Linux Essentials	3
IST	2280	Network Security	3

Choose 1 of the 2 Tracks Below:

Track 1: Network Administration

IST	2240	Switching Routing & Wireless	3

Track 2: Cybersecurity Specialist

IST	2203	Cybersecurity Essentials	3

Fourth Semester			**Credit Hours 15**
IST	2210	IST Internship	3
IST	2232	IoT Big Data & Analytics	3
		Humanities Gen Ed Elective[1]* **OR**	
		Social Science Gen Ed Elective[1]*	3

Continue on 1 of the 2 Tracks Below:

Track 1: Network Administration

IST	2215	Operating Systems for Networks	3
IST	2266	Enterprise Networking Security	3

Track 2: Cybersecurity Specialist

IST	2205	IoT Security	3
IST	2206	Cybersecurity Operations	3

Total Credit Hours 60

[1]General Education Hours (17)

*Course must satisfy the IECC human diversity requirement.

NETWORK TECHNICIAN *CERTIFICATE* *(IST C216)*

First Semester			**Credit Hours 6**
IST	1200	Introduction to Information Tech	3
IST	1260	Operating Systems	3

Second Semester			**Credit Hours 12**
IST	1201	Introduction to Networks	3
IST	1210	Information Tech Essentials	3
IST	1240	Business Apps Computing	3
IST	2231	IoT: Connecting Things	3

Total Credit Hours 18

MARKETING BUSINESS MANAGEMENT *ASSOCIATE IN APPLIED SCIENCE DEGREE* *(MARKT D235)*

FCC	LTC	OCC	✓ WVC

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 **OR**	
		Computer Elective	3
		Social Science Gen Ed Elective[1]*	3

Second Semester			**Credit Hours 17**
ACC	1101	Applied Accounting **OR**	
ACC	2101	Financial Accounting	4
BMG	1202	Business Math[1] **OR**	
		College Level Math[1]	4
BMK	2101	Principles of Marketing	3
		Economics Elective[1]	3
		Elective	3

Summer Semester			**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**	
		Real Estate Elective	3
ENG	1111	Composition I[1] **OR**	
		English Gen Ed Elective[1]	3
		Math, Science, or Communications Gen Ed Elective[1]	3

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

Total Credit Hours	**67**

[1]General Education Hours (17)

*Course must satisfy the IECC human diversity requirement.

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 CERTIFICATE (THM C338)

FCC	LTC	✓ OCC	WVC

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.

Professional Licensure Information

This program of study prepares students to seek a professional licensure or certification in the state of Illinois and may not meet minimum requirements for other states. See the Professional Licensure Disclosure at www.iecc.edu/licensuredisclosure for more information.

Requirements			**Credit Hours 43**
HEA	1225	Introduction to Medical Terminology	V3
LSC	2111	Human Anatomy & Physiology I **OR**	
THM	1211	Massage Therapy Anatomy/ Physiology I	4
LSC	2112	Human Anatomy & Physiology II **OR**	
THM	1212	Massage Therapy Anatomy/ Physiology II	4
THM	1201	Intro 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 Bus 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	V2
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 and Issues in Massage Therapy	V.5-6

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CERTIFIED MEDICAL ASSISTANT *ASSOCIATE IN APPLIED SCIENCE DEGREE* *(MEDA D292)*

✓ FCC	✓ LTC	OCC	WVC

The Medical Assistant program prepares students to perform clerical duties and to assist in the clinical situations normally associated with medical offices, clinics, dental offices, hospitals, and other health-related settings. Responsibilities may include scheduling appointments, preparing and maintaining permanent records, arranging hospital admissions, typing reports, processing health insurance forms, ordering supplies, keeping financial records, preparing patients for examinations, taking vital signs, assisting with first aid, and collecting and processing specimens, among others. The program provides depth and breadth in conceptual, professional, and medical skills.

Upon completion of the degree, students may take the CCMA/CMAA exam through the National Healthcareer Association (NHA) to become a Certified Medical Assistant. Students are also eligible to sit for the Certified Phlebotomy Technician and Certified EKG Technician tests. The program is designed to allow students to receive a CMA certificate after the first year of study and completion of the internship course. The second year of study can be completed online while the student is employed as a CMA.

First Semester			**Credit Hours 16**
BOC	2210	Office Seminar I	1
HEA	1225	Introduction to Medical Terminology** **OR**	
HIM	1207	CEMRS Medical Terminology	3
HEA	2267	Intro to ICD-10-CM	4
LSC	2265	Medical Assisting Anatomy	3
MTH	1203	Medical Assisting Math	2
SPE	1111	Interpersonal Communications[1]	3

Second Semester			**Credit Hours 17**
BOC	2260	Medical Front Office	3
ENG	1111	Composition I[1] **OR**	
ENG	1201	Communications[1]	3
HEA	1208	Clinical Procedures	3
HEA	1210	Medical Assist Pharmacology	2
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 15**
ACC	1101	Applied Accounting	4
HEA	1209	HIPAA for Allied Health	1
HEA	2268	ICD-10-CM/Medical Office	4
HEA	2270	Applied Legal Concepts/Medical	3
HEA	2271	Medical Funding Applications	3

Fourth Semester			**Credit Hours 17**
ENG	1212	Technical Writing[1]	3
HEA	2269	ICD-10-CM/Health Agencies	4
HEA	2272	Medical Data Management	3
LSC	1101	General Biology I[1]	4
LSC	2114	Intro to Human Pathophysiology **OR**	
HIM	1205	HIM Intro to Human Pathophys	3

Total Credit Hours	**71**

[1]General Education Hours (16)

*This course satisfies the IECC human diversity requirement.

**Students considering the Nursing program should take HEA 1225.

MEDICAL ASSISTANT CERTIFICATE (MEDA C192)

✓ FCC	✓ LTC	OCC	WVC

This program is a stackable credential within the Certified Medical Assistant (CMA) degree program. The certificate enables students to sit for the NHA examination of their choice and apply for MA employment opportunities. Students successfully completing the CMA certificate may finish the Associate in Applied Science Degree by completing additional coursework. The second year of study can be completed online while the student is employed as a CMA.

First Semester			**Credit Hours 16**
BOC	2210	Office Seminar I	1
HEA	1225	Introduction to Medical Terminology* **OR**	
HIM	1207	CEMRS Medical Terminology	3
HEA	2267	Intro to ICD-10-CM	4
LSC	2265	Medical Assisting Anatomy	3
MTH	1203	Medical Assisting Math	2
SPE	1111	Interpersonal Communications	3

Second Semester			**Credit Hours 17**
BOC	2260	Medical Front Office	3
ENG	1111	Composition I **OR**	
ENG	1201	Communications	3
HEA	1208	Clinical Procedures	3
HEA	1210	Medical Assist Pharmacology	2
PHI	2141	Ethics in the Medical Community	3
PSY	1101	General Psychology I	3

Summer Semester			**Credit Hours V6**
HEA	2298	Internship	V6

Total Credit Hours 39

*Students considering the Nursing program should take HEA 1225.

MEDICAL LABORATORY TECHNICIAN ASSOCIATE IN APPLIED SCIENCE DEGREE (MLT D249)

✓ FCC	LTC	OCC	WVC

The Medical Laboratory Technician (MLT) program prepares the graduate to assume responsibility in various laboratory settings: medical or non-medical, clinical diagnostic or research, hospital, or reference laboratories. The MLT program culminates in an Associate in Applied Science degree. Graduates of the program are eligible for national certification. All potential students must take the prescribed general education classes. Core classes in chemistry, hematology, serology, immunohematology, and microbiology study human diseases and laboratory tests that identify them. Students learn to operate equipment in medical laboratories and perform a wide range of procedures. Didactic and clinical instruction emphasize proper specimen collection and handling, understanding testing procedures, safety, quality control, acquisition of technical skills, and troubleshooting techniques.

Medical Laboratory Technician students must pass all courses in the program, as well as the pre-program courses, with at least a C and maintain a minimum term GPA of 2.0 to proceed through the program.

Pre-Program Requirements:

HEA	1225	Intro. to Medical Terminology	V3
LSC	1101	General Biology I	4

First Semester			**Credit Hours 17**
CHM	1130	General Chemistry I[1]	5
LSC	2110	General Microbiology	4
LSC	2111	Human Anatomy & Physiology I[1]	4
MLT	1201	Introduction to Clinical Lab	2
MLT	1202	Serology/Immunology	2

Second Semester			**Credit Hours 15**
CHM	1132	General Chemistry II	5
LSC	2112	Human Anatomy & Physiology II[1]	4
MLT	1205	Clinical Microbiology	3
MLT	1210	Hematology & Hemostasis	3

Summer Semester			**Credit Hours 6**
ENG	1111	Composition I[1] **OR**	
		English Elective	3
SPE	1101	Fundamentals of Effective Speaking[1] **OR**	
SPE	1111	Interpersonal Communications[1]	3

Third Semester			**Credit Hours 16**
MLT	2201	Immunohematology	4
MLT	2205	Clinical Rotation I	3
MLT	2220	Clinical Chemistry	3
MTH	1151	Finite Mathematics[1] **OR**	
		Math Elective	3
PSY	1101	General Psychology I[1]*	3

Fourth Semester			**Credit Hours 15**
GEN	2297	Employment Skills[1]	V1
MLT	2202	Adv Hematology & Hemostasis	3
MLT	2215	Clinical Rotation II	3
MLT	2221	Advanced Clinical Chemistry	3
MLT	2225	Advanced Clinical Microbiology	3
MLT	2230	Professional Seminar	2

Total Credit Hours 69

[1]General Education Hours (20-26)

*This course satisfies the IECC human diversity requirement.

MEDICAL OFFICE ASSISTANT ASSOCIATE IN APPLIED SCIENCE DEGREE (SMED D190)

FCC	LTC	✓ OCC	WVC

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.

Medical Office 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.

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

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 Healthcare	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	2216	Legal Aspects of Health Info	3
HEA	2264	Medical Insurance & Coding I	3
PSY	1101	General Psychology I[1]*	3

Fourth Semester			**Credit Hours 18**
BOC	2202	Professional Portfolio	2
BOC	2270	Medical Office Internship	V3
CIS	1286	Database	V3
HEA	2210	Healthcare Statistics[1]	4
HEA	2266	Medical Insurance and Coding II	3
SPE	1101	Fundamentals of Effective Speaking[1]	3

Total Credit Hours 68

[1]General Education Hours (16)

*This course satisfies the IECC human diversity requirement.

MEDICAL TRANSCRIPTION CERTIFICATE (MEDTR C195)

FCC	LTC	✓ OCC	WVC

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 Healthcare	3
Total Credit Hours			**35**

MS OFFICE SPECIALIST CERTIFICATE (MSOFC C244)

FCC	LTC	✓ OCC	WVC

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**	
ACC	2101	Financial Accounting	4
CIS	1278	Spreadsheet	3
CIS	1286	Database	3
DAP	2265	Desktop Publishing I	3
Total Credit Hours			**27**

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

FCC	LTC	OCC	✓ WVC

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	1

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] **OR**	
ENG	1201	Communications[1]	3
MUS	1103	Music in Multicultural America*	3
MUS	1112	Beginning Theory	3

Third Semester			**Credit Hours 14**
BMK	1203	Advertising	2
BRD	2212	Video Production Field	3
PHI	1111	Intro to Philosophy[1] **OR**	
		Humanities Gen Ed Elective[1]	3
		Social Science Gen Ed Elective[1]	3
		Speech Gen Ed Elective[1]	3

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]	3

Total Credit Hours 62

[1]General Education Hours (15)

*This course satisfies the IECC human diversity requirement.

MUSIC AND MEDIA CERTIFICATE (MEDIA C257)

The Music and Media certificate requires 30 credit hours of coursework 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	1

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	3

Total Credit Hours 30

NAIL TECHNOLOGY CERTIFICATE (NAILS C259)

FCC	LTC	✓ OCC	WVC

Nail Technology students will receive basic training in regard 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.

Students must complete 350 hours in the study of nail technology extending over a period of not less than 8 weeks nor more than 2 consecutive years and pass the examination authorized by the Illinois Department of Financial and Professional Regulation to receive a licensure as a nail technician.

Professional Licensure Information
This program of study prepares students to seek a professional licensure or certification in the state of Illinois and may not meet minimum requirements for other states. See the Professional Licensure Disclosure at www.iecc.edu/licensuredisclosure for more information.

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	4
		Total Credit Hours	**16**

OFFICE ADMINISTRATION ASSOCIATE IN APPLIED SCIENCE DEGREE (OFADM D247)

FCC	LTC	✓ OCC	WVC

The Office Administration degree prepares students for a career in a professional office environment. As the business office relies increasingly on technology, organizations need well-trained, capable individuals to ensure that daily tasks are handled efficiently and effectively.

This program is designed to provide graduates with skills in business principles, office procedures, software applications and communication needed for a career in office management or office administration. This includes proficiency in using office technology, creating presentations, developing databases, designing newsletters, setting up telephone and web conferences, and creating spreadsheets. Students will learn the technical and interpersonal skills that will make them key players in day-to-day operations.

Students will study the current Microsoft Office applications, including word processing, spreadsheets, databases, desktop publishing, and other communications technologies, allowing them to develop skills that will move them to the top of an organization's must-hire list. Students will also take the Microsoft certification exams in Word, Excel, and Access; as an option, students may also test in Outlook and PowerPoint.

First Semester			**Credit Hours 16**
ACC	1101	Applied Accounting	4
BUS	1101	Introduction to Business	3
DAP	1201	Business Computer Systems	3
ENG	1111	Composition I[1]	3
SPE	1101	Fundamentals of Effective Speaking[1]	3

Second Semester			**Credit Hours 18**
BMG	2103	Business Statistics	3
BMK	2101	Principles of Marketing	3
BUS	2201	Principles of Management	3
DAP	1236	Keyboarding Essentials	3
DAP	1237	Presentation and Promotion	3
ENG	1121	Composition & Analysis[1]	3

Third Semester			**Credit Hours 16**
ACC	2101	Financial Accounting	4
BOC	2216	Electronic Records Management	3
CIS	1278	Spreadsheet	V3
ECN	2101	Principles of Macroeconomics[1]	3
PSY	1101	General Psychology I[1]*	3

Fourth Semester			**Credit Hours 15**
ACC	2102	Managerial Accounting	4
BOC	2217	Professional Development	3
BOC	2218	Office Admin Internship	2
CIS	1207	Business Applications of Web Design	V3
CIS	1286	Database	V3
Total Credit Hours			**65**

[1]General Education Hours (15)

*This course satisfies the IECC human diversity requirement.

OFFICE ADMINISTRATION CERTIFICATE (OFADM 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 ASSOCIATE IN APPLIED SCIENCE DEGREE (OMGT D186)

FCC	✓ LTC	OCC	WVC

The Office Management program provides students with the tools for highly skilled management capabilities in a diverse and progressive work environment. The program trains students to organize, manage, and distribute information in today's fast-paced business world. The curriculum includes business law, personnel management, technology, and accounting. Program graduates seek employment opportunities in diverse sectors including business, banking, education, public relations, law, government, and accounting, among others.

First Semester			**Credit Hours 13**
BMG	1202	Business Math[1] **OR** College Level Math[1]	4
BUS	1101	Introduction to Business	3
DAP	1201	Business Computer Systems	3
SPE	1101	Fundamentals of Effective Speaking[1] **OR**	
SPE	1111	Interpersonal Communications[1]	3

Second Semester			**Credit Hours 15**
DAP	2202	Word Processing I	3
DAP	2203	Word Processing II	3
ENG	1111	Composition I[1] **OR**	
ENG	1201	Communications[1]	3
PSY	1101	General Psychology I[1]* **OR**	
PSY	1103	Business Psychology[1]*	3
TQM	1206	Project Management	3

Third Semester			**Credit Hours 16**
ACC	1101	Applied Accounting	4
BMK	2101	Principles of Marketing	3
BUS	2101	Business Law I	3
BUS	2201	Principles of Management	3
CIS	1278	Spreadsheet	V3

Fourth Semester			**Credit Hours 16**
ACC	1102	Fundamentals of Accounting **OR**	4
ACC	1202	Quickbooks I **AND**	
ACC	1203	Quickbooks II	
BOC	2211	Office Internship I	V3
BUS	1102	Managerial Effectiveness: Personnel	3
BUS	2104	Business Economics[1] **OR**	
ECN	2101	Principles of Macroeconomics[1]	3
DAP	2265	Desktop Publishing I	3

Total Credit Hours 60

[1]General Education Hours (16)

*This course satisfies the IECC human diversity requirement.

PHARMACY TECHNICIAN CERTIFICATE (PHM C337)

FCC	✓ LTC	OCC	WVC

Pharmacy Technicians assist and support licensed pharmacists in providing health care products and medication to patients. The technicians perform a central role in the preparation and delivery of drug products by receiving and refilling prescriptions, preparing and labeling medication containers, and acting as a liaison between the pharmacist, doctor, and patient. All pharmacy technicians must register with the Illinois Department of Financial and Professional Regulation. This certificate program prepares students with the training, education, and skills necessary to pass the licensing exam available from the Pharmacy Technician Certification Board (PTCB) and being entry-level employment in the pharmacy technician profession.

Requirements			**Credit Hours 16**
HEA	1225	Introduction to Medical Terminology	V3
PHM	1201	Orientation to Pharmacy Tech	2
PHM	1202	Pharmacology	V2
PHM	1203	Pharmacy Calculations	2
PHM	1204	Pharmacy Operations	2
PHM	2202	Certification Review	2
		Elective*	3
Total Credit Hours			**16**

*Recommended Electives:

BOC	2260	Medical Front Office	3
CSM	1201	Foundation of Customer Service	2
		AND	
CSM	1203	Comm. For Exceptional Cust. Svc.	1
ENG	1201	Communications	3
GEN	2197	Life After College	V2
GEN	2297	Employment Skills	V3
PHM	2201	Pharmacy Technician Internship	V6
SPE	1111	Interpersonal Communications	3

PHILANTHROPY CERTIFICATE (PHLPY C343)

FCC	✓ LTC	OCC	WVC

The Philanthropy Certificate increases knowledge and skills for advancing and promoting social well-being for society. Topics include fundraising, community-building, not-for-profit management, strategic planning, and grant writing, among others. This Certificate is beneficial to both those already serving in and those interested in serving in philanthropic roles.

Requirements			**Credit Hours 6**
CSM	1201	Foundation of Customer Service (2)	
		OR	
EVE	1201	Foundations of Events **OR**	
PSR	1201	Foundations of Public Service	1
PHL	1201	Foundations of Philanthropy	1
PHL	1202	Fundraising Fundamentals	2
PHL	1203	Grant Writing Basics	1
		Elective*	1
Total Credit Hours			**6**

***Choices for elective**:
Any course from Customer Service Management (C341)
OR
Any course from Public Service Management (C352)
OR
Any course from Special Event Management (C357)

PHLEBOTOMY CERTIFICATE (PHB C339)

✓ FCC	LTC	OCC	WVC

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.

First Semester			**Credit Hours 9**
HEA	1225	Introduction to Medical Terminology	V3
PHB	1220	Phlebotomy Theory	3
PHB	1222	Phlebotomy Procedures	3

Second Semester			**Credit Hours 8**
GEN	2297	Employment Skills	V1
PHB	1224	Phlebotomy Clinicals	4
PHB	1298	Phlebotomy/Health Professional	3
Total Credit Hours			**17**

PROCESS TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE DEGREE (PTEC D302)

FCC	✓ LTC	OCC	WVC

The Process Technology degree program prepares students to assume roles as operators and technicians in the process and manufacturing industries, including food processing, power production, water treatment, paper manufacturing, fuel production, and chemical and pharmaceutical manufacturing. This degree benefits individuals seeking employment within the processing industry as well as current industrial employees seeking advancement within the industry.

First Semester			**Credit Hours 14.5**
CIS	1104	Intro Learning Services Online	0.5
MTH	1201	Technical Mathematics[1]	V3
PTT	1200	Intro to Process Technology	3
PTT	1204	PTech Safety & the Environment	3
SOC	1108	Race and 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	P-Tech Equipment	4
PTT	2298	Topics in Process Technology	V2

Third Semester			**Credit Hours 18.5**
MAC	2203	Manufacturing Processes	V3.5
PTT	1201	Process Tech Instrumentation	4
PTT	2205	P-Tech Quality Control	3
PTT	2206	P-Tech Systems	4
PTT	2208	Process Troubleshooting	4

Fourth Semester			**Credit Hours 16**
BUS	2104	Business Economics	3
GEN	2297	Employment Skills[1]	V3
PTT	2207	P-Tech Operations	4
PTT	2209	Distributed Control Systems	V3
SPE	1111	Interpersonal Communications[1]	3

Total Credit Hours 63

[1]General Education Hours (18)

*This course satisfies the IECC human diversity requirement.

Recommended Electives:

PTT	1202	OSHA Training	V3
PTT	2212	Process Technology Internship	V6

PROCESS TECHNOLOGY CERTIFICATE (PTEC C301)

The Process Technology certificate program prepares graduates for entry-level positions in the process and manufacturing industries, including food processing, power production, water treatment, paper manufacturing, fuel production, and chemical and pharmaceutical manufacturing. Completion of the Process Technology Technician certificate demonstrates a graduate's completion of basic process technology training.

First Semester			**Credit Hours 14.5**
CIS	1104	Intro Learning Services Online	0.5
MTH	1201	Technical Mathematics	V3
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	P-Tech Equipment	4
PTT	2298	Topics in Process Technology	V2

Total Credit Hours 31.5

PUBLIC SERVICE MANAGEMENT CERTIFICATE (PSER C352)

FCC	✓ LTC	OCC	WVC

The Public Service Management certificate provides individuals with the knowledge and skills to work in the public sector. Areas of service include, but are not limited to public boards and committees, administrative positions including mayor and village presidents, working in the not-for-profit sector, and other civil service positions. This certificate is beneficial to both those who already serve in public service roles and those interested in pursuing public service. Topics include implementing policy, management of public funds, public policy processes, data tools, and strategies of managing meetings.

Requirements			**Credit Hours 6**
PSR	1201	Foundations of Public Service	1
PSR	1202	Local Government	0.5
PSR	1203	Public Leadership & Management	1
PSR	1204	Managing Public Funds	1
PSR	1205	Public Policy Process	1
PSR	1206	Data Tools for Public Servants	1
PSR	1207	Managing Meetings	0.5
Total Credit Hours			**6**

RADIO/TV AND DIGITAL MEDIA ASSOCIATE IN APPLIED SCIENCE DEGREE (RADIO D255)

FCC	LTC	OCC	✓ WVC

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
		Speech Gen Ed Elective[1]	3
		Social Science 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	3

Total Credit Hours 68

[1]General Education Hours (15)

*One of these courses must satisfy the IECC human diversity requirement.

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 CERTIFICATE (RES C181)

FCC	LTC	OCC	✓ WVC

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**	
		Math Elective	4
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	3
Total Credit Hours			**34**

SALES CERTIFICATE (SALES C240)

FCC	LTC	OCC	✓ WVC

This certificate program is designed to assist the individual in obtaining the entry-level skills necessary for employment in the sales field.

First Semester			**Credit Hours 17**
BMK	1203	Advertising	2
BMK	2102	Introduction to Sales	3
BUS	1101	Introduction to Business	3
BUS	2101	Business Law I	3
BUS	2201	Principles of Management	3
ENG	1111	Composition I **OR**	
ENG	1201	Communications	3

Second Semester			**Credit Hours 16**
BMG	1202	Business Math	4
BMK	1201	Sales Management	3
BMK	2101	Principles of Marketing	3
BUS	2104	Business Economics	3
PSY	1103	Business Psychology	3
Total Credit Hours			**33**

SHOOTING RANGE SAFETY OFFICER CERTIFICATE (FST C574)

FCC	LTC	OCC	✓ WVC

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 industry. 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 and Reloading	2
FST	1203	Range Safety Officer	2
FST	1210	Shooting Skills I	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	3
		Total Credit Hours	**26**

SOCIAL SERVICES SPECIALIST *ASSOCIATE IN APPLIED SCIENCE DEGREE* *(SSS D425)*

FCC	LTC	OCC	✓ WVC

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 & Analysis[1]	3
MTH	1104	Quantitative Reasoning[1] **OR**	
		Math Gen Ed Elective[1]	3
PHI	2101	Introduction to Ethics[1]*	3
PSY	2109	Human Growth and Development[1]	3
SSS	1202	Social Services and Welfare Dev	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	3
		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 Envir	4
		Approved Electives	6

Total Credit Hours **65**

[1]General Education Hours (31)

*This course satisfies the IECC human diversity requirement.

SPECIAL EVENT MANAGEMENT CERTIFICATE (EVENT C357)

FCC	✓ LTC	OCC	WVC

The Special Event Management certificate provides individuals with the knowledge and skills to plan, prepare, and host special events. Topics include project management and organization, marketing, design and décor, logistics, site selection, and budgeting. This certificate benefits both those individuals already serving in and those interested in serving in event planning roles. The certificate may be coupled with an existing program of study.

