



Frontier Community  
College



Lincoln Trail  
College



Olney Central  
College



Wabash Valley  
College

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

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catalog information, go to  
[www.iecc.edu/catalog](http://www.iecc.edu/catalog).

Catalog  
2010 - 2012



# Illinois Eastern Community Colleges

[www.iecc.edu](http://www.iecc.edu)

## Frontier Community College

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

## Lincoln Trail College

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

## Olney Central College

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

## Wabash Valley College

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

# MISSION AND VALUES

## MISSION

The mission of Illinois Eastern Community Colleges District 529 is to provide excellence in teaching, learning, public service, and economic development.

### Purposes

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

- ❖ educational programs, including pre-baccalaureate, career and technical degrees and certificates that prepare a diverse student body for transfer to a four-year institution of higher education or entry into a multicultural global workplace;
- ❖ program, course and institutional goals that have identifiable and measurable learning outcomes that are clearly understood by students;
- ❖ utilization of resource-sharing partnerships to expand, retrain, and strengthen the industrial base of southeastern Illinois;
- ❖ development of partnerships with pre-K through high schools allowing for the smooth transition and progression of students through lifelong learning;
- ❖ academic programs and institutional services that are reviewed and revised on a scheduled time frame with a focus on accountability relative to planning, student and program assessment, and learning outcomes;
- ❖ adult and continuing education designed to meet the immediate and long-term needs of the residents in the District;
- ❖ programs in remedial education, which assist District residents in attaining skills and abilities needed to enter and complete college-level programs;
- ❖ student advisement, counseling, and placement services for the purpose of assisting students in choosing a program of study, transferring to a four-year institution, entering employment, or completing certificate or course goals;

- ❖ curricula and services that are developed and updated, as necessary, to meet both short- and long-term needs of the residents of the District;
- ❖ community education and community service activities that provide a cultural and intellectual resource center for the area as well as identifying and honoring multiculturalism and diversity within our communities;
- ❖ professional enrichment and growth experiences for college, faculty, administrators, and staff which will improve and enhance instruction and service; and,
- ❖ resources, facilities, staff, and equipment to support all program and service components of the college.

## VALUES

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

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

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# ACADEMIC CALENDAR

## ACADEMIC CALENDAR

### 2010 FALL SEMESTER

August..... 12-13	Faculty Workshop
August..... 16-18	Registration, Testing
August.....19	First Day of Classes
September .....6	Colleges Closed. Labor Day
September .....17	Constitution Observance Day. Classes in Session
October .....5	No Classes. District Faculty/Staff Professional Development Day
October .....11	Colleges Closed. Columbus Day
October .....14	Midterm
November .....11	Colleges Closed. Veterans' Day
November ..... 25-26	Colleges Closed. Thanksgiving
December .....10	Last Day of Classes
December ..... 13-16	Final Exams
December .....17	Last Day of Semester

**(Colleges closed December 20 – January 2, 2011. Winter Break)**

### 2011 SPRING SEMESTER

January.....3	Colleges Open
January.....5	Faculty Workshop
January..... 6-7	Registration, Testing
January.....10	First Day of Classes
January.....17	Colleges Closed. Martin Luther King, Jr. Day
February.....21	Colleges Closed. Presidents' Day
March.....4	Midterm
March.....7	No Classes. Casimir Pulaski Holiday Observed
March..... 8-11	No Classes. Spring Break
April .....22	Colleges Closed. Spring Holiday
May .....6	Last Day of Classes
May ..... 9-12	Final Exams
May .....13	Last Day of the Semester/Graduation

### 2011 SUMMER INTERSESSION

May .....16	First Day of Classes
May .....24	Midterm
May .....30	Colleges Closed. Memorial Day
June.....3	Last Day of Intersession

### 2011 SUMMER SEMESTER

June.....6	Faculty Workshop
June.....7	First Day of Classes
July .....1	Midterm
July .....4	Colleges Closed. Independence Day Observed
July .....29	Last Day of Classes
August..... 1-2	Final Exams

## 2011 FALL SEMESTER

August.....15-16	Faculty Workshop
August.....17-19	Registration, Testing
August.....22	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 .....12	Midterm
November .....11	Colleges Closed. Veteran's Day
November .....24-25	Colleges Closed. Thanksgiving
December .....12	Last Day of Classes
December .....13-16	Final Exams
December .....19	Last Day of Semester.

(Colleges closed December 20 – January 2, 2012. Winter Break)

## 2012 SPRING SEMESTER

January.....3	Colleges Open. Faculty Workshop
January.....4-5	Registration, Testing
January.....6	First Day of Classes
January.....16	Colleges Closed. Martin Luther King, Jr. Day
February.....20	Colleges Closed. President's Day
March.....2	Midterm
March.....5	No Classes. Casimir Pulaski Holiday
March.....6-9	No Classes. Spring Break
April .....6	Colleges Closed. Spring Holiday
May .....4	Last Day of Classes
May .....7-10	Final Exams
May .....11	Last Day of Semester/Graduation

## 2012 Intersession

May.....14	First Day of Classes
May.....25	Midterm
May.....28	Colleges Closed. Memorial Day
June.....1	Last Day of Intersession

## 2012 Summer Semester

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

## 2012 Fall Semester

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

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

## 2013 Spring Semester

January.....	2	Colleges Open. Faculty Workshop
January.....	3-4	Registration, Testing
January.....	7	First Day of Classes
January.....	21	Colleges Closed. Martin Luther King, Jr. Day
February.....	18	Colleges Closed. President's Day
March.....	1	Midterm
March .....	4	No Classes. Casimir Pulaski Holiday
March.....	5-8	No Classes. Spring Break
March.....	29	Colleges Closed. Spring Holiday
May .....	3	Last Day of Classes
May .....	6-9	Final Exams
May .....	10	Last Day of Semester/Graduation

## 2013 Intersession

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

## 2013 Summer Semester

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

# BOARD OF TRUSTEES

The Board of Trustees\* is charged with establishing policy for the financing, governance, operation, and administration of Illinois Eastern Community Colleges (IECC). Seven voting members are elected from the

District at large and a non-voting student trustee is elected by student referendum during the fall semester to serve from April to April.



**MARILYN WOLFE (2015)**  
VICE CHAIRMAN  
ALBION



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



**WALTER KOERTGE (2011)**  
SECRETARY PRO TEMPORE  
OLNEY



**BRENDA CULVER (2011)**  
TRUSTEE  
NOBLE



**MICHAEL CORRELL (2015)**  
TRUSTEE  
ROBINSON



**WILLIAM C. HUDSON, JR. (2013)**  
TRUSTEE  
MT. CARMEL



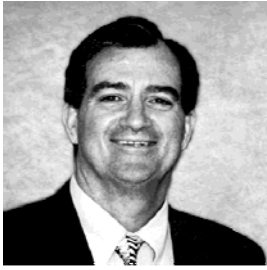
**JOHN D. BROOKS (2013)**  
TRUSTEE  
HUTSONVILLE

\*End of term appears in parenthesis after the name.



# ADMINISTRATION

## A message from IECC . . . .



**Terry L. Bruce**  
Chief Executive Officer

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

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

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

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

Sincerely,

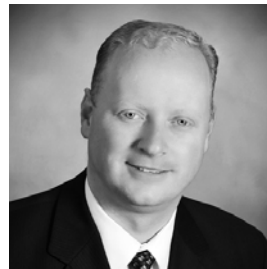
Terry L. Bruce



**Timothy L. Taylor**  
FCC President



**Mitch Hannahs**  
LTC President



**Rodney Ranes**  
OCC President



**Matt Fowler**  
WVC President

## DISTRICT OFFICE

- Roger Browning..... Chief Finance Officer/Treasurer
- Tara Buerster..... Director of Human Resources
- Chris Cantwell..... Associate Dean of Academic and Student Support Services
- Alex Cline..... Director of Information and Communications Technology
- Kathleen Pampe ..... Associate Dean, Career and Technical Education
- Pamela Schwartz ..... Associate Dean of Institutional Development
- George Woods ..... Dean of Community Development and Workforce Education

# General Information

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# GENERAL INFORMATION

## WELCOME!

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

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

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

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

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

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

classes may be offered between spring and summer semesters.

## LOCATION

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

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

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

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

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

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

## **DISTRICT AND COLLEGE HISTORY**

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

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

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

## **ACCREDITATION**

The District is accredited by The Higher Learning Commission (A Commission of the North Central Association of Colleges and Schools). The Commission may be contacted at the HLC website at [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org) or by phone at 312/263-0456. IECC is also approved by the Illinois Board of Higher Education, State Board of Teacher Certification, U. S. Department of Justice for Training Foreign Students, State Approving Agency for Veterans' Education, Illinois Department of Financial and Professional Regulation, National League for Nursing Accrediting Commission, Joint Review Committee on Education in Radiologic Technology, and State Cosmetology Board.

## **PURPOSE OF CATALOG**

The general catalog of Illinois Eastern Community Colleges District 529 is designed to help students achieve their academic goals. This material is for informational purposes only and does not constitute a contract between the student and the community college district. The student, alone, is ultimately responsible for

completion of the requirements of a degree or certificate program.

To access the most current catalog information, go to [www.iecc.edu/catalog](http://www.iecc.edu/catalog).

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

# Admission Information

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# ADMISSION INFORMATION

## ADMISSION PROCEDURES

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

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

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

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

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

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

1. High School Diploma or General Education Development (GED) certificate.
2. Transfer from a college or university accredited by The Higher Learning Commission (A Commission of the North Central Association of Colleges and Schools) or comparable regional accrediting association. The Commission may be contacted at the HLC website at [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org) or by phone at 312/263-0456.
3. For high school-age students, permission of the secondary school's chief officer or formal notification that the connection with the high school has been severed. Students currently enrolled in a secondary school program may be accepted into a college course(s), if such courses are offered during the regular school day established by the secondary school, prior approval of the chief executive officer of the public school must be received.
4. Seventeen years of age.

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

### **To gain admittance, all students must:**

1. Submit an admission application to the Admissions Office.

### **Students seeking admission to a degree program or a certificate program of one year or more must also follow these steps:**

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

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

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

### **Non-degree students who may later elect to seek a degree or certificate of one year or more must meet all regular admission requirements.**

## Classifications

Students will be admitted under one of the following classifications:

1. Unconditional – the student demonstrates required course-specific admission competencies.
2. Conditional – the student is admitted with the condition that deficiencies will be eliminated.
3. Provisional – the student meets course-specific competencies through non-traditional methods, which would include GED certification, international admission, or adult and continuing education enrollment
4. Special – the student enrolls prior to his or her high school graduation. **(See policy on *SECONDARY SCHOOL-AGE STUDENTS in this section.*)**
5. Other – the student has the ability to benefit as determined in an individual evaluation by college staff.

## READMISSION

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

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

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

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

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

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

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

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

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

## READMISSION IN GOOD STANDING

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

1. The student must complete an application for readmission and submit it to the Student Services Office prior to the beginning of the term in which the student plans to return to school.
2. The student must be in good academic standing.
3. The student must not have been dismissed from college because of misconduct.
4. Students who return after an absence of more than two years and who had been enrolled in a career and technical certificate or degree program that has been withdrawn will be required to select a new program of study **(see *TIME TO COMPLETION FOR CAREER AND TECHNICAL EDUCATION CURRICULA POLICY in Appendix H.*)**

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

being allowed to pursue a degree program or one-year certificate.

## GUIDELINES

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

## NON-DISCRIMINATION

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

## RESIDENCY POLICY

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

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

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

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

1. An Illinois driver's license registration.
2. An Illinois automobile license registration.

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

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

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

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

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

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

- ❖ Federal job corps workers stationed in the District;



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

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

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

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

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

## SECONDARY SCHOOL-AGE STUDENTS

1. Students currently enrolled in a secondary school program may be accepted into a college course(s). If such courses are offered during the regular school day established by the secondary school, prior approval of the chief executive officer of the secondary school must be received. For high school-age students, permission of the secondary school's chief officer or formal notification that the connection with the high school has been severed.
2. 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, is eligible to attend a college in accordance with policies of the Board.

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

## INTERNATIONAL STUDENTS

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

1. a completed admission application;
2. financial statement;
3. letter or statement from the student sponsor's bank;
4. official academic records (translated into English); and
5. \$50 application fee by money order or credit card.

All documents must be sent to the following address:

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

The student does not need an official TOEFL score to apply, but will be tested for English proficiency upon arrival. A minimum of 500 paper-based or 173 computer-based TOEFL score will be required to enroll in select academic classes. Those who do not have 500 will be required to enroll in intensive English as a Second Language (ESL) program.

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

After arriving on campus, the student must immediately purchase health insurance. All international students on F-1 visas must enroll in and maintain at least twelve (12) credit hours of class in order to stay in current visa status.

## ADMISSION FOR STUDENTS IN LOAN DEFAULT

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

## 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 a Associate in Science and Arts degree, program:

1. Four years (units) of English, emphasizing written and oral communications and literature.
2. Three years (units) of mathematics, including introductory through advanced algebra, geometry, trigonometry or fundamentals of computer programming.
3. Reading, including the ability to read and comprehend at a level appropriate for college study.
4. Three years (units) of science in laboratory sciences.
5. Three years (units) of social studies emphasizing history and government.
6. Two years (units) of electives from a choice of foreign language, music, art or vocational education.

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

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

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

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

## **COURSE PLACEMENT**

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

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

Remedial and college preparatory courses must be completed before enrollment in a college-level course in the same area of study and in the freshman year or prior to the completion of thirty-two (32) hours of credit. Remedial reading courses will be given priority over other remedial courses and must be taken first. Placement in other remedial courses will be based on the student's program of study.

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

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

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

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

- + **Courses listed under the remedial/college preparatory column must be successfully completed with a minimum grade of C before the student may move on to the next level.**
- ++ **Appeals relating to placement may be made to the dean of the college and must include demonstration of a C or better average in course-specific work for the appropriate discipline.**
- +++ **Student's scores on a comparable nationally-normed test may be used in place of ACT/COMPASS scores.**

# STUDENT INFORMATION CHECK SHEET

Date Completed

**1. Complete the Student Information Form**

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

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**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.

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**3. Apply for Financial Aid**

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

\_\_\_\_\_

**4. Placement Testing**

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

\_\_\_\_\_

**5. Register for Classes**

New students should contact the college for an advisement and registration appointment. Dates and times for registration are published in the current schedule of classes and on our website at [www.iecc.edu](http://www.iecc.edu).

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**6. Pay Tuition and Fees**

The fee statement received by students with their schedule at the time of registration is their bill. Tuition and fees may be paid in person at the Business Office, mailed, or online using Entrata. VISA and MasterCard are accepted. Tuition and fees are determined annually. Visit [www.iecc.edu](http://www.iecc.edu) for current tuition rates.

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**7. Books**

Students may purchase new and used books in the college bookstore or online. To purchase textbooks online, or check ISBN go to [www.iecc.edu/bookstore/](http://www.iecc.edu/bookstore/). Contact your college bookstore for information related to when books are available.

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**FRONTIER COMMUNITY COLLEGE**

618.842.3711  
Toll Free: 877.464.3687

**LINCOLN TRAIL COLLEGE**

618.544.8657  
Toll Free: 866.582.4322

**OLNEY CENTRAL COLLEGE**

618.395.7777  
Toll Free: 866.622.4322

**WABASH VALLEY COLLEGE**

618.262.8641  
Toll Free: 866.982.4322

# Academic Information

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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 granted to indicate the student has fulfilled all the requirements of a course. Credits may be earned at the college, transferred from another college, or in some instances, awarded for knowledge and skills previously acquired outside the formal instructional process.

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

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

A normal course load is 16 credit hours in the fall and spring semesters. The full-time course load for the summer term is twelve (12) credit hours. A student who wishes to carry an overload (more than twenty credit hours in the fall or spring) must obtain the appropriate college official's permission prior to registration. Students enrolled in remedial courses may not be permitted to take an overload. The granting of the overload permission will depend on the student's scholastic record.

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

## DUAL CREDIT

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

## STUDENTS TRANSFERRING TO IECC

Transcripts of students transferring credit to IECC toward a degree or certificate can be evaluated if the credit was earned at institutions accredited by The Higher Learning Commission (A Commission of the North Central Association of Colleges and Schools) or similar regional accrediting agencies. If the transcript indicates a cumulative grade-point average below 2.0, only course grades of C or above will be accepted. The Commission may be contacted at the HLC website at [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org) or by phone at 312/263-0456.

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

## PROFICIENCY AND CLEP

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

IECC will accept credit earned through CLEP (College Level Examination Program). However, students will receive a grade of P (Passing) and credits will only count for elective credit toward their program at IECC.

According to IECC policy, a student may take a maximum of twelve (12) pass/fail hours.

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

## ADVANCED PLACEMENT TESTING

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

## MILITARY CREDIT

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

## GRADING

Grades are awarded to reflect the quality of student performance. Grade values are assigned on a 4.0 scale from *A* to *F*. At the discretion of the instructor, an incomplete grade (*I*) may be awarded for a course if the student has not completed all course requirements by

the end of the semester. Incomplete grades for regular sixteen week courses should be completed by the fourth week of the next term or the incomplete grade will be changed to an *F*. Incomplete grades given for courses outside the regular sixteen week schedule must be finished within four weeks from the end date of the course or the incomplete grade will be changed to an *F*.

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

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

EARNED GRADE	SYMBOL INTERPRETATION	QUALITY POINTS EARNED
<b>All grades are considered earned.</b>		
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
<b>Grade Suffix</b>		
G	Grade Forgiveness	Not computed
N	Competency-Based Course	Not computed
Q	Less than college level/not calculated in GPA	Not computed
R	Repeat	Not computed
S	Set Aside	Not computed
X	By Proficiency	Computed
Z	Administrative Withdrawal	Not computed

## ACADEMIC PROGRESS

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

point average of 2.0 after attempting twelve (12) credit hours.

Regular class attendance is necessary if a student is to receive maximum benefit from college enrollment. The student must make arrangements for makeup work and absences with the instructor, who will determine whether an absence can be excused. If absences or

tardiness affect the quality of work, the instructor may recommend dropping the student from the course. Instructors will permit students to make up work missed because of field trips and activities approved by the college. **Also, see special requirements for allied health programs.**

## ACADEMIC PROBATION

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

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

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

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

## PASS/FAIL COURSES

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

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

In addition:

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

requirements entitled "Internship," "Seminar," NUR 1206, or NUR 2205.

4. A student may take courses in the adult and continuing education certificate programs for pass/fail credit.

## REPEATING COURSES

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

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

Students who are repeating a course under the **EDUCATIONAL GUARANTEE POLICY** must follow the policy guidelines outlined in Appendix A.

## GRADE FORGIVENESS

After three years, students may petition the Academic Standards Committee to "forgive" grades of *F* or *WF* (Withdrawal Failing) previously earned in a certificate or degree program. "Forgiven grades" will not be calculated by IECC in the student's cumulative grade-point average, but will remain on the transcript. If a student transfers to another college or university, the receiving institution may recalculate the GPA to include forgiven grades. (*WP* and *WF* grades have not been awarded by IECC since the 1998 summer semester.)

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

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



## AUDITING

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

## LATE REGISTRATION

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

## COURSE/COLLEGE WITHDRAWAL

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

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

## GRADUATION REQUIREMENTS

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

To graduate, all students must:

1. Successfully complete all of the prescribed requirements in the selected program of study.
2. Earn the required number of hours for the degree or certificate.
3. Earn a cumulative grade-point average of at least 2.0 for all IECC coursework.
4. Clear all school accounts and records.
5. Earn at least sixteen (16) hours of college-level credit at Illinois Eastern Community Colleges for a degree. For a certificate, sixteen (16) hours of college-level

credit or 50% of the hours required, whichever is less, must be earned at IECC.

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

## TERM HONORS (FALL & SPRING TERMS ONLY)

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

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

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

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

The names of honors recipients will be published.

## GRADUATION HONORS

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

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

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

## ISSUANCE OF TRANSCRIPTS

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

# Student Right to Know and Student Conduct

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# STUDENT'S RIGHT TO KNOW AND STUDENT CONDUCT

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

## NON-DISCRIMINATION

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

## AMERICANS WITH DISABILITIES ACT

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

## EDUCATIONAL GUARANTEES

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

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

## PERSISTENCE AND DEGREE COMPLETION

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

## SEXUAL HARASSMENT

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

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY

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

Upon written request, the student may inspect information in his or her official file and will be given the opportunity to challenge any information which he or she considers inaccurate. Details on confidentiality rules can be obtained from the Admissions Office (see Appendix C).

## DRUG-FREE SCHOOLS AND COMMUNITIES ACT

The IECC Board of Trustees recognizes the importance of a college environment that is free of substance abuse. The college environment includes students, employees, and other persons participating in IECC District 529-sponsored classes, programs, services, and other activities or events. Substance abuse is defined as the unauthorized possession, sale, transfer, purchase or use of alcohol, unlawful narcotics, cannabis, or any other

controlled substance. Substance abuse within the college environment is prohibited. Students and employees involved in substance abuse within the college environment are subject to disciplinary action. Any illegal substance abuse will result in involvement of law enforcement officials.

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

## **BLOODBORNE PATHOGENS**

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

## **CHRONIC COMMUNICABLE DISEASES**

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

## **CAMPUS SAFETY AND SECURITY – STUDENT'S RIGHT TO KNOW**

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

IECC encourages all students and employees to report all on-campus **INCIDENTS** of criminal activity, including but not limited to, murder, rape, sexual assault, robbery, aggravated assault, burglary, and motor vehicle theft, along with on-campus **ARRESTS** for liquor law violations, drug law violations, and weapons possessions to the President or his/her designee. Students and employees are encouraged to report all crimes considered to be a threat to students and employees so that IECC can determine if preventive measures can be implemented to prevent recurrence of a particular crime. Reporting is also

requested for evening classes and college events occurring at places other than college property. IECC custodial and maintenance staff or other college personnel are responsible for the security, access, and maintenance of all college buildings and grounds. As such, custodial and maintenance staff or other college personnel will be present on campus during all times that classes are in session. IECC administration monitors and evaluates campus safety on an ongoing basis.

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

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

IECC will monitor and cooperate with law enforcement agencies in an effort to keep students and employees apprised of reported crimes and arrests of students and employees which occur in the college community. Upon request, IECC will provide appropriate disciplinary information to victims of violent crimes. Campus crime statistics will be made available upon request to all students, employees, and the college community, as well as to student applicants and prospective employees. An annual report can be accessed on the IECC web site at [www.iecc.edu](http://www.iecc.edu). Information regarding sexual offenders is available online at the Illinois Department of Corrections website at <http://www.isp.state.il.us> or from local law enforcement agencies.

## **STUDENT CONDUCT POLICY**

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

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

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

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

## **IECC APPROPRIATE USE OF INFORMATION**

### **TECHNOLOGY RESOURCES POLICY**

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

## **TOBACCO POLICY**

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

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

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

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

## **STUDENT COMPLAINT POLICY**

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

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

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

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

1. Within ten (10) days of the incident causing the complaint, the complainant shall attempt to resolve the matter informally with the instructor or service provider in a meeting. If the matter is not resolved

within ten (10) days from the date of the meeting, the complainant may file a formal written complaint.

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

Inquiries may be directed to the Student Services Office.

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# STUDENT SERVICES

## SERVICES

### Advisement

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

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

### Business/Industry Services Center

The Center provides customized training to businesses and industries throughout the IECC District. Training is provided at the business location or industry site and is customized to meet company needs and requirements.

IECC, through the Business/Industry Services Center is a certified ACT WorkKeys Testing Center, providing assessments and job profiling. Utilizing several portable computer labs, the Center provides on-site, hands-on training in a wide variety of computer applications. Training is offered for credit or non-credit, depending on company need. For more information, contact B/I by phone at 618/395-4653 or check the website at [www.iecc.edu/bis](http://www.iecc.edu/bis).



### Career Planning and Placement

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

### Child Care

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

### Entrata

Entrata is the online information system at Illinois Eastern Community Colleges and is accessible by students, faculty, and employees. Entrata provides a portal to information, course listing, email, rosters, grades, transcripts, registration, and more. To access Entrata, you will need to obtain a PIN password from Student Services.

Once you have done this, you can log in by going to the Entrata link on the IECC website at [www.iecc.edu](http://www.iecc.edu).

### Hybrid Courses

Illinois Eastern Community Colleges offer hybrid courses which combine online and traditional face-to-face classroom instruction to promote student learning. In a hybrid course, a significant part of the course learning is online and as a result, the amount of classroom seat-time is reduced. The face-to-face hours are replaced by online activities and assignments which may include online discussion forums, case studies, group projects, guided practices, and content expert discussions. 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.

### IECC Alerts

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

### Internships

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

### Online Learning

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



To check our schedule for online classes and to learn more about online learning, go to [www.iecc.edu/online](http://www.iecc.edu/online).

### **Small Business Development Center**

The Small Business Development Center offers small businesses the necessary tools and services to maintain the competitive edge of existing businesses and assists in the development of new businesses. The Center provides assistance with one-on-one business counseling, business planning, loan structuring, marketing, management, and workshops. The Center serves the Illinois Eastern Community Colleges District, which includes Clay, Crawford, Edwards, Jasper, Lawrence, Richland, Wabash, Wayne, and White counties as well as the Lake Land College district, which includes Clark, Coles, Cumberland, Douglas, Edgar, Effingham, Moultrie, and Shelby counties. For more information, call 618/395-3011 or toll free at 866/529-4322, or go to [www.ieccsbdc.com](http://www.ieccsbdc.com).

### **Tutoring**

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

### **Veteran's Services**

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

## **FEDERAL TRIO PROGRAMS**

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

### **Educational Talent Search**

The Educational Talent Search (ETS) Program is a popular TRIO program with the goal to encourage and inspire its participants to think college early. Funded by the U.S. Department of Education, ETS serves 650 middle school and high school students in 24 schools throughout the IECC District as well as individuals between the ages of 11 and 27 who have not completed high school or college programs. All ETS services are free to those accepted into the program and include at-school activities during the regular school year and workshops and fun-filled educational trips during the summer. The ETS program is available to students who meet program requirements at target schools in Clay, Crawford, Edwards, Jasper, Lawrence, Richland, Wabash, and Wayne counties. For more information about this exciting program, contact the ETS office located on the campus of Olney Central

College at 618/395-7777 or go to [www.iecc.edu/ets](http://www.iecc.edu/ets).

### **Student Advantage Network**

This federally funded TRIO program, available at all four IECC colleges since 1993, offers tutoring, academic and career advisement, study skills enhancement and special enrichment programs. The program's goals are to help participants achieve their educational, career and life goals. The Student Advantage Network (SAN) 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 Student Advantage Network program 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 Student Advantage Network services, call the SAN counselors at any one of the four IECC colleges; Frontier Community College; Lincoln Trail College; Olney Central College; or Wabash Valley College. Interested students may also go to [www.iecc.edu/san](http://www.iecc.edu/san).

### **Upward Bound**

Upward Bound was the first TRIO program established at IECC and has continued to provide services to the youth of the community for more than 20 years. Upward Bound provides academic tutoring, college and career counseling, cultural enrichment, social awareness and other services to 115 participants each year. Students participate in bi-weekly tutorial sessions, attend workshops, participate in overnight college visits/cultural trips, and attend a six-week summer program at Olney Central College. Services are free. Students from East Richland, Edwards County, Fairfield Community, Lawrenceville, Newton Community, Oblong, Red Hill and West Richland high schools must apply for acceptance and meet program requirements to be considered for participation in the program. Students attending East Richland, Edwards County, Fairfield Community or West Richland high schools should call OCC at 866/622-4322 or go to [www.iecc.edu/upwardbound](http://www.iecc.edu/upwardbound) for more information. Students attending Lawrenceville, Oblong, Newton Community or Red Hill high schools should contact LTC at 866/582-4322 or go to [www.iecc.edu/upwardbound](http://www.iecc.edu/upwardbound) for more information.

## **SPECIAL PROGRAMS**

### **Adult Education**

Adults who need assistance with basic skills in reading, writing, and math can enroll in Adult Basic or Adult Secondary courses. The latter courses can lead to the GED (high school equivalency). These courses also prepare students for college.

### **Adult Education Human Services Program**

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

### **Job Location Development**

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

### **Literacy Program**

Free tutoring is available for adult residents of the District who want to improve reading and spelling skills and who read under a 9<sup>th</sup> grade level. Tutoring for those learning English as a Second Language is also available. No grades are given and scheduling is flexible. To register for free tutoring, or to volunteer as a literacy tutor, call Frontier at 618/842-3711, or toll-free at 877/464-3687.

### **Perkins**

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

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

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

## **Single Parent and Displaced Homemaker Program**

The Single Parent and Displaced Homemaker Program is funded by Perkins which is a federally funded grant program. The purpose of the Single Parent/Displaced Homemaker Program is to provide support services that assist students in gaining marketable skills. A participant in the program must (a) be single, divorced, widowed, or legally separated; (b) have custody or joint custody of his/her minor child/children; and (c) be enrolled in a career and technical education certificate or degree program; or (d) be a displaced homemaker. Services provided include education and career exploration, financial assistance to cover tuition, fees, transportation, books, and other support services. If you feel you qualify for this program, please contact the IECC Transition Center Office at 618/395-7777, ext. 2238. The Transition Center Office is located at Olney Central College.

### **Workforce Education**

This program provides industrial training for firms both inside and outside the college district in such subject areas as blueprint reading, hydraulics, electricity, continuous quality improvement, health and safety, hazardous material handling, supervisory management skills, welding, computer skills, QS9000 standards, and all types of OSHA training. Many of the courses are provided at the industrial site and are customized to meet specific business needs. Approximately 17,500 employees were trained in FY07 through the District's Workforce Education Program. For information, call 618/985-2828 ext. 8372 or 8378.

## **LEARNING RESOURCE CENTERS**

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

## **STUDENT ORGANIZATIONS AND ATHLETICS**

Each college offers a variety of clubs and organizations, including Student Senate and Phi Theta Kappa, an honorary scholastic organization which promotes student academic excellence and community service. Students may also participate in intramural sports and a range of music and program-related clubs including the Student

Nurses Association, the Radiography Club, Business Club, and Industrial Studies Club along with many others. Three of the colleges — LTC, OCC, and WVC — offer intercollegiate athletics and are members of the National

Junior College Association and the Great Rivers Athletic Conference. Teams are fielded in men's basketball and baseball and women's basketball and softball.