Requirements			**Credit Hours 6**
EVE	1201	Foundations of Events	1
EVE	1202	Strategic Planning of Events	1
EVE	1203	Managing Event Resources	1
EVE	1204	Risk Management and Events	1
EVE	1205	Event Evaluation	1
		Elective*	1
Total Credit Hours			**6**

***Choices for elective**:

CSM	1201	Foundation of Customer Service	2
PHL	1201	Foundations of Philanthropy	1
PSR	1201	Foundations of Public Service	1

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

FCC	LTC	OCC	✓ WVC

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 Tech	3
BRD	2217	Broadcast Journalism	3

Second Semester			**Credit Hours 15**
BRD	1204	Video Production Multi-Camera	3
BRD	1211	Applied Broadcasting II	3
ENG	1111	Composition I[1] **OR**	
ENG	1201	Communications[1]	3
SPM	1111	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	2110	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	2218	Sports Media	3
BRD	2221	Radio/TV Internship	V2
BRD	2225	Radio/TV Seminar	1
SPM	2102	Diversity in Sports*	3
		Speech Gen Ed Elective[1]	3

Total Credit Hours	**60**

[1]General Education Hours (15)

*This course satisfies the IECC human diversity requirement.

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 CERTIFICATE (MEDIA C252)

FCC	LTC	OCC	✓ WVC

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**
BRD	1101	Introduction to Broadcasting	3
BRD	1215	Broadcasting & Digital Media Tech	3
BRD	2213	Broadcast Advertising & Sales	3
BRD	2217	Broadcast Journalism	3
BUS	1101	Introduction to Business	3
SPM	2110	Activity Planning	3

Second Semester			**Credit Hours 17**
BRD	1203	Audio Production	3
BRD	1208	Social Media	3
BRD	2215	Digital Media Management	3
BRD	2221	Radio/TV Internship	V2
BRD	2225	Radio/TV Seminar	1
GEN	2297	Employment Skills	V2
		Humanities Gen Ed Elective	3
Total Credit Hours			**35**

MEDIA COMMUNICATIONS CERTIFICATE (MEDIA 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**
BRD	1101	Introduction to Broadcasting	3
BRD	1202	Radio/TV Announcing	3
BRD	2213	Broadcast Advertising & Sales	3
BRD	2217	Broadcast Journalism	3
SPM	2110	Activity Planning	3

Second Semester			**Credit Hours 17**
BRD	1207	Writing for Media	3
BRD	1208	Social Media	3
BRD	2215	Digital Media Management	3
GEN	2297	Employment Skills	V2
JLM	1111	Survey of Mass Media	3
		Social Science Gen Ed Elective	3
Total Credit Hours			**32**

SOCIAL MEDIA MANAGEMENT CERTIFICATE (MEDIA 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**
BRD	1101	Introduction to Broadcasting	3
ENG	1111	Composition I **OR**	
ENG	1201	Communications	3
		Math/Science Gen Ed Elective	3
		Social Science Gen Ed Elective	3
		Speech Gen Ed Elective	3

Second Semester			**Credit Hours 15**
BRD	1207	Writing for Media	3
BRD	1208	Social Media	3
BRD	2215	Digital Media Management	3
BRD	2218	Sports Media	3
JLM	1111	Survey of Mass Media	3
Total Credit Hours			**30**

TRUCK DRIVING CERTIFICATE (TRK C578)

FCC	LTC	OCC	✓ WVC

The commercial Truck Driving certificate program is structured to allow an individual to become proficient in the operation of trucks and semi-trailers. The end result is for the student to test for an Illinois commercial driver's license (CDL) and DOT certification.

Successful completers are employed in areas ranging from delivery to "over-the-road" transport, including specialty trucks such as UPS and U.S. Mail.

First Semester			**Credit Hours 7**
TRK	1201	Truck Driving	7
Total Credit Hours			**7**

UNMANNED AERIAL TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE DEGREE (UAT D576)

FCC	LTC	✓ OCC	WVC

The Unmanned Aerial Technology program will prepare students for jobs in industries that use a variety of types of Unmanned Aerial Systems. Such industries include: Agricultural, Public Safety, Surveying, Inspection, and Logistics. Current industry technology, current regulations, and Part 107 certification are heavily emphasized.

First Semester			**Credit Hours 14**
ENG	1111	Composition I[1] **OR**	
ENG	1201	Communications[1]	3
MTH	1103	Liberal Arts Math[1] **OR**	
MTH	1131	Introduction to Statistics[1] **OR**	3
MTH	1201	Technical Mathematics[1]	
UAS	1200	Introduction to UAT	4
UAS	1205	Principles of UAT Flight	3
		Elective	1

Second Semester			**Credit Hours 15**
UAS	1210	UAT Mission Planning	3
UAS	1215	Remote Pilot (Part 107) Prep	3
UAS	1220	UAT Electronics	3
UAS	1225	Aerial Photography/Videography	3
		Industry Elective	3

Third Semester			**Credit Hours 16**
SPE	1101	Fundamentals of Effective Speaking[1]	3
UAS	2200	UAT Design and Construction	4
UAS	2205	UAT Photogrammetry	3
UAS	2210	UAT Industry Applications	2
UAS	2215	UAT Entrepreneurship	3
		Elective	1

Fourth Semester			**Credit Hours 15**
GEN	2297	Employment Skills[1]	V2
UAS	2220	UAT Industry Project	4
UAS	2225	UAT Law, Policy, and Safety	3
		Social Science/Humanities Gen Ed Elective[1]*	3
		General Education Elective[1]	3

Total Credit Hours 60

[1]General Education Hours (17)

*Course must satisfy the IECC human diversity requirement.

UNMANNED AERIAL PILOT CERTIFICATE (UAT C577)

The Unmanned Aerial Pilot certificate will prepare students and currently employed individuals looking to expand their skill set for jobs in industries that use a variety of types of unmanned aerial systems. Such industries include: Agricultural; Public Safety; Surveying; Inspection; and Logistics. Certificate program prepares individuals for the Part 107 Commercial Remote Pilot test as well as emphasizes skills required to fly unmanned systems.

First Semester			**Credit Hours 6**
UAS	1205	Principles of UAT Flight	3
UAS	1215	Remote Pilot (Part 107) Prep	3

Second Semester			**Credit Hours 6**
UAS	1210	UAT Mission Planning	3
UAS	1220	UAT Electronics **OR**	
UAS	1225	Aerial Photography/Videography	3

Total Credit Hours 12

WELDING AND FABRICATION *ASSOCIATE IN APPLIED SCIENCE DEGREE* *(WELD D568)*

FCC	LTC	✓ OCC	WVC

The Welding and Fabrication program is designed to prepare welders and fabricators to meet the needs of the industry. This includes, but not limited to, the successful completion of a 6g pipe/tube test, extensive knowledge over technical document and tool reading, and successful welding on exotic metals and alloys. Jobs available in local industries are pipefitting/welding, boiler making, ironworking, sheet metal working, fabrication, and production welding.

First Semester			**Credit Hours 19**
MTH	1201	Technical Mathematics[1]	V3
WEL	1210	Gas Metal Arc Welding	2
WEL	1215	Shielded Metal Arc Welding I	2
WEL	1220	Metal Cutting and Preparation **OR** Elective	4
WEL	1225	Blueprint Reading	4
WEL	1230	Shielded Metal Arc Welding II	2
WEL	1260	Combination Welding I	2

Second Semester			**Credit Hours 15**
ENG	1201	Communications[1]	3
WEL	1235	Flux Cored Arc Welding	3
WEL	1240	Welder Certification I	2
WEL	1245	Gas Tungsten Arc Welding	2
WEL	1250	Welding Metallurgy	2
WEL	2225	Pipe Welding Certification	3

Third Semester			**Credit Hours 12**
SPE	1101	Fundamentals of Effective Speaking[1]	3
WEL	2235	Advanced Gas Metal Arc Welding	3
WEL	2240	Combination Pipe Welding	3
WEL	2245	Design and Fabrication	3

Fourth Semester			**Credit Hours 14**
GEN	2297	Employment Skills[1]	V2
WEL	2250	6G Pipe Certification	3
WEL	2255	Pipe and Tube Preparation	1
WEL	2260	Exotics	2
		Social Science Gen Ed Elective[1]*	3
		General Education Elective[1]	3

Total Credit Hours **60**

[1]General Education Hours (17)

*Course must satisfy the IECC human diversity requirement.

WELDING CERTIFICATE (WELD C276)

FCC	LTC	✓ OCC	WVC

This certificate program introduces students to welding techniques that prepare graduates for employment in the welding industry and other industries that benefit from the skills of welders. The curriculum includes types and use of equipment and materials, skill performance, safety, and blueprint reading. The program prepares graduates for entry-level employment in the welding industry. It also benefits incumbent workers within the welding industry by building welding skills.

Requirements			**Credit Hours 19**
MTH	1201	Technical Mathematics	V3
WEL	1210	Gas Metal Arc Welding	2
WEL	1215	Shielded Metal Arc Welding I	2
WEL	1220	Metal Cutting and Preparation **OR**	
		Elective	4
WEL	1225	Blueprint Reading	4
WEL	1230	Shielded Metal Arc Welding II	2
WEL	1260	Combination Welding I	2
Total Credit Hours			**19**

WELDING AND CUTTING CERTIFICATE (WELCT C570)

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.

First Semester			**Credit Hours 19**
MTH	1201	Technical Mathematics	V3
WEL	1210	Gas Metal Arc Welding	2
WEL	1215	Shielded Metal Arc Welding I	2
WEL	1220	Metal Cutting and Preparation	4
WEL	1225	Blueprint Reading	4
WEL	1230	Shielded Metal Arc Welding II	2
WEL	1260	Combination Welding I	2

Second Semester			**Credit Hours 15**
ENG	1201	Communications	3
WEL	1235	Flux Cored Arc Welding	3
WEL	1240	Welder Certification I	2
WEL	1245	Gas Tungsten Arc Welding	2
WEL	1250	Welding Metallurgy	2
WEL	2225	Pipe Welding Certification	3
Total Credit Hours			**34**

WELDING CERTIFICATE (WELD C571)

FCC	✓ LTC	OCC	WVC

This certificate program introduces students to welding techniques that prepare graduates for employment in the welding industry and other industries that benefit from the skills of welders. The curriculum includes types and use of equipment and materials, skill performance, safety, and blueprint reading. The program prepares graduates for entry-level employment in the welding industry. It also benefits incumbent workers within the welding industry by building welding skills.

Requirements			**Credit Hours 19**
MTH	1201	Technical Mathematics	V3
WEL	1210	Gas Metal Arc Welding	2
WEL	1215	Shielded Metal Arc Welding I	2
WEL	1220	Metal Cutting and Preparation **OR**	
		Elective	4
WEL	1225	Blueprint Reading	4
WEL	1230	Shielded Metal Arc Welding II	2
WEL	1260	Combination Welding I	2
Total Credit Hours			**19**

COURSE INFORMATION

Course Numbering

Course Prefixes

Course Descriptions

COURSE INFORMATION

COURSE NUMBERING

A seven-character identification system is used for course numbering. **The first three alpha-characters (prefix) are course designations. The last four are numerical digits which indicate the following:**

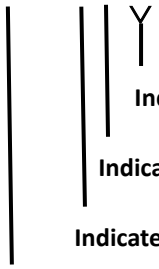
1. **FIRST DIGIT**
   Designates the level of a course:
   0 - Less than a freshman-level course
   1 - First-year course
   2 - Second-year course

2. **SECOND DIGIT**
   Designates state classification code:
   1 - Baccalaureate
   2 - Career and Technical
   4 - Developmental
   6 - Vocational Skills
   7 - Adult Basic Education
   8 - Adult Secondary Education
   9 - ESL

3. **THIRD AND FOURTH DIGIT**
   Designates course sequence within that discipline.

Example:

L S C 1 1 0 1 General Biology I (4 cr.)
(Course title) (Course credits)



Indicates the first course in a sequence.

Indicates a Baccalaureate course.

Indicates a first-year course.

Indicates a Life Science course.

Course Availability

F	L	O	W

In the Course Descriptions, the 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). For the most up-to-date information on course offerings and college location, visit the website at www.iecc.edu/schedules.

COURSE PREFIXES

ABE	Adult Basic Education
ACC	Accounting
AGP	Ag. Tech./Production
AGR	Agriculture
ANT	Anthropology
ART	Art
ASE	Adult Secondary Education
AUB	Collision Repair Technology
AUM	Automotive Service Tech.
BMG	Business Management
BMK	Business Marketing
BOC	Business Occupations
BRD	Radio-TV Broadcasting
BUS	Business
CAD	Computer Aided Drafting
CHL	Community Health
CHM	Chemistry
CIS	Computer Information Science
CMI	Coal Mining
CMN	Coal Mining
CMT	Coal Mining Technology
COS	Cosmetology
CSM	Customer Service Management
DAP	Data Processing
DEQ	Diesel Equipment
DRA	Drama
ECD	Early Childhood Education
ECN	Economics
EDR	Engineering Drafting
EDS	Electrical Distribution Systems
EDU	Education
EGR	Engineering
EMA	Emergency Management
EMS	Emergency Management Systems
ENG	English
ENR	Energy
ENT	Entrepreneur
EPE	Emergency Prep. - Education
EPF	Emergency Prep. – Firefighter
EPH	Emergency Prep – Hazardous Materials
EPM	Emergency Prep. - Medical
EPP	Emergency Prep. - Police
ESL	English as a Second Language
EVE	Special Events
FRE	French
FST	Firearms Science & Technology
GAD	Graphic Arts
GEG	Geography
GEL	Geology
GEN	General Studies
GER	German
GNS	Gunsmithing
HEA	Health
HEC	Home Economics
HIM	Health Information Management
HIS	History
HIT	Health Informatics
HLT	Health Careers
HRT	Horticulture
HUM	Humanities
IND	Industrial Management
INM	Industrial Maintenance
INS	Instrumental Music
ISM	Information Systems Management
IST	Information System Technology
JLM	Journalism
JUS	Administration of Justice
KEY	Keyboard Music
LET	Letters
LGL	Paralegal
LIT	Literature
LSC	Life Science
MAC	Machine Shop Technology
MAN	Manufacturing Technologies
MED	Medical Coding
MLT	Medical Laboratory Technician
MTH	Mathematics
MUL	Science
MUS	Music
NUR	Nursing
PEG	Physical Ed. - General
PEI	Physical Ed. - Individual Sports
PEO	Physical Ed. - Officiating
PET	Petroleum Technology
PHB	Phlebotomy
PHI	Philosophy
PHL	Philanthropy
PHM	Pharmacy Technician
PHY	Physics
PLS	Political Science
PRE	Prep. Studies (Basic Skills)
PSC	Physical Science
PSR	Public Service
PSY	Psychology
PTA	Physical Therapist Assistant
PTE	Physical Ed. - Team Sports
PTT	Process Technology
QAC	Industrial Quality Control
RAD	Radiography
REM	Remedial/Developmental
RST	Food Service Technology
SME	Small Engines
SOC	Sociology
SPE	Speech
SPM	Sport Management
SPN	Spanish
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

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 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 involves in-depth coverage of basic computer skills and provides the next level of computer instruction for students with little prior knowledge. Topics include 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 0741 ABE Welding Support Course (4 cr)

F	L	O	W

This course is designed for students who TABE test 6.0 to 8.9 grade level and are enrolled in a Welding Integrated Education & Training program. The contextualized course offers the adult learner the opportunity to work on the basic fundamentals of professional speaking/listening, reading, writing, and math skills that will support their success in the following Welding certificate courses: Technical Math, Metal Cutting and Prep, Blueprint Reading, Gas and Shielded Metal Arc Welding and Combination Welding. Lecture. Variable. Repeatable 3 times.

ABE 0742 ABE Career Pathways Bridge (4 cr)

F	L	O	W

This course is designed for students who TABE test 6.0 to 8.9. The contextualized course introduces career pathways to the adult learner, will enhance their basic skills, and assist them in transitioning into the next level of education, training, or the workforce. Students will learn about career pathways through reading, writing, and math using a variety of career related 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. 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

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. Lecture. Repeatable 3 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. Lecture. Repeatable 3 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. Lecture.

ACC 2298 Accounting Internship (6 cr)

		O	

This course prepares the business student for further work in their selected choice of career. Areas of business professionalism are stressed with emphasis placed on each individual's needs for improvement as well as group needs. 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. Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. 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 World Crop Production (3 cr)

			W

Students will analyze agronomic practices and develop crop production plans using soil data and productivity indexes for major field crops of the world. Students will learn various western and non-western cultural perspectives on producing and supplying food and fiber as it relates to human social, political, and cultural diversity. 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 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 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: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. 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.

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

The application of the sciences of genetics, physiology, and nutrition to the improvement of the animal industries and an introduction to management and production practices. Includes animal breeds, breeding and selection; anatomy, physiology, nutrition, growth; environment, health and sanitation; products and marketing; production technology and economics; animal behavior; and current issues in animal science. 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 introduces fundamental components of precision agriculture. Topics include: the global positioning system (GPS), geographic information systems (GIS), remote sensing, yield monitoring, variable rate application (VRA), and analysis and decision making for agriculture. 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)

F			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. Variable. Repeatable 3 times.

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: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. 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: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. 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 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 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.

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. Variable. 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. The study of color theory and composition will be emphasized in a variety of projects. Adobe design software Illustrator and Photoshop will be introduced. 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. In addition, a variety of different materials, tools, and techniques will be introduced. 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, editing software, and digital 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 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. 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. Understanding of painting materials, tools, and techniques will also be reinforced through additional project work. 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. Advanced composition and editing techniques 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 major processes in traditional hand-pulled prints. Students will produce a variety of 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 Global Art History (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 if 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.

ASE 0841 ASE Welding Support Course (4 cr)

F	L	O	W

This course is designed for students who TABE test 9.0 to 12.9 grade level and are enrolled in a Welding Integrated Education & Training program. The contextualized course offers the adult learner the opportunity to work on the basic fundamentals of professional speaking/listening, reading, writing, and math skills that will support their success in the following Welding certificate courses: Technical Math, Metal Cutting and Prep, Blueprint Reading, Gas and Shielded Metal Arc Welding and Combination Welding. Lecture. Variable. Repeatable 3 times.

ASE 0842 ASE Career Pathways Bridge (4 cr)

F	L	O	W

This course is designed for students who TABE test 9.0 to 12.9. The contextualized course introduces career pathways to the adult learner, will enhance their basic skills, and assist them in transitioning into the next level of education, training, or the workforce. Students will learn about career pathways through reading, writing, and math using a variety of career related materials at the Adult Secondary Education Level. In addition, students will explore their strengths, experiences, and traits to guide them in setting specific career goals. 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 1255 Auto Body Est and Info Tech (3 cr)

		O	

This course introduces students to computer estimating for collision repair, internet research technology for estimation, the concept of teardown and blueprint estimating, completing a repair plan for proper repair and special topics that arise in the completion of repair plans. Students work with contemporary estimating software and prepare plans for repairing common makes and models of vehicles. Lecture.

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. Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. 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 1203 Automotive Powertrain (3 cr)

		O	

This course offers a complete coverage of the basic duties and skills needed to be an entry-level powertrain maintenance and light repair technician. The lab will offer a practical approach to the NATEF tasks for the Maintenance and Light Repair (G1) content area. Lecture / Lab. Repeatable 3 times.

AUM 1204 Automotive Electronics (3 cr)

		O	

This course offers a complete coverage of the basic duties and skills needed to be an entry-level electronics maintenance and light repair technician. The lab will offer a practical approach to the NATEF tasks for the Maintenance and Light Repair (G1) content area. Lecture / Lab. Repeatable 3 times.

AUM 1205 Automotive Chassis (3 cr)

		O	

This course offers a complete coverage of the basic duties and skills needed to be an entry-level chassis maintenance and light repair technician. The lab will offer a practical approach to the NATEF tasks for the Maintenance and Light Repair (G1) content area. Lecture / Lab. Repeatable 3 times.

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 1245 Auto Topics/Skill Development (6 cr)

F			

Auto Topic/Skill Development is an introductory course designed to acquaint students with various aspects of auto mechanics and cover a special topic or current issue in automotive technology. Emphasis will be on automotive-specific skill development including the proper use of tools, equipment, safety, and repair techniques. Updates to automotive protocols and procedures will also be addressed. Lecture / Lab. Variable.

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 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: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. 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. Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. 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.

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 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 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, online-resources, 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, social media, copy and layouts, 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: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. 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 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 the four functions of: 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 quality selling techniques in various professional situations. The various stages of a customer relationship sales process are demonstrated including: rapport, need discovery, demonstration, negotiation, closing, prospecting, customer service and follow-up. Application of selling techniques towards the daily activities throughout a student's career is emphasized 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. Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. 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.

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 1211 Professional Office Procedures (3 cr)

F			W

This course emphasizes the office skills necessary to succeed in a global business in the 21st century. It includes studying workplace ethics, functioning as a team member, managing stress and time, calendaring, developing communication skills, preparing computer-aided presentations, processing mail, arranging conferences and meetings, making travel arrangements, and developing employment seeking skills. 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 1226 Bookkeeping and Accounting I (3 cr)

			W

Fundamental bookkeeping and the accounting cycle are studied. Lecture.

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, 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, Excel, and PowerPoint. Speed and accuracy in the production of documents are emphasized. Lecture.

BOC 2202 Professional Portfolio (2 cr)

		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 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: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. Variable. Repeatable 3 times.

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 2260 Medical Front Office (3 cr)

F	L		

Introduction to the clerical duties and responsibilities of medical secretaries in physicians' offices and hospitals. Also covers career guidelines and professional qualifications. 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 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. PREREQUISITE: 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. PREREQUISITE: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. Variable.

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. PREREQUISITE: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. 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: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. 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.

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 IDFPR. The course covers topic areas such as Illinois license law, agency, state and federal law,

relationships with employing brokers, working with sellers and buyers, real property, fair housing, ownership, contracts, real estate valuation, environmental issues, construction, real estate closings, advertising, property management, commercial real estate and review. The course mixes presentation of facts, concepts, and key terms with real-life scenarios to illustrate the topics being taught as well as opportunities for assessment to help students apply their new knowledge. To complete the required coursework, Illinois Broker Pre-License Topic Course II must be completed along with a 125 questions comprehensive exam in order to meet the 75-hour IDFPR requirement to take the state exam. 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 IDFPR. The course covers mandatory topic areas not covered in Illinois Broker Pre-License Course I such as Illinois license law, agency, state and federal law, relationships with employing brokers, working with sellers and buyers, real property, fair housing, ownership, contracts, real estate valuation, environmental issues, construction, real estate closings, advertising, property management, and commercial real estate. The course mixes presentation of facts, concepts, and key terms with real-life scenarios to illustrate the topics being taught as well as opportunities for assessment to help students apply their new knowledge. This course must be completed along with successfully scoring 75% or above on a 125 question comprehensive exam in order to meet IDFPR requirements to take the state exam. PREREQUISITE: Immediate prior completion of BUS 1202 Broker Pre-License Topics I. 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 IDFPR pre-license 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 IDFPR 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 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 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 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.

CHL 1101 Survey of Community Health (3 cr)

F	L	O	W

An overview of the community health discipline, including its history and evolution, its role in the protection and improvement of health in populations, health assessment strategies, laws influencing health, programs and organizations, and the application of health data. Lecture.

CHM 1115 Chemistry and Society (4 cr)

F	L	O	W

Course examines definitions, history, and theories of chemistry on society through the study of contemporary issues such as your health, our changing environment, and other applications of chemistry to everyday life. This course serves to promote interest in the sciences by directing students to think critically and make informed decisions in a changing world. PREREQUISITE: PRE 0420 Intermediate Algebra or high school algebra. Lecture. IAI: P1 903

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. PREREQUISITE: 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 substation 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 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

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: PRE 0420 Intermediate Algebra with a grade of C 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.

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 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 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 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 the learning management system. The course includes directions on how to upload artifacts and how to enter personal, educational, and work related information for online publication and distribution. PREREQUISITE: CIS 1104 Intro Learning Services Online 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 1275 PowerPoint (3 cr)

F	L	O	W

This course will take an in-depth look at PowerPoint presentation software. The inclusion of graphics, JPEG files, charts, tables, and videos 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, insert media, and convert a PowerPoint into a video for uploading to the internet. Students will learn to prepare handouts, use presentation equipment, and modify advanced settings. 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 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 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 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 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.

CMI 1204 Supervisor First Aid (1 cr)

F			

Course focuses on first aid treatment of common emergencies and sudden illness in a hazardous environment. Course content may vary from company to company, depending on training requirements and may be repeated to fulfill training needs, state and federal requirements. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be one credit. Lecture. Variable. Repeatable 3 times.