**Student:**

- Email Account
- Course Information
- Faculty Contacts
- Calendar
- Grades
- Transcripts
- Financial Aid
- Student Records
- Online Courses

Student, Faculty, & Employee Information System  
Illinois Eastern Community Colleges  
[entrata.iecc.edu](http://entrata.iecc.edu)

# Financial Information

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# FINANCIAL INFORMATION

## TUITION\*

**In-District** ..... \$71.00 per credit hour

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

**Variable In-District tuition** rate will be applied to Practical Nursing Certificate, Associate Degree in Nursing, and Radiography Program courses. See Allied Health Section for designated courses.

**Special Out-of-District**..... \$89.00 per credit hour

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

**Indiana students in** ..... \$114.00 per credit hour

### designated counties

(Clay, Daviess, Gibson, Greene, Knox, Parke, Pike, Posey, Sullivan, Vanderburgh, Vigo, and Warrick)

**Out-of-District** ..... \$198.15 per credit hour

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

**Out-of-State** ..... \$249.04 per credit hour

**International Student** ..... \$249.04 per credit hour

## ONLINE TUITION\*

In-District ..... \$71.00 per credit hour

Special Out-of-District ..... \$89.00 per credit hour

Indiana Students in Designated

Counties ..... \$110.00 per credit hour

Out-of-District..... \$110.00 per credit hour

U.S. Resident/Out-of-State ..... \$110.00 per credit hour

Non-U.S. Resident..... \$110.00 per credit hour

## MISCELLANEOUS FEES\*

Application Fee (one time, non-refundable) ..... \$10.00

ASSET or COMPASS (retest fee) ..... \$5.00

Ceramics Course Fee (per course) ..... \$20.00

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

Constitution Exam Fee..... \$10.00

Cost Recovery Fee<sup>1</sup> ..... variable

Course Drop/Add Fee ..... \$1.00 per course

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

Fitness Center Lab Fee ..... \$30.00 per course  
(LTC, OCC, WVC)

Graduation Fee ..... \$30.00  
Fee includes cap, gown, and diploma, and is payable at the time the graduation application is submitted.

Second Diploma Charge ..... \$10.00

Ladder/Certificate Program..... \$60.00  
Students taught on-site at businesses and industries will be assessed a \$30 fee for the first-level certificate; no charge at the second- and third-certificate levels, and a \$30 graduation fee for the AAS degree.

Late Registration Fee ..... \$5.00

Military Services Recruiting Fee ..... \$50.00

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

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

Proficiency Examination Fee ..... \$70.00 per exam

Student Support Fee ..... \$10.00 per credit hour

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

Textbook Rental Fee (FCC)..... \$10.00 per course  
(per 3 or more semester hour course, excluding dual credit and industrial training courses)

Transcript Fee ..... \$3.00

### Cosmetology

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

### Diesel Technology

Uniform Rental Fee ..... \$120.00 per semester

### Health Information Management

HIS Exam Fee for HIM 2220 Clinical Practicum.... \$150.00

### International Student

Admission Fee (one-time, non-refundable) ..... \$35.00

Application Fee (non-refundable) ..... \$50.00

For an independent international student plus any additional cost incurred (above \$50.00) by the use of an international mail service to expedite delivery of the application.

Transportation Fee ..... \$175.00 per semester

### Massage Therapy

Course Lab Fees..... \$20.00 per course

THM 1210 Massage Therapy Techniques I

THM 1215 Massage Therapy Techniques II

THM 1220 Massage Therapy Techniques III

THM 1250 Massage Therapy Student Clinical I

THM 1255 Massage Therapy Student Clinical II

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

Student Handbook Fee..... \$5.00

### **Medical Assistant**

Lab Fee .....	\$10.00 per lab hour
HEA 1208 Clinical Procedures	
Program Liability Insurance Fee .....	\$15.00 per year
National Health Association Testing Fee .....	\$150.00
HEA 2298 Internship	
Student Handbook Fee.....	\$5.00

### **Nursing**

#### Module Fees

NUR 1203, 1204, 1205, 1207 .....	\$9.00 per term
NUR 1201, 1202, 2201, 2202 .....	\$16.00 per term

#### Course Lab Fees

NUR 1201.....	\$50.00 per term
NUR 1202, 1203, 1204 .....	\$50.00 per term
NUR 1207 .....	\$20.00 per term
NUR 2201, 2202 .....	\$50.00 per term

#### Course Review Fees

NUR 1201, 1202, 1203, 1204 .....	\$50.00 per course
NUR 2201, 2202 .....	\$50.00 per course
NUR 1206, 2205 .....	\$75.00 per course

Nursing Student Handbook Fee.....\$5.00 per year  
(payable on admission to the program)

Program Liability Insurance Fee .....

	\$12.00 per year
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### **Nursing Assistant**

Program Liability Insurance Fee .....

	\$7.50 per course
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### **Pharmacy Technician**

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

### **Phlebotomy**

#### Course Lab Fees

PHB 1220, 1222 .....	\$20.00 per course
PHB 1224 .....	\$40.00 per course

Program Liability Insurance Fee .....

	\$12.00 per year
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Student Handbook Fee.....\$5.00 one-time fee

### **Radiography**

Course Lab Fees..... \$10.00 per credit hour

RAD 1206 Applied Clinical Radiography I	
RAD 1208 Radiology Patient Care	
RAD 1226 Applied Clinical Radiology II	
RAD 1236 Applied Clinical Radiology III	
RAD 1246 Applied Clinical Radiology IV	
RAD 1256 Applied Clinical Radiology V	

#### Program Enrichment Fees

Semester Fee .....

	\$60.00
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Clinical Fees .....

	\$20.00 per course
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RAD 1206 Applied Clinical Radiography I	
RAD 1226 Applied Clinical Radiology II	
RAD 1236 Applied Clinical Radiology III	
RAD 1246 Applied Clinical Radiology IV	
RAD 1256 Applied Clinical Radiology V	

Course Review Fees..... \$30 per course

RAD 1201 Introduction to Radiography	
RAD 1206 Applied Clinical Radiology I	
RAD 1226 Applied Clinical Radiology II	
RAD 1236 Applied Clinical Radiology III	
RAD 1246 Applied Clinical Radiology IV	
RAD 1256 Applied Clinical Radiology V	

Program Liability Insurance Fee .....

	\$15.00 per year
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### **Real Estate Broker Course Fee**

BUS 2608 .....

	\$65.00 per course
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### **Science Lab Fees**

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

### **Telecommunications Course Fees**

TEL 1266 .....	\$31.00 per course
TEL 1271 .....	\$366.00 per course
TEL 1272 .....	\$94.00 per course
TEL 1274 .....	\$24.00 per course
TEL 1276 .....	\$52.00 per course
TEL 2282 .....	\$94.00 per course
TEL 2288 .....	\$46.00 per course
TEL 2291 .....	\$96.00 per course
TEL 2292 .....	\$39.00 per course
TEL 2298 .....	\$55.00 per course
TEL 2299 .....	\$254.00 per course

**Truck Driving Course Fee** .....

	\$50.00 per driving hour
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**Welding Lab Fee**..... \$30.00 per course

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

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

## **REFUND POLICY**

A refund of 100% of the tuition and fees will be made to a student who withdraws during the first 10 days of a 16-week class period. No refunds will be given after the 10<sup>th</sup> day of the semester for regular 16-week courses.

For courses which are offered outside the regular 16-week schedule, contact the Records Office to determine the refund period.

## **TEXTBOOK POLICY**

Textbook buy back will be held at times and dates set by the bookstore. Full refunds will be given for texts that are not defaced in any way if the text is returned in the first 10 days of the academic term, excluding weekends. The

student must have a valid drop slip and/or the bookstore must receive official notice that the class has been administratively canceled.

## **IN-DISTRICT TUITION WAIVERS**

**After 6 p.m.; before 6 p.m.** – Tuition of \$20 per semester hour will be charged for students enrolled in four semester hours or less per semester if the course(s) begins **after** 6 p.m. Tuition of \$20 per semester hour will be charged for students enrolled in four semester hours or less **before** 6 p.m. if the student works a night shift on a full-time basis.

**Discretionary** – Other tuition waivers may be granted for recommendation by the president of the college with the approval of the chief executive officer or his designee.

**Full-time Employees** – Refer to IECC Procedures Manual 500.14 for current tuition waiver information.

**Part-time Faculty** – Refer to IECC Procedures Manual 500.14 for current tuition waiver information.

**Part-time Non-Faculty Employees** – Refer to IECC Procedures Manual 500.14 for current tuition waiver information. This tuition waiver does not apply to work-study students.

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

**Unemployed Tuition Waiver** – Tuition will be waived for unemployed residents of District 529 during the 2010-2011 academic year on a space-available basis subject to the following conditions and appropriate documentation:

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

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

This tuition waiver is for a maximum of 36 semester hours of credit towards a certificate program which can

be completed in 12 months. Enrollment must be completed within five calendar days after the first day of class.

## **STUDENT FINANCIAL AID**

Students enrolled in an eligible degree or certificate program may qualify for grants, loans, scholarships, or work study. The financial aid academic year is defined as 24 credit hours. Loans must be repaid, while grants and scholarships do not have to be repaid.

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

An important date is:

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

## **EMPLOYMENT**

### ❖ **Federal Work-Study Program**

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

## **FEDERAL GRANTS AND LOANS**

### ❖ **Federal Pell Grant**

This grant is designed to provide the foundation for all financial aid that is awarded on a need basis. Students may apply online at [www.fafsa.gov](http://www.fafsa.gov). The amount awarded is based on the student's need, eligibility, enrollment status, and length of enrollment. A student must be enrolled in an eligible degree or certificate program to qualify.

### ❖ **Federal Supplemental Educational Opportunity Grant (FSEOG)**

The purpose of this grant is to provide additional aid to students who exhibit exceptional financial need. To become eligible, the student must file the Free Application for Federal Student Aid (FAFSA) form and have a valid Student Aid Report (SAR) on file indicating eligibility for a Federal Pell Grant.

### ❖ **Academic Competitiveness Grant (ACG)**

A grant created by the Higher Education Reconciliation Act of 2005 to encourage students to take more challenging courses in high school and to encourage students to pursue college majors in high demand. Students apply by completing the FAFSA

form. This grant is awarded to students who are eligible for the Federal PELL Grant, who are U.S. citizens, and are enrolled at least half time in an eligible certificate or degree program. In order for the students to receive the first year award, they must have graduated from high school after January 1, 2006. To receive the award for the second year, they must have graduated from high school after January 1, 2005. Students must have completed a rigorous high school program of study as determined by the state. Second year students must maintain a cumulative 3.0 grade point average to qualify.

- ❖ **William D. Ford Federal Direct Loan (Subsidized)**  
Direct Loans are low-interest loans for students to help pay for the cost of education after high school. The lender is the U.S. Department of Education rather than a bank or other financial institution. Repayment begins six months after the student ceases to be enrolled on at least a half-time basis. Subsidized loans are based on need and other eligibility requirements. The loan amount may not be more than the educational expenses, less financial aid, less family contributions. With a subsidized loan, the government pays the interest while the student is enrolled at least half-time and during grace and deferments periods.
- ❖ **William D. Ford Federal Direct Loan (Unsubsidized)**  
This low interest, non-need based loan is available to students who are enrolled at least half time in an eligible program. Students may choose to make quarterly interest payments while in school. Repayment will begin six months after the student ceases to be enrolled on at least a half-time basis.
- ❖ **Federal Direct PLUS Loan**  
The Federal Direct PLUS Loan for dependent students is available for parents who wish to borrow to help pay for their children's education. Federal Direct PLUS borrows obtain these loans through the U.S. Department of Education rather than a lending institution and do not have to demonstrate need. Borrowers have the option to begin repayment either 60 days after the loan is fully disbursed or six months after the student ceases to be enrolled on at least a half-time basis.
- ❖ **Federal Perkins Loan**  
Students may also borrow through the Federal Perkins Loan Program. Repayments begin nine months after the student ceases to be enrolled on at least a half-time basis. This loan is available as funding permits.
- ❖ **Veterans' Programs** for veterans who wish to use their Educational Assistance Allowance (GI Bill):  
The Post-9/11 Bill

Montgomery GI Bill – Active Duty (MGIB-AD)  
Montgomery GI Bill – Selected Reserve (MGIB-SR)  
Reserve Educational Assistance Program (REAP)  
Veterans Educational Assistance Program (VEAP)  
Educational Assistance Test Program (Section 901)  
Survivor' and Dependents' Educational Assistance Program (DEA)  
National Call to Service Program

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

## STATE GRANTS

### Illinois Student Assistance Commission

- ❖ **Illinois Incentive for Access (IIA)**  
This grant is a one-time award for freshman students who, based on the federal-need calculation, have been determined to have no family resources. Students must be enrolled at least halftime.
- ❖ **Monetary Award Program (MAP)**  
This grant pays partial tuition and fees for qualified Illinois residents who attend approved Illinois institutions and does not require repayment. Applicants must file a Free Application for Federal Student Aid (FAFSA), demonstrate need, and reapply each year.
- ❖ **Illinois Veterans Grant** for Illinois residents who have at least one (1) year of active duty in the U.S. Armed Forces with an honorable discharge. The recipient must also have resided in and returned to Illinois within six (6) months of entry and separation from the service.
- ❖ **National Guard or Naval Militia Benefit Program** is available to members and officers of the Illinois National Guard or Naval Militia. Applications must be refilled each year prior to deadlines.
- ❖ **Other Programs**  
Programs such as the Police/Fire Officer Survivor Grant, Grant for Dependents of Correction Officers, Robert C. Byrd Honors Scholarship, Minority Teachers of Illinois Scholarship, David DeBolt Teacher Shortage Scholarship, and Special Education Teacher Tuition Waiver Program.

As funding may be limited, it is important that students adhere to program deadlines. Additional sources of financial aid are available. For more information, log on to [www.collegezone.com](http://www.collegezone.com) or contact the Financial Aid Office.



## ACADEMIC STANDARDS FOR FINANCIAL AID

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

## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

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

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

A student who fails to maintain the required cumulative GPA or successful cumulative completion rate, or both, will be placed on financial aid probation for one semester.

## FINANCIAL AID PROBATION

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

If, after the financial aid probation semester, the student does not have both the required cumulative GPA of 2.0 or above and a successful cumulative completion rate of at least 67%, the student may remain on financial aid probation if:

1. semester GPA is at least 2.0  
and
2. semester completion rate is 67%.

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

## FINANCIAL AID SUSPENSION

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

## COMPLETION OF CLASSES

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

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

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

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

Courses that have been repeated remain in attempted hours but the original grades are excluded from the GPA.

## TIME FRAME FOR ELIGIBILITY

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

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

## APPEALS AND PROCEDURES

Students denied financial aid are entitled to an explanation for the basis of a denial. The student may file a written appeal with the Financial Aid Office. The Financial Aid Officer will make a decision to accept or deny the appeal based on professional judgment. If the appeal is denied, the student has the right to appeal the denial to the Financial Aid Appeals Committee. The student or the committee may request the student's appearance before the committee. The chairperson of the Financial Aid Appeals Committee shall convene the committee to hear the appeal, and report the committee's findings to the dean of the college within

three working days of the committee's recommendation regarding the appeal. The dean shall review the recommendations of the Financial Aid Appeals Committee and make a determination as to the findings. The student will be notified by mail. If the student successfully appeals termination status, they will regain financial aid eligibility on a probationary status. The student will be required to maintain a 2.0 term GPA and a term completion rate of 75%. Failure to do so will result in financial aid suspension.

## **WITHDRAWALS**

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

# General Program Information

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# GENERAL PROGRAM INFORMATION

## TRANSFER PROGRAMS

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

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

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

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

The General Education Core Curriculum (GECC) is the starting point for students pursuing an associate transfer degree (60 or more semester credits) or a bachelor's degree (120 or more credits). These students must take a set of core courses considered an essential foundation for a well-rounded education. This core consists of 12 to 13 courses, or 37 to 41 credits, as displayed on page 47. The IAI codes can be explained further by an academic advisor or through the IAI website.

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

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

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

Indiana. Contact an advisor for specific transfer information.

## CAREER AND TECHNICAL PROGRAMS

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

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

Students who successfully complete a career and technical education degree program will earn the Associate in Applied Science (AAS) degree.

## ASSOCIATE IN APPLIED SCIENCE

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

### Communications and Science

**and/or Math ..... 9 sem. hrs.**

(A minimum of **one** communications course and **one** science or math course must be included in the 9 hours.)

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

**Social Science and/or Humanities ..... 3 sem. hrs.**

**Total General Education Hours ..... 15 sem. hrs.**

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

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

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

## **FRANKLIN UNIVERSITY ALLIANCE**

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

## **ILLINOIS VIRTUAL CAMPUS**

Illinois Virtual Campus offers access to courses and programs delivered online or through distance learning. Enrollees may use IECC computer labs to access online courses. For course offerings, check out the Illinois Virtual Campus link at [www.iecc.edu](http://www.iecc.edu) or [www.ivc.illinois.edu](http://www.ivc.illinois.edu)

# IAI GENERAL EDUCATION CORE CURRICULUM

## GENERAL EDUCATION CORE COURSES ..... 37-41 semester credits

IAI equivalents are listed in the right-hand column.

### Communications ..... 9 semester credits

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

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

<sup>1</sup>Must be completed with a grade of "C" or better.

### Mathematics ..... 3-6 semester credits

MTH	1103	- Liberal Arts Math (3-3-0)	M1	904
MTH	1122	- Geometry for Elementary Majors <sup>2</sup> (3-3-0)	M1	903
MTH	1131	- Introduction to Statistics (3-3-0)	M1	902
MTH	1141	- Mathematical Modeling (3-3-0)	M1	907
MTH	1151	- Finite Mathematics (3-3-0)	M1	906
MTH	1152	- Applied Calculus (4-4-0)	M1	900
MTH	1161	- Discrete Mathematics (3-3-0)	M1	905
MTH	1171	- Calculus and Analytic Geometry I (5-5-0)	M1	900-1
MTH	1172	- Calculus and Analytic Geometry II (5-5-0)	M1	900-2
MTH	2173	- Calculus and Analytic Geometry III (4-4-0)	M1	900-3

<sup>2</sup>Only Elementary Education major students receive IAI credit.

### Physical and Life Sciences ..... 7-8 semester credits

Must include **one** course selected from the life sciences and **one** course from the physical sciences. Must include **one** laboratory course. An "L" at the end of the number indicates a laboratory course.

#### Life Sciences

LSC	1101	- General Biology I (4-3-2)	L1	900L
LSC	1102	- General Biology II (4-3-2)	L1	900L
LSC	1103	- General Botany (4-3-2)	L1	901L
LSC	1104	- General Zoology (4-3-2)	L1	902L
LSC	1105	- Environmental Biology (4-4-0)	L1	905
LSC	2111	- Human Anatomy & Physiology (4-3-2)	L1	904L

#### Physical Sciences

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

### Humanities/Fine Arts ..... 9 semester credits

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

#### Humanities

LIT	2101	- Introduction to Literature (3-3-0)	H3	900
LIT	2111	- American Literature to 1855 (3-3-0)	H3	914
LIT	2112	- American Literature Since 1855 (3-3-0)	H3	915
LIT	2121	- English Literature to 1800 (3-3-0)	H3	912
LIT	2122	- English Literature Since 1800 (3-3-0)	H3	913
LIT	2131	- World Literature to 1620 (3-3-0)	H3	906
LIT	2132	- World Literature Since 1620 (3-3-0)	H3	907
LIT	2135	- Women in Literature (3-3-0)	H3	911D
LIT	2141	- Understanding Poetry (3-3-0)	H3	903

LIT	2142	- Understanding Drama (3-3-0)	H3	902
LIT	2143	- Understanding the Short Story (3-3-0)	H3	901
LIT	2151	- Shakespeare (3-3-0)	H3	905
LIT	2181	- Mythology (3-3-0)	H9	901
PHI	1111	- Introduction to Philosophy (3-3-0)	H4	900
PHI	2101	- Introduction to Ethics (3-3-0)	H4	904
PHI	2111	- Introduction to Logic (3-3-0)	H4	906
PHI	2121	- Philosophy of Religion (3-3-0)	H4	905
SPN	2121	- Intermediate Spanish II (4-3-2)	H1	900

#### Humanities/Fine Arts

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

#### Fine Arts

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

### Social and Behavioral Sciences ..... 9 semester credits

Selected courses from at least **two** disciplines. Any course with a "D" or "N" suffix to the IAI code would fulfill the human diversity requirement.

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

\*\*IECC courses that fulfill the human diversity requirement.

**This list will be updated periodically to reflect additions and deletions. Please check with an advisor for most current information.**

## ASSOCIATE IN SCIENCE (AS) – D110\*

### I. Communication — Required 3 courses (9 hours)

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

\_\_\_ ENG 1111 Composition I<sup>1</sup>      \_\_\_ ENG 1121 Comp & Analysis<sup>1</sup>      \_\_\_ SPE 1101 Fund of Eff Speaking

<sup>1</sup> Must be completed with "C" or better.

### II. Mathematics — Required (6 hours)

\_\_\_ MTH 1102 College Algebra      \_\_\_ MTH 1141 Math Modeling      \_\_\_ MTH 1171 Calc & Analyt Geo I  
\_\_\_ MTH 1103 Liberal Arts Math      \_\_\_ MTH 1151 Finite Mathematics      \_\_\_ MTH 1172 Calc & Analyt Geo II  
\_\_\_ MTH 1122 Geo for Ele Majors<sup>2</sup>      \_\_\_ MTH 1152 Applied Calculus      \_\_\_ MTH 2173 Calc & Analyt Geo III  
\_\_\_ MTH 1131 Intro to Statistics      \_\_\_ MTH 1161 Discrete Mathematics

<sup>2</sup> Only Elementary Education major students receive IAI credit.

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

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

#### Life Sciences

\_\_\_ LSC 1101 Gen Biology I<sup>3</sup>      \_\_\_ LSC 1103 Gen Botany<sup>3</sup>      \_\_\_ LSC 1105 Environ Biology  
\_\_\_ LSC 1102 Gen Biology II<sup>3</sup>      \_\_\_ LSC 1104 Gen Zoology<sup>3</sup>      \_\_\_ LSC 2111 Human Anat & Phys<sup>3</sup>

#### Physical Sciences

\_\_\_ CHM 1120 Intro Chemistry<sup>3</sup>      \_\_\_ GEL 1110 Gen Geology<sup>3</sup>      \_\_\_ PHY 1120 Physics I<sup>3</sup>  
\_\_\_ CHM 1130 Gen Chemistry<sup>3</sup>      \_\_\_ GEL 1112 Phys Geology<sup>3</sup>      \_\_\_ PHY 2110 Gen Physics I<sup>3</sup>  
\_\_\_ GEG 1101 Intro to Phys Geog      \_\_\_ GEL 2111 Environ Geology<sup>3</sup>      \_\_\_ PSC 1101 Intro to Physical Science<sup>3</sup>  
\_\_\_ GEG 1103 Intro Meteorology      \_\_\_ PHY 1110 Survey of Physics<sup>3</sup> I      \_\_\_ PSC 1111 Intro to Astronomy  
\_\_\_ PSC 1112 Intro to Astronomy Lab<sup>3</sup>

<sup>3</sup> Indicates a laboratory course.

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

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

#### Humanities

\_\_\_ LIT 2101 Intro to Literature      \_\_\_ LIT 2132 World Lit Since 1620      \_\_\_ LIT 2181 Mythology  
\_\_\_ LIT 2111 Amer Lit to 1855      \_\_\_ LIT 2135 Women in Literature      \_\_\_ PHI 1111 Intro to Philosophy  
\_\_\_ LIT 2112 Amer Lit Since 1855      \_\_\_ LIT 2141 Understanding Poetry      \_\_\_ PHI 2101 Intro to Ethics  
\_\_\_ LIT 2121 English Lit to 1800      \_\_\_ LIT 2142 Understanding Drama      \_\_\_ PHI 2111 Intro to Logic  
\_\_\_ LIT 2122 Eng Lit Since 1800      \_\_\_ LIT 2143 Understanding the Short Story      \_\_\_ PHI 2121 Philos of Religion  
\_\_\_ LIT 2131 World Lit to 1620      \_\_\_ LIT 2151 Shakespeare      \_\_\_ SPN 2121 Interim Spanish II

#### Humanities / Fine Arts

\_\_\_ HUM 2151 Intro to Asian Cult<sup>4</sup>

#### Fine Arts

\_\_\_ ART 1141 Cinema Apprec      \_\_\_ HUM 2161 Forging the Am Char<sup>4</sup>  
\_\_\_ ART 1181 Prehis Anc/Med Art      \_\_\_ DRA 1111 Intro to Theatre      \_\_\_ MUS 1104 World Music<sup>4</sup>  
\_\_\_ ART 2101 Understanding Art      \_\_\_ HUM 1111 Intro to Art, Music, & Thea      \_\_\_ MUS 2131 Music History  
\_\_\_ ART 2181 Ren to Contemp Art      \_\_\_ MUS 1101 Music Appreciation      \_\_\_ MUS 2132 Music History II  
\_\_\_ ART 2191 Non-Western Art      \_\_\_ MUS 1102 History of Amer Music  
<sup>4</sup> Indicates a human diversity course.      \_\_\_ MUS 1103 Music in Multicult America<sup>4</sup>

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

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

\_\_\_ ANT 2101 Intro to Anthrop<sup>4</sup>      \_\_\_ HIS 1112 Western Civ After 1600      \_\_\_ PSY 2105 Adolescent Psych  
\_\_\_ ANT 2102 Cultural Anthrop      \_\_\_ HIS 2101 U.S. History to 1877      \_\_\_ PSY 2107 Social Psychology  
\_\_\_ BUS 2104 Business Economic      \_\_\_ HIS 2102 U.S. History Since 1877      \_\_\_ PSY 2109 Hum Growth & Dev  
\_\_\_ ECN 2101 Princ of Macroeco      \_\_\_ HUM 2131 Intro to Latin Am Culture      \_\_\_ SOC 1107 Soc of Sex & Gender  
\_\_\_ ECN 2102 Princ of Microeco      \_\_\_ PLS 2101 Govmnt of the U.S.<sup>4</sup>      \_\_\_ SOC 1108 Race and Ethnic Relations<sup>4</sup>  
\_\_\_ GEG 1102 World Geography      \_\_\_ PLS 2103 State & Local Govmnt      \_\_\_ SOC 2101 Prin of Sociology<sup>4</sup>  
\_\_\_ HIS 1104 Hist of East Civ I      \_\_\_ PSY 1101 General Psychology I<sup>4</sup>      \_\_\_ SOC 2102 Soc Prob & Trends<sup>4</sup>  
\_\_\_ HIS 1105 Hist of East Civ II<sup>4</sup>      \_\_\_ PSY 1108 Psych Aspects of Aging      \_\_\_ SOC 2103 Marriage and Family  
\_\_\_ HIS 1111 Wst Civ Bfr 1600 AD      \_\_\_ PSY 2104 Child Psychology      \_\_\_ SSC 2106 Intro to Intl Relat  
<sup>4</sup> Indicates a human diversity course.

### VI. Human Diversity Requirement — Required (1 course)

Select a humanity or social science with a <sup>4</sup> to meet this requirement.

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

\_\_\_ EDU 1107 Health      \_\_\_ EDU 1111 Multimedia First Aid      \_\_\_ HEC 1101 Nutrition  
\_\_\_ EDU 1108 Stan Red Crs Frst Aid      \_\_\_ EDU 2108 Drug and Alcohol Ed

Any PEG, PEI, PTE Course

### VIII. Major / Elective Credit — 21 semester hours

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

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

## ASSOCIATE IN ARTS (AA) – D100

### I. Communication — Required 3 courses (9 hours)

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

\_\_\_ ENG 1111 Composition I<sup>1</sup>                      \_\_\_ ENG 1121 Comp & Analysis<sup>1</sup>                      \_\_\_ SPE 1101 Fund of Eff Speaking

<sup>1</sup> Must be completed with “C” or better.

### II. Mathematics — Required (3 hours)

Any IAI Math Course.

\_\_\_ MTH 1103 Liberal Arts Math                      \_\_\_ MTH 1151 Finite Mathematics                      \_\_\_ MTH 1171 Calc & Analyt Geo I  
\_\_\_ MTH 1122 Geo for Ele Majors<sup>2</sup>                      \_\_\_ MTH 1152 Applied Calculus                      \_\_\_ MTH 1172 Calc & Analyt Geo II  
\_\_\_ MTH 1131 Intro to Statistics                      \_\_\_ MTH 1161 Discrete Mathematics                      \_\_\_ MTH 2173 Calc & Analyt Geo III  
\_\_\_ MTH 1141 Math Modeling

<sup>2</sup> Only Elementary Education major students receive IAI credit.

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

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

#### Life Sciences

\_\_\_ LSC 1101 Gen Biology I<sup>3</sup>                      \_\_\_ LSC 1103 Gen Botany<sup>3</sup>                      \_\_\_ LSC 1105 Environ Biology  
\_\_\_ LSC 1102 Gen Biology II<sup>3</sup>                      \_\_\_ LSC 1104 Gen Zoology<sup>3</sup>                      \_\_\_ LSC 2111 Human Anat & Phys<sup>3</sup>

#### Physical Sciences

\_\_\_ CHM 1120 Intro Chemistry<sup>3</sup>                      \_\_\_ GEL 1110 Gen Geology<sup>3</sup>                      \_\_\_ PHY 1120 Physics I<sup>3</sup>  
\_\_\_ CHM 1130 General Chemistry<sup>3</sup>                      \_\_\_ GEL 1112 Phys Geology<sup>3</sup>                      \_\_\_ PHY 2110 General Physics I<sup>3</sup>  
\_\_\_ GEG 1101 Intro to Phys Geog                      \_\_\_ GEL 2111 Environ Geology<sup>3</sup>                      \_\_\_ PSC 1101 Intro to Physical Science<sup>3</sup>  
\_\_\_ GEG 1103 Intro Meteorology                      \_\_\_ PHY 1110 Survey of Physics<sup>3</sup>                      \_\_\_ PSC 1111 Intro to Astronomy  
\_\_\_ PSC 1112 Intro to Astronomy Lab<sup>3</sup>

<sup>3</sup> Indicates a laboratory course.