CMI 1214 Accident Prevention (1 cr)

F			

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. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be one credit. Lecture. Variable. Repeatable 3 times.

CMI 1215 SCSR/Smoke Training (1 cr)

F			

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. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be one credit. Lecture. Variable. Repeatable 3 times.

CMI 1216 SCSR/Smoke Training (1 cr)

F			

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. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be one credit. Lecture. Variable. Repeatable 3 times.

CMI 1604 Mining/EMT (7 cr)

F			

This course includes training 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. This course is repeatable because program policies are rewritten, promulgated, amended, updated, and/or modified regularly and miners must be apprised of all changes. Lecture / Lab. Variable. Repeatable 2 times.

CMI 1622 Accident Prevention S & G (3 cr)

F			

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 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 1623 Initial Fire Brigade (3 cr)

F			

The initial class for the instruction of underground coal miners in the location and use of firefighting equipment, location of escape-ways, and exits. Trainees will become familiar with the proper routes of travel to the surface and proper evacuation procedures to be followed in the event of an emergency. Scenarios appropriate for beginners will be used in the burn tunnel. This course will meet or exceed the Federal requirements for new Fire Brigade Members. This course may be team taught with industry, state and federal trainers. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated 3 times and may be offered as variable credit. PREREQUISITE: Employer verification of initial safety and SCBA training. Lecture / Lab. Variable. Repeatable 3 times.

CMI 1624 Intermediate Fire Brigade (3 cr)

F			

A continuation of CMI 1623 Initial Fire Brigade. The course consists of beginning level and intermediate level instruction for underground coal miners in the safe techniques for fighting flammable, electrical, and equipment fires and basic mine rescue. Trainees will be required to demonstrate safe firefighting techniques and mine rescue techniques as part of a team. Mine specific scenarios appropriate for beginners and intermediate students will be used in the Burn Tunnel in light smoke and/or the simulated mine in medium smoke. This course will meet or exceed the Federal requirements for new fire brigade members. This course may be team taught with industry, state and federal trainers. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated three times and may be offered as variable credit. PREREQUISITE: Employer verification of initial safety and SCBA training. Lecture / Lab. Variable. Repeatable 3 times.

CMI 1641 Refresher EMT (1 cr)

F			

This course meets the retraining requirements for Emergency Medical Technicians (EMT). In addition to reviewing major emergency medical skills, it provides hands-on training to update and improve proficiencies. This course is a vocational skill that must be taken periodically by law for persons employed in an occupation/vocation to maintain employment. An EMS license will specify the level of licensure, i.e., EMT, A-EMT, EMT-1, or Paramedic, and will be effective for a period of four years. In those four years EMT's shall have a minimum of 60 approved CE hours. 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. Title 77, Section 515-540 c) and Section 515.590 2) A). Lecture. Variable. Repeatable 9 times.

CMI 1642 Surface Hybrid Retraining (1.5 cr)

F			

This course fulfills the minimum annual retraining requirements of the U.S. Department of Labor's Mine Safety and Health Administration (MSHA) for miners working in surface mining areas (Title 30 CFR 48.8). The content will review accident causes and prevention, and the subsequent related work laws. Actual course content may vary from company to company. Lecture. Variable. Repeatable 9 times.

CMI 1645 Diesel Qualifications (1.5 cr)

F			

This course meets or exceeds the training requirements 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, CFR, 75.1915; MSHA-approved training plans; continuing health and safety education; and/or established training procedures. Lecture. Variable. Repeatable 3 times.

CMI 1693 Surface Mine Retraining (0.5 cr)

F			

This course is a cooperative teaching effort between coal companies and Workforce Ed and fulfills their eight-hour annual refresher-training requirement. This course is designed for miners (Part 48). 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. Repeatable 9 times.

CMI 1694 Underground Annual Retraining (0.5 cr)

F			

This course is a cooperative teaching effort between coal companies and Workforce Ed which fulfills their eight-hour annual refresher training requirements. This course is designed for miners (Part 48). 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. 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 and/or state and federal agencies. Lecture. Repeatable 9 times.

CMI 2208 Mine Hoist Operation (3 cr)

F			

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)

F			

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 2216 Electrical Law-Surface II (1.5 cr)

F			

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 2218 Mine Examiner Training (3 cr)

F			

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. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be three credits. Lecture. Variable. Repeatable 3 times.

CMI 2223 Elec. Law UG (1.5 cr)

F			

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)

F			

This course is an introduction to the Coal Mining Laws of the State of Illinois. The content covers the introduction and importance of laws, the State Coal Mining Act, Articles I-XIII. The course may vary from company to company depending on training requirements. This course will fulfill all company training requirements, and state and federal requirements to upgrade the knowledge and skill of existing (as amended) mining laws. This course is repeatable because Title 30, CFR, and program policies are rewritten, promulgated, amended, updated, and/or modified regularly and miners must be apprised of all health and safety changes. One-half credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be one-half credit. Lecture. Repeatable 3 times.

CMI 2236 Splicing Trailing Cables II (1 cr)

F			

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)

F			

This course is designed to teach students the high voltage power distribution network of their underground mine. It includes all of the major transformers, switch gears, power conductors, and protective systems of the surface and underground networks. Because the course may vary from company to company this course is offered for variable credit. This course may be repeated when necessary to fulfill company training needs and state of Illinois and federal requirements. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be one credit. Lecture. Variable. Repeatable 3 times.

CMI 2250 Mining Law I (0.5 cr)

F			

This course is an introduction to the Coal Mining Laws of the State of Illinois. The content covers the introduction and importance of laws, the State Coal Mining Act, Articles I-XIII. The course may vary from company to company depending on training requirements. This course will fulfill all company training requirements, and state and federal requirements to upgrade the knowledge and skill of existing (as amended) mining laws. This course is repeatable because Title 30, CFR, and program policies are rewritten, promulgated, amended, updated, and/or modified regularly and miners must be apprised of all health and safety changes. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be one-half credit. Lecture. Repeatable 3 times.

CMI 2251 Mining Law II (1 cr)

F			

This course is an introduction to the Coal Mining Laws of the State of Illinois. The content covers the introduction and importance of laws, the State Coal Mining Act, Articles XIV-XXXII. The course may vary from company to company depending on training requirements. This course will fulfill all company training requirements, and state and federal requirements to upgrade the knowledge and skill of existing (as amended) mining laws. This course is repeatable because Title 30, CFR, and program policies are rewritten, promulgated, amended, updated, and/or modified regularly and miners must be apprised of all health and safety changes. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be one credit. Lecture. Variable. Repeatable 3 times.

CMI 2270 Mine Rescue Training I (1.5 cr)

F			

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)

F			

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)

F			

This course is a cooperative teaching effort between coal companies and Coal Mining Technology. This course is an introduction to brigade firefighting 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)

F			

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. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be five credits. Lecture. Variable. Repeatable 3 times.

CMI 2275 Basic Mine Rescue Field Training (1 cr)

F			

This 15 contact-hour course is designed to meet the minimal requirements established in Title 30, Code of Federal Regulations, Part 49, for mandatory refresher training of mine rescue team personnel. The content of the course will vary from company to company depending on:(1) the type of mine rescue breathing apparatus used; (2) existing training requirements; and (3) mine specific needs. This course is designed to meet MSHA's minimal training standards. Since Title 30 CFR 49(b)(2) mandates annual refresher training, this course is repeatable. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be one credit. Lecture. Variable. Repeatable 3 times.

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

F			

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. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be five credits. Lecture. Variable. Repeatable 3 times.

CMI 2282 UG Fire Fighting & Evac (1 cr)

F			

A program for the instruction of underground miners in the location and use of firefighting equipment, location of escape ways, exits and routes of travel to the surface, and proper evacuation procedures to be followed in the event of an emergency. This course may be team taught with industry. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be one credit. Lecture. Variable. Repeatable 3 times.

CMI 2283 Mining Law (0.5 cr)

F			

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 may be team taught with industry and is repeatable because Title 30, CFR, and program policies are rewritten, promulgated, amended, updated, and/or modified regularly and miners must be apprised of all health and safety changes. One-half credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be one-half credit. Lecture. Repeatable 3 times.

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

F			

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 2684 Powered Industrial Truck Training (0.5 cr)

F			

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 2697 Confined Spaces Training (2 cr)

F			

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)

F			

This course is designed to provide both newly-hired and existing employees with fundamental workplace health and safety concepts, policies, rules, and regulations. To maximize effectiveness, employer personnel may assist college staff with this training. Flexible by design, the course is intended to meet the site-specific and job-specific needs of a variety of industries. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be one-half credit. Lecture. Repeatable 3 times.

CMN 1212 Health & Safety Orientation II (1 cr)

F			

This course is designed to provide both newly-hired and existing employees with fundamental workplace health and safety concepts, policies, rules, and regulations. To maximize effectiveness, employer personnel may assist college staff with this training. Flexible by design, the course is intended to meet the site-specific and job-specific needs of a variety of industries. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be one credit. Lecture. Variable. Repeatable 3 times.

CMN 1224 ERG & Workplace Safety (1 cr)

F			

This course is designed to reduce the number of occupational incidents, accidents, and injuries through the study of workplace design and human factors engineering. It is an expanded version of "Ergonomics & Workplace Safety" and is intended to facilitate the transfer of ergonomics principles from the classroom into the workplace. There, students will be observed and coached while performing actual job duties. In some cases college-trained employer representatives may collaborate with college personnel on job safety observations and interventions in the workplace. Time spent in each area will vary by location and work group to meet site-specific needs. Ergonomics is an ongoing activity. To maximize effectiveness, both college faculty and college trained supervisory personnel may collaborate on these job site activities. State and federal regulations require that accident repeaters be enrolled in injury prevention classes to help reduce accidents in the workplace. This course may be team taught with industry. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be one credit. Lecture / Lab. Variable. Repeatable 3 times.

CMN 1244 First Aid for Mining (1 cr)

F			

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)

F			

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. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be one credit. Lecture. Variable. Repeatable 3 times.

CMN 1616 Initial Mine Rescue (3 cr)

F			

The U.S. Department of Labor, Mine Safety and Health Administration (MSHA) requires that all underground mines have fully-trained and equipped professional mine rescue teams available in the event of a mine emergency. Mine rescue efforts are highly organized operations carried out by groups of trained and skilled individuals who work together as a team. This course is designed to meet or exceed the requirements of Title 30, CFR, Part 49 and MSHA 3026 (formerly IG5), which pertains to the initial training of rescue teams. Scenarios appropriate for initial mine rescue training will be used in the simulated mine and burn tunnel (when appropriate). This course may be team taught with industry, state and federal trainers. Content may vary based on individual mine plans and state and federal requirements. This course may be repeated 3 times and may be offered as variable credit. Lecture / Lab. Variable. Repeatable 3 times.

CMN 1617 Intermediate Mine Rescue (3 cr)

F			

The U.S. Department of Labor, Mine Safety and Health Administration (MSHA) requires that all underground mines have fully-trained and equipped professional mine rescue teams available in the event of a mine emergency. Mine rescue efforts are highly organized operations carried out by groups of trained and skilled individuals who work together as a team. Each mine rescue team is required to have 96 hours of mine rescue training every 2 years. This course is designed to meet or exceed the requirements of Title 30, CFR, Part 49 and IG7 and IG7a. Scenarios appropriate for intermediate mine rescue training will be used in the simulated mine and/or burn tunnel. This course may be team taught with industry. Content may vary based on individual mine plans and state and federal requirements. This course may be repeated 3 times and may be offered as variable credit. Lecture / Lab. Variable. Repeatable 3 times.

CMN 1619 CPR/FA/AED (0.5 cr)

F			

This course prepares Mining, Industry and NH 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 mining, industry, NH 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 1645 UG Retraining I (1 cr)

F			

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 1653 Health & Safety Orientation (1 cr)

F			

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 1690 Occ. Safety & Health Awareness (2 cr)

F			

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 2603 S&G Surface Annual Retraining (0.5 cr)

F			

This course is a cooperative teaching effort between Sand and Gravel Companies and Workforce Education which fulfills their eight-hour annual refresher-training requirement. This course is designed for Sand and Gravel (S & G) miners (Part 46.8). 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 miners working in a surface mine or surface areas as specified in Title 30, CFR, Part 46.8. 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 9 times.

CMN 2605 Mine Site Specifics (0.5 cr)

F			

This course is designed to provide experienced miners with fundamental workplace health and safety concepts, policies, rules and regulations plus the methods of mining utilized at each individual mine site. The course is intended to meet the mine site specific and job specific needs of a variety of mines and is required by MSHA upon entry of the mine. (Title 30 CFR 48.6) Each miner returning is required to have at least 8 hours of training and to maximize effectiveness mine personnel may assist college staff with training. 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 also being offered as repeatable to meet industry needs and state and federal regulations. Lecture. Repeatable 9 times.

CMN 2606 Mining Law (0.5 cr)

F			

This course is an introduction to the Coal Mining Laws of the State of Illinois and 30 CFR Federal Regulations. The content covers the introduction and importance of laws, the State Coal Mining Act, Articles I-XIII. Before any person authorized by the operator goes underground, the operator shall instruct and train such persons in accordance with provisions set forth in 30 CFR part 48 (75.1504). 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. This course may be team taught with mining personnel. Lecture. Repeatable 9 times.

CMN 2607 Mine Accident Prevention (1 cr)

F			

This course is designed to reduce the frequency and severity of mining accidents by making the trainee's more aware of causes, both direct and indirect. Trainees will study accident types, records and investigation procedures to become more aware of the influences of individuals and habits upon accidents. The content will include a review of all accidents and causes with instruction in prevention of these accidents in the work environment. This course 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 most frequent and severe accident occurrences: MSHA (48.8) (77.1708) which requires all employees to participate in accident prevention programs a minimum of once a year. 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. This course may be team taught with mine personnel. Lecture. Variable. Repeatable 9 times.

CMN 2608 SCSR/Smoke Mine Trng (1 cr)

F			

Title 30, Code of Federal Regulations, Part 48,(75.1504) requires that each quarter all miners must be trained in the proper donning procedures for oxygen-producing self-contained self-rescue devices (SCSRs). The miners are required to participate in emergency evacuation training and then must demonstrate their competence of use on all types of self-rescuer devices by satisfactorily donning an SCSR and transferring of all devices in smoke, simulated smoke or equivalent environment. Miners must travel primary and secondary escape ways in their entirety, Plus operation and use of all firefighting equipment and materials completing the training on setting up and use of refuse alternative. 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 mine personnel. Lecture. Variable. Repeatable 9 times.

CMN 2639 Metal/Non-Metal UG Annual Retrng (0.5 cr)

F			

This course is a cooperative teaching effort between Metal/Non-Metal companies and Workforce Education which fulfills their eight-hour annual refresher-training requirement. This course is designed for Metal/Non-Metal UG miners (Part 48). 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 miners working in a Metal/Non-Metal UG 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: Title 30 (Part 48.8) (a). Actual course content may vary from company to company and may be team taught with

industry and/or state and federal agencies. Lecture. Repeatable 9 times.

CMN 2657 HAZWOPER Annual Refresher (0.5 cr)

F			

This course is designed to meet or exceed the HAZWOPER annual refresher training requirements of Title 29, CFR, Parts 1910.120, 1910.210, 1910.1200, and the employers effective occupational safety and health program. This course covers a spectrum of HAZWOPER procedures, general safety hazards, and equipment usage. The content may vary to meet current industry specific needs, federal and state training requirements. This course may be repeated as required by state or federal requirements and industry needs. Lecture. Repeatable 3 times.

CMN 2658 Elect Rtrng-All Qualifications (1 cr)

F			

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. Any individual qualified within Title 30, Code of Federal Regulations, Part 75, in order to retain qualification must certify annually to MSHA and the State of Illinois that they have satisfactorily completed a coal mine electrical retraining program. 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 9 times.

CMN 2659 Intro to Surface Mining (1.5 cr)

F			

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 2660 Intro to Coal Mining (3 cr)

F			

This course is designed to satisfy state and federal regulations (Title 30, Part 48, CFR) for training newly employed inexperienced underground with surface training 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 2661 Intro to UG Mining (2.5 cr)

F			

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 2690 Impoundment Initial Training (1 cr)

F			

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.

CMT 1200 Introduction to Coal Mining (4 cr)

F			

This course introduces the student to how coal was formed, coal resources in the United States, and methods of mining coal. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be four credits. Lecture. Variable. Repeatable 3 times.

CMT 1205 Introduction to Surface Mining (3 cr)

F			

Lectures emphasize safety of individual miners. Coal formation, extraction, and methods of surface mining are included. Field trips to surface mines are planned. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be three credits. Lecture. Variable. Repeatable 3 times.

CMT 1210 Accident Prevention (4 cr)

F			

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. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be four credits. Lecture. Variable. Repeatable 3 times.

CMT 1220 Roof Control (3 cr)

F			

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. One-half to one credit will be awarded each time student successfully completes the course.

Total number of credits that may be applied to a degree shall be three credits. Lecture. Variable. Repeatable 3 times.

CMT 1230 First Aid (4 cr)

F			

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)

F			

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. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be four credits. Lecture. Variable. Repeatable 3 times.

CMT 1250 Mine Ventilation (4 cr)

F			

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. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be four credits. Lecture. Variable. Repeatable 3 times.

CMT 1260 Mining Problems (4 cr)

F			

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. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be four credits. Lecture / Lab. Variable. Repeatable 3 times.

CMT 1270 Coal Mining Internship I (4 cr)

F			

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: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. Variable.

CMT 1280 Management Skills in Mining (5 cr)

F			

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. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be five credits. Lecture. Variable. Repeatable 3 times.

CMT 1290 Supervisory Skills in Mining (4 cr)

F			

This course is a training program for coal mine section supervisors. Students review interpersonal relations including planning, leading, directing, and controlling personnel. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be four credits. Lecture. Variable. Repeatable 3 times.

CMT 1291 Oil & Gas Core Compliance (1.5 cr)

F			

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			

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)

F			

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. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be four credits. Lecture / Lab. Variable. Repeatable 3 times.

CMT 2230 Mine Hydraulics I (4 cr)

F			

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. One-half to one credit will be awarded each time student successfully completes

the course. Total number of credits that may be applied to a degree shall be four credits. Lecture. Variable. Repeatable 3 times.

CMT 2240 Mine Hydraulics II (4 cr)

F			

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. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be four credits. PREREQUISITE: CMT 2230 Mine Hydraulics I. Lecture / Lab. Variable. Repeatable 3 times.

CMT 2250 Mine Electrical Maintenance I (4 cr)

F			

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. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be four credits. Lecture. Variable. Repeatable 3 times.

CMT 2260 Mine Electrical Maintenance II (4 cr)

F			

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. One-half to one credit will be awarded each time student successfully completes the course Total number of credits that may be applied to a degree shall be four credits. PREREQUISITE: CMT 2250 Mine Electrical Maintenance I. Lecture / Lab. Variable. Repeatable 3 times.

CMT 2280 Mine Electrical Maint III (8 cr)

F			

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. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be eight credits. Lecture. Variable. Repeatable 3 times.

CMT 2290 Mining Systems (4 cr)

F			

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. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be four credits. Lecture / Lab. Variable. Repeatable 3 times.

CMT 2295 Coal Mining Internship II (4 cr)

F			

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. PREREQUISITE: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be four credits. 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. One-half to twelve credits will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be twelve credits. Lecture / Lab. Variable. Repeatable 3 times.

COS 1210 Cosmetology IIA (12 cr)

		O	

This course is a continuation of development of manipulation skills in areas of hairstyling, perm waving, and manicuring using more advanced techniques. Hair coloring and chemical relaxing will also be covered. The basic theory of electricity, heat and light energy as related to the practice of cosmetology will be taught with various safety precautions followed. A working knowledge of cosmetic chemistry, as applied to scalp, hair treatment, and makeup is presented. Up to twelve credits will be awarded each time the student successfully completes the course. Total number of credits that may be applied to a degree shall be twelve credits. PREREQUISITE: COS 1200 Cosmetology I. Lecture / Lab. Variable. Repeatable 2 times.

COS 1220 Cosmetology IIB (8 cr)

		O	

This course is designed for maximum development of cosmetology skills necessary to assure success in the field. Emphasis will be on proficiency in all areas included in Cosmetology I and Cosmetology IIA, while including anatomy and physiology, body systems, and the Illinois law as applied to cosmetology. PREREQUISITES: COS 1200 Cosmetology I and COS 1210 Cosmetology IIA. Lecture / Lab. Variable.

COS 1250 Cosmetology Teacher I (8 cr)

		O	

This course focuses on developing basic cosmetology skills. Teaching techniques and teaching skills are covered in this course. In addition, basic business skills are introduced. Students will be able to participate in supervised student teaching experiences in this course. PREREQUISITE: Current Illinois Licensed Cosmetologist and 24-36 months current salon experience. Lecture / Lab.

COS 1251 Cosmetology Teacher II (8 cr)

		O	

This course is a continuation of COS 1250. Students are introduced to additional teaching theories and methodologies. Business methods will also be covered including inventory, recordkeeping, interviewing, supplies, the Illinois Barber, Cosmetology, Esthetics, and Nail Technology Act of 1985 and 68 Ill. Adm., Code 1175. Students will be able to participate in supervised student teaching. PREREQUISITE: COS 1250 Cosmetology Teacher I. Lecture / Lab.

COS 1252 Cosmetology Teacher III (8 cr)

		O	

This course is a continuation of COS 1251. Students will learn advanced teaching skills and methods. Additional business methods will also be covered in this course. Students will be able to participate in supervised student teaching experiences in this course. PREREQUISITE: COS 1251 Cosmetology Teacher II. Lecture / Lab.

COS 1261 Nail Technology I (4 cr)

		O	

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)

		O	

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)

		O	

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)

		O	

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.

CSM 1201 Foundation of Customer Service (2 cr)

	L		

This foundational course will introduce students to the role customer service plays in contributing to sustained organizational success. Students will explore key concepts, strategies and techniques that will assist them in identifying customer wants and exceeding customer expectations. The role of organizational culture, employee motivation and development, and reward systems will be fully explored. Lecture.

CSM 1202 Org. for Exceptional Cust. Svc. (1 cr)

	L		

The best service organizations understand the importance of creating a positive culture where employees feel valued and appreciated. This course will explore how service organizations use employee development to facilitate exceptional customer service experiences. Students will investigate the importance and challenges related to managing, motivating, and rewarding paid staff and employees in service organizations. Lecture.

CSM 1203 Comm. for Exceptional Cust. Svc. (1 cr)

	L		

Employees in service organizations must understand and possess the skills needed to deliver exceptional customer service. This course will introduce essential communication skills and how employees can use them to generate value and loyalty or deescalate conflict. Lecture.

CSM 1204 Evaluating Cust. Svc. & Growth (1 cr)

	L		

A customers' level of satisfaction is directly tied to the long-term success of any service organization. In order to assess customer satisfaction, organizations must know the needs, wants, and expectations of customers, establish service goals, and build a strategic approach to appraising attainment of those goals. This course will introduce students to basic customer service concepts including customer relationship management, and how to collect, interpret and use data in making informed business decisions. 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 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, PTO, differential, final drives and brakes. Lecture / Lab.

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 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 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: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. 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 2249 Supervised Work Experience II (6 cr)

			W

The second 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: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline and DEQ 2236 Supervised Work Experience. 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.

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 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 (4 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 (4 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 (4 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 1225 Infant and Toddler Techniques (3 cr)

			W

Students will study the seven ITC Content Areas in the child from birth to three years. The specific needs of infants and toddlers in various child care settings will be examined, with current research being considered. Students will have the opportunity to develop skills in managing a safe environment while providing stimulating activities at appropriate levels. Students explore National Association for the Education of Young Children (NAEYC) Gateways Benchmarks. Lecture.

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 1241 Early Childhood In-Service (1 cr)

			W

In accordance with Title 89, Joint Committee on Administrative Rules (JCAR), Part 407 Section 407.100, the director and each child care staff member shall participate in 15 clock hours of in-service training per year to recognize and report suspected child abuse or neglect, how to make a child abuse or neglect report, rules governing the operation of the facility, and the legal protection afforded to persons who report violations of licensing standards. Subsequent repeating training may include, but shall not be limited to, child development, symptoms of common childhood illnesses, hygiene, guidance and discipline, and communication with parents. This course is variable and may be team taught with industry. Lecture. Variable. Repeatable 3 times.

ECD 1242 Early Childhood Refresher (1 cr)

			W

In accordance with Title 89, Joint Committee on Administrative Rules (JCAR), Part 407 Section 407.100, the director and each child care staff member shall participate in 15 clock hours of in-service training per year. Subsequent repeating training may include, but shall not be limited to, child development, symptoms of common childhood illnesses, hygiene, guidance and discipline, and communication with parents. This course is variable and may be team taught with industry. Lecture. Variable. Repeatable 3 times.