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

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

#### Humanities

\_\_\_ LIT 2101 Intro to Literature                      \_\_\_ LIT 2132 World Lit Since 1620                      \_\_\_ LIT 2181 Mythology  
\_\_\_ LIT 2111 Amer Lit to 1855                      \_\_\_ LIT 2135 Women in Literature                      \_\_\_ PHI 1111 Intro to Philosophy  
\_\_\_ LIT 2112 Amer Lit Since 1855                      \_\_\_ LIT 2141 Understanding Poetry                      \_\_\_ PHI 2109 Intro to Ethics  
\_\_\_ LIT 2121 English Lit 1800                      \_\_\_ LIT 2142 Understanding Drama                      \_\_\_ PHI 2111 Intro to Logic  
\_\_\_ LIT 2122 English Lit Since 1800                      \_\_\_ LIT 2143 Understand the Short Story                      \_\_\_ PHI 2121 Phil of Religion  
\_\_\_ LIT 2131 World Lit to 1620                      \_\_\_ LIT 2151 Shakespeare                      \_\_\_ SPN 2121 Interm Spanish II

#### Humanities / Fine Arts

\_\_\_ HUM 2151 Intro to Asian Cult<sup>4</sup>                      \_\_\_ HUM 2161 Forging the Am Char<sup>4</sup>

#### Fine Arts

\_\_\_ ART 1141 Cinema Apprec                      \_\_\_ DRA 1111 Intro to Theatre                      \_\_\_ MUS 1104 World Music<sup>4</sup>  
\_\_\_ ART 1181 Prehis Anc & Med Art                      \_\_\_ HUM 1111 Intro to Art, Music, & Theatre                      \_\_\_ MUS 2131 Music History  
\_\_\_ ART 2101 Understanding Art                      \_\_\_ MUS 1101 Music Appreciation                      \_\_\_ MUS 2132 Music History II  
\_\_\_ ART 2181 Ren to Contemp Art                      \_\_\_ MUS 1102 History of Am Music  
\_\_\_ ART 2191 Non-Western Art<sup>4</sup>                      \_\_\_ MUS 1103 Music in Multicult America<sup>4</sup>

<sup>4</sup> Indicates a human diversity course.

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

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

\_\_\_ ANT 2101 Intro to Anthropology<sup>4</sup>                      \_\_\_ HIS 1112 Western Civ After 1600                      \_\_\_ PSY 2105 Adolescent Psych  
\_\_\_ ANT 2102 Cult Anthropology<sup>4</sup>                      \_\_\_ HIS 2101 U.S. History to 1877                      \_\_\_ PSY 2107 Social Psych  
\_\_\_ BUS 2104 Business Economics                      \_\_\_ HIS 2102 U.S. History Since 1877                      \_\_\_ PSY 2109 Human Grow & Dev  
\_\_\_ ECN 2101 Prin of Macroeco                      \_\_\_ HUM 2131 Intro to Latin Am Culture<sup>4</sup>                      \_\_\_ SOC 1107 Soc of Sex & Gender<sup>4</sup>  
\_\_\_ ECN 2102 Prin of Microeco                      \_\_\_ PLS 2101 Government of the U.S.<sup>4</sup>                      \_\_\_ SOC 1108 Race and Ethnic Relations<sup>4</sup>  
\_\_\_ GEG 1102 World Geography<sup>4</sup>                      \_\_\_ PLS 2103 State & Local Govmnt<sup>4</sup>                      \_\_\_ SOC 2101 Princ of Sociology<sup>4</sup>  
\_\_\_ HIS 1104 History of East Civ I<sup>4</sup>                      \_\_\_ PSY 1101 General Psychology I<sup>4</sup>                      \_\_\_ SOC 2102 Social Prob & Trends<sup>4</sup>  
\_\_\_ HIS 1105 History of East Civ II<sup>4</sup>                      \_\_\_ PSY 1108 Psych Aspects of Aging                      \_\_\_ SOC 2103 Marriage and Family  
\_\_\_ HIS 1111 West Civ Bfr 1600 AD                      \_\_\_ PSY 2104 Child Psychology

<sup>4</sup> Indicates a human diversity course.

### VI. Human Diversity Requirement — Required (1 course)

Select a humanity or social science with a <sup>4</sup> to meet this requirement.

#### Fine Arts

\_\_\_ ART 2191 Non-Western Art                      \_\_\_ MUS 1103 Multicultural America                      \_\_\_ MUS 1104 World Music

#### Social and Behavioral Sciences

\_\_\_ ANT 2101 Intro to Anthropology                      \_\_\_ HIS 1105 History of Eastern Civ II                      \_\_\_ SOC 1107 Soc of Sex & Gender  
\_\_\_ ANT 2102 Cult Anthro                      \_\_\_ HUM 2131 Intro to Latin Am Culture                      \_\_\_ SOC 2101 Princ of Sociology  
\_\_\_ GEG 1102 World Geography                      \_\_\_ PLS 2101 Government of the U.S.                      \_\_\_ SOC 2102 Social Prob & Trends  
\_\_\_ HIS 1104 History of East Civ I                      \_\_\_ PSY 1101 General Psychology I                      \_\_\_ SSC 2106 Intro to Intl Relations

### VII. Foreign Language — Required (8 hours)

Two semesters of the same language.

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

\_\_\_ EDU 1107 Health                      \_\_\_ EDU 1111 Multimedia First Aid                      \_\_\_ HEC 1101 Nutrition  
\_\_\_ EDU 1108 Stand Red Cross First Aid                      \_\_\_ EDU 2108 Drug and Alcohol Ed

Any PEG, PEI, PTE Course

### IX. Major / Elective Credit — 17 semester hours

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

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



## ASSOCIATE IN SCIENCE AND ARTS (ASA) – D111\*

### I. Communication — Required 3 courses (9 hours)

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

\_\_\_ ENG 1111 Composition I<sup>1</sup>                      \_\_\_ ENG 1121 Comp & Analysis<sup>1</sup>                      \_\_\_ SPE 1101 Fund of Eff Speaking

<sup>1</sup> Must be completed with "C" or better.

### II. Mathematics — Required (3 hours)

Any IAI Math Course.

\_\_\_ MTH 1103 Liberal Arts Math                      \_\_\_ MTH 1151 Finite Mathematics                      \_\_\_ MTH 1171 Calc & Analyt Geo I  
\_\_\_ MTH 1122 Geo for Ele Majors<sup>2</sup>                      \_\_\_ MTH 1152 Applied Calculus                      \_\_\_ MTH 1172 Calc & Analyt Geo II  
\_\_\_ MTH 1131 Intro to Statistics                      \_\_\_ MTH 1161 Discrete Mathematics                      \_\_\_ MTH 2173 Calc & Analyt Geo III  
\_\_\_ MTH 1141 Math Modeling

<sup>2</sup> Only Elementary Education major students receive IAI credit.

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

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

#### Life Sciences

\_\_\_ LSC 1101 Gen Biology I<sup>3</sup>                      \_\_\_ LSC 1103 Gen Botany<sup>3</sup>                      \_\_\_ LSC 1105 Environ Biology  
\_\_\_ LSC 1102 Gen Biology II<sup>3</sup>                      \_\_\_ LSC 1104 Gen Zoology<sup>3</sup>                      \_\_\_ LSC 2111 Human Anat & Phys<sup>3</sup>

#### Physical Sciences

\_\_\_ CHM 1120 Intro Chemistry<sup>3</sup>                      \_\_\_ GEL 1110 Gen Geology<sup>3</sup>                      \_\_\_ PHY 1120 Physics I<sup>3</sup>  
\_\_\_ CHM 1130 Gen Chemistry<sup>3</sup>                      \_\_\_ GEL 1112 Physical Geology<sup>3</sup>                      \_\_\_ PHY 2110 Gen Physics I<sup>3</sup>  
\_\_\_ GEG 1101 Intro to Phys Geog                      \_\_\_ GEL 2111 Environ Geology<sup>3</sup>                      \_\_\_ PSC 1101 Intro to Physical Science<sup>3</sup>  
\_\_\_ GEG 1103 Intro Meteorology                      \_\_\_ PHY 1110 Survey of Physics<sup>3</sup>                      \_\_\_ PSC 1111 Intro to Astronomy  
\_\_\_ PSC 1112 Intro to Astronomy Lab<sup>3</sup>

<sup>3</sup> Indicates a laboratory course.

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

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

#### Humanities

\_\_\_ LIT 2101 Intro to Literature                      \_\_\_ LIT 2132 World Liter Since 1620                      \_\_\_ LIT 2181 Mythology  
\_\_\_ LIT 2111 Amer Lit to 1855                      \_\_\_ LIT 2135 Women in Literature                      \_\_\_ PHI 1111 Intro to Philosophy  
\_\_\_ LIT 2112 Amer Lit Since 1855                      \_\_\_ LIT 2141 Understand Poetry                      \_\_\_ PHI 2101 Intro to Ethics  
\_\_\_ LIT 2121 English Lit to 1800                      \_\_\_ LIT 2142 Understand Drama                      \_\_\_ PHI 2111 Intro to Logic  
\_\_\_ LIT 2122 English Lit Since 1800                      \_\_\_ LIT 2143 Understand the Short Story                      \_\_\_ PHI 2121 Philos of Religion  
\_\_\_ LIT 2131 World Lit to 1620                      \_\_\_ LIT 2151 Shakespeare                      \_\_\_ SPN 2121 Intermed Spanish II

#### Humanities / Fine Arts

\_\_\_ HUM 2151 Intro to Asian Cult<sup>4</sup>                      \_\_\_ HUM 2161 Forging the Am Character<sup>4</sup>

#### Fine Arts

\_\_\_ ART 1141 Cinema Apprec                      \_\_\_ DRA 1111 Intro to Theatre                      \_\_\_ MUS 1104 World Music<sup>4</sup>  
\_\_\_ ART 1181 Prehis Anc/Med Art                      \_\_\_ HUM 1111 Intro to Art, Music, & Theatre                      \_\_\_ MUS 2131 Music History  
\_\_\_ ART 2101 Understanding Art                      \_\_\_ MUS 1101 Music Appreciation                      \_\_\_ MUS 2132 Music History II  
\_\_\_ ART 2181 Ren to Contemp Art                      \_\_\_ MUS 1102 History of Am Music  
\_\_\_ ART 2191 Non-Western Art<sup>4</sup>                      \_\_\_ MUS 1103 Music in Multicult America<sup>4</sup>

<sup>4</sup> Indicates a human diversity course.

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

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

\_\_\_ ANT 2101 Intro to Anthro<sup>4</sup>                      \_\_\_ HIS 1112 Western Civ After 1600                      \_\_\_ PSY 2105 Adolescent Psych  
\_\_\_ ANT 2102 Cult Anthropology<sup>4</sup>                      \_\_\_ HIS 2101 U.S. History to 1877                      \_\_\_ PSY 2107 Social Psych  
\_\_\_ BUS 2104 Business Econ                      \_\_\_ HIS 2102 U.S. History Since 1877                      \_\_\_ PSY 2109 Human Grow & Dev  
\_\_\_ ECN 2101 Prin of Macroeco                      \_\_\_ HUM 2131 Intro to Latin Am Culture<sup>4</sup>                      \_\_\_ SOC 1107 Soc of Sex & Gender<sup>4</sup>  
\_\_\_ ECN 2102 Princ of Microeco                      \_\_\_ PLS 2101 Government of the U.S.<sup>4</sup>                      \_\_\_ SOC 1108 Race and Ethnic Relations<sup>4</sup>  
\_\_\_ GEG 1102 World Geography<sup>4</sup>                      \_\_\_ PLS 2103 State & Local Govmnt                      \_\_\_ SOC 2101 Princ of Sociology<sup>4</sup>  
\_\_\_ HIS 1104 History of East Civ I<sup>4</sup>                      \_\_\_ PSY 1101 General Psych I<sup>4</sup>                      \_\_\_ SOC 2102 Social Prob & Trends<sup>4</sup>  
\_\_\_ HIS 1105 History of East Civ II<sup>4</sup>                      \_\_\_ PSY 1108 Psych Aspects of Aging                      \_\_\_ SOC 2103 Marriage & Family  
\_\_\_ HIS 1111 West Civ Bfr 1600 AD                      \_\_\_ PSY 2104 Child Psychology                      \_\_\_ SSC 2106 Intro to Intl Relations

<sup>4</sup> Indicates a human diversity course.

### VI. Human Diversity Requirement — Required (1 course)

Select a humanity or social science with a <sup>4</sup> to meet this requirement.

#### Fine Arts

\_\_\_ ART 2191 Non-Western Art                      \_\_\_ MUS 1103 Multicult America                      \_\_\_ MUS 1104 World Music

#### Social and Behavioral Sciences

\_\_\_ ANT 2101 Intro to Anthropology                      \_\_\_ HIS 1105 History of Eastern Civ II                      \_\_\_ SOC 1107 Soc of Sex & Gender  
\_\_\_ ANT 2102 Cult Anthropology                      \_\_\_ HUM 2131 Intro to Latin Amer Cult                      \_\_\_ SOC 2101 Princ of Sociology  
\_\_\_ GEG 1102 World Geography                      \_\_\_ PLS 2101 Government of the U.S.                      \_\_\_ SOC 2102 Social Prob & Trends  
\_\_\_ HIS 1104 History of East Civ I                      \_\_\_ PSY 1101 General Psych I

### VII. Major / Elective Credit — 27 semester hours

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

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

## CERTIFICATE IN GENERAL STUDIES (GENST) – C596

The Certificate in General Studies is designed for those students who are unsure about a career, major, or program of study. This certificate serves as exploratory coursework, as well as a ladder into degree programs, which could be either a career and technical education degree geared toward employment or a transfer degree.

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

## ASSOCIATE IN GENERAL STUDIES (AGS) – D595\*

### \*This degree is available online.

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

General Education .....	<b>20 sem. hrs.</b>
Area of concentration.....	<b>12 sem. hrs.</b>
Electives.....	<b>32 sem. hrs.</b>
<b>Total.....</b>	<b>64 sem. hrs.</b>

### I. General Education

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

ENG 1101	Introduction to Composition	
ENG 1111	Composition I	
ENG 1121	Composition & Analysis	
ENG 1201	Communications	
ENG 1211	Basic Skills in Oral Communications	
ENG 1212	Technical Writing	
SPE 1101	Fundamentals of Effective Speaking	
<b>OR.....</b>	<b>3 sem. hrs.</b>	
SPE 1111	Interpersonal Communications	

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

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

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

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

### II. Area of Concentration

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

Education requirements may not be counted toward “area of concentration” requirements.

#### ❖ Communications Skills

English, composition, communications, journalism, and speech.

#### ❖ Mathematics

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

#### ❖ Science

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

#### ❖ Humanities

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

#### ❖ Social Science

Anthropology, economics, geography, history, political science, psychology, and sociology.

#### ❖ General Business

Management, marketing, accounting, advertising, bookkeeping, and general business.

#### ❖ Technical Skills

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

### III. Elective Course Work

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

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

# Transfer Program Outlines

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other programs available – contact advisor

# TRANSFER PROGRAM OUTLINES

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

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

## ART

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

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

## ATHLETIC TRAINING

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

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

## BIOLOGICAL SCIENCE

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

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

LSC	1104	General Botany	4
SPE	1101	Fundamentals of Effective Speaking	<u>3</u>
		Total Hours	36

### **BUSINESS**

#### **First Year** **Semester Hours**

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

#### **Second Year** **Semester Hours**

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

### **COMPUTER SCIENCE**

#### **First Year** **Semester Hours**

CIS	2180	C Language	
		<b>OR</b>	
DAP	2180	C Language	3
ENG	1111	Composition I	3
ENG	1121	Composition and Analysis	3
GECC		Life Science	4
GECC		Social Science	3
GEN	1103	Orientation (recommended)	1
MTH	1171	Calculus & Analytical Geometry I	5
MTH	1172	Calculus & Analytical Geometry II	5
		PHY 2110	
		General Physics I	
		<b>OR</b>	

CHM	1130	General Chemistry I	<u>5</u>
		Total Hours	32

#### **Second Year** **Semester Hours**

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

### **CRIMINAL JUSTICE**

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

#### **First Year** **Semester Hours**

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

#### **Second Year** **Semester Hours**

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

## EARLY CHILDHOOD EDUCATION

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

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

## ELEMENTARY EDUCATION

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

## Second Year Semester Hours

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

## ENGINEERING

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

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

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

## MATHEMATICS

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

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

## MUSIC

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

## Second Year Semester Hours

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

## PHYSICAL EDUCATION (TEACHER CERTIFICATION)

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

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



## **PRE-DENTISTRY**

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

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

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

## **PRE-LAW**

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

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

## **Second Year Semester Hours**

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

## **PRE-MED**

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

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

## **Second Year Semester Hours**

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

## **PRE-PHARMACY**

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

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

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

**Second Year Semester Hours**

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

**PRE-PHYSICAL THERAPY**

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

**First Year Semester Hours**

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

**Second Year Semester Hours**

CHM	1130	General Chemistry I	5
CHM	1132	General Chemistry II	5
GECC		Fine Arts	3
GECC		Humanity	3
GECC		Humanity/Fine Arts	3
LSC	2111	Human Anatomy & Phys. I	4
LSC	2112	Human Anatomy & Phys. II	4
MTH	1131	Statistics	3
PSY	1101	General Psychology	3
SPE	1101	Fundamentals of	

Effective Speaking	<u>3</u>
Total Hours	36

**PRE-VETERINARY MEDICINE**

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

**First Year Semester Hours**

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

**Second Year Semester Hours**

CHM	1130	General Chemistry I	5
CHM	1132	General Chemistry II	5
GECC		Fine Arts	3
GECC		Humanity	3
GECC		Social Science	3
LSC	1104	Zoology	4
PSY	1101	General Psychology	3
SPE	1101	Fundamentals of Effective Speaking	<u>3</u>
		Total Hours	29

**PSYCHOLOGY**

**First Year Semester Hours**

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

**Second Year Semester Hours**

		Elective	15
GECC		Fine Arts	3
GECC		Humanity	3
GECC		Physical Science	4

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

### SECONDARY EDUCATION

#### First Year Semester Hours

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

#### Second Year Semester Hours

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

### SOCIAL WORK

#### First Year Semester Hours

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

#### Second Year Semester Hours

		Elective	13
GECC		Fine Arts	3
GECC		Humanity	3
GECC		Humanity/Fine Arts	3
GECC		Physical Science	4

PLS	2101	Government of the U.S.	3
SOC	2101	Principles of Sociology	<u>3</u>
		Total Hours	32

### SPECIAL EDUCATION

#### First Year Semester Hours

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

#### Second Year Semester Hours

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

# Allied Health

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# ALLIED HEALTH

## **ASSOCIATE DEGREE IN NURSING (NUR)**

### **ASSOCIATE IN APPLIED SCIENCE DEGREE D350**

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

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

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

#### **Application Deadline and Requirements**

Completed applications must be received at the college site by February 15 to be ranked for the fall semester. Late applications will be accepted pending available space.

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

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

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

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

Advisor for the Nursing Program at the college site to determine eligibility.

#### **Requirements after the Student is Accepted into the Program**

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

\*Certification as nurse assistant criterion:

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

#### **Program at all Four Colleges**

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

#### **Articulation and Educational Mobility**

The IECC/OCC Nursing Program supports the concept of articulation and educational mobility. The IECC/Olney Central College Associate in Applied Science in Nursing degree program participates in the statewide articulation initiative. The program is approved by the Illinois Department of Financial and Professional Regulation, website at [www.idfpr.com](http://www.idfpr.com), and accredited by the National League for Nursing Accrediting Commission (NLNAC), which is located at 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326; 404/975-5000, website: [www.nlnac.org](http://www.nlnac.org). The PN exit is approved by the Illinois Department of Financial and Professional Regulation.

### Practical Nurse Exit Option

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

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

Current IECC Practical Nursing students may apply to the second year of the associate degree nursing program while enrolled in the program. Successful completion of the practical nursing certificate courses will be required for admission to the associate degree program. Failure to successfully complete any of the practical nursing courses will negate the acceptance to the Associate Degree in Nursing program.

### Licensed Practical Nurses

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

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

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

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

### Transfer Students

Transfer students who meet curriculum criteria may be granted advanced placement to enter NUR 1202 or NUR 2201. Prior to entering the advanced placement course, the student must successfully complete NUR 1205.

Generic students who have had an academic absence of two or more years, who are readmitted beyond NUR 1201, must complete NUR 1205 prior to re-entering nursing courses.

### Fees

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

will be required to pay fees for testing as mandated by the president of Olney Central College.

### Conduct and Health

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

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

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

<b>First Year First Semester</b>			<b>Semester Hours</b>
LSC	2111	Human Anatomy & Physiology I <sup>1</sup>	4
NUR	1201 <sup>3</sup>	Nursing I	10
PSY	1101	General Psychology I <sup>1</sup>	<u>3</u>
Semester Total			17

<b>First Year Second Semester</b>			<b>Semester Hours</b>
ENG	1111	Composition I <sup>1</sup>	3
LSC	2112	Human Anatomy & Physiology II <sup>1</sup>	4
NUR	1202 <sup>3</sup>	Nursing II	10
PSY	2109	Human Growth & Development <sup>1</sup>	<u>3</u>
Semester Total			20

<b>Second Year First Semester</b>			<b>Semester Hours</b>
LSC	2110	General Microbiology <sup>1</sup>	4
NUR	2201 <sup>3</sup>	Nursing III	10
SOC	2101	Principles of Sociology <sup>1</sup>	<u>3</u>
Semester Total			17

<b>Second Year Second Semester</b>			<b>Semester Hours</b>
ENG	1121	Composition & Analysis <sup>1</sup>	3
NUR	2202 <sup>3</sup>	Nursing IV	10
NUR	2205 <sup>3</sup>	Registered Nurse Review Course	2
SPE	1101	Fundamentals of Effective Speaking <sup>1</sup>	<u>3</u>
Semester Total			18

**Total Credit Hours** 72

<sup>1</sup>General Education Hours (30)

### Other:

NUR	1203 <sup>3</sup>	Clinical Nursing*	6
NUR	1204 <sup>3</sup>	Nursing Constructs**	3
NUR	1205 <sup>3</sup>	Transition to Nursing***	V1-4
NUR	1206 <sup>3</sup>	Practical Nurse Review*	1

<sup>3</sup> Variable tuition rate applies to this course.

- \* Students applying for PN Licensure
- \*\* Entering non-IECC LPNs/IECC LPNs who complete first level three years prior to readmittance into second level.
- \*\*\* Transfer students granted advanced placement.

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

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

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

### Academic Progress/Nursing

1. All nursing students must achieve a minimum grade of C in theory as well as a satisfactory grade for laboratory components of each nursing course. Any grades less than C achieved in a nursing or concurrent general education course are unacceptable for progression in the nursing program.
2. General education courses must be completed before or during the semester they are scheduled. Students who do not complete the general education courses early or as scheduled will not be allowed to enroll in the next nursing course.
3. Any student who fails to earn a grade of C or above in a nursing course or concurrent general education course cannot continue and will be dropped from the nursing program. Students who do not meet these standards may seek readmission, following procedures outlined in **Readmission of Nursing Students**.
4. Each RN nursing student will be required to achieve a minimum passing score of 800 on the Health Education System, Inc. (HESI) computerized exit exam for nurses or an equivalent standardized nursing exit exam which is approved by the Associate Dean of Nursing and Allied Health. Each LPN nursing student will be required to achieve a minimum passing score of 700 on the Health Education System, Inc. (HESI) computerized exit exam for nurses or an equivalent standardized nursing exit exam which is approved by the Associate Dean of Nursing and Allied Health. The required score and the approved nursing exit exam will be specified in the applicable course syllabus for NUR 1206, PNC 1216, or NUR 2205 offered in the last semester of either the LPN or the RN program. If the required score is not achieved in the first attempt, remediation and completion of the required live NCLEX review will be required before the student will be

approved to take the standardized nursing exit exam a second time. If the student fails to achieve the required score on the second attempt of the standardized nursing exit exam, the student will be required to successfully complete an approved on-line review course prior to attempting the standardized nursing exit exam for the third time. Failure to pass the standardized nursing exit exam on the third attempt will result in the student receiving the grade earned for the NUR 1206, PNC 1216, or NUR 2205 course. No requirements to take additional standardized nursing exams will be required. In all instances, the student will be required to pay the cost of additional applications for the standardized nursing exit exam and any cost of remediation/reviews.

### Readmission of Nursing Students

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

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

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

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

1. That there are new or extraordinary circumstances, not known by or available to the petitioner at the time of the original petition for readmission, which adversely affected the petitioner's ability to meet the academic standards, or

2. That the procedures employed by the committee failed to give the petitioner a fair hearing.

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

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

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

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

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

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



**BASIC NURSE ASSISTANT TRAINING PROGRAM  
(BAID) CERTIFICATE C335**

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

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

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

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

<u>One Semester</u>		<u>Semester Hours</u>
HEA	1203	Basic Nurse Assistant Training Program
		<u>7</u>
		Semester Total 7
<u>Total Credit Hours</u>		<u>7</u>

**HEALTH CAREERS (HLTH) CERTIFICATE C196**

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

<u>First Semester</u>		<u>Semester Hours</u>
HEA	1225	Intro to Medical Terminology
HLT	1201	Health Careers Orientation
HLT	1202	Health Careers Related Skills
HLT	1203	Health Careers I
		<u>V2</u>
		Semester Total 8

<u>Second Semester</u>		<u>Semester Hours</u>
HEA	1203	Basic Nurse Assistant Training
		<u>7</u>
		Semester Total 8

<u>Third Semester</u>		<u>Semester Hours</u>
HLT	2204	Health Careers II
		<u>V7</u>
		Semester Total 7

**Fourth Semester Semester Hours**

HLT	2205	Health Careers III	<u>V7</u>
		Semester Total	7

<u>Total Credit Hours</u>			<u>29</u>
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**Recommended elective:**

HEA	1603	Practical Pharmacology	1
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## **PRACTICAL NURSING CERTIFICATE (PNURS)**

### **CERTIFICATE**

**C340**

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

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

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

### **Application Deadline and Requirements**

Completed applications must be received at the college site by April 15 to be ranked for the fall semester. Late applications will be accepted pending available space.

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

Also, minimum COMPASS or ASSET test scores at or above the 34<sup>th</sup> national percentile are required.

(Applicants may take the COMPASS or ASSET twice during an application process.)

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

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

### **Requirements after the Student is Accepted into the Program**

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

\*Certification as nurse assistant criterion:

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

### **Program at all Four Colleges**

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

### **Articulation and Educational Mobility**

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

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

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

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

Practical Nursing Program students may make application to the IECC Associate Degree Nursing Program to continue their education.

## Transfer Students

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

## State Articulation/Approval

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

## Fees

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

## First Year

### First Semester Semester Hours

LSC	2111	Human Anatomy & Physiology I <sup>1</sup>	4
PNC	1211 <sup>3</sup>	Practical Nursing I	5
PNC	1212 <sup>3</sup>	Practical Nursing II	5
PSY	1101	General Psychology I <sup>1</sup>	<u>3</u>
		Semester Total	17

### Second Semester Semester Hours

ENG	1111	Composition I <sup>1</sup>	3
LSC	2112	Human Anatomy & Physiology II <sup>1</sup>	4
PNC	1213 <sup>3</sup>	Practical Nursing III	5
PNC	1214 <sup>3</sup>	Practical Nursing IV	5
PSY	2109	Human Growth & Development <sup>1</sup>	<u>3</u>
		Semester Total	20

### Summer Semester Semester Hours

PNC	1215 <sup>3</sup>	Clinical Nursing	6
PNC	1216 <sup>3</sup>	Practical Nurse Review	<u>1</u>
		Semester Total	7

Total Credit Hours 44

<sup>1</sup>General Education Hours (17)

<sup>3</sup>Variable tuition rate applies to this course.

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

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

## Academic Progress/Nursing

1. General education courses must be completed with a grade of C or above before or during the semester they are scheduled. Students who do not successfully complete the general education courses early or as scheduled will not be allowed to enroll in the next nursing course.
2. Any student who fails to earn a grade of C or above in a nursing course or concurrent general education course cannot continue and will be dropped from the nursing program. Students who do not meet these standards may seek readmission, (see **Readmission of Nursing Students**).
3. Each Practical Nursing student will be required to achieve a minimum passing score of 700 on the Health Education System, Inc (HESI) computerized exit exam for nurses. See the Practical Nursing Handbook for the policy on the exit exam.

## Readmission of Nursing Students

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

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

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

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

1. That there are new or extraordinary circumstances, not known by or available to the petitioner at the time of the original petition for readmission, which

adversely affected the petitioner's ability to meet the academic standards, or

2. That the procedures employed by the committee failed to give the petitioner a fair hearing.

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

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

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

## **RADIOGRAPHY (XRAY)**

### **ASSOCIATE IN APPLIED SCIENCE DEGREE**

**D327**

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

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

The OCC Associate in Applied Science degree in Radiography is an intensive, two-year (six consecutive semesters) course of study. The program 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](http://www.jrcert.org). Graduates are eligible to take the American Registry of Radiologic Technologist's (ARRT) exam. Most states, including Illinois, accept ARRT for state licensure, without additional licensure examination. Employment opportunities for radiographers are available nationwide in all types of medical health facilities and private industry. Further educational opportunities promoting career advancement are readily available.

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

Applicants not accepted must reapply to be considered the following year. Individuals may reapply to the program as often as desired. Failure to start the program results in a loss of acceptance for admission status.

Transfer students and drop/restart students will receive individual consideration, based on availability of space and continuity of the program.

Requirements related to application deadlines, ranking, and admission, are found in the *Application and Admission Guidelines* and are available for review at [www.iecc.edu/radtech/](http://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**

This is a rigorous training program with many applicants and a limited number of accepted students. Qualified applicants are ranked for admission based on a composite score derived from the COMPASS/ASSET test,

and GPA of specific high school science, social science, and mathematics courses or college level program support courses.