ECD 1251 Childcare Topics in Behavior (3 cr)

			W

In accordance with Title 89, Part 407 Section 407.100, this course examines behavioral problems and solutions in early childhood education. Subsequent repeated training may include, but shall not be limited to, child development, symptoms of common childhood illnesses, hygiene, guidance and discipline, and communication with parents. This course is variable credit and may be team taught with industry. One-half to three credits will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be three credits. Lecture. Variable. Repeatable 3 times.

ECD 1253 Common Childhood Illnesses (3 cr)

			W

In accordance with Title 89, Part 407 Section 407.100, students analyze common childhood illnesses and solutions in early childhood education. Subsequent repeating training may include, but shall not be limited to, allergies, hygiene, guidance and discipline, and communication with parents. This course is variable and may be team taught with industry. One-half to three credits will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be three credits. Lecture. Variable. Repeatable 3 times.

ECD 1255 Exploring the Sciences (3 cr)

			W

In accordance with Title 89, Part 407 Section 407.100, the course examines the sciences in early childhood education. Subsequent repeated training may include, but shall not be limited to, life and physical science, soil and plant science, earth and space science, and human/child development. This course is variable and may be team taught with industry. One-half to three credits will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be three credits. Lecture. Variable. Repeatable 3 times.

ECD 1257 Exploring the Arts (1 cr)

			W

The principles and practical classroom procedures in art for childcare, preschool and 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, individual and team projects, and group challenges will help student to become familiar with the techniques for teaching art and the expression of ideas. Lecture. Variable. Repeatable 3 times.

ECD 1601 Child Development Aide Training (3 cr)

			W

Students will study the seven Gateways to Opportunity ECE Content Areas. The specific needs of young children's development and learning in various childcare settings will be examined, with current research being considered. Students will have the opportunity to develop skills in managing a safe environment while providing stimulating activities at appropriate levels. Students explore Gateway Benchmarks.

Lecture. Variable. Repeatable 9 times.

ECD 1602 Child Facilities Training (3 cr)

			W

An introduction to the variety of childcare facilities including duties and responsibilities of the childcare worker to recognize and report suspected child abuse or neglect, how to make a child abuse or neglect report, rules governing the operation of the facility, and the legal protection afforded to persons who report violations of licensing standards. Subsequent repeated training may include, but is not limited to, child development, symptoms of common childhood illnesses, hygiene, guidance and discipline, and communication with parents. Course credit is variable. May be team taught with industry. Topics included are facilities, state agencies and regulations, public relations, and child management. Students will have the opportunity to develop skills in managing a safe environment while providing stimulating activities at appropriate levels. Students explore Gateway Benchmarks. Lecture. Variable. Repeatable 3 times.

ECD 1625 Infant and Toddler Training (1 cr)

			W

Students will train in one of the seven ITC Content Areas in the child from birth to three years. The specific needs of infants and toddlers in various child care settings will be examined with current research being considered. Students will have the opportunity to develop skills in managing a safe environment while providing stimulating activities at appropriate levels. Students explore Gateway Benchmarks. Lecture. Variable. Repeatable 9 times.

ECD 2201 Administering Childhood Facilities (4 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. PREREQUISITE: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. 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. PREREQUISITE: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. 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. PREREQUISITE: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. 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. PREREQUISITE: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. 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 economic reasoning and institutions. At a microeconomic level of analysis, the behavior of individual actors (consumers, workers, firms) will be examined. At the macroeconomic level of analysis, focus will be on the business cycle, economic growth, unemployment, and inflation. Particular

attention will also be given to market structure and the role of government in the formulation and implementation 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 on 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 1210 Flagging and Traffic Control (0.5 cr)

F			

This course is designed to train flaggers to provide safe passage of traffic and heavy equipment vehicles through and around work areas. Students will learn to minimize confusion and improve safety by practicing and using standard flagging procedures. At the end of this course, students will sit for the National Safety Council Flagger Certification Exam. Lecture.

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. Variable.

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, lightening arrestors and overhead terminations. The installation will also be covered. The requirements of shoring and sloping of trenches required by the safe work practices will be used in practical experience. Troubleshooting of primary and secondary cable fault locating, review of backhoe/trencher operation and safe work practices and procedures are also covered. PREREQUISITES: EDS 1203 Climbing Skills, EDS 1204 Pole Framing and Const. Specs., EDS 1205 Equipment Operation, and EDS 1206 Setting and Replacing Poles. 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.

EDS 2206 Residential/Commercial Wiring (3 cr)

F			

This course introduces basic residential and commercial electrical concepts. Topics covered include electrical installation, operation, and maintenance. The focus will be on general knowledge, safety, tools, print reading, equipment, wiring, and the National Electrical Code. Lecture / Lab.

EDS 2207 Distribution Systems Maintenance (4 cr)

F			

This course gives students a working knowledge of distribution systems maintenance. Topics include maintenance on commonly used equipment, poles, and overhead/underground distribution lines; meter, transformer, and conductor maintenance; preventative and predictive maintenance; distribution systems expected component life cycle and failure points; work order resolution; and inventory and system logging. Lecture / Lab.

EDS 2208 EDS Internship (3 cr)

F			

Students will work a minimum of 37.5 hours an Electrical Distribution Systems environment. The internship coordinator and the training supervisor will work together to establish 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. Lab. Variable.

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. Content focuses on student learning and effective practices in culturally diverse classroom. Topics include race, ethnicity, gender, sexual orientation, social class, disability, language, religion, and other issues. Students are provided the opportunity to explore personal values, attitudes, and understand their impact on others. Lecture.

EDU 1102 Basic Activities for Elem/Sec 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 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 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 1116 Introduction to Teaching (3 cr)

F	L	O	W

This is an introductory course exploring the nature of professional teaching, its opportunities, and its responsibilities. The course 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 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 1121 Theory of Baseball Coaching (2 cr)

F	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

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 2 times.

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 1600 Basic Pedagogical Practices (1 cr)

F			

An introduction to basic pedagogical knowledge, Quality Matters, course design, educational technology tools, relevant instructional strategies, learning management systems, student learning outcomes, and evaluation and assessment components that will provide teachers the resources they need to be successful instructors and to ensure best instructional practices. Lecture. Repeatable 3 times.

EDU 1605 Advanced Pedagogical Practices (1 cr)

F			

This course will cover advanced pedagogic strategies, progressive learning management system features, Quality Matters, course design accessibility resources, alignment in educational assessment, student engagement, and provide a framework for best practices in advanced instruction. Lecture. Repeatable 3 times.

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 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 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.

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 2111 Thermodynamics (3 cr)

F	L	O	W

Introduction and application to the laws of thermodynamics, analysis of closed and open systems, introduction to heat transfer, Carnot principle, engine power plants, and refrigeration applications. Topics include basic concepts and definitions of thermodynamics, the first and second laws of thermodynamics, ideal and real gas behaviors, control-volume energy analysis, entropy, non-reactive ideal gas mixtures and psychrometrics, and cycles. PREREQUISITES: PHY 2112 General Physics II and MTH 2173 Calculus and Analytic Geometry III. Lecture.

EGR 2120 Mechanics of Materials (3 cr)

F	L	O	W

This is a first course in solid-body mechanics. Topics include concepts of stress and strain; material properties (elastic and plastic); torsion: shear stresses and deformations; thermal stresses; thin-walled pressure vessels; pure bending: stresses and strains; transverse loading of beams: shear stress and combined loadings; transformation of stress and strain (Mohr's Circle); design of beams and shafts for strength: shear and moment diagrams; deflection of beams; energy methods; and columns. PREREQUISITE: PHY 2120 Analytical Mechanics I (Statics). Lecture.

EGR 2130 Electrical Circuits (3 cr)

F	L	O	W

Topics include concepts of electricity and magnetism; circuit variables (units, voltage, inductance, power and energy); circuit elements (R, L, C and operational amplifiers); simple resistive circuits; circuit analysis (node-voltage, mesh-current, equivalents and superposition); transient analysis; and sinusoidal steady state (analysis and power). Students who do not complete the required laboratory may need to do so after transfer if their engineering school requires one. PREREQUISITE: PHY 2112 General Physics II and MTH 2173 Calculus and Analytic Geometry III. Lecture.

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.

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.

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 (IAI Code C1 900). 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 1212 Small Business Development (6 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. One-half to six credits will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be six credits. Lecture. Variable. Repeatable 3 times.

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 (3 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. One-half to three credits will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be three hours. Lecture. Variable. 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 (1 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 1219 Technical Rescue Awareness (1 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 1250 EP Hazardous Materials Review (0.5 cr)

F			

This course will provide first responders with the knowledge and skills to understand hazardous materials and their risks, to recognize the presence of hazardous materials, and to understand the role of the emergency responder at the awareness level. This course meets the requirements of the Illinois Office of the State Fire Marshal, the Illinois Emergency Management Agency, and the National Fire Academy. 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)

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 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 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: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline and 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 or EPF 1203 Fire Ground Operations. 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. Successful completion of this course prepares the student for licensure as an Emergency Medical Responder in Illinois. 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 1206 Essential 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 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 1600 CPR Fundamentals (0.5 cr)

F			

This course prepares students to recognize and respond to cardiac arrest, respiratory arrest, and foreign-body airway obstruction. The course will enable students to recognize and respond to heart attacks and strokes in adults and breathing difficulties in children utilizing cardiopulmonary resuscitation where appropriate. Training on the use of an automated external defibrillator (AED) and two-rescuer CPR will also be introduced. Lecture. Repeatable 9 times.

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 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 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 1632 Basic 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 information and techniques needed for cardiopulmonary resuscitation (CPR), basic first aid information, and special rescue situations. Lecture. Variable. Repeatable 3 times.

EPM 1633 CPR Lay 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 2200 Foundations of Paramedicine (5 cr)

F			

This course is designed to explore the concepts of human anatomy and physiology, medical terminology, and pharmacology as related to the practice of Emergency Medical Technician-Paramedic in today's health care arena. Five credits will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be five credits. Lecture. Repeatable 1 time.

EPM 2204 Paramedic I (9 cr)

F			

This class explores the concepts and skills of the EMT-Paramedic necessary for fluid replacement therapy, ALS medications, advanced airway management procedures, ambulance operations, vehicle extrication and special rescue. Included is a discussion of EMS systems, workforce safety and wellness, public health, and career development. Student will explore occupation, history, and leadership skills. Assessment/ management: accident scene, growth and development, and airway. Students will also identify medical, legal, and ethical issues. PREREQUISITE: EPM 2200. Lecture / Lab.

EPM 2205 Paramedic II (9.5 cr)

F			

This course Integrates assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/ disposition plan for a patient with a medical complaint. Course also includes additional certifications including: ACLS, PALS, PEPP, and NRP. PREREQUISITES: Current EMT-B licensure, current American Heart Association CPR Certification (BLS for

Healthcare Providers), EPM 2200 and EPM 2204 or consent of program director. Lecture / Lab. Repeatable 1 time.

EPM 2206 Paramedic III (7 cr)

F			

This course is the final course of the Paramedicine Program series and includes the in-depth education, knowledge, and skills associated with the assessment and treatment of the trauma patient. This course incorporates ITLS certification as well as the capstone internship. PREREQUISITE: Current EMT-B licensure, current American Heart Association CPR Certification (BLS for Healthcare Providers), EPM 2200, 2204, and 2205 or consent of program director. Lecture / Lab. Seven credits will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be seven credits. Lecture / Lab. Repeatable 1 time.

EPM 2207 Paramedic IV-Capstone (3.5 cr)

F			

This course is the field internship for the Paramedicine Education Program. Students will go on ambulance calls with precepts and be responsible for documentation, utilizing the Capstone Field Internship Call Worksheet form and the FISDAP web-based application. PREREQUISITE: Current EMT-B licensure, current American Heart Association CPR Certification (BLS for Healthcare Providers), EPM 1200, EPM 2204, EPM 2205, and EPM 2206 (80% or higher), grade greater or equal to 80% for the Oral Examination at the end of EPM 2206, all clinical requirements and assessments completed, or consent of program director. Three and one-half credits will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be three and one-half credits. Lecture / Lab. Repeatable 1 time.

EPM 2208 Pediatric Adv Life Support (1 cr)

F			

This Pediatric Advanced Life Support course is designed for healthcare providers who manage respiratory and /or cardiovascular emergencies and cardiopulmonary arrest in pediatric patients. By taking this course and participating in the skills and simulated case, you will enhance the recognition of and intervention for respiratory emergencies, shock, and cardiopulmonary arrest. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be one credit. Lecture. Repeatable 3 times.

EPM 2209 Advanced Cardiac Life Support (1 cr)

F			

This Advanced Cardiovascular Life Support (ACLS) course is designed for healthcare providers who either direct or participate in the management of cardiopulmonary arrest or other cardiovascular emergencies. Through didactic instruction and participation in simulated cases, students will enhance their skills in the recognition and intervention of cardiopulmonary arrest, immediate post-cardiac arrest, acute dysrhythmia, stroke, and acute coronary syndromes (ACS). One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be one credit. Lecture. Repeatable 3 times.

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.

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.

EVE 1201 Foundations of Events (1 cr)

	L		

An introduction to the critical management issues which impact the development, implementation, and sustainability of special events. Specifically, students will examine components of the EMBOK (Event Management Body of Knowledge) Model which contribute to positive economic impact, efficient use of human resources, and effective crowd management techniques at designated special event activities. Lecture.

EVE 1202 Strategic Planning of Events (1 cr)

	L		

Course will review historical foundations of special events (Greece, Egypt, and Rome) and analyze common models and techniques implemented by managers when developing strategic planning documents. Lecture.

EVE 1203 Managing Event Resources (1 cr)

	L		

Course will analyze the accounting and budgeting techniques utilized by events to encourage efficient fiscal management. The unique nature of the consumer / sponsor / sponsee interactions and its impact on the allocation of fiscal resource will be emphasized. Lecture.

EVE 1204 Risk Management and Events (1 cr)

	L		

Course will review the fundamentals of risk management as a tool event mangers can utilize to reduce liability and loss through a planned program of education, prevention, control, and evaluation. Lecture.

EVE 1205 Event Evaluation (1 cr)

	L		

Course will emphasize the importance of collecting relevant data prior to and following an event, and introduce methodologies managers can implement to appropriately determine the success and failure of the activity. Lecture.

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 Shooting Skills I (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 Shooting Skills II (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, students learn the most important topics on the elements of design. From working with typography, imagery,

and color to researching and obtaining visual communication design. Students also 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 students have the information needed to work in the ever-changing world of graphic design. PREREQUISITE: ART 1121 Computer Graphic Applications 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: 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. Lecture / 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. Lecture / 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. Lecture / 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, Photoshop, and Premiere Pro Animate. Focus will be on career exploration, preparation for employment interviews, client presentations, and graphic design marketability. PREREQUISITE: 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 and GAD 1211 Computer Graphic Applications. 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 Animate as both content creation and production tool. Students will gain the opportunity to learn about the most important features of Adobe Animate and Adobe Photoshop. 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 an animation and experimental motion graphics. PREREQUISITE: 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 Arts/Design Portfolio (3 cr)

F			

The course focuses on helping students create a professional design portfolio through which students can present their works. 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 his/her works. One-half credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be one credit. Lecture / Lab. Variable. Repeatable 1 time.

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 submit weekly reports to the instructor outlining duties performed and skills learned/improved. Hours worked must be 150 at a minimum. PREREQUISITE: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline including GAD 1211 Computer Graphic Applications and GAD 2231 Computer Animation. Lab. Variable.

GEG 1101 Intro to Physical Geography (3 cr)

F	L	O	W

Emphasizes elements of the physical environment, including atmospheric, climatic, hydrologic and geologic processes; the spatial variations of these processes; and the inter-relationship between these processes and the human environment. Lecture. 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. This course uses both traditional and digital maps to complement these concepts. Lecture. IAI: S4 906

GEG 1103 Introductory Meteorology (3 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. This course is lecture only; however, students may elect to pair it with GEG 1104 Introductory Meteorology Lab. Lecture. IAI: P1 905

GEG 1104 Introductory Meteorology Lab (1 cr)

F	L	O	W

This course introduces students to the scientific method and tools for measurement as they pertain to meteorology. Students plan and conduct experiments, analyze and interpret data, draw conclusions based on data analysis, and communicate their results. The course complements and should be taken concurrently or upon successful completion of GEG 1103. Lab. IAI: P1 905L

GEG 1105 Intro to Human Geography (3 cr)

F	L	O	W

A systemic or regional introduction to the basic concepts of human geography using spatial analysis and awareness with

both traditional and map analysis. Examines the cause and consequences of the uneven distribution of human activity, covering such themes as population, culture, economic activity, development, and urban patterns. Special attention will be paid to the role that globalization plays in altering patterns of human activity at multiple scales. Students will also learn about the tools that human geographers use to describe the world and gain a basic understanding of how those tools are applied. Prerequisites: None. Lecture.

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. 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. REREQUISITE: 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 acclimate the student with the community college, to develop the skills necessary to succeed in college, and to teach the student how systematically to approach college-level work. It is an assessment of student skills and their ability to effectively learn via course(s) instructed online. Includes the college's organization, offerings, services, role in the community, library, learning resource center, evaluating a student's learning style, basic computer and web browsing skills, and web-based learning tools. Promotes the use of using computer hardware and software to access online resources and programs along with setting personal goals, having self-motivation and awareness, and recognition of learning modes. 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 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 1111 Student Government (3 cr)

F	L	O	W

This course introduces students to the role of student governance in higher education through Student Senate, Student Government, Student Council, or similar governance and leadership organizations. Students learn about the Illinois Eastern Community Colleges' organizational structure, historical and guiding documents, and decision-making positions and bodies. It incorporates leadership management skills into the curriculum. This course requires social, cultural, educational, and/or recreational participation. One-half to three credits will be awarded each time student successfully completes the course. Total number of credit that may be applied to a degree shall be three credits. Lecture. Variable. Repeatable 3 times.

GEN 1112 Scholars and Leaders (3 cr)

F	L	O	W

This course explores the four hallmarks of the national organization, Phi Theta Kappa: service, fellowship, scholarship, and leadership. Students develop problem-solving, research, and leadership skills by designing a research project guided by the PTK Honors Topic Guide. Students further develop social and leadership skills via a campus or community service project. Lecture. Variable. Repeatable 3 times.

GEN 1204 Orientation to Internship (3 cr)

F	L	O	W

This course introduces student to the processes and expectations of the internship experience. Students learn about internship application procedures, common organizational structures, skills and behaviors valued by employers, and the policies and procedures their respective programs of study require for successful internship completion. Lecture. Variable. 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. Students enrolled in course must be a participant in the TRiO Student Support Services. Lecture.

GEN 1206 Foundation in Personal Finance (1 cr)

F	L	O	W

This course is designed to give students the tools and knowledge they need to help them make informed financial decisions. Additionally, with this course students will learn how to minimize or eliminate financial debt they might incur while in college and help students to live debt free throughout their lives. Students enrolled in course must be a participant in the TRiO Student Support Services. Lecture. Repeatable 3 times.

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 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 2197 Life After College (2 cr)

F	L	O	W

This course prepares students for the transition from college life to productive and responsible citizenship. It places emphasis on basic skills typically not taught in classrooms, including financial and tax literacy, employment and professional expectations, health and wellness, insurance and tax basics, and civic responsibility. Although this course covers issues pertinent to traditional-aged college students, it is open to students of all ages and experiences. Lecture. Variable. Repeatable 3 times.

GEN 2199 Topics for Honors (3 cr)

F	L	O	W

Advanced study, special project, or experiment on a topic in the transfer liberal arts curriculum which is not available in the college's course offerings, under the supervision of a transfer level instructor. Lecture. Variable. Repeatable 3 times.

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.

GEN 2298 Capstone for Honors (4 cr)

F	L	O	W

Course explores a topic related to the future student course of study. Students will create a portfolio in Canvas digital learning management system. Honors advisor supervises the work. Class may be online, face-to-face, or independent study. Honors students use Canvas LMS to create, preserve and showcase their Honors Portfolios. The portfolios will contain Honors projects, essays or journals referencing honors seminars students have attended, overviews and outcomes of service learning, and completed honors projects, as well as, recognition and accomplishments within the college and community. Students must submit an Honors Project Proposal Form for all projects and activities they wish to include in their portfolio. Deadline for Honors Project Proposals is one week after semester midterm. Lecture.

GEN 2299 Topics for Honor in CTE (3 cr)

F	L	O	W

Advanced study, special project, or experiment on a topic in the career and technical education, which is not available in the college's course offerings under the supervision of a CTE instructor. Lecture. Variable. Repeatable 3 times.

GER 1111 Elementary German I (4 cr)

F	L	O	W

This course covers fundamentals of German 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 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. 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 2205 Modern Sporting 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.

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 1202 Community Health First Aid (2 cr)

F			W

This course provides 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 is taught according to American Red Cross and/or American Heart Association standards and aligned to Title 77, Joint Committee on Administrative Rules (JCAR), Part 245 Section 245.71. One-half to two credits will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be two. Lecture. Variable. Repeatable 3 times.

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)

F	L		

Students assist in providing clinical care under the direction of a registered nurse, physician, or other medical professional. Provides students 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. CO-REQUISITES: 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)

F	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)

F	L		

Introduces students to practical knowledge of pharmacology 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 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 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 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 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

Students are 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. Students will be placed in appropriate situations where they will observe and participate in a residential facility. Students will utilize, under supervision, the skills and techniques they have learned. Lecture / Lab. Variable. Repeatable 3 times.

HEA 1604 Adult Mental Health First Aid (0.5 cr)

F	L	O	W

Students examine the mental health climate across the United States and describe the symptoms and warning signs of various mental health conditions and respond to signs of mental illnesses and substance use disorders. Lecture. Repeatable 3 times.

HEA 1605 Youth Mental Health First Aid (0.5 cr)

F	L	O	W

Students examine the mental health climate across the United States and describe the symptoms and warning signs of various mental health conditions and respond to signs of mental illnesses and substance use disorders. Lecture. Repeatable 3 times.

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 Healthcare Statistics (4 cr)

	L	O	

Healthcare 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 2216 Legal Aspects of Health Info (3 cr)

		O	

This course covers a complex and ever-changing topic, health law, and students require current information to be in compliance on the job. Students will explore ethics, patient rights and responsibilities, HIPAA privacy and security as well as patient safety and legal proceedings. Lecture.

HEA 2217 Data Mgmt & Info Governance (3 cr)

		O	

This course provides the foundation and guide for the roles, functions, and practices for successfully managing healthcare data as an enterprise asset. This book takes an integrative approach to the traditional roles of health information management (HIM), offering challenging opportunities for enriching the practice domain and leveraging the benefits of quality data for the healthcare sector. Lecture.

HEA 2218 Healthcare Leadership & Mgmt (3 cr)

		O	

This course includes principles of management from a health information management viewpoint which provides the ground work for sound management practice and decision making for HIM students and professionals. This course discusses topics that impact the HIM department such as recruitment, training, and retention of qualified individuals, performance improvement plans, needs assessment, change management, cultural diversity, management of teams, the psychology of motivation, human resources law, and the sustainability of the HIM workforce in today's healthcare environment. Lecture.

HEA 2219 HIT Capstone Course (3 cr)

		O	

This course will provide a capstone experience for the student via case studies and projects. Lecture.

HEA 2220 Certification Preparation (2 cr)

		O	

This course will prepare students for the certification exam. Students who earn the CCA certification will prove to employers that they have a proven body of knowledge and are competent to be hired in the field. 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)

F	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)

F	L		

One of a two part course. Prepares students to accurately interpret 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)

F	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)

F	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)

F	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)

F	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 2296 Topics in Health Information (3 cr)

		O	

This course will cover a wide variety of topics in the Health Information field. It will also highlight current concerns and new developments in the field. Lecture.

HEA 2297 HIT Professional Practice (3 cr)

		O	

Students work professional practice hours and complete weekly discussions regarding the work environment. The coordinator and the training supervisor work together in establishing goals and work experiences for the student. PREREQUISITE: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. Lecture / Lab.

HEA 2298 Internship (6 cr)

F	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. PREREQUISITE: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. Thirty internship hours per week. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be six credits. 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 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 HEA 2264 Medical Insurance & Coding I and HIM 1201 Intro to HIM. Lecture.

HIM 1205 HIM Intro to Human Pathophys (3 cr)

F	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: HEA 1225 Intro to Medical Terminology or HIM 1207 CEMRS Medical Terminology. Lecture.

HIM 1207 CEMRS Medical Terminology (3 cr)

F	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. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be three credits. 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. PREREQUISITE: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. Thirty internship hours per week. Variable. Repeatable 3 times.