#### **Prospective Students**

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

- A. Complete an application to Olney Central College by March 1 for admission in May.
- B. Transcripts  
Official copies submitted by March 1 to the Radiography Program Advisor.
  1. Official High School or GED equivalent
  2. Official transcripts from all post-secondary institutions
- C. Minimum cumulative GPA of 2.5\* for all college level courses or if no college coursework has been completed, a cumulative high school GPA of 2.5. Students making application for the same year they graduate from high school must have a 2.5 GPA at the end of the first semester of their senior year to be eligible to apply.
- D. COMPASS/ASSET Test scores must be at the 34<sup>th</sup> national percentile or above in English, reading and mathematics in accordance with OCC admission standards.
  1. Official copies of test results must be submitted by March 1.
  2. Test must be taken within two years of application.
  3. If COMPASS/ASSET test is taken at another institution, it is the student's responsibility to have test scores submitted to Olney Central College.
  4. Applicant may take the COMPASS/ASSET test twice during each year application is made to the program. However, testing dates MUST be 90 days apart.
  5. Applicant should contact Radiography Program Advisor in the Student Services Office at OCC to determine if test scores meet application criteria.
  6. If remediation is required by test scores, course work must be completed prior to retest.
  7. Applicants should consult the college catalog or IECC website ([www.iecc.edu](http://www.iecc.edu)) for any applicable fees related to repeating tests.
- E. LSC 1101 (General Biology I) or equivalent (high school Biology I and II) with a grade of C or better.\*\*
- F. Successfully complete CIS 1101 or higher level computer class or approved documentation of computer proficiency through work experience or approved high school computer coursework.

- G. Register for HEA 2299 by February 15 and successfully complete by March 1. HEA 2299 includes a radiography orientation and 8 hours of agency observation.
- H. All prospective students must review the Program Handbook, at [www.iecc.edu/radtech/](http://www.iecc.edu/radtech/). The Prospective Student Review form must be completed to verify the review process. Applicants must submit the completed form to the Radiography Program Advisor by March 1.
- I. It is the policy of Olney Central College to screen its students applying to the Radiography Program for prior criminal convictions as a condition for admission. 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.

\*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. 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.

\*\*Candidates not meeting this requirement may qualify for admission contingent upon successful completion of this program requirement prior to beginning Radiography course work.

- J. Other Program Requirements  
Technical standards the student must have:
  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.
2. Complete physical exam and required immunizations (fees paid by student). Forms are distributed to students by Program Director.
3. Complete a satisfactory criminal background check as designated by the program by May 1\* (fees paid by student).
4. Complete drug screening as designated by the program\* (fees paid by student).
5. Purchase uniforms, lab jackets, and shoes prior to beginning clinical education in the fall semester
6. Meet with Program Director at scheduled time to review program requirements, receive appropriate forms, and ask questions regarding Radiography Program requirements/policies. You 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.

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

### Students Not Accepted

Students who are not accepted are encouraged to reapply to the program. Students are not placed on a waiting list for the next application year. Students who reapply must repeat the complete application process.

### Transfer Students

Advanced placement of a Radiography transfer student could be accommodated if space is available and if the student is at an appropriate educational level as determined by:

1. Transcripts;
2. Placement tests;
3. Discussion with previous Program Director;
4. Courses completed in the previous program in correlation with OCC Radiography curriculum;
5. Previous program was accredited by either a programmatic or regional accreditation agency.

### Conduct and Health

In addition to meeting the Radiography Program requirements for admission, a student's conduct and

health status must also meet the standards of the clinical agencies.

**PRE-PROGRAM REQUIREMENTS Semester Hours**

HEA	2299	Independent Study in Allied Health	<u>.5</u>
		Semester Total	.5

**LEVEL I Summer Semester Semester Hours**

RAD	1201 <sup>3</sup>	Introduction to Radiography	3
RAD	1207 <sup>3</sup>	Intro. to Radiographic Processing	2
RAD	1208 <sup>3</sup>	Radiology Patient Care	3
RAD	1211 <sup>3</sup>	Radiography Orientation	.5
RAD	1215 <sup>3</sup>	Radiographers Mathematics	<u>2</u>
		Semester Total	10.5

**Fall Semester Semester Hours**

HEA	1225	Intro to Medical Terminology	3
LSC	2111	Human Anatomy & Physiology I	4
RAD	1204 <sup>3</sup>	Radiographic Procedures I	4
RAD	1206 <sup>3</sup>	Applied Clinical Radiology I	2
RAD	1209 <sup>3</sup>	Radiologic Science	<u>3</u>
		Semester Total	16

**Spring Semester Semester Hours**

LSC	2112	Human Anatomy & Physiology II	4
RAD	1222 <sup>3</sup>	Principles of Radiographic Exposure	3
RAD	1223 <sup>3</sup>	Quality Improvement	2
RAD	1224 <sup>3</sup>	Radiographic Procedures II	4
RAD	1226 <sup>3</sup>	Applied Clinical Radiology II	<u>2</u>
		Semester Total	15

Professional Activity – ISSRT Annual Convention/  
Educational Tournament

**LEVEL II Summer Semester Semester Hours**

RAD	1227 <sup>3</sup>	Contrast Procedures	2
RAD	1236 <sup>3</sup>	Applied Clinical Radiology III	2
ENG	1111	Composition I	
		<b>OR</b>	
SPE	1101	Fundamentals of Effective Speaking (recommended)	
		<b>OR</b>	
		Communications Elective*	<u>3</u>
		Semester Total	7

**Fall Semester Semester Hours**

RAD	1221 <sup>3</sup>	Clinical Radiographic Pathology	3
RAD	1228 <sup>3</sup>	Radiation Biology & Protection	3
RAD	1246 <sup>3</sup>	Applied Clinical Radiology IV	3

RAD	2201 <sup>3</sup>	Advanced Imaging and Modalities	<u>3</u>
		Semester Total	12

**Spring Semester Semester Hours**

PSY	1101	General Psychology I (recommended)	
		<b>OR</b>	
		other Social Science Elective**	3
RAD	1256 <sup>3</sup>	Applied Clinical Radiology V	3
RAD	2203 <sup>3</sup>	Radiologic Sectional Anatomy	3
RAD	2204 <sup>3</sup>	Registry Review	1
RAD	2205 <sup>3</sup>	Radiology Supervision Skills	<u>1</u>
		Semester Total	11

**Total Credit Hours 72**

Professional Activity – ISSRT Annual Conference/  
Educational Tournament  
Graduation in May (ARRT Registry Exam after program completion)

<sup>3</sup>Variable tuition rate applies to this course. The variable tuition rate also applies to RAD 1210 and RAD 1601.

**\*Communications elective:**

SPE	1111	Interpersonal Communications	
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**\*\*Social Science electives:**

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

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

HEA	2299	Independent Study in Allied Health	1
RAD	1229 <sup>3</sup>	Research in Radiography	1
RAD	2201	Advanced Imaging and Modalities	3
RAD	2203 <sup>3</sup>	Radiologic Sectional Anatomy	2
RAD	2205 <sup>3</sup>	Radiology Supervision Skills	1
SPE	1101	Fundamentals of Effective Speaking	3
		Social Science Elective	3
		Elective	<u>2</u>
		Semester Total	16

# Career and Technical Education Program Information

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



FCC	LTC	✓ OCC	WVC	✓ Online
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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	
		<b>OR</b>	
		College Level Math	4
BUS	1101	Introduction to Business	3
DAP	1201	Business Computer Systems	3
ECN	2101	Principles of Macroeconomics <sup>1</sup>	3

**Second Semester Credit Hours 16**

ACC	2102	Managerial Accounting	4
BMG	2103	Business Statistics	3
ECN	2102	Principles of Microeconomics <sup>1</sup>	3
ENG	1111	Composition I <sup>1</sup>	3
PSY	1101	General Psychology I <sup>1</sup>	3

**Third Semester Credit Hours 14**

ACC	1202	Quick Books I	2
ACC	2121	Cost Accounting	3
ACC	2141	Federal Tax Accounting	3
BUS	2101	Business Law I	3
BUS	2105	Business Finance	3

**Fourth Semester Credit Hours 16**

ACC	1203	Quick Books II	2
ACC	1204	Certified Professional Bookkeeper <b>OR</b> Elective	3
ACC	2298	Internship	2
BMG	2204	Human Resource Management	3
SPE	1101	Fundamentals of Effective Speaking <sup>1</sup>	3
BUS	2102	Business Law II	<u>3</u>

**Total Credit Hours 63**

<sup>1</sup>General Education Hours

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

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

### First Semester Credit Hours 15

ENG	1111	Composition I	3
JUS	1200	Introduction to Criminal Justice	3
JUS	1210	Criminal Law I	3
JUS	2250	Current Issues in Corrections	3
PSY	1101	General Psychology I	3

### Second Semester Credit Hours 18

ENG	1121	Composition and Analysis	3
JUS	1205	Ethics for Police Officers	3
JUS	1211	Criminal Law II	3
JUS	1225	Homeland Security	3
JUS	2253	Probation and Parole	3
SOC	2101	Principles of Sociology	3
Semester Total			18

### Third Semester Credit Hours 15

JUS	1220	Youth & Administration of Justice	3
JUS	1226	Terrorism	3
JUS	2201	Criminal Investigations I	3
JUS	2252	Correctional Facility Operation	3
MTH	1201	Technical Math	
<b>OR</b>			
		College Level Math	_V3

### Fourth Semester Credit Hours 18

DAP	1201	Business Computer Systems	
<b>OR</b>			
DAP	2202	Word Processing I	3
JUS	1230	Substance Abuse Issues	3
JUS	2230	Institutional Corrections	3
JUS	2251	Supervision of Inmates	3
PEG	1137	First Aid & Safety Education	V3
SPE	1101	Fundamentals of Effective Speaking	_3

### Total Credit Hours 66

#### **Recommended elective:**

JUS	1215	Introduction to Criminology	3
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FCC	LTC	✓ OCC	WVC	Online
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Designed for in-service personnel and pre-service officers, the Administration of Justice program offers students a chance to learn what it is really like in the world of law and order. Such a degree can lead to positions in police departments, correctional facilities, the courts, probation and parole offices, working with juveniles and even private enforcement agencies that often specialize in security or investigation. There are also jobs in almost all federal agencies, as these offices have enforcement branches vital to everyday functions. Opportunities are dependent, of course, upon recruiting standards of each particular agency. Students should see an advisor concerning this program.

**First Semester Credit Hours 15**

ENG	1111	Composition I	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	3

**Second Semester Credit Hours 18**

ENG	1121	Composition & Analysis	3
JUS	1205	Ethics for Police Officers	3
JUS	1211	Criminal Law II	3
JUS	1225	Homeland Security	3
JUS	2253	Probation & Parole	3
SOC	2101	Principles of Sociology	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	
		<b>OR</b>	
		College Level Math	V3
		Humanities Elective	3

**Fourth Semester Credit Hours 15**

DAP	1201	Business Computer Systems	
		<b>OR</b>	
DAP	2202	Word Processing I	3
JUS	1226	Terrorism	3
JUS	1230	Substance Abuse Issues	3
JUS	2202	Criminal Investigations II	3
SPE	1101	Fundamentals of Effective Speaking	3

**Summer Semester Credit Hours 3**

JUS	2220	Police Organization & Operation	<u>3</u>
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**Total Credit Hours 66**

**Recommended elective:**

JUS	1215	Introduction to Criminology	3
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# ADMINISTRATIVE INFORMATION TECH (AIT) ASSOCIATE IN APPLIED SCIENCE DEGREE D219

✓ FCC	✓ LTC	✓ OCC	✓ WVC	✓ Online
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The Administrative Information Tech degree program is designed to prepare the student as a professional office assistant or manager. Emphasis is placed on computer use and office technologies, developing good work habits and attitudes, gaining knowledge about the business world, and acquiring skills in keyboarding, computer applications, office machines, and effective written and oral communications.

The student will be placed in keyboarding classes according to previous experience, training, and ability; Beginning Keyboarding (BOC 1201) or 30 WPM skill level.

**First Semester** **Credit hours 17**

BMG 1202	Business Math	
	<b>OR</b>	
	College Level Math <sup>1</sup>	4
BOC 1202	Intermediate Keyboarding	3
BOC 1206	Employment Methods	1
BUS 1101	Introduction to Business	3
DAP 2202	Word Processing I	3
ENG 1111	Composition I	
	<b>OR</b>	
ENG 1201	Communications <sup>1</sup>	3

**Second Semester** **Credit hours 17**

ACC 1101	Applied Accounting	
	<b>OR</b>	
ACC 2101	Financial Accounting	4
BOC 1208	Automated Office Procedures <sup>2</sup>	4
CIS 1205	Windows Operating Applications	3
DAP 2203	Word Processing II	3
ENG 1202	Business Correspondence <sup>1</sup>	3

**Third Semester** **Credit hours 17**

ACC 2221	Computerized Accounting	2
BOC 2203	Advanced Keyboarding	3
BOC 2210	Office Seminar I	1
BOC 2211	Office Internship I	V2-6
BUS2202	Records Management	3
CIS 1275	PowerPoint	3
CIS 1278	Spreadsheet	3

**Fourth Semester** **Credit hours 18**

BOC 2213	Office Internship II/ Seminar	V3-6
BUS 2203	Office Management	3
DAP 2265	Desktop Publishing I	3
PSY 1101	General Psychology I	
	<b>OR</b>	
PSY 1103	Business Psychology <sup>1</sup>	3
SPE 1101	Fundamentals of Effective Speaking	
	<b>OR</b>	
SPE 1111	Interpersonal Communications <sup>1</sup>	3

**Total Credit Hours** **69**

<sup>1</sup>General Education Hours

<sup>2</sup>Previous keyboard experience required

<b>Other recommended core courses (with permission of instructor):</b>		
BOC1230	Alphabetic Shorthand I*	3
BOC2208	Machine Transcription*	2
CIS 1203	Introduction to Web Page Construction	3
CIS 1210	e-Portfolio Mechanics	.5
DAP 1201	Business Computer Systems	3
DAP1203	Microcomputer Applications in Business	3
GEN1207	e-Portfolio Development	.5
GEN2207	e-Portfolio Assessment	.5
*Required for State of Illinois Civil Service Clerical/Office Exams.		

# ADMINISTRATIVE INFORMATION TECH (AIT)

CERTIFICATE C218

✓ FCC	✓ LTC	✓ OCC	✓ WVC	✓ Online
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The Administrative Information Tech certificate program is designed to prepare the student as an entry-level office assistant. Emphasis is placed on computer use and office technologies, developing good work habits and attitudes, gaining knowledge about the business world, and acquiring skills in keyboarding, computer applications, office machines, and effective written and oral communications. Students pursuing professional level jobs should enroll in the degree program.

The student will be placed in keyboarding classes according to previous experience, training, and ability; Beginning Keyboarding (BOC 1201) or 30 WPM skill level.

## First Semester Credit hours 16

BOC 1202	Intermediate Keyboarding	3
BOC1206	Employment Methods	1
BUS 2202	Records Management	3
CIS 1275	PowerPoint	3
CIS 1278	Spreadsheet	3
DAP 2202	Word Processing I	3 <sup>1</sup>

## **Other recommended core courses (with permission of instructor):**

CIS 1203	Introduction to Web Page Construction	3
DAP 1201	Business Computer Systems	3
DAP 1203	Microcomputer Applications in Business	3
GEN 1107	Portfolio Development	2

## Second Semester Credit hours 17

ACC 1101	Applied Accounting	4
BOC 1208	Automated Office Procedures	4
BOC 2203	Advanced Keyboarding	3
CIS 1286	Database	3
ENG 1202	Business Correspondence	3

## Total Credit Hours 33

FCC	LTC	OCC	✓ WVC	Online
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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 20.5**

CIS	1104	Intro to Online Learning <sup>1</sup>	.5
CIS	1210	e-Portfolio Mechanics <sup>1</sup>	.5
EDR	1202	Mechanical Blueprint Reading	4
GEN	1207	Portfolio Development <sup>1</sup>	.5
MAN	1201	Introduction to Machining	5
MAN	1202	Industrial Safety	2V
MAN	1211	Industrial Electricity	4
WEL	1203	Practical Welding	4

**Second Semester Credit Hours 20**

CAD	1210	Computer Aided Drafting I	3
ENG	1111	Composition I <sup>1</sup>	
		<b>OR</b>	
ENG	1201	Communications <sup>1</sup>	3
MAC	2231	Introduction to CNC	3
MAN	1204	Manufacturing Materials & Processes	4
MAN	1215	Mechanical Drives	3
MTH	1201	Technical Mathematics <sup>1</sup>	4V

**Third Semester Credit Hours 13**

DAP	1201	Business Computer Systems	3
MAC	1203	Precision Measurement	3
MAN	2202	Leadership	3V
MAN	2211	Programmable Logic Controllers	4

**Fourth Semester Credit Hours 8.5**

GEN	2207 <sup>1</sup>	e-Portfolio Assessments	.5
MAN	2201	Quality Concepts and Techniques	1V
PHY	1111	Technical Physics I <sup>1</sup>	
PSY	1103	Business Psychology <sup>1</sup>	3

**Total Credit Hours 62**

<sup>1</sup>General Education Requirements

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

## **ADVANCED CNC PROGRAMMING (MANUF) CERTIFICATE C566**

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

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

## **ADVANCED MACHINING (MANUF) CERTIFICATE C557**

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

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

## **AUTOMATION (MANUF) CERTIFICATE C559**

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

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

**INDUSTRIAL LEADERSHIP & ORGANIZATION (MANUF) CERTIFICATE C567**

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

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

**MANUFACTURING DESIGN(MANUF) CERTIFICATE C556**

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

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

**RELIABILITY MAINTENANCE(MANUF) CERTIFICATE C558**

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

<u>Program Requirements</u>		<u>Credit Hours 11</u>
MAN	1205	Predictive Maintenance 4
MAN	1206	Hydraulics & Pneumatics 4
MAN	1207	Introduction to HVAC 3
MAN	1221	Motors/Motor Control <u>4</u>
<b>Total Credit Hours</b>		<b>15</b>



FCC	LTC	OCC	✓ WVC	Online
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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 16.5**

AGR	1111	Introduction to Soil Science <sup>1</sup>	4
AGR	1112	Introduction to Agronomy <sup>1</sup>	4
AGR	1121	Introduction to Animal Science <sup>1</sup>	4
CIS	1104	Intro to Online Learning	.5
CIS	1210	e-Portfolio Mechanics <sup>1</sup>	.5
GEN	1207	e-Portfolio Development <sup>1</sup>	.5
		English Elective <sup>1</sup>	3

**Second Semester Credit Hours 15**

AGR	1201	Ag Business Seminar I	1
AGR	1213	Soil Fertility & Fertilizers	3
AGR	1214	Crop Protection	3
AGR	1261	Supervised Occupational Experience I	V2
AGR	2252	Advanced Computers in Agriculture	3
		Math Elective <sup>1</sup>	3

**Summer Semester Credit Hours 9**

AGR	1132	Intro to Agricultural Economics <sup>1</sup>	3
AGR	1210	Precision Agriculture	3
AGR	1262	Supervised Occupational Experience II	V2
AGR	2202	Ag Business Seminar II	1

**Third Semester Credit Hours 17**

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

**Fourth Semester Credit Hours 11.5**

AGR	2204	Ag Business Seminar IV	1
AGR	2235	Agribusiness Management	3
AGR	2264	Supervised Occupational Experience IV	V2
AGR	2292	Machinery Repair, Adjust & Safety	3
EDU	1108	Standard Red Cross First Aid	2
GEN	2207	e-Portfolio Assessment <sup>1</sup>	.5

**Total Credit Hours 69**

<sup>1</sup>General Education Hours (22.5)

**Recommended electives:**

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

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

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

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

**First Semester** **Credit Hours 16.5**

AGR	1111	Introduction to Soil Science <sup>1</sup>	4
AGR	1112	Introduction to Agronomy <sup>1</sup>	4
AGR	1121	Introduction to Animal Science <sup>1</sup>	4
CIS	1104	Intro to Online Learning	.5
CIS	1210	e-Portfolio Mechanics <sup>1</sup>	.5
GEN	1207	e-Portfolio Development <sup>1</sup>	.5
		English Elective	3 <sup>1</sup>

**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 Elective <sup>1</sup>	3

**Summer Semester** **Credit Hours 9**

AGP	1262	Supervised Occupational Experience II	V2
AGP	2202	Agri-Production Seminar II	1
AGR	1132	Intro to Agricultural Economics	3
AGR	1210	Precision Agriculture	3

**Third Semester** **Credit Hours 16**

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

**Fourth Semester** **Credit Hours 13.5**

AGP	1215	Crop Production	3
AGP	1232	Advanced Farm Management	3
AGP	2204	Agri-Production Seminar IV	1
AGP	2264	Supervised Occupational Exp IV	V1
AG	2292	Mach. Repair, Adjust & Safety	3
EDU	1108	Standard Red Cross First Aid	2
GEN	2207	e-Portfolio Assessment	.5

**Total Credit Hours** **70**

<sup>1</sup>General Education Hours

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

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

✓ FCC	LTC	OCC	WVC	Online
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The Automotive Service Specialist certificate is intended to provide students with specialized skills for the automotive industry. The certificate also serves as a specialized program/skill set aligned to the Automotive degree and to the NATEF Standards and ASE Certification.

**First Semester Credit Hours 13**

AUM 1235	Fuel Systems	3
AUM 1236	Electrical Fundamentals	5
AUM 2220	Ignition & Computer Systems	5

**Second Semester Credit Hours 12**

AUM 1237	Emissions Systems	3
AUM 1238	Engine Service	5
AUM 1239	Air Conditioning & Heating	4

**Third Semester Credit Hours 11**

AUM 2222	Engine Performance Diagnosis	3
AUM 2223	Brake Systems	4
AUM 2290	Steering & Suspension Systems	4

**Fourth Semester Credit Hours 15**

AUM 1200	Automotive Topics	V1
AUM 2230	Automotive Internship	V3
AUM 2224	Power Accessories	2
AUM 2225	Drive Trains	4
AUM 2228	Auto Transmission & Transaxles	5

**Total Credit Hours 51**

## **AUTOMOTIVE SERVICE TECH II (AUM) CERTIFICATE C528**

FCC	LTC	✓ OCC	WVC	Online
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The Automotive Service Technology II certificate is to provide students with basic automotive skills. Students completing the certificate can find jobs as automotive mechanics and service technicians, repairing and maintaining vehicles at service stations and garages, vehicle specialty repair shops, dealerships, or self-employment.

The Automotive Service Technology II certificate parallels the certificate programs offered at Olney Central College and provides the first year of the Associate in Applied Science (AAS) degree program, also offered at OCC, thereby creating a smooth transition or progression for students toward the AAS degree.

**First Semester Credit Hours 16**

AUM	1255	Auto Electrical I	6
AUM	1265	Automotive Engines	5
AUM	1270	Automotive Air Conditioning	4
GEN	1107	Portfolio Development	1

**Second Semester Credit Hours 15**

AUM	1201	Engine Performance I	3
AUM	2260	Drive Trains I	5
AUM	2275	Auto Electrical II	6
GEN	1107	Portfolio Development	<u>1</u>

**Total Credit Hours 31**

GEN 1107, Portfolio Development, is a two credit hour class. One credit hour will be completed in each semester.

# **AUTOMOTIVE SERVICE TECHNOLOGY (AUM) CERTIFICATE C530**

FCC	LTC	✓ OCC	WVC	Online
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Job opportunities for the student who completes the certificate program in Automotive Service Technology may be similar to those available to the student who completes the Associate in Applied Science degree. Students, however, are strongly encouraged to complete the degree requirements for the AAS degree in Automotive Service Technology which should enhance their opportunity for employment. Jobs available in this area include automotive technicians, dealerships, independent garages, automotive specialty shops, and parts-related businesses. 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 14**

AUM	1255	Auto Electrical I	6
AUM	1265	Automotive Engines	5
AUM	1270	Automotive Air Conditioning	4
GEN	1107	Portfolio Development	1

## **Second Semester Credit Hours 14**

AUM	1201	Engine Performance I	3
AUM	2260	Drive Trains I	5
AUM	2275	Auto Electrical II	6

## **Third Semester Credit Hours 11**

AUM	2270	Automotive Brakes	5
AUM	2280	Steering & Suspension Systems I	3
AUM	2285	Steering & Suspension Systems II	3

## **Fourth Semester Credit Hours 10**

AUM	1260	Engine Performance II	3
AUM	2265	Drive Trains II	6
GEN	1107	Portfolio Development	<u>1</u>

## **Total Credit Hours 51**

Note: TRA 2299 one recommended hour enrollment each term.  
AUM 2215 Automotive Service Internship (recommended) 1-6 hours credit  
GEN 1107, Portfolio Development, is a two credit hour class. One credit will be completed in two different semesters

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

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

**First Semester Credit Hours 18.5**

AUM	1250	Automotive Tech Orientation	1
AUM	1255	Auto Electrical I	V6
AUM	1265	Automotive Engines	V5
AUM	2275	Auto Electrical II	6
CIS	1104	Intro to Online Learning	.5

**Second Semester Credit Hours 18**

AUM	1201	Engine Performance I	3
AUM	1260	Engine Performance II	3
AUM	2260	Drive Trains I	5
AUM	2265	Drive Trains II	6
CIS	1210	e-Portfolio Mechanics	.5
GEN	1207	e-Portfolio Development	.5

**Third Semester Credit Hours 18**

AUM	2270	Automotive Brakes	5
AUM	2280	Steering and Suspension Systems I	3
AUM	2285	Steering and Suspension Systems II	3
ENG	1201	Communications	3
MTH	1201	Technical Mathematics	V4

**Fourth Semester Credit Hours 18.5**

AUM	1224	Auto Energy Conservation	3
AUM	1270	Automotive Air Conditioning	V4
AUM	2215	Automotive Service Internship	V2
AUM	2250	Shop Organization & Management	V3
GEN	2207	e-Portfolio Assessment	.5
		Social Science Elective	3
		Humanities General Education	3

**Total Credit Hours 73**

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

✓ FCC	LTC	OCC	WVC	Online
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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. These courses meet NATEF (National Automotive Technicians Education Foundation) standards for ASE certification.

**First Semester Credit Hours 17**

AUM 1235	Fuel Systems	3
AUM 1236	Electrical Fundamentals	5
AUM 2220	Ignition & Computer Systems	5
MTH 1201	Technical Mathematics	V4

**Second Semester Credit Hours 16.5**

AUM 1237	Emissions Systems	3
AUM 1238	Engine Service	5
AUM 1239	Air Conditioning & Heating	4
GEN 1207	e-Portfolio Development	.5
PHY 1110	Survey of Physics	
	<b>OR</b>	
PHY 1111	Technical Physics I	4

**Third Semester Credit Hours 18**

AUM 2222	Engine Performance Diagnosis	3
AUM 2223	Brake Systems	4
AUM 2290	Steering & Suspension Systems	4
CIS 1104	Intro to Online Learning	.5
CIS 1210	e-Portfolio Mechanics	.5
ENG 1111	Composition I	
	<b>OR</b>	
ENG 1201	Communications	3
SPE 1101	Fundamentals of Effective Speaking	
	<b>OR</b>	
SPE 1111	Interpersonal Communications	3

**Fourth Semester Credit Hours 15.5**

AUM 1200	Automotive Topics	V1
AUM 2224	Power Accessories	2
AUM 2225	Drive Trains	4
AUM 2228	Auto Transmission & Transaxles	5
AUM 2230	Automotive Internship	V3
GEN 2207	e-Portfolio Assessment	.5

**Total Credit Hours 67**

**BASIC QUALITY MANUFACTURING SKILLS (IQM) CERTIFICATE C277**

✓ FCC	LTC	OCC	WVC	Online
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The Basic Quality Manufacturing Skills certificate is designed to train individuals entering the industrial workplace for the first time.

<u>First Semester</u>	<u>Credit Hours</u>	<u>12</u>
BMG 1201	Participative Management Team Techniques	2
CIS 101	Introduction to Computers & Their Applications	2
ENG 1201	Communications	3
MTH 1201	Technical Mathematics	3
QAC 1204	Dimensional Metrology & Blueprint Interpretation	<u>2</u>
<b>Total Credit Hours</b>		<b>12</b>



## **BIOFUELS (ENRGY) CERTIFICATE C122**

FCC	LTC	OCC	✓ WVC	Online
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A biofuel is defined as any solid, liquid, or gaseous fuel produced from organic (once-living) matter. The term biofuel covers a wide range of products and is used globally; the most common use for biofuels is in automotive transport (i.e. E10 fuel). In addition, biodiesel blends up to B20 (20% biodiesel) are common in the trucking, agricultural, and construction fields. As engines are certified to run on B100, it is expected that demand for this fuel product will grow. Biofuel can be produced from any carbon source that can be replenished rapidly, e.g. plants. Many different plants and plant-derived materials are used for the manufacturing of biofuels.

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 7**

DEQ	1213	Intro to Diesel Fuel Systems	2
EDU	1108	Standard Red Cross First Aid	2
ENR	1201	Introduction to Energy	3

**Second Semester** **Credit Hours 9**

ENR	1203	Alternative Fuel Productions	2V
ENR	1205	Effects of Alternative Fuels	3
LSC	1105	Environmental Biology	<u>4</u>

**Total Credit Hours** **16**

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

FCC	LTC	OCC	✓ WVC	Online
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The Coal Mining Maintenance I certificate programs are designed to prepare students to fulfill specific job requirements in production-management and maintenance areas of various industries.

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

<u>First Semester</u>			<u>Credit Hours 12</u>
CMT	2226	Mine Welding II	4
CMT	2230	Mine Hydraulics I	4
CMT	2250	Mine Electrical Maintenance I	4
<u>Second Semester</u>			<u>Credit Hours 12</u>
CMT	2210	Mine Machine Repair I	4
CMT	2240	Mine Hydraulics II	4
CMT	2260	Mine Electrical Maintenance II	4
<b><u>Total Credit Hours</u></b>			<b><u>24</u></b>

**COAL MINING MAINTENANCE II (CMM2) CERTIFICATE C510**

<u>First Semester</u>			<u>Credit Hours 12</u>
CMT	2210	Mine Machine Repair I	4
CMT	2230	Mine Hydraulics I	4
CMT	2250	Mine Electrical Maintenance II	4
<u>Second Semester</u>			<u>Credit Hours 12</u>
Elective/Electrical: Any four (4) hours of level one (1) electrical courses:			
Elective/Hydraulic: Any four (4) hours of level one (1) hydraulic courses:			
Elective/Maintenance: Any four (4) hours of level one (1) maintenance courses:			
<u>Third Semester</u>			<u>Credit Hours 12</u>
Elective/Electrical: Any four (4) hours of level two (2) electrical