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 920N

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 920N

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 2104 Intro. to African Am. History (3 cr)

F	L	O	W

This course introduces students to the major themes, issues, and debates in African American history from its African origins until today. It will explore how enslaved and free African Americans lived, worked, socialized, and defined themselves in American society. Students gain an understanding of how the African American experience is essential to understanding the history of the United States and the modern world. Lecture. IAI: S2 923D

HIS 2124 Contemporary History: U.S. Since 1945 (3 cr)

	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 2126 Native American History (3 cr)

F	L	O	W

A study of Native American history, with emphasis on Native Americans 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 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 1201 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 1202 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 1203 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 1201 Healthcare Delivery Systems and HIT 1202 Healthcare 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 Healthcare 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 introduces 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 complete coding, including application of CPT, ICD-10 and HCPCS codes to clinical documentation. All of these

concepts, as well as definitions, conventions, and guidelines are reviewed and reinforced through case studies. PREREQUISITE: HEA 1228 Human Pathophysiology 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 Healthcare 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. Lab.

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 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.

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 commonalties 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 920N

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 1205 Manufacturing Observation (4 cr)

F	L	O	W

Students observe manufacturing processes with emphasis on understanding the relationship between the product and method of production. Up to four credits will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be four credits. Lecture / Lab. Variable.

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.

IND 2215 Supervisory Observation (4 cr)

F	L	O	W

Students observe supervisory functions in manufacturing or processing industries with emphasis on general management, project management, production control, skilled trades supervision, systems analysis, and productivity analysis. Up to

four credits will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be four credits. Lecture / Lab. Variable.

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 1212 CPT Safety (3 cr)

		O	

CPT Safety introduces students to the diverse manufacturing environment and current industry changes driving the world to industry 4.0. This course specifically focuses on safety, workplace behavior, and communication when working in industrial environments and what is expected of an employee that is working on the production floor. Lecture.

INM 1213 CPT Quality (3 cr)

		O	

CPT Quality discusses quality tools and why they are necessary in a world class manufacturing facility. It overviews various tools that ensure quality such as; Geometric Design and Tolerancing, quality methods of production, various styles of measurements, and print reading skills. These topics are highly integrated with industrial and automated machines and the production processes they use. Lecture.

INM 1214 CPT Manufacturing Process (3 cr)

		O	

This course looks at production in advanced manufacturing environments by analyzing details around CNC operations and manual machine processes. This class examines the raw material through the production process and on to the quality analysis of a finished manufactured good. Lecture.

INM 1215 CPT Maintenance Awareness (3 cr)

		O	

Students are introduced to the technical aspects of industrial production equipment. This course focuses on awareness of how the various parts of an automated machine operate to provide basic repair and maintenance knowledge. Quality improvement, lean manufacturing, and preventative maintenance come into play with proven standards such as 5S and Total Productive Maintenance (TPM). Prerequisite: INM 1214 CPT Manufacturing Process. 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 Programmable 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. Repeatable 3 times.

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. PREREQUISITE: INM 2206 Programmable Controllers I or consent of instructor. Lecture / Lab.

INM 2208 Programmable Controllers II (3 cr)

		O	

This course 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. PREREQUISITE: INM 2206 Programmable Controllers I or consent of instructor. 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: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline 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 Learning Services Online. 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. PREREQUISITE: INM 2206 Programmable Controllers I or consent of instructor. Lecture / Lab. Variable. Repeatable 3 times.

INM 2212 Programmable Controllers III (3 cr)

		O	

This course includes instruction in PLCs such as Allen-Bradley, Mitsubishi FX3/5, Siemens S7 and related Human Machine Interface panels. Students will create a custom practical application from scratch. This automated project will be completed using a PLC, HMI, related sensors and components. PREREQUISITE: INM 2208 Programmable Controllers II or consent of instructor. Lecture / Lab.

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. PREREQUISITE: INM 1220 Basic A/C and Refrigeration or consent of instructor. 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. PREREQUISITE: INM 1220 Basic A/C & Refrigeration or consent of instructor. Lecture / Lab.

INM 2228 Lean Manufacturing (3 cr)

		O	

This course provides a broad-based approach to understanding what quality means in production and manufacturing environments. It introduces and reinforces principles such as, but not limited to; Lean manufacturing, Kaizen, Setup reduction, Lean Six Sigma, TPM, Poka-Yoke and 5S. Lecture.

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 608 Universal Certification Exam. Lecture.

INM 2231 IMT Certification Preparation (2 cr)

		O	

This course prepares student to take the industry standard maintenance certification exams. These exams include but are not limited to: North American Technicians Excellence (NATE), National Institute for Metalworking Skills (NIMS), Deutscher Industrie- und Handelskammertag (DIHK), Manufacturing Skill Standards Council (MSSC), Certified Production Technician (CPT), as well as job placement tests. Emphasis will be on the topics covered by each certification test. Simulated practice tests will test lab and job applicable knowledge. Lecture. Variable. Repeatable 3 times.

INM 2232 PMMI Certification Preparation (2 cr)

		O	

This course prepares student to take the industry standard maintenance certification exams. These exams include, but are not limited to: PMMI Mechatronics (Fluid Power I, Industrial Electricity I & II, Mechanical Components I & II, Programmable Logic Controllers I & II, and Motors and Motor Controls.). Emphasis will be on the topics covered by each certification test. Simulated practice tests will test lab and job applicable knowledge. Lecture. Variable. Repeatable 3 times.

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 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. Variable.

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. Variable.

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. Variable.

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. Variable.

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. Variable.

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. Variable.

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. Variable.

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. Variable.

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 1160 Bell Ensemble (2 cr)

	L		

This class forms a musical unit to study and perform all types of handbell literature. The handbell ensemble performs at concerts and special events. PREREQUISITE: Open to all students who have a basic knowledge of music literacy. One-half to two credits will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be two credits. Lecture / Lab. Variable. Repeatable 3 times.

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 2115 Instrumental Applied Music IX (1 cr)

	L	O	W

This course is a continuation of INS 2114. It involves one private lesson per week in string, brass, woodwind, or percussion. During a regular 16 week period, students must have one lesson an hour long per week for 16 weeks. Any missed lessons must be made up at a later date. PREREQUISITE: INS 2114 Instrumental Applied Music VIII or consent of instructor. Lecture.

INS 2116 Instrumental Applied Music X (1 cr)

	L	O	W

This course is a continuation of INS 2115. It involves one private lesson per week in string, brass, woodwind, or percussion. During a regular 16 week period, students must have one lesson an hour long per week for 16 weeks. Any missed lessons must be made up at a later date. PREREQUISITE: INS 2115 Instrumental Applied Music IX or consent of instructor. Lecture.

INS 2117 Instrumental Applied Music XI (1 cr)

	L	O	W

This course is a continuation of INS 2116. It involves one private lesson per week in string, brass, woodwind, or percussion. During a regular 16 week period, students must have one lesson an hour long per week for 16 weeks. Any missed lessons must be made up at a later date. PREREQUISITE: INS 2116 Instrumental Applied Music X or consent of instructor. Lecture.

INS 2118 Instrumental Applied Music XII (1 cr)

	L	O	W

This course is a continuation of INS 2117. It involves one private lesson per week in string, brass, woodwind, or percussion. During a regular 16 week period, students must have one lesson an hour long per week for 16 weeks. Any missed lessons must be made up at a later date. PREREQUISITE: INS 2117 Instrumental Applied Music XI 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. Variable.

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. Variable.

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. Variable.

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. Variable.

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. Variable.

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. Variable.

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. Variable.

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. Variable.

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.

INS 2152 Community Band IV (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. Repeatable 3 times.

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.

IST 1200 Introduction to Information Tech (3 cr)

F		O	

This course introduces students to multiple concentrations under the Information Systems Technology program. Concentrations covered are Computer Networking/Administration, Cybersecurity, and Internet of Things. Students will be introduced to foundational information and skills for each concentration. They will also learn the importance, best practices, and potential career paths of each concentration. Lecture.

IST 1201 Introduction to Networks (3 cr)

F		O	

This course covers networking architecture, structure, and functions. The principles and structure of IP addressing are introduced along with the fundamentals of Ethernet concepts, media, and operations to provide a foundation for the curriculum. This course is the first of two courses to prepare students for the CCENT exam. Lecture / Lab.

IST 1202 Routing & Switching Essentials (3 cr)

F		O	

This course covers the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. This course is the second course needed for students to sit for the CCENT exam. PREREQUISITE: IST 1201 Introduction to Networks. Lecture / Lab.

IST 1210 Information Tech Essentials (3 cr)

F		O	

This course introduces students to the fundamentals of computer hardware and software, mobile devices, security and networking concepts, and the responsibilities of an IT professional. Topics include mobile devices, Linux, and client side virtualization, as well as expanded information about Microsoft Windows operating systems, security, networking, and troubleshooting. Course prepares students for the CompTIA A+ exam. Lecture / Lab.

IST 1220 Java Programming (3 cr)

F		O	

This programming course is designed to give a foundation for object oriented programming. A thorough and engaging hands-on introductory approach will be taken in developing applications in Java. Programmers will 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 is on the basic and commonly-used advanced skills required in the workplace. Numerous projects throughout the course integrate new skills with prior application skills that incorporate 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 (3 cr)

F		O	

This course is designed to cover standard PC operating systems. Course will cover the Operating System portion of the CompTIA A+ exam. Operating systems covered are Windows 7/8/10 with emphasis on 10, Linux, and Mac OS. Lecture / Lab.

IST 1298 Topics in IST (5 cr)

F		O	

Seminar on a special topic or current issues in Information Systems Technology. This course is highly recommended for students enrolled in Information Systems Technology programs or certificates, as well as undecided majors that may have an interest in this topic area. Up to five credits will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be five credits. Variable up to 5 semester hours credit. Lecture / Lab. Variable. Repeatable 3 times.

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 2202 Linux Essentials (3 cr)

F		O	

This course is designed to provide an introduction and understanding of the Linux operating system. Students will learn basic commands, authentication, and other general usage. This course aligns with the Linux Professional Institute (LPI) Linux Essentials Professional Development Certificate. Lecture / Lab.

IST 2203 Cybersecurity Essentials (3 cr)

F		O	

This course develops foundational understanding of cybersecurity and how it relates to information and network security. The course introduces students to characteristics of cybercrime, security principles, technologies, and procedures to defend networks. Through interactive multimedia content, lab activities, and multi-industry case studies, students build technical and professional skills to pursue careers in cybersecurity. PREREQUISITE: IST 1201 Introduction to Networks or approval of instructor. Lecture / Lab.

IST 2205 IoT Security (3 cr)

F		O	

The advent of the Internet of Things (IoT) has created many new opportunities for connecting people, places, and things. It has also brought with it an ever-expanding attack surface for threat actors to exploit. Today's organizations are challenged with securely implementing many new devices into the existing information technology (IT) infrastructure. The IoT Security course arms students with crucial knowledge they need to intelligently discuss and evaluate, at a basic level, the IoT security environment for a given business context. PREREQUISITE: IST 2265 Routing Switching & Wireless or approval of instructor. Lecture / Lab.

IST 2206 Cybersecurity Operations (3 cr)

F		O	

The Cybersecurity Operations course introduces the knowledge and skills needed for a Security Analyst working within a Security Operations Center team. It teaches core security skills needed for monitoring, detecting, investigating, analyzing and responding to security events; thus protecting systems and organizations from cybersecurity risks, threats and vulnerabilities. PREREQUISITE: IST 2203 Cybersecurity Essentials. Lecture / Lab.

IST 2210 IST Internship (3 cr)

F		O	

Students will work fifteen 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: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline or consent of instructor. Variable.

IST 2215 Operating Systems for Networks (3 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. Installation and configuration of network operating systems will be covered. Virtualization, domain structure, cloud services, file services, backup systems, and application services will be covered. PREREQUISITE: IST 1260 Operating Systems. Lecture / Lab.

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 10 Cert Review (3 cr)

F		O	

This course prepares students for the 70-697 and 70-698 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 2231 IoT: Connecting Things (3 cr)

F		O	

This course develops foundational skills using hands-on lab activities that stimulate the students in applying creative problem solving and rapid prototyping in the interdisciplinary domain of electronics, networking, security, data analytics, and business. There is heavy focus on identifying, designing, prototyping, and presenting an IoT solution that securely solves a current business or social problem. Lecture / Lab.

IST 2232 IoT Big Data & Analytics (3 cr)

F		O	

This course instructs how to collect, store, and visualize data obtained from IoT sensors. Students develop the ability to extract data and use data analytics to gain insights, an extremely valuable skill to employers. Lecture / Lab.

IST 2240 Switching Routing & Wireless (3 cr)

F		O	

Switching, Routing, and Wireless Essentials (SRWE) covers the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Students learn how to configure and troubleshoot routers and switches for advanced functionality using security best practices and resolve common issues with protocols in both IPv4 and IPv6 networks. PREREQUISITE: IST 1201 Introduction to Networks. Lecture / Lab.

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 2261 Connecting Networks (3 cr)

F		O	

This course focuses on the WAN technologies and network services required by converged applications in a complex network. By the end of this course, students will be able to configure PPPoE, GRE, single-homed eBGP, extended IPv4 and IPv6 ACLs. Students will also develop the knowledge and skills needed to implement a WLAN in a small-to-medium network. For LANs, students will be able to configure SNMP and Cisco SPAN. Students will also develop knowledge about QoS and the trends in networking including Cloud, virtualization, and SDN. PREREQUISITE: IST 2265 Scaling Networks. Lecture / Lab.

IST 2265 Scaling Networks (3 cr)

F		O	

This course describes the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement a WLAN in a small-to-medium network. PREREQUISITE: IST 1202 Routing & Switching Essentials. Lecture / Lab.

IST 2266 Enterprise Networking Security (3 cr)

F		O	

Enterprise Networking, Security, and Automation (ENSA) describes the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. The course emphasizes network security concepts and introduces network virtualization and automation. Students learn how to configure, troubleshoot, and secure enterprise network devices and understand how application programming interfaces (API) and configuration management tools enable network automation. PREREQUISITE: IST 2265 Switching Routing & Wireless. Lecture / Lab.

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 Network Security (3 cr)

F		O	

This course provides a next step for individuals who want to enhance their CCENT-level skill set and help meet the growing demand for network security professionals. The Cisco Security curriculum introduces the core security concepts and skills needed for the installation, troubleshooting, and monitoring of network devices to maintain the integrity, confidentiality, and availability of data and devices. This course, along with IST 1201 and IST 1202 prepare student for the CCNA Security exam. PREREQUISITE: IST 1200 Intro to Information Tech. Lecture / Lab.

JLM 1111 Survey of Mass Media (3 cr)

F	L	O	W

This course provides an overview of the nature, functions, and responsibilities of the mass communication industries in a global environment with an emphasis on the media's role in the American society. 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.

JUS 1200 Introduction to Criminal Justice (3 cr)

	L	O	

A survey and analysis of the criminal justice system, including a 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, its 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 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, probably 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 1601 Active Shooter Response (1 cr)

	L	O	

This course prepares individuals to respond to an active shooter in workplaces, schools, and public spaces. Students learn a variety of techniques, including barricading, escaping, communicating, and fighting back against active shooters through scenario-based lessons. The course incorporates a historical perspective of past active shooter incidents. Lecture. Variable. Repeatable 3 times.

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: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. 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 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.

KEY 2115 Keyboard Applied Music IX (1 cr)

	L	O	W

This course is a continuation of KEY 2114. It involves one private lesson per week in piano, organ, or other keyboard instrument. During a regular 16 week period, students must have one lesson, an hour long, per week for 16 weeks. Any missed lessons must be made up at a later date. PREREQUISITE: KEY 2114 Keyboard Applied Music VIII or consent of the instructor. Lecture.

KEY 2116 Keyboard Applied Music X (1 cr)

	L	O	W

This course is a continuation of KEY 2115. It involves one private lesson per week in piano, organ, or other keyboard instrument. During a regular 16 week period, students must have one lesson an hour long per week for 16 weeks. Any missed lessons must be made up at a later date. PREREQUISITE: KEY 2115 Keyboard Applied Music IX or consent of the instructor. Lecture.

KEY 2117 Keyboard Applied Music XI (1 cr)

	L	O	W

This course is a continuation of KEY 2116. It involves one private lesson per week in piano, organ, or other keyboard instrument. During a regular 16 week period, students must have one lesson an hour long per week for 16 weeks. Any missed lessons must be made up at a later date. PREREQUISITE: KEY 2116 Keyboard Applied Music X or consent of the instructor. Lecture.

KEY 2118 Keyboard Applied Music XII (1 cr)

	L	O	W

This course is a continuation of KEY 2117. It involves one private lesson per week in piano, organ, or other keyboard instrument. During a regular 16 week period, students must have one lesson an hour long per week for 16 weeks. Any missed lessons must be made up at a later date. PREREQUISITE: KEY 2117 Keyboard Applied Music XI or consent of the instructor. 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. PREREQUISITE: 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 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: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. 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. PREREQUISITE: 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 2146 Popular Fiction (3 cr)

F	L	O	W

Study of popular fiction emphasizing societal themes or trends, focusing on mass market or best-seller books and related phenomena. Uses different text(s) chosen each semester. No text will be offered more than twice within three years. Prerequisites: ENG 1111 Composition I or consent of instructor. One-half to three credits will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be three credits. Lecture. Variable. Repeatable 3 times.

LIT 2147 Popular Non-Fiction (3 cr)

F	L	O	W

Study of popular non-fiction literature including, but not limited to, autobiography, history, journalism, science, self-improvement, travel, food, professional, and spiritual subjects. Different texts chosen each semester. No text will be offered more than twice within three years. Prerequisites: ENG 1111 Composition I or consent of instructor. One-half to three credits will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be three credits. Lecture. Variable. Repeatable 3 times.

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, Rome, and Egypt to more contemporary ones from North American Indians, South American, 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. IAI: H9 901

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. IAI: L1 910L

LSC 1103 General Botany (4 cr)

F	L	O	W

This is a lecture and laboratory course for non-majors that emphasizes inquiry through selected topics in plant biology. The course includes 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 include: economics, environmental, medical, agricultural, and food industries. There is no college prerequisite but students should have a basic understanding of biology or have completed 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, parasistology, and embryology. Economic, environmental and medical relationships between protists, animals, and humans are emphasized. No college pre-requisite but students are expected to have a basic understanding of high school general biology. Lecture / Lab.

LSC 1105 Environmental Biology (4 cr)

F	L	O	W

This course will expose students to the breadth of biological concepts by including ecology, biodiversity, evolution, physiology and health, and human populations as they apply to natural and managed systems. It will engage students in science as a structured process that generates and refines knowledge through evidence-based decisions and emphasizes the value and contributions of environmental science to society. 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 1107 Introduction to Human Genetics (3 cr)

F	L	O	W

An introductory course on the principles of genetics with an emphasis on human heredity and biotechnological issues with ethical and social implications. Topics include cellular biological processes, patterns of inheritance, and biotechnology, with the integration of scientific literacy and critical thinking. Lecture. IAI: L1 906

LSC 1108 Human Biology (3 cr)

F	L	O	W

An investigation of the major principles and concepts of biology as they relate to humans. Basic biological processes including evolution, cell and molecular biology, human genetics and heredity, human structure and function, and ecology are emphasized as well as how these topics relate to the individual and society. NO PREREQUISITE. Lecture.

LSC 1109 Human Biology Lab (1 cr)

F	L	O	W

Lab investigation of the major principles and concepts of biology as they relate to humans. Basic biological processes including evolution, cell and molecular biology, human genetics and heredity, human structure and function, and ecology, as they relate to individuals and society. PREREQUISITE: LSC 1108 Human Biology or concurrent enrollment. Lab.

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 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 wellbeing 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 Healthcare (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)

F	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. PREREQUISITE: MAN 1201 Introduction to Machining 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. PREREQUISITE: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. 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

Introduces students 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 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.

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, PTO, differential, final drives, and brakes. Lecture / Lab.

MAN 1221 Motors/Motor Controls (4 cr)

			W

This course will teach the operational theories and trouble-shooting techniques of DC and AC single- and three-phase motors and motor controls as found in industrial and manufacturing settings. Topics to be covered include safety, magnetism and electromagnetism, Lorentz forces, single phase AC motor operations and construction, three phase AC motor operations and construction, DC motor operations and construction, industrial voltages, motor starters, overload contacts, reversing motor contacts, and variable frequency drives. PREREQUISITE: 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: EGR1131 Eng. Graphics & 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. PREREQUISITE: 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.

MED 2204 Intro to Health Information (4 cr)

		O	

The purpose of this course is to introduce the student to concepts and the scope of the Health Information profession. Students will also learn the history and development of the healthcare system today. Students will learn about the different types of facilities, the continuum of care, and examine the quality management process. Lecture.

MED 2206 Intro to Pathophys & Pharm (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. The course also provides a basic background in pharmacology for the Health Information Professional. 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 Reimbursement & Revenue Cycle (3 cr)

		O	

The course integrates information about all U.S. healthcare payment systems. 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. PREREQUISITE: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. Lab.

MLT 1201 Introduction to Clinical Lab (2 cr)

F			

Introductory course into the Medical Laboratory Technician profession. This course provides the fundamentals of the clinical laboratory including safety, basic laboratory mathematics, quality assessment, troubleshooting, and manual/automated methodologies and instrumentation. This course provides essential overview information as well as the opportunity for developing technical competencies needed for the clinical laboratory profession. Lecture / Lab.

MLT 1202 Serology/Immunology (2 cr)

F			

Introductory course into the theoretical principles and procedures of serology/immunology and those applications relevant to the clinical laboratory. Clinical correlations including quality control testing are included in both lecture and laboratory. Included in this course are simulated phlebotomy experiences. This course provides essential overview information as well as the opportunity for developing technical competencies needed for clinical rotation and for those entering the medical laboratory profession. Lecture / Lab.

MLT 1205 Clinical Microbiology (3 cr)

F			

Introductory course into the principles and procedures of medical microbiology with emphasis on pathogens commonly found in the clinical laboratory. Taxonomy, identification, culture methods, and antibiotic susceptibility test procedures will be covered in this course. Quality control and clinical correlation will be used to connect learned material with real life application. PREREQUISITE: Grade of C or better in LSC 2110 General Microbiology and MLT 1201 Introduction to Clinical Lab. Lecture / Lab.

MLT 1210 Hematology & Hemostasis (3 cr)

F			

Introductory course into the theoretical principles and procedures of hematology, hemostasis, and body fluid analysis. Clinical correlations including quality control testing are included in both lecture and laboratory. This course provides essential overview information, as well as, an emphasis on the basic procedures performed in most clinical laboratories as well as their uses in the diagnosis and follow up to hematological and coagulation disorders. PREREQUISITE: Grade of C or better in MLT 1201 Introduction to Clinical Lab, LSC 2111 Human Anatomy & Physiology I, and LSC 2112 Human Anatomy and Physiology II. Lecture / Lab.

MLT 2201 Immunohematology (4 cr)

F			

Introductory course into the theoretical principles and procedures of immunohematology and those applications relevant to the clinical laboratory. Clinical correlations including quality control testing are included in both the lecture and laboratory. This course provides essential overview information, as well as, the opportunity for developing technical competencies in blood banking needed by the clinical laboratory professional. PREREQUISITE: Grade of C or better in MLT 1201 Introduction to Clinical Lab, and MLT 1202 Serology/Immunology. Lecture / Lab.

MLT 2202 Adv Hematology & Hemostasis (3 cr)

F			

This course is a continuation of MLT 1210 with emphasis on theory, procedures, and practical application of hematology, coagulation and body fluid analysis testing. Clinical correlations including quality control testing is included. This course provides information on the procedures performed in most clinical laboratories as well as their uses in the diagnosis and follow up to hematological and coagulation disorders, as well as disorders associated with diseased body fluid states. PREREQUISITE: Grade of C or better in MLT 1210 Hematology & Hemostasis. Lecture / Lab.

MLT 2205 Clinical Rotation I (3 cr)

F			

This course is an introductory, structured, off-campus clinical laboratory experience under the guidance of qualified medical laboratory professionals. Students receive individualized training and practical experience to develop professional attitudes, competencies, and analytical skills. PREREQUISITE: Grade of C or better in MLT 1205 Clinical Microbiology, MLT 1202 Serology/ Immunology, MLT 1201 Introduction to Clinical Lab, and MLT 1210 Hematology & Hemostasis. Lab.

MLT 2215 Clinical Rotation II (3 cr)

F			

This course is a continuation of MLT 2205 Clinical Rotation I to enhance technical skills along with clinical applications in the disciplines of immunohematology, urinalysis, hematology, microbiology, chemistry, serology, and hemostasis. PREREQUISITE: Grade of C or better in MLT 1205 Clinical Microbiology, MLT 1202 Serology/Immunology, MLT 1201 Introduction to Clinical Lab, MLT 1210 Hematology & Hemostasis, MLT 2201 Immunohematology, MLT 2220 Clinical Chemistry, and MLT 2205 Clinical Rotation I.

MLT 2220 Clinical Chemistry (3 cr)

F			

Introductory course into the theoretical principles and procedures of clinical chemistry and those applications relevant to the clinical laboratory. Clinical correlations including quality control testing are included in both lecture and laboratory. Emphasis is on student performance of clinical chemistry procedures used in diagnosis of human disease, disease processes, laboratory safety, instrumentation, and clinical data evaluation. This course provides essential overview information, as well as, the opportunity for developing technical competencies needed for clinical rotation and for those entering the medical laboratory profession. PREREQUISITE: Grade of C in CHM 1130 General Chemistry I, and CHM 1132 General Chemistry II. Lecture / Lab.

MLT 2221 Advanced Clinical Chemistry (3 cr)

F			

This course is a continuation of MLT 2220 with emphasis on pathophysiology and testing related to liver function, endocrine function, toxicology testing, therapeutic drug monitoring, tumor markers, cardiac markers, blood gases, and body fluid analysis. PREREQUISITE: Grade of C or better in MLT 2220 Clinical Chemistry. Lecture.

MLT 2225 Advanced Clinical Microbiology (3 cr)

F			

This course is a continuation of MLT 1205 which includes principles and procedures of medical microbiology with emphasis on acid fast organisms, viruses, fungi, and parasites. Taxonomy, identification, and culture methods will be covered in this course as well as common diseases caused by microorganisms by anatomical sites will be discussed. Quality control and clinical correlation will be used to connect learned material with real life application. PREREQUISITE: Grade of C or better in MLT 1205 Clinical Microbiology. Lecture / Lab.

MLT 2230 Professional Seminar (2 cr)

F			

This course is a review of all the major disciplines of the clinical laboratory. Professional and ethical issues concerning the medical laboratory technician are discussed. PREREQUISITE: Grade of C or better in MLT 1205 Clinical Microbiology, MLT 1202 Serology/Immunology, MLT 1202 Introduction to Clinical Lab, MLT 1210 Hematology & Hemostasis, MLT 2201 Immunohematology, MLT 2220 Clinical Chemistry, and MLT 2205 Clinical Rotation I. Lecture.

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

Focuses on mathematical reasoning and the solving of real-life problems, rather than on routine skills and appreciation. Descriptive methods (frequency distributions, graphing and measures of location and variation), basic probability theory (sample spaces, counting, factorials, combinations, permutations, and probability laws), probability distributions (normal distributions and normal curve, binomial distribution, and random samples and sampling techniques), statistical inference (estimation, hypothesis testing, t-test, and chi-square test, and errors), and correlation and regression. 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 sufficient score on the placement test. 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 sufficient score on the placement test. Lecture. IAI: M1 900-B

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 required for this course. 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 Reimann integral, the fundamental theorem of calculus, transcendental functions and applications of the definite integral. Technology will be used throughout the course. Students are strongly advised to complete this sequence at one institution. PREREQUISITE: Four years of college preparatory mathematics including geometry, trigonometry, and algebra, or MTH 1102 College Algebra and MTH 1105 Trigonometry, with grades of C or better, or the consent of the instructor. 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 (IAI: MTH 901), 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)

F	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: vectors in 2 and 3 dimensions, vector operations; lines and planes in space; surfaces; quadric surfaces; functions of more than one variable, partial derivatives; the differential, directional derivatives, gradients; double and triple integrals, evaluation and applications; cylindrical and spherical coordinates; vector spaces and line integrals. Technology will be used throughout the course. Students are strongly advised to complete this sequence at one institution. PREREQUISITE: MTH 1172 Calculus and Analytic Geometry II with a grade of C or better, or consent of instructor. Lecture. IAI: 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 its equivalent with a C or better, or consent of the department. Lecture.

MUL 1101 Science in Society (3 cr)

F	L	O	W

This courses examines issues relating to the way science interacts with society. Students will develop the ability to think logically, coherently, and thoroughly about societal problems involving scientific claims. Students will investigate issues in the environment, physics and astronomy, biology, medicine and the interaction of science with politics. Emphasis will be on student research, inquiry, and analysis of science-related issues. 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

This course is an 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 music's 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 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 1201 Introductory Music and Media (3 cr)

			W

This course is a beginning study of the fundamentals of music, musical nomenclature, and musicianship. Ear training, music media, and introduction to harmony are explored. Lecture.

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 2201 Advanced Music and Media (3 cr)

			W

This course is a continuation of study of the fundamentals of music, musical nomenclature, and musicianship. Ear training, music media, and harmony are explored. Lecture.

NUR 1200 Math for Nursing (3 cr)

		O	

The 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 Learning Services Online, 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 Advanced Topics in Nursing (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 1210 Nursing Strategies for Success (2 cr)

		O	

Designed to develop learning skills to promote retention and success in nursing. Strategies are provided to develop goals and desired outcomes, prioritize, and manage time to be effective in college and in nursing. Topics include: identification of college and career goals; introduction to college resources; implementation of study and test taking strategies with a focus on retention and application of concepts. Additional topics include: development of life management skills including: time management, value clarification, communication and interpersonal relationships, and stress management. Lecture.

NUR 1211 Nursing Pharmacology I (2 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 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, pharmaco-therapeutics, 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 2211 Nursing Pharmacology II (2 cr)

		O	

The purpose of this course is to continue 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 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 (3 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. One-half to three credits will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be three credits. Lecture / Lab. Variable. 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 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.

PEG 2198 Topics/Issues in Physical Ed (3 cr)

F	L	O	W

This course provides enhanced study on a current issue or special topic in the area of physical education. One-half to three credits will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be six credits. 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 1108 Archery (1 cr)

F	L	O	W

A study of the fundamentals and skills necessary to take part in archery. 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 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 1143 Aquatic Dance I (1 cr)

F	L	O	W

Aquatic Dance I is an introductory course that integrates multicultural dance routines into a water-based workout. The course provides physical conditioning of low to high-intensity by applying dance steps, in the water, to the rhythm of music. Aquatic dance incorporates large muscle movements and fine motor skills that improve cardiovascular, coordination, and muscular fitness. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be 4 credits. Lab. Variable. 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 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 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.

PEI 2198 Topics in Physical Education (3 cr)

F	L	O	W

This course provides enhanced study on a special topic or current issue in the area of physical education. One-half to three credits will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be 6 credits. Lecture. Variable. 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: Successful completion of PHB 1220 Phlebotomy Theory with an earned grade of C or better. Lecture / Lab.

PHB 1224 Phlebotomy Clinicals (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: Successful completion of PHB 1220 Phlebotomy Theory and PHB 1222 Phlebotomy Procedures with an earned grade of C or better in both.

PHB 1298 Phlebotomy/Health Professional (3 cr)

F		O	

This course is designed to prepare students for the workforce in phlebotomy and begin the student's preparation for testing for the national certification exam. The course will include guest speakers from the laboratory workforce covering topics about quality control, safety, and transition from student life into full-time laboratory employment. PREREQUISITE: Must be a practicing phlebotomist or medical person with phlebotomy experience, or have successfully completed PHB 1220 Phlebotomy Theory and PHB 1222 Phlebotomy Procedures with an earned grade of C or better. Lecture / Lab. Variable. Repeatable 3 times.

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.

PHL 1201 Foundations of Philanthropy (1 cr)

	L		

An introduction to philanthropic efforts and management in the United States. Topics include historical perspectives, legal recognition as an organization, donor behavior, principles of fundraising, and fundraising as a profession. Lecture.

PHL 1202 Fundraising Fundamentals (2 cr)

	L		

An introduction to ethical fundraising strategies, processes, and systems. Topics include planning and assessing fundraising activities and donor retention. Lecture.

PHL 1203 Grant Writing Basics (1 cr)

	L		

An introduction to grant writing for the not-for-profit sector. Topics include identifying opportunities, application procedures, the writing process, and evaluation of proposals. Students will complete a grant application. Lecture.

PHM 1201 Orientation to Pharmacy Tech (2 cr)

	L		

Practice and role delineation of pharmacists and pharmacy technicians. Includes educational requirements, HIPAA regulations, credentialing, and an overview of pharmacy law, pharmacy ethics, pharmacy math, pharmaceutical operations and pharmacology. Lecture.

PHM 1202 Pharmacology (3 cr)

F	L	O	W

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. Also addresses the benefits and disadvantages of over-the-counter and nonprescription medication. Lecture. Variable.

PHM 1203 Pharmacy Calculations (2 cr)

	L		

Basic terminology, abbreviations, and units needed to perform pharmaceutical calculations. Topics include apothecary, avoirdupois, and metric systems as an essential component of the profession. Emphasis on calculations dealing with ratio and proportion, percentages, ratio strength, reducing and enlarging formulas and dilution and concentrations. Lecture.

PHM 1204 Pharmacy Operations (2 cr)

	L		

Simulates daily activities in the pharmaceutical practice settings, including: 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. PREREQUISITE: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. Lab. Variable. Repeatable 3 times.

PHM 2202 Certification Review (2 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 900L

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 1115 Physics and Society (4 cr)

F	L	O	W

This course emphasizes the influence of physics on society through the study of contemporary issues such as sustainable energy, personal health, the changing environment, and other applications of physics. Designed for non-science majors, the guiding principle for this course is to present basic concepts that are relevant to an informed individual in today's society. Credit for this course cannot be applied toward a major or minor in physics and 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. IAI: P1 901

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, Kirchhoff's rules, the magnetic field, Ampere's Law, induced electromotive force, inductance, magnetic properties of matter, alternating currents, electromagnetic waves, reflection and refraction of light, spherical mirrors, lenses, and optical instruments, interference, and diffraction. PREREQUISITE: PHY 2110 General Physics I and MTH 1172 Calculus and Analytic Geometry II or current registration in MTH 1172. 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; 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. This class is intended 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.

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. Lecture. 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

PSC 2101 Environmental Science (4 cr)

F	L	O	W

Examines the use of scientific inquiry to address humans' dependencies and impacts on the physical environment. Uses concepts and methods from physical science disciplines (some combination of chemistry, physics and earth and space science) and includes a breadth of topics such as cycles (carbon, water, etc.) and systems, population and economic development, energy resources, natural resources (water, food, minerals), waste, land use, pollution (soil, water and air), global climate change, environmental policy, environmental ethics and personal accountability. Lecture / Lab. IAI: P9 901L

PSR 1201 Foundations of Public Service (1 cr)

	L		

This course introduces students to public service and not-for-profit professions, including elected, appointed, and volunteer positions. It further familiarizes students with the history and evolution of public service, characteristics that separate government from politics, culture and organization of public institutions, intergovernmental relations, and ethics and social equity in public service. Lecture.

PSR 1202 Local Government (0.5 cr)

	L		

This course introduces students to local government entities, including counties, townships, precincts, cities, villages, other municipalities, and special districts. The course focuses on local government structures, organization, and their relationship with state governments. Lecture.

PSR 1203 Public Leadership & Management (1 cr)

	L		

This course provides an overview of leadership and management in the public sector. Students learn about the differences between leadership and management, leadership and management approaches, personnel functions, discrimination and labor laws, and management tools. Lecture.

PSR 1204 Managing Public Funds (1 cr)

	L		

This course introduces students to budgeting and financial management in the public sector. Topics covered include budgeting theories and practices, financing public expenditures, and audits. The course prepares public servants for basic understanding of public funding in various sectors. Lecture.

PSR 1205 Public Policy Process (1 cr)

	L		

This course introduces students to public policy at the local level, exploring policy formation and analysis. The course provides students with historical and theoretical frameworks, as well as practical skills to implement policy at the local level. Lecture.

PSR 1206 Data Tools for Public Servants (1 cr)

	L		

This course introduces students to public sector data, data analysis, and data reporting. It prepares future public servants to identify and understand the economic, social, and demographic conditions and trends occurring in their own jurisdictions. Lecture.

PSR 1207 Managing Meetings (0.5 cr)

	L		

This course prepares students to manage effective meetings that yield rewarding results. Emphasis is placed on creating working groups, meeting design, decision-making, group dynamics, and procedure. Lecture.

PSR 1208 Tools for Economic Development (1 cr)

	L		

This course introduces students to the tools of community and economic development. It provides an in-depth look into available tools for economic and community development, including TIF and Business Development Districts, zoning, grants, debt financing, and private-public partnerships, among others. The course then provides a step-by-step overview of the strategic planning process and shows how these elements can

be integrated into the local economy for maximum effectiveness. Lecture.

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, 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. PREREQUISITE: 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 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. Lecture. IAI: S6 905

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 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 well 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.-5 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.

PTA 1203 PTA Clinical Processes (3 cr)

			W

Emphasizes the role of the physical therapist assistant, professional core values, professional development, ethical and

legal issues. Introduction to evidenced-based clinical procedures and documentation by the physical therapy assistant including principles of infection control, vital signs, and wound management with cultural competence and professional communication. PREREQUISITE: Admission to Physical Therapist Assistant Program and LSC 2111 Human Anatomy and Physiology I must be taken either prior to or at the same time as this course. Lecture / Lab.

PTA 1205 Patient Care Interventions (4 cr)

			W

Admission into the PTA program is required prior to enrollment in this course. This course introduces basic physical therapy assistant procedures associated with rehabilitation of body mechanics. Students explore the principles and physiologic responses of heat, cold, light, water, mechanical traction, electrical stimulation, compression, pressure garments, and indications and contraindications to the use of these modalities. Students learn appropriate communication between a PT and PTA with application of physical agents in laboratory settings and documentation. PREREQUISITE: PTA 1203 PTA Clinical Processes. Lecture / Lab.

PTA 1206 Functional Anatomy & Biomech. (3 cr)

			W

This course examines the functional anatomy and biomechanics behind human motion and physical performance during exercise, recreation, sport, rehabilitation, and daily activities. PREREQUISITE: Admission to Physical Therapist Assistant program and LSC 2111 Human Anatomy and Physiology I. Lecture / Lab.

PTA 1210 Field Experience for the PTA (3 cr)

			W

Introduces physical therapy through observations at clinical facilities and reading appropriate professional articles. Student accompanies a physical therapist or physical therapist assistant at a facility to develop an understanding of the various roles and duties of the personnel and an appreciation of the variety of patients and their interventions. PREREQUISITE: Admission to Physical Therapist Assistant program and LSC 2111 Human Anatomy and Physiology I. Lecture / Lab. Variable.

PTA 1211 Clinical I (4 cr)

			W

Introduction to clinical facilities as an active participant in the health care team. During this 8-week, full-time clinical course the student affiliates at a clinical site. Students use basic physical therapy procedures, administer modalities, as well as carry out basic exercise programs and gait training. This course will allow for physical therapist students to relate previous course work to patient care and develop skills as a multi-discipline medical team member. All treatment supervised by a licensed physical therapist or physical therapist assistant. This course requires close coordination between students, clinical supervisor, and course coordinator. 160 clinical hours. PREREQUISITE: PTA 1203 PTA Clinical Processes. Lab.

PTA 1221 PTA Pathophysiology (3 cr)

			W

This course introduces the body systems and conditions encountered in physical therapy. For each system and its related conditions, the student will explore and write about etiology, pathology, manifestation, medical and physical therapy treatment, and prognosis. Lab.

PTA 2202 Musculoskeletal Therapy (5 cr)

			W

Students will identify muscular dysfunctions that affect the structure, function, and integration of the component parts of the skeletal and muscular systems of the human body along the lifespan. Emphasizes prevention and rehabilitation of musculoskeletal dysfunctions. PREREQUISITE: Admission to Physical Therapist Assistant Program and LSC 2111 Human Anatomy and Physiology I. Lecture / Lab.

PTA 2210 Multiple System Rehabilitation (5 cr)

			W

Students apply and demonstrate treatment techniques for patients across the lifespan with various impairments involving the body systems including, but not limited to amputations, clean and sterile technique, burns and wounds, cardiopulmonary disorders, and peripheral vascular disorders. Students will experience and demonstrate application of these techniques during simulated patient situations in the laboratory setting. Writing assignments, as appropriate to the discipline, are part of the course. PREREQUISITE: PTA 1221 PTA Pathophysiology. Lecture / Lab.

PTA 2211 Neuromuscular Rehabilitation (4 cr)

			W

Students' physical therapy interventions skills are expanded to include the treatment of adults and children with neuromuscular conditions such as stroke, spinal cord injuries, and developmental disabilities. Students demonstrate various physical therapy interventions and discuss patient progression as outlined in patient's plan of care. Students are expected to accurately assess patient status and document patient findings. Writing assignments, as appropriate to the discipline, are part of the course. PREREQUISITE: PTA 1221 PTA Pathophysiology. Lecture / Lab.

PTA 2249 Clinical II (8 cr)

			W

Introduction to clinical facilities as an active participant in the health care team. During this 8-week, full-time clinical course the student affiliates at a clinical site. Students use basic physical therapy procedures, administer modalities, as well as carry out basic exercise programs and gait training. This course will allow for physical therapist students to relate previous course work to patient care and develop skills as a multi-discipline medical team member. All treatment supervised by a licensed physical therapist or physical therapist assistant. This course requires close coordination between students, clinical supervisor, and course coordinator. 240 clinical hours. PREREQUISITE: PTA 1211 Clinical I. Lab.

PTA 2250 Clinical III (8 cr)

			W

Final clinical experience continues to develop interventions, techniques, and patient care skills. During this 8-week, full-time clinical course the student affiliates at a clinical site. Students use basic physical therapy procedures, administer modalities, as well as carry out basic exercise programs and gait training. This course will allow for physical therapist students to relate previous course work to patient care and develop skills as a multi-discipline medical team member. All treatment supervised by a licensed physical therapist or physical therapist assistant. This course requires close coordination between students, clinical supervisor, and course coordinator. Upon completion of this affiliation, students are expected to be able to practice as

entry-level physical therapist assistants. 240 clinical hours. PREREQUISITE: PTA 2249 Clinical II. Lab.

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 1122 Soccer (1 cr)

F	L	O	W

A study in the basic fundamentals and skills necessary to take part in soccer. One credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be three hours. Lab. Repeatable 3 times.

PTE 1123 Soccer II (1 cr)

F	L	O	W

A review of Soccer with an emphasis on offensive and defensive strategies in playing soccer. PREREQUISITE: PTE 1122 Soccer or approval of instructor. One credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be three hours. Lab. Repeatable 3 times.

PTE 1124 Soccer III (1 cr)

F	L	O	W

Advanced study in soccer, focusing on furthering skills and tactics in passing, dribbling, shooting, goal-keeping, and tackling. One credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be one credit. PREREQUISITE: PTE 1123. Lab. Repeatable 3 times.

PTE 1125 Soccer IV (1 cr)

F	L	O	W

Advanced study in soccer, focusing on offensive and defensive strategies, in-game assessment and tactics, and FIFA rules. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be one credit. PREREQUISITE: PTE 1124. Lab. Repeatable 3 times.

PTE 1136 Basketball I (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 1140 Fishing I (1 cr)

F	L	O	W

A study of the fundamentals and skills necessary to take part in the recreation and sport of fishing. One credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be three hours. Lab. Repeatable 3 times.

PTE 1141 Fishing II (1 cr)

F	L	O	W

A review of Fishing I with an emphasis on strategies in recreational fishing. PREREQUISITE: PTE 1140 Fishing I or approval of instructor. One credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be three hours. 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.

PTE 2122 Baseball Biomechanics (3 cr)

	L		

The study of biomechanics and kinesiology of the body in relation to the sport of baseball. One-half to three credits will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be three credits. Lecture / Lab. Variable. Repeatable 3 times.

PTE 2140 Fishing III (1 cr)

F	L	O	W

A study of the basic fundamentals and skills necessary to take part in the recreation and sport of fishing. One credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be three hours. Lab. Repeatable 3 times.

PTE 2141 Fishing IV (1 cr)

F	L	O	W

A study of the basic fundamentals and skills necessary to take part in the recreation and sport of fishing. PREREQUISITE: PTE 2140 Fishing III. One credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be three hours. 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 PTech 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 (3 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: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. 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 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.

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 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 1236 Applied Clinical Radiology III (2 cr)

		O	

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)

		O	

This course is designed for ARRT registered technologists. The 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 two semesters in a Radiography Program or ARRT Certification. Lecture. Repeatable 2 times.

RAD 2201 Advanced Imaging (2 cr)

		O	

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)

		O	

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. Prerequisite: MTH 1201, RAD 1211, RAD 1212, HEA 1225, LSC 2111, RAD 1201, RAD 1204, RAD 1206, LSC 2112, RAD 1209, RAD 1224, RAD 1226, ENG 1111 OR SPE 1101, RAD 1219, RAD 1236, RAD 2228, RAD 2222, RAD 2227, RAD 2246. Lecture. Repeatable 3 times.

RAD 2221 Radiographic Pathology (4 cr)

		O	

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)

		O	

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)

		O	

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)

		O	

This course covers human responses to ionizing radiation, self-structure, self-function, and self-proliferation. Also covered are the effects of radiation, radiation dose, molecular and cellular and radiobiology including protein and DNA synthesis and production of free radicals. Single target - single hit and multi target - single hit theories, relationship between intracellular response, early and late effects of radiation, cytogenetic effects, clinical implications of radiographs for the pregnant female, sources of exposure, cardinal principle of radiation protection and radiation control, occupational exposure and classification of warning signs are also covered. PREREQUISITE: RAD 1209 Radiographic Physics. Lecture / Lab.

RAD 2246 Applied Clinical Radiology IV (3 cr)

		O	

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.

RAD 2298 Topics/Issues in Radiography (6 cr)

		O	

Seminar on a special topic or current issue in radiography, which is not available in the college course offerings, with instructor approval and supervision. PREREQUISITE: Consent of Instructor. Lecture. Variable. Repeatable 3 times.

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 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 0414 Constitution & Government (3 cr)

F	L	O	W

Prepares students to understand the workings of the U.S. and Illinois Constitutions, with emphasis in American historical documents and moments such as the Declaration of Independence. Summarizes separation of powers in a federal democracy. Lecture. Variable. Repeatable 3 times.

REM 0415 Social Sciences Prep (3 cr)

F	L	O	W

An introduction to the social sciences with emphasis in world and U.S. history, geography, and economics. Covers key historical places, events, documents, cultures, and figures. Lecture. Variable. Repeatable 3 times.

REM 0416 Life Sciences Prep (4 cr)

F	L	O	W

An overview of animal and plant biology with emphasis on the scientific method and science technologies, levels of organization, cells and cell parts, metabolism, cellular reproduction, and societal issues in sciences. Prepares students for college-level life science courses. Lecture / Lab. Variable. Repeatable 3 times.

REM 0417 Physical Sciences Prep (4 cr)

F	L	O	W

An overview of physical, earth, and space sciences with emphasis on electricity, magnetism, machines, weather, climate, space, and celestial bodies. Prepares students for college-level physical science courses. Lecture / Lab. 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, percentages, 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

Course is designed to prepare food service personnel for the certification examination required by the Illinois Department of Public Health. Topics included are food-borne diseases, laws, rules and regulations; food storage, preparation and equipment; personal hygiene; cleaning and sanitizing procedures; temperatures, and the HACCP system. An introduction to management procedures regarding self-inspection, motivation and personnel training are provided. To qualify for the examination, students must attend 8 clock hours of class. Lecture. Variable. Repeatable 3 times.

SME 1602 Small Gas Engine Repair 4-Cycle (3 cr)

F	L	O	W

This basic course is 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 a 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: adapting 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 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.

SPM 1101 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 an overview of the landscape of the sport management industry, 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 1102 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 1103 Kinesiology and Sport (3 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. Variable.

SPM 1110 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 1111 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 2101 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 social media and the impact of social media on sports. Lecture.

SPM 2102 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 2103 Fitness for Life (3 cr)

F	L	O	W

An individual approach for the assessment, analysis, and understanding of a lifetime of wellness through fitness. The course includes a thorough physical fitness/risk factor assessment in a professional laboratory environment. Lecture.

SPM 2104 Structural Kinesiology (3 cr)

F	L	O	W

The study of musculoskeletal anatomy as it relates to human movement. Lecture.

SPM 2110 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 1101 Intro to Sport Management, SPM 1102 Recreation and Leisure, or consent of instructor. Lecture / Lab.

SPM 2115 Activity Planning Lab I (2 cr)

F	L	O	W

This course will provide students with hands-on experience of programming and planning in sport management. Students will get opportunities to create sport/event marketing and promotions, scheduling, staffing and facility management. One-half to two credits will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be four credits. Lecture / Lab. Variable. Repeatable 1 time.

SPM 2116 Activity Planning Lab II (2 cr)

F	L	O	W

Course provides students with hands-on experience of programming and planning in sport management. Students will get opportunities to create sport/event marketing and promotions, scheduling, staffing and facility management. Lecture / Lab. Variable. Repeatable 1 time.

SPM 2125 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. One-half to six credits will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be six credits.
PREREQUISITE: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. 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

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. PREREQUISITE: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. 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. PREREQUISITE: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. 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, 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.

SSS 2685 Community and Home Health Care (1 cr)

W

This topics and issues class is designed to meet the continuing education requirement of workers in accordance with Title 77, Joint Committee on Administrative Rules (JCAR), Part 245 Section 245.71. State guidelines require home health professionals to participate in training sessions for a minimum of eight hours per year on such topics as caseworker ethics, dementia, prescription drugs, diabetes, hygiene, etc. The course is used repeatedly to provide continuing education training on a variety of topics for workers in the health care industry. Lecture. Variable. Repeatable 9 times.

TEL 1201 IT Fundamentals (4 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 1202 Networking Fundamentals I (4 cr)

L

Introduction to the fundamental networking skills and concepts used on the job as a broadband technician. Emphasis placed on identification, description, and application of networking technologies, systems, skills, and tools used to manage and maintain wired and wireless networks. Lecture / Lab.

TEL 1203 Combination Technician I (4 cr)

L

Introduction to fundamental knowledge and skills required of a broadband combination technician. Introduces students to traditional telephone service, residential communication system wiring, planning and installing aerial and buried drop services, ladder certification, OSHA training, and overhead safety. Lecture / Lab.

TEL 1204 Outside Plant I (4 cr)

L

Provides an overview of the broadband telecommunications industry from an outside plant perspective. Uses a hands-on approach for skills required of an entry-level outside plant technician. Emphasis placed on terminology, splicing, safety, and testing of copper and fiber cabling. Lecture / Lab.

TEL 1232 Networking Fundamentals II (4 cr)

L

Further study to develop intermediate skills used in installing and maintaining networking equipment. Students install, configure, and troubleshoot various wireless and wired networks. Emphasis placed on professionalism, work ethic, communication, and teamwork in the workplace. PREREQUISITE: TEL 1202 Networking Fundamentals I. Lecture / Lab.

TEL 1233 Combination Technician II (4 cr)

L

Advanced training in skills and concepts used by broadband combination technicians. Emphasis on central office fundamentals, basic electronics and electricity, testing and troubleshooting techniques, VoIP and IP networks, and documentation. PREREQUISITE: TEL 1203 Combination Technician I. Lecture / Lab.

TEL 1234 Outside Plant II (4 cr)

L

Provides students with advanced hands-on instruction in outside plant technologies. Emphasis on terminology, splicing, safety, testing of copper and fiber cabling, and operation of heavy equipment. PREREQUISITE: TEL 1204 Outside Plant I. 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 Cable Splicing (4 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 (4 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 1277 Residential Tech Support (0.5 cr)

	L		

This course is designed to aid students in administering help to residential broadband communications technicians in the field. Emphasis is placed on understanding the main concepts of voice, Internet, and video applications in residential settings. Lecture.

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. PREREQUISITE: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. 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 craftsperson 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 (4 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 & Fixed Wireless Fund (3 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 / Lab.

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 2230 SIP & VOIP Technologies (3 cr)

	L		

This course introduces student to the technology, equipment, and procedures used in SIP and VOIP telecommunications. Topics include call switching, available features, installations, setups, administration, maintenance, and troubleshooting of VOIP systems and SIP trunks. 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 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 (4 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 2284 Networking Fundamentals (3 cr)

	L		

This course is designed to help students learn the fundamental 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 Central Office Fundamentals (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 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 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. PREREQUISITE: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. 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. PREREQUISITE: Student must have completed or be concurrently enrolled in 12 semester hours of credit in the corresponding discipline. 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: HEA 1225 Intro 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: HEA 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)

		O	

This course is designed to provide the massage therapy student with an overview of anatomy and physiology and to initiate the study of the structure and function of cells and tissues and some systems of the human body. These systems include: integumentary, skeletal, muscular, urinary and reproductive. Function and structure of these systems as related to therapeutic massage and bodywork is explored. Kinesiology and biomechanics are introduced with the muscular system. Heavy emphasis is placed on the musculoskeletal system, including origin, insertion, action and anatomical landmarks, and other components such as tendons, joints and ligaments. Identification of anatomical structures is practiced through use of visualization, palpation and examination. PREREQUISITES: THM 1201 Intro to Massage Therapy and HEA 1225 Intro to Medical Terminology or equivalent or consent of instructor. Lecture / Lab.

THM 1212 Massage Therapy Anatomy/Physiology II (4 cr)

		O	

This course continues to introduce the massage therapy student to the structure and function of the systems of the human body. These systems include: nervous, endocrine, cardiovascular, lymphatic, respiratory and digestive. Emphasis continues on the relationship of the function and structure of these systems as they relate to application of therapeutic massage and bodywork. Special focus is placed on peripheral nerves and cranial nerves most relevant to the massage therapist. Effects of massage on the autonomic nervous system and its impact on cardiovascular, lymphatic and digestive functions will be specifically addressed. PREREQUISITES: THM 1201 Intro to Massage Therapy and HEA 1225 Intro to Medical Terminology or equivalent or consent of instructor. Lecture / Lab.

THM 1214 Massage Therapy Pathophysiology (4 cr)

		O	

This course focuses on the nature and causes of diseases which result in functional or physiologic changes in the body. Psychosocial conditions will also be addressed. Signs and symptoms, prognosis and treatment will be discussed with consideration to complementary therapies and indications/contraindications for massage therapy. PREREQUSITES: THM 1211 Massage Therapy Anatomy/Physiology I or LSC 2111 Human Anatomy & Physiology I and THM 1212 Massage Therapy Anatomy/Physiology II or LSC 2112 Human Anatomy & Physiology II or consent of instructor. Lecture / Lab.

THM 1215 Massage Therapy II (4 cr)

		O	

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)

		O	

Asian bodywork traditions are presented in this course including Acupressure, Shiatsu and acupuncture. Reiki and Cranial-Sacral Therapy are also covered. Nutrition, stress reduction, assessment, treatment planning, and specific conditions addressed by massage therapy complete this course. PREREQUISITE: THM 1215 Massage Therapy II, THM 1250 Massage Therapy Clinical I. CO-REQUISITE:LSC 2114 Intro to Human Pathophysiology and THM 1255 Massage Therapy Clinical II. Lecture / Lab.

THM 1230 Massage Therapy Bus Practices (3 cr)

		O	

This course provides an introduction to the major aspects of building and maintaining a successful massage therapy practice. Topics covered include starting a new practice, establishing a bookkeeping system, maintaining client records, and delivering a business plan. PREREQUISITE: THM 1201 Intro to Massage Therapy. Lecture. Repeatable 1 time.

THM 1250 Massage Therapy Clinical I (3 cr)

		O	

This course is a supervised clinical experience designed to provide training and practical experience in therapeutic massage. Basic first aid and cardiopulmonary resuscitation (CPR) techniques and principles are incorporated. Students must spend 30 hours at on- or off-campus locations experiencing real-life application of massage techniques. In addition, students will complete 20 outreach/community hours. PREREQUISITES: LSC 2112 Human Anatomy & Physiology II, THM 1201 Intro to Massage Therapy, & THM 1210 Massage Therapy I - concurrent enrollment allowed for accelerated certificate. CO-REQUISITE: THM 1215 Massage Therapy II. Lab. Variable.

THM 1255 Massage Therapy Clinical II (3 cr)

		O	

This course is a supervised clinical experience designed to provide training and practical experience in therapeutic massage. Students must spend 30 hours at on- or off-campus locations experiencing real-life application of massage techniques. In addition, students will spend eight hours in seminar discussing clinical situations. PREREQUISITES: THM 1215 Massage Therapy II and THM 1250 Massage Therapy Clinical I. CO-REQUISITE: LSC 2114 Intro to Human Pathophysiology or THM 1214 Massage Therapy Pathophysiology and THM 1220 Massage Therapy III. Lab. Variable.

THM 1260 Massage Therapy Review (1 cr)

		O	

This course provides a comprehensive review of content needed to take the massage therapy licensing exam. This course reviews knowledge, skills, and attitudes essential for entry-level massage therapy practice. Self-assessment of knowledge and skills is emphasized. Test-taking skills are addressed and evaluated through practice tests. PREREQUISITE: Instructor consent only. 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 teaches students techniques to focus on the needs of customers. Topics include: listening to customers; 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		

An in-depth survey of the tools of process improvement. Topics 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		

Students use tools and techniques to organize, plan, implement, manage and evaluate short and long-term projects. Topics 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	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 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 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		

Provides students with: comprehensive knowledge of TQI concepts, methods, tools, and techniques; an in-depth knowledge of group dynamics and processes; and tools to resolve conflicts and assist the team in reaching consensus. 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	

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.

TRA 2601 OSHA Training Topics (3 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. This course is designed to teach the theory and safety techniques of operation of industrial equipment found in the mechanical/ industrial settings. Topics include OSHA standards, protective gear, hazardous chemicals, work hazards, information systems, etc. One-half to three credits will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be three credits. Lecture. Repeatable 9 times.

TRK 1201 Truck Driving I (7 cr)

	L		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 (2 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. One to two credits will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be two credits. Lecture / Lab. Variable. Repeatable 3 times.

TRK 1603 Truck Driving Refresher (2 cr)

F			W

This is a practical training course to upgrade from the Class B CDL to Class A CDL through the ELDT. 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. 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. Lecture / Lab. Variable. Repeatable 3 times.

UAS 1200 Introduction to UAT (4 cr)

		O	

Introduction to Unmanned Aerial Systems and the technology that surrounds them. Introductions to Unmanned Aerial Systems history, law and regulations and the principles of flight. Topics discussed will include components used in Unmanned Aerial Systems, safety and social considerations, propulsion, and how these principles apply to Unmanned Aerial Systems. Lecture / Lab.

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.

UAS 1205 Principles of UAT Flight (3 cr)

		O	

This course will cover the principles of flight of unmanned aerial systems in theory and with hands on experience. Students will experience what it is like to be under control of an unmanned aerial system and will perfect their skills to be proficient in their operation. Lecture / Lab. Repeatable 1 time.

UAS 1210 UAT Mission Planning (3 cr)

		O	

This course covers aspects of Mission Planning for a variety of Unmanned Aerial Systems in a variety of industries. Students will be hands on with industry standard technology as well as a wide range of Unmanned Aerial Systems and sensors. PREREQUISITE: UAS 1205 Principles of UAT Flight. Lecture / Lab.

UAS 1215 Remote Pilot (Part 107) Prep (3 cr)

		O	

Students will receive an in-depth introduction to the FAA Part 107 rules and regulations, associated theory, procedures, requirements and operating concepts. This course provides students with the knowledge base required to effectively prepare for FAA Part 107 Commercial Unmanned Aircraft System (UAS) Remote Pilot certification. Note: The Part 107 UAS Remote Pilot testing fee is not included in the tuition for this course. Lecture.

UAS 1220 UAT Electronics (3 cr)

		O	

This course will cover electronic components that are used in unmanned aerial vehicles. These components will include ground controls stations, telemetry systems, first person view, flight controllers, speed controllers, and the software used to manipulate those electronics. Lecture.

UAS 1225 Aerial Photography/Videography (3 cr)

		O	

This course covers aspects of how Unmanned Aerial Systems are used in today’s media. Students will learn filming and editing techniques used to capture media with Unmanned Aerial Systems. PREREQUISITE: UAS 1205 Principles of UAT Flight. Lecture / Lab.

UAS 1298 UAT Topics (1 cr)

		O	

Seminar on a special topic or current issues in Unmanned Aerial Technology. This course is highly recommended for students enrolled in Unmanned Aerial Technology programs or certificates, as well as undecided majors that may have an interest in this topic area. One-half to one credit will be awarded each time student successfully completes the course. Total number of credits that may be applied to a degree shall be one credit. Lecture. Repeatable 1 time.

UAS 2200 UAT Design and Construction (4 cr)

		O	

This course is intended to give students hands on experience designing and building an unmanned aerial system. This course explores materials, construction methods, sensors, and control systems used in different unmanned aerial platforms. Students will deal with the unmanned aerial system electronic components as well as the software systems to set up and fly an unmanned aerial system. Prerequisite: UAS 1205 Principles of UAT Flight and UAS 1220 UAT Electronics. Lecture / Lab.

UAS 2205 UAT Photogrammetry (3 cr)

		O	

This course is designed to expose students to real world application of mapping with unmanned aerial systems in multiple industries. Students will be hands on with industry standard software technology as well as a wide range of Unmanned Aerial Systems and sensors. Students will fly a variety of missions to acquire data and then use industry standard analytic software to evaluate and present data. Prerequisite: UAS 1205 Principles of UAT Flight and UAS 1210 UAT Mission Planning. Lecture / Lab.

UAS 2210 UAT Industry Applications (2 cr)

		O	

This course covers the wide variety of use of unmanned aerial systems in industry today. Students will learn of the scope of integration this technology currently has on society as well as future outlook. Lecture.

UAS 2215 UAT Entrepreneurship (3 cr)

		O	

This course introduces students to the theory of entrepreneurship and its practical implementation. It focuses on different stages related to the entrepreneurial process, including business model innovation, financial analysis, small business management as well as strategies that improve performance of new business ventures. Centered on a mixture of theoretical exploration as well as case studies of real-world examples and guest lectures, students will develop an understanding of successes, opportunities and risks of entrepreneurship. Students will also develop skills in written business communication and oral presentations that allow students to integrate entrepreneurship concepts and interact with business experts. Lecture / Lab.

UAS 2220 UAT Industry Project (4 cr)

		O	

In this course students work for clients on operational concerns that can be enhanced with the use of Unmanned Aerial Technology, or complete a case study. The course provides students with the opportunity to apply the analytic skills they have learned in the classroom to actual operational uses. Students also gain practical experience in business writing and giving formal presentations. Lecture / Lab.

UAS 2225 UAT Law, Policy, and Safety (3 cr)

		O	

This course covers the current and emerging laws and regulations surrounding unmanned aerial systems. Students will learn regulations from the Federal Aviation Administration as well as local and state laws regarding unmanned aerial systems. Lecture.

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 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 appropriate literature, musicianship, and healthy vocal production. 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 2115 Vocal Applied Music IX (1 cr)

	L	O	W

This course is a continuation of VOC 2114. It involves one private lesson per week in voice. During a regular 16 week period, students must have one lesson, an hour long, per week for 16 weeks. PREREQUISITE: VOC 2114 Vocal Applied Music VIII or consent of the instructor. Lecture.

VOC 2116 Vocal Applied Music X (1 cr)

	L	O	W

This course is a continuation of VOC 2115. It involves one private lesson per week in voice. During a regular 16 week period, students must have one lesson an hour long, per week for 16 weeks. Any missed lessons must be made up during the semester. PREREQUISITE: VOC 2115 Vocal Applied Music IX or consent of the instructor. Lecture.

VOC 2117 Vocal Applied Music XI (1 cr)

	L	O	W

This course is a continuation of VOC 2116. It involves one private lesson per week in voice. During a regular 16 week period, students must have one lesson an hour long, per week for 16 weeks. Any missed lessons must be made up during the term. PREREQUISITE: VOC 2116 Vocal Applied Music X or consent of the instructor. Lecture.

VOC 2118 Vocal Applied Music XII (1 cr)

	L	O	W

This course is a continuation of VOC 2117. It involves one private lesson per week in voice. During a regular 16 week period, students must have one lesson an hour long, per week for 16 weeks. Any missed lessons must be made up during the term. PREREQUISITE: VOC 2117 Vocal Applied Music XI 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 cappella 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 cappella 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 (4 cr)

	L	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)

	L	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 (3 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 / Lab.

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.

WEL 2235 Advanced Gas Metal Arc Welding (3 cr)

		O	

A study of advanced gas metal arc welding skills and concepts on plate and pipe. Prerequisite: Welding and cutting certificate or consent of instructor. Lecture / Lab.

WEL 2240 Combination Pipe Welding (3 cr)

		O	

A study on the combination of welding processes used to create multi process welds. Prerequisite: Welding and Cutting Certificate or consent of instructor. Lecture / Lab.

WEL 2245 Design and Fabrication (3 cr)

		O	

A study of the basic applications of gas metal arc welding with standard solid filler wire. PREREQUISITE: Welding and Cutting Certificate or consent of instructor. Lecture / Lab.

WEL 2250 6G Pipe Certification (3 cr)

		O	

A study focused solely on the passing of a 6G position weld test. PREREQUISITE: Welding and cutting certificate or consent of instructor. Lecture / Lab.

WEL 2255 Pipe and Tube Preparation (1 cr)

		O	

This course covers the cutting, cleaning, finishing, beveling, and fitting of pipe and tube. Lab course only. PREREQUISITE: Welding and cutting certificate or consent of instructor. Lab.

WEL 2260 Exotics (2 cr)

		O	

A study on the welding and welding concepts of exotic metals and alloys. PREREQUISITE: Welding and cutting certificate or consent of instructor. Lecture / Lab.

WKC 1601 Work Keys NCRC Test Prep (3 cr)

F	L	O	W

This course is designed to determine current skill levels in ACT Work Keys Applied Mathematics, Locating Information and Reading for Information utilizing WIN technology, and to increase those skill levels in preparation for taking the ACT Work Keys 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.

APPENDICES

APPENDICES

This section serves as "official" notification to students regarding the following policies:

APPENDIX A: 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 B: 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.

APPENDIX C: CREDIT FOR PRIOR LEARNING (500.5)

MILITARY TRAINING/EXPERIENCE

A student who has completed a military training course or program as part of his/her military service may be granted academic credit based on the considerations outlined in policy 500.5 and in accordance with this procedure.

Students who have completed basic military training and supply the required documentation will be awarded credit based on the table below. Students who have successfully completed a military training course or program that is recommended for credit by the American Council on Education (ACE) and included in the student’s military transcript issued by any branch of the armed services (or otherwise documented as military training or experience) will be awarded credit based on the ACE recommendations. Instructors and/or experts in the subject matter may also evaluate a student’s competencies and learning experiences as compared to course learning outcomes to make recommendations for course credit.

Request and approval steps:

1. Student must confer with an advisor to begin the process and obtain the required recommendation/ signature on the Credit for Prior Learning Request form.
2. Student will then submit the request, official Joint Services Transcript, DD214, and any other pertinent documents to the dean of instruction for review.
3. The DD214 credit will only be approved for the courses identified in the table below. Military training will be considered based on ACE guides or an evaluation by the instructor and/or subject matter expert. The dean of instruction will approve/deny the request, and forward to: registrar if credit is approved; student services/records if credit is denied.
4. The registrar will post the credit to the student’s academic record in the manner described in policy 500.5; student services/records will retain the request form in the student’s academic file.

Credit for Prior Learning: Military Training/Experience			
Training/Education	**Documentation Required**	**Credit Hours Awarded**	**IECC Course**
Basic Military Training	DD214 (with honorable separation)	7 Hrs. (Total)	EDU 1107 PEG 1137 PEI 1100 PEI 2100
Military Training Programs	Joint Services Transcript	TBD	TBD

CERTIFICATIONS AND LICENSURES

A student who has already obtained an industry recognized license or certification, for which the college offers a career and technical certificate or degree curriculum, may be granted academic credit based on the considerations outlined in policy 500.5 and in accordance with this procedure. Credit is limited to specific credentials as outlined in the table below. The table is updated with new certifications/licensures when faculty recommendations are presented to the dean of instruction for acceptance and then submitted to Cabinet for final approval. Review of the table for continued validity is performed in conjunction with the program review cycle.

Request and approval steps:

1. Student must confer with an advisor to begin the process and obtain the required recommendation/signature on the Credit for Prior Learning Request form. Student will provide any applicable licensing or certification information as well as authorization to contact appropriate authorities for verification purposes. Additional experience and/or documentation may be required.
2. Student will then submit the request to the dean of instruction for review.
3. The dean of instruction will review, approve/deny the request, considering the currency of licensure or certification, and forward to: registrar if credit is approved; student services/records if credit is denied.
4. The registrar will post the credit to the student's academic record in the manner described in policy 500.5; student services/records will retain the request form in the student's academic file.

Credit for Prior Learning: Certifications and Licensures				
AUTOMOTIVE				
Certification	**FCC Course**	**LTC Course**	**OCC Course**	**WVC Course**
ASE Automatic Transmission	AUM 2228		AUM 2261	
ASE Brakes	AUM 2223		AUM 2271	
ASE Electronic Systems	AUM 1236		AUM 2221	
ASE Engine Performance	AUM 1235		AUM 1202	
ASE Engine Repair	AUM 1238		AUM 1265	
ASE Heating & AC	AUM 1239		AUM 1270	
ASE Light Vehicle Diesel			AUM 1271 AUM 1272	
ASE Manual Drivetrains			AUM 2261	
ASE Suspension & Steering	AUM 2290		AUM 2271	
L1-Advanced Engines	AUM 2222			
COMPUTER				
Certification	**FCC Course**	**LTC Course**	**OCC Course**	**WVC Course**
CompTIA A+	IST 1210 IST 1260	TEL 1201 TEL 2201	IST 1210 IST 1260	
CompTIA Network+	IST 2220		IST 2200	
EMERGENCY MGMT				
Certification	**FCC Course**	**LTC Course**	**OCC Course**	**WVC Course**
NIMS 100, 200, 700	EMA 1200			
NIMS 300, 400	EMA 1210			
NIMS General Command & Staff	EMA 1210			

Credit for Prior Learning: Certifications and Licensures (Cont'd)				
FIRE				
Certification	**FCC Course**	**LTC Course**	**OCC Course**	**WVC Course**
Advanced Firefighter Technician	EPF 1204			
Advanced Technician Firefighter	EPF 1204			
Basic Operations Firefighter	EPF 1203			
Basic Operations Firefighter Module A	EPF 1208			
Basic Operations Firefighter Module B	EPF 1209			
Basic Operations Firefighter Module C	EPF 1203			
Courage to Be Safe	EPF 1600			
Fire Apparatus Engineer	EPF 1207			
Fire Officer 1	EPF 2203 EPF 2204 EPF 2207 EPF 2209			
Fire Officer 1 Fire Prevention Principles	EPF 2204			
Fire Officer 1 Management I	EPF 2206			
Fire Officer 1 Management II	EPF 2207			
Fire Office 1 Strategy and Tactics I	EPF 2207			
Fire Prevention Officer	EPF 2205			
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 Responder	EPH 1200 EPH 1201			
Hazardous Materials First Responders Operations	EPH 1201			
Technical Rescue Awareness	EPF 1219			
Vehicle Machinery Operations	EPF 1206			
MINING				
Certification	**FCC Course**	**LTC Course**	**OCC Course**	**WVC Course**
Mine Safety & Health Administration Certificate				CMT 2250
Mine Safety & Health Administration Certification				CMT 2260
State of Illinois Mine Examiner & Mine Manager				CMT 1240
PARAMEDIC				
Certification	**FCC Course**	**LTC Course**	**OCC Course**	**WVC Course**
First Responder	EPM 1201			
National Registry Paramedic	EPM 2200 EPM 2204 EPM 2205 EPM 2206 EPM 2207			

Tests/Examinations

A student who has completed any of the testing methods identified below may be awarded academic credit based on the considerations outlined in policy 500.5 and in accordance with this procedure.

Proficiency Examinations Administered by IECC

IECC awards credit by proficiency examinations administered **on-campus at an IECC Testing Center**. Courses eligible for proficiency testing are limited, requiring evaluation on a case-by-case basis. The following conditions apply:

- A proficiency examination may not be taken for a course which a student has previously completed for credit, audit, or pass/fail.
- A student may take a particular proficiency examination only once.
- A student has 30 days from the date of payment to complete the exam.

Request and approval steps:

1. Student must confer with their advisor and the appropriate instructor to begin the process and obtain the required permission/signature on the Proficiency Application. Permission is granted when the instructor has reason to believe the student possesses sufficient proficiency in the subject course.
2. If approved by the instructor, the student must obtain signatures of permission from the advisor and dean of instruction.
3. Once fully approved, student must take the application to the Business Office to remit payment and secure signature as proof of payment. This payment is nonrefundable.
4. Student must submit application to the approving instructor who will arrange for the exam.
5. Once the proficiency examination has been completed, the instructor will determine the grade and note it on the application, sign the application, and forward it to the dean of instruction.
6. The dean of instruction will review, sign application, and forward form to: registrar if exam was completed with a C or better; student services/records if exam was not completed with a C or better.
7. The registrar will post the credit to the student's academic record in the manner described in policy 500.5; student services/records will retain the application in the student's academic file.

Examinations Administered by Others and Accepted by IECC

IECC awards academic credit from the following standardized tests when minimum scores are achieved:

- AP (Advanced Placement) testing
- CLEP (College Level Examination Program) testing
- IB (International Baccalaureate) program
- GED (General Education Development) testing

AP, CLEP, and GED credit is limited to the course equivalencies outlined in the tables below; IB scores will be evaluated for applicability to IECC courses upon receipt.

The following scores will be considered for credit:
AP Scores of 3 or greater
CLEP scores of 50 or greater
IB scores of 4 or greater
GED scores equal to or greater than 175

Students wishing to use this credit at IECC must submit an official document, verifying their examination scores, to student services. AP, CLEP, and GED documentation will be reviewed by the student's advisor for evaluation. The advisor may consult the dean of instruction as necessary and then send recommendations to the registrar for posting to the student's academic record in the manner described in policy 500.5. IB documentation will be reviewed by the dean of instruction and/or faculty with recommendations being submitted to the registrar for posting to the student's academic record in the manner described in policy 500.5.

The deans of instruction review the subject examination criteria in order to determine if credit will be awarded for electives, general education requirements or major requirements and the number of credit hours to be awarded. Additionally, recommendations are reviewed from the Illinois Articulation Initiative pertaining to Advanced Placement credit.

Every 2 years (minimum), the deans of instruction (or designee) will review the AP, CLEP, and GED tables to ensure they are current and inclusive of all applicable areas of study/courses.

Advanced Placement (AP)

Students who achieve the following AP test scores will be granted academic credit for the corresponding course equivalencies at IECC.

IECC ADVANCED PLACEMENT (AP) EQUIVALENCIES				
AP EXAM TITLE	**AP SCORE for CREDIT**	**CREDIT HOURS AWARDED**	**IECC COURSE EQUIVALENCY**	**IECC COURSE TITLE**
Art History	3, 4	3	ART 1181*	Art History I
	5	6	ART 1181* **&** ART 2181*	Art History I & II
Biology	3, 4	4	LSC 1101*	General Biology I
	5	8	LSC 1101* **&** LSC 1102*	General Biology I & II
Calculus AB **or** Calculus BC	3, 4, 5	4	N/A – Elective	Math Elective
Chemistry	3, 4, 5	5	N/A – Elective	Science Elective
Comparative Gov't & Politics	3, 4, 5	3	N/A - Elective	Social Science Elective
Computer Science A	3, 4, 5	3	CIS 1130	Introduction to Computer Science
Computer Science Principles	3, 4, 5	3	CIS 2170	Computer Science II
English Language and Composition	3	3	ENG 1101	Introduction to Composition
English Language and Composition	4, 5	6	ENG 1101 **and** ENG 1111	Intro to Comp & Composition I
English Literature and Composition	3, 4, 5	3	LIT 2171	Topics in Literature
Environmental Science	3, 4, 5	3	N/A - Elective	Science Elective
European History	3	3	HIS 1111* **or** HIS 1112*	West. Civilization before or after 1600 AD
European History	4, 5	6	HIS 1111* **and** HIS 1112*	West. Civilization before & after 1600 AD
French Language and Culture	3, 4, 5	4	FRE 1111	Elementary French I
German Language and Culture	3, 4, 5	4	GER 1111	Elementary German I
Human Geography	3, 4, 5	3	Elective	Social Science Elective
Macroeconomics	3, 4, 5	3	ECN 2101*	Principles of Macroeconomics
Microeconomics	3, 4, 5	3	ECN 2102*	Principles of Microeconomics
Music Theory	3, 4, 5	3	MUS 1112	Beginning Theory
Physics 1: Algebra-based	3, 4, 5	4	PHY 1111	Technical Physics I
Physics 2: Algebra-based	3, 4, 5	4	N/A - Elective	Science Elective
Physics C: Electricity & Magnetism	3, 4, 5	4	N/A - Elective	Science Elective
Physics C: Mechanics	3, 4, 5	4	N/A - Elective	Science Elective
Psychology	3, 4, 5	3	PSY 1101*	General Psychology I
Spanish Language and Culture	3	4	SPN 1111	Elementary Spanish I
	4	8	SPN 1111 **&** SPN 2112	Elem Spanish I & Inter Spanish I
	5	12	SPN 1111, SPN 2112, **&** SPN 2121*	Elementary Spanish I, Inter. Spanish I and Intermediate Spanish II
Statistics	3	3	MTH 1131*	Introduction to Statistics
	4, 5	3	MTH 1153*	Statistics
Studio Art: 2D Design or 3D Design	3, 4, 5	3	ART 1114 **or** ART 2112	Design I or Design 2
Studio Art: Drawing	3, 4, 5	3	ART 1113	Introduction to Drawing
US Government and Politics	3, 4, 5	3	PLS 2101*	Government of the United States
United States History	3, 4	3	HIS 2101* **or** HIS 2102*	U.S. History to 1877 or since 1877
	5	6	HIS 2101* **&** HIS 2102*	U.S. History to 1877 & since 1877
World History	3, 4	3	HIS 1120* **or** HIS 1121*	World History to 1500 or since 1500
	5	6	HIS 1120* **&** HIS 1121*	World History to 1500 & since 1500

***IAI General Education Core Curriculum** **AP Table Revised 3/4/2020**

College Level Examination Program (CLEP)

Students who achieve the following CLEP test scores will be granted academic credit for the corresponding course equivalencies at IECC.

IECC COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) EQUIVALENCIES			
CLEP EXAM TITLE	**MINIMUM CLEP SCORE for CREDIT**	**CREDIT HOURS AWARDED**	**IECC COURSE EQUIVALENCY**
Business Courses			
Financial Accounting	50	3	Elective
Information Systems	50	3	Elective
Introductory Business Law	50	3	Elective
Principles of Management	50	3	Elective
Principles of Marketing	50	3	Elective
Composition & Literature Courses			
American Literature	50	3	Elective
Analyzing and Interpreting Literature	50	3	Elective
College Composition	50	6	Elective
College Composition Module	50	3	Elective
English Literature	50	3	Elective
Humanities	50	3	Elective
History & Social Science Courses			
American Government	50	3	Elective
History of the US I: Early Colonization to 1877	50	3	Elective
History of the US II: 1865 to Present	50	3	Elective
Human Growth and Development	50	3	Elective
Introduction to Educational Psychology	50	3	Elective
Introductory Psychology	50	3	Elective
Introductory Sociology	50	3	Elective
Principles of Macroeconomics	50	3	Elective
Principles of Microeconomics	50	3	Elective
Social Sciences and History	50	6	Elective
Western Civilization I: Ancient Near East to 1648	50	3	Elective
Western Civilization II: 1648 to Present	50	3	Elective
Science & Mathematic Courses			
Biology	50	4	Elective
Calculus	50	4	Elective
Chemistry	50	6	Elective
College Algebra	50	4	Elective
College Mathematics	50	3	Elective
Natural Sciences	50	6	Elective
Pre-calculus	50	3	Elective
World Language Courses			
French Language Level 1	50	8	Elective
French Language Level 2	59	12	Elective
German Language Level 1	50	8	Elective
German Language Level 2	60	12	Elective
Spanish Language Level 1	50	8	Elective
Spanish Language Level 2	63	12	Elective

CLEP Table Revised 3/26/2019

General Education Development (GED)

Students who achieve the following GED test scores will be granted academic credit for the corresponding course equivalencies at IECC.

IECC GENERAL EDUCATION DEVELOPMENT (GED) EQUIVALENCIES				
GED Exam Title	**GED SCORE for CREDIT**	**CREDIT HOURS AWARDED**	**IECC COURSE EQUIVALENCY**	**IECC COURSE TITLE**
Mathematical Reasoning	≥175	3	MTH 1201	Technical Mathematics
Reasoning Through Language Arts	≥175	1	HUM 2198	Topics/Issues in the Humanities
Science	≥175	3	MUL 1101	Science in Society
Social Studies	≥175	3	SOC 2198	Topics/Issues in the Social Sciences

GED Table Corrected 1/31/2022

STATE SEAL OF BILITERACY

A student who has evidence of a State Seal of Biliteracy on his/her high school transcript may be awarded academic credit based on the considerations outlined in policy 500.5 and in accordance with this procedure. Credit is limited to the course equivalencies outlined in the table below. Additionally, the student must have graduated from high school within 3 academic years of requesting the credit at IECC.

Request and approval steps:

1. Student must confer with an advisor to begin the process and obtain the required recommendation/ signature on the Credit for Prior Learning Request form.
2. Student will then submit the request to the dean of instruction for review.
3. The dean of instruction will review and approve/deny the request. Approval is granted by confirming the student's high school transcript contains the certified State Seal of Biliteracy designation and ensuring the student graduated within 3 academic years of petitioning for the credit. The dean of instruction will then forward to: registrar if credit is approved; student services/records if credit is denied.
4. The registrar will post the credit to the student's academic record in the manner described in policy 500.5; student services/records will retain the request form in the student's academic file.

Credit for Prior Learning: State Seal of Biliteracy	
High School Course	**IECC Course**
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

PORTFOLIO EVALUATION

A student who has life experience and/or work skills may be eligible to create a portfolio for evaluation of academic credit based on the considerations outlined in policy 500.5 and in accordance with this procedure. This procedure acknowledges learned experiences which occur outside the classroom and provides a structure to which faculty can evaluate a portfolio to determine learning outcomes and competencies are documented. Credit is awarded for learning that occurred through experience and/or work skills – not for the experience itself. Courses eligible for portfolio evaluation are limited, requiring evaluation on a case-by-case basis.

Documentation or evidence of learning experiences and competency can take several forms:

- Resume
- Performance evaluations
- Job descriptions
- Certificates of completion for trainings, workshops, or seminars
- Technical or professional writing
- Demonstration of tasks
- Sample work projects
- Licenses

Request and approval steps:

1. Student must confer with their advisor and the appropriate instructor to begin the process and obtain the required permission/signature on the Proficiency Application. Permission is granted when the instructor has reason to believe the student possesses equivalent life experience to the course. A student may not attempt credit for a course which he/she has previously completed for credit, audit, or pass/fail.
2. If approved by the instructor, the student must obtain signatures of permission from the advisor and dean of instruction.
3. Once fully approved, the student must take the application to the Business Office to remit payment and secure signature as proof of payment. This payment is non-refundable.
4. The student will return to the approving instructor to coordinate a timeline for evaluation of the portfolio.
5. Upon evaluation of the portfolio, the instructor will indicate on the application form whether the credit should (competency level is at a grade level C or better) or should not (competency level was below a passing grade or insufficient data was provided to make a determination) be granted. Form and portfolio will be forwarded to the dean of instruction.
6. The dean of instruction will review, sign application, and forward to: registrar if credit is granted for the portfolio evaluation; student services/records if credit is not granted for the portfolio evaluation.
7. The registrar will post the credit to the student's academic record in the manner described in policy 500.5; student services/records will retain the application in the student's academic file.

APPENDIX D: 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 E: Educational Guarantee Policies

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, 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.

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 its 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 F: FAMILY EDUCATIONAL RIGHTS AND PRIVACY POLICY (500.11)

A. Purpose

Illinois Eastern Community Colleges (IECC) respects the rights of students and their education records regarding privacy, confidentiality, inspection and review, amendment, and disclosure. The intent of this policy is to be in accordance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, 34 CFR Part 99 (collectively, "FERPA"), 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. *Eligible student*: A student who has reached 18 years of age or is attending a post-secondary institution.
2. *Education record:* Any record directly related to a student and maintained by IECC or by a party acting for IECC. The following documents **are not** considered education records:
   a) Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker;
   b) Employment records of individuals employed by the colleges other than as student employees;
   c) Records created or received by IECC after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
3. *Record:* Information recorded in any medium, including, but not limited to, handwritten, printed, computer media, video or audio tape, film, microfilm, and microfiche.
4. *Directory information:* Information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. IECC has designated the following as directory information:
   a) Name
   b) Current/permanent address
   c) Telephone number
   d) Email address
   e) Date of birth
   f) Current term hours carried
   g) Major field of study
   h) Classification (freshman, sophomore, continuing)
   i) Academic unit
   j) Dates of attendance/anticipated graduation date
   k) Degrees and honors earned and dates (including commencement)
   l) Most recent previous educational agency or institution attended prior to IECC
   m) Participation in officially recognized activity or sport (including weight/height for athletes)
   n) Picture
5. *Personally identifiable information:* Information contained in an education record of a student which can be used to distinguish or trace an individual's identity. The following are considered personally identifiable, confidential, and **are NOT** directory information. (This is representative in nature and not all-inclusive):
   a) Social security number
   b) Student ID number
   c) Race, ethnicity, nationality
   d) Gender
   e) GPA
   f) Parent information
6. *School officials:* Includes faculty, staff, and administrative personnel employed by IECC. A school official can also be an individual employed by an educational agency that is performing institutional services or functions on behalf of IECC.
7. *Legitimate educational interest:* Generally, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Legitimate educational interest will be reviewed by appropriate Student Services staff on a case by-case basis.

C. Rights of Students

1. Inspect and review education records: A student may inspect and review his/her education record by completing an Education Record Request Form available from Student Services at the college of attendance.

The appropriate Student Services personnel will comply with this request within 45 days, but generally will not exceed seven 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.

Except as limited under 34 CFR part 99.12, IECC 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 do so. 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.

Copies of education records can be obtained at a cost of 25 cents per page plus postage, if applicable. To obtain a copy of an IECC transcript, a student must follow the appropriate procedure and pay the transcript fee as outlined in the IECC catalog.

2. Request amendment of education records: A student who believes that information contained in his/her education record is inaccurate, misleading, or violates his/her privacy or other rights, may request amendment of the education record under 34 CFR Part 99.20 by applying in writing to the college's Records Office. The student must clearly identify the specific part of the record to be amended and explain why the record should be amended. 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 of the refusal and advise the student of the right to a hearing under 34 CFR Part 99.21. In the event the college determines insufficient cause to warrant an amendment to the record, the student has the right to add a statement to the record commenting on the contested information or stating why he/she disagrees with the decision. Future disclosures that would include this education record must include the student's statement.

3. Request the release of information: As a general principle, personally identifiable information will not be released to anyone. However, a student has a right to request and consent to the release of his/her information to others. A power of attorney will be treated in the same manner as would the student. A copy of the Release of Information form can be obtained and completed at the college of attendance in the Student Services Office.

   a) Under 34 CFR Part 99.31, authorization is given for the release of personally identifiable information contained in education records, without the student's consent, in the following instances:
      - To IECC school officials who have a legitimate educational interest. NOTE: Once records have been disclosed to school officials, as defined by Board Policy, disclosure of that information to another entity or individual is prohibited;
      - To appropriate parties in health or safety emergencies when knowledge of the information is necessary to protect the health or safety of the student or individuals within the campus community;
      - To certain federal, state, and local educational authorities for audit or evaluation purposes, outlined in 34 CFR Part 99.35;
      - To accrediting organizations to carry out their accrediting functions;
      - To state and local authorities, within a juvenile justice system, pursuant to specific state law;
      - To organizations conducting studies for, or on behalf of IECC, to: develop, validate, or administer predictive tests; administer student aid programs; or improve instruction;
      - In compliance with judicial order or lawfully issued subpoena;
      - IECC officials may disclose the final results of a Title IX disciplinary proceeding as set forth by Board Policy 100.31;
      - To parents of students under 21 years of age regarding the student's violation of any Federal, State, or local law, or of any rule or policy of IECC, governing the use or possession of alcohol or a controlled substance;
      - Information concerning registered sex offenders may be released in a manner consistent with federal and state regulations.

   IECC will maintain a record of each request for access to any of these disclosures as required by 34 CFR Part 99.32 and a student may inspect and review that record.

   b) Under the Solomon Amendment (10 U.S.C. § 983), Military Recruiters are allowed access to some address, biographical, and academic information (limited to "Student Recruiting Information" as defined in the law) on students age 17 and older.

4. Restrict directory information: Directory information may be released from a student's

education record upon the request of an outside party, without prior written consent of the student. IECC takes its responsibility to safeguard the privacy of all students very seriously; therefore, all requests by outside parties for student directory information will be considered on an individual basis. As a condition for releasing directory information without permission, public notice is given annually to all students.

Students wishing to restrict release of Directory Information must file the Directory Information Restriction Notification form with Student Records.

5. File a complaint: If a student believes his/her rights have been violated, he/she may file a complaint with the college president or his/her designee. A student may also file a written complaint with the Family Policy Compliance Office at the address listed below:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW.
   Washington, DC 20202-5920

D. Dissemination

All employees are provided a copy of this policy. Faculty and applicable staff are trained on FERPA. Students are made aware of and educated on this policy through freshman orientation, the college catalog, IECC's website, and in handouts distributed by the college's Records Office. Annually, notification of students' rights under FERPA is provided to current students and employees via their IECC email addresses. A copy of this policy will be made available on request to any student.

APPENDIX G: 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.

Multi-factor Authentication
Multi-factor authentication (MFA) is also required for all users accessing IECC's systems. MFA is a method of computer access control in which a user is granted access only after successfully presenting multiple separate pieces of evidence to an authentication mechanism – typically at least two of the following categories: knowledge (something they know), possession (something they have), and inherence (something they are). IECC utilizes four MFA verification methods: 1. The Microsoft Authentication App, 2. A text message to a cell phone, 3. A phone call to any 10-digit phone number, 4. A digital token key. Digital token keys will be available on a case-by-case basis. A lost or stolen MFA token should be reported immediately to the IT Help Desk. A replacement charge of $25.00 may be applied for any lost or stolen token.

Employee Account Setup Process
Each IECC location has designated employees (President/Dean offices or other administration) that may request accounts for 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 sends account information to the employee via email, text, or mail. Banner system accounts also require the completion of the Banner Security Request form. MyIECC account details are also included with the IT Services Request that allow employees and faculty access to various course and employee resources.

Student Account Setup Process
Student accounts are generated during the application acceptance process. Credentials are sent to a student by encrypted email to setup their MyIECC account. Student Services in some cases may directly issue credentials to create an account using a GeneratedID and PIN. In either process the student must complete account setup and set a new password. Students may be required to use multi-factor authentication for additional account security. (See MFA section of this document). The MyIECC account 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.

The IECC email account is IECC's official communication and notification method to students. 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.

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 Chancellor, 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: Chancellor, President, Dean or Director to whom an individual reports.

Authorized Users: students, employees, and other constituents of the IECC District.

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.

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.

Employee: See Human Resources policy section 400.

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.

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.

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 H: 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 I: TOBACCO-FREE/SMOKE-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 Smoke Free Campus Act (Public Act 98-0985). In addition to smoking, the District further extends the prohibition to include tobacco products and the littering of tobacco product remains or any other related tobacco waste product on District property.

As of July 1, 2015, smoking and the use of tobacco products is prohibited on all IECC property, both indoors and outdoors, with the only exception being persons in non-District owned or leased vehicles.

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 and will be communicated to all through conspicuous signage. Maps depicting the locations where smoking and tobacco use are prohibited will be posted on the IECC website. Students in violation of this policy shall be subject to the sanctions described in the Student Code of Conduct; all others shall be subject to appropriate disciplinary action.

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, bongs, and hookahs; (2) lighting or burning of non-tobacco plants or marijuana (including medical marijuana); and (3) using electronic cigarettes, electronic vaporizing devises, personal vaporizers, or electronic nicotine delivery systems, or any electronic inhaler that is meant to simulate and substitute for tobacco smoking.

"Tobacco Products" means all forms of tobacco, including but not limited to cigarettes, cigars, cigarillos, smokeless tobacco, snuff, chewing tobacco, or any other similar tobacco product.

"IECC Property" means any property owned, leased, occupied, operated or otherwise controlled by Illinois Eastern Community Colleges, including but not limited to vehicles, 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.

APPENDIX J: PREVENTING SEXUAL MISCONDUCT POLICY (100.31)

I. Policy Statement

Illinois Eastern Community College District #529 is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of sex, sexual orientation, gender-related identity and expression, pregnancy, and parental status under its Nondiscrimination Policy (100.8).

It is the policy of Illinois Eastern Community Colleges to comply with Title IX of the Education Amendments of 1972 ("Title IX"), the Violence Against Women Reauthorization Act ("VAWA"), Title VII of the Civil Rights Act of 1964 ("Title VII"), the Illinois Human Rights Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), the Preventing Sexual Violence in Higher Education Act, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Individuals found to have engaged in prohibited sex-based misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College.

II. Title IX Compliance
As required under Title IX, the College does not discriminate on the basis of sex in the education program or activity that it operates. This requirement not to discriminate extends to admission and employment.

The College has designated the Program Director of Grants and Compliance as the Title IX Coordinator, who is responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College's Title IX Coordinator, the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

III. Retaliation Prohibited
Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting sex discrimination, sexual harassment or other sex-based misconduct, or against any person cooperating in the investigation of allegations of sex-based misconduct (including testifying, assisting or participating in any manner in an investigation), is strictly prohibited.

IV. Implementing Procedures
The College will establish, maintain and publish procedures implementing this Policy, which set forth:

- The scope and jurisdiction of the College's prohibition on sex-based misconduct;
- Definitions of prohibited conduct;
- Responsibilities of and contact information for the College's Title IX Coordinator(s) and the Department of Human Resources;
- Options for assistance following an incident of sex-based discrimination, harassment or other misconduct;
- Procedures for reporting and confidentially disclosing alleged sex-based misconduct, including a mechanism for reporting and independent review of allegations against one elected official by another elected official;
- The College's response to reports of alleged sex-based misconduct;
- The College's grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- Prevention and education programming provided to College students; and
- Training and education provided to the Title IX Coordinator, Title IX investigators, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors.

INDEX OF ACADEMIC PROGRAMS

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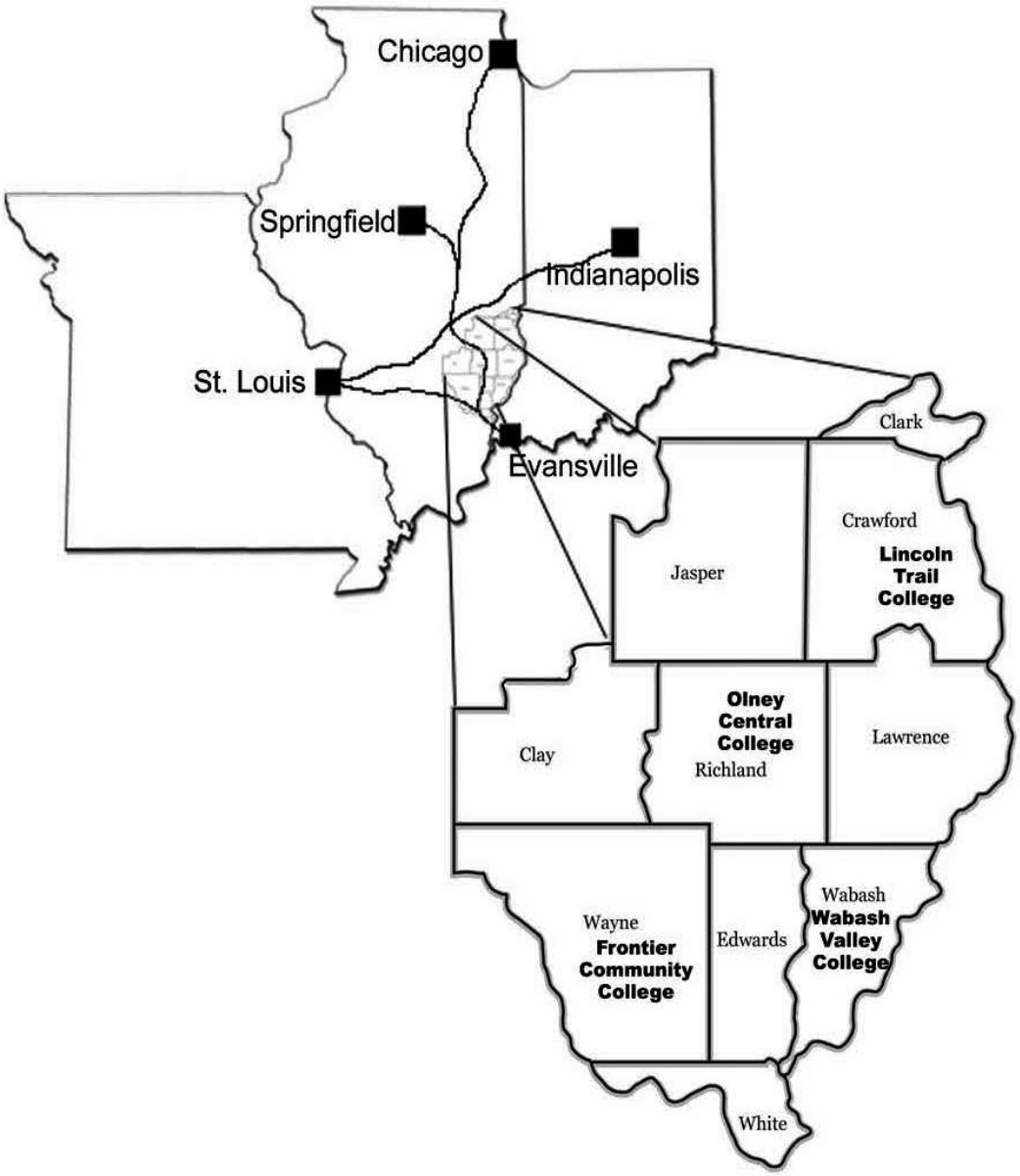
ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT NO. 529

TRI-STATE / DISTRICT REGION



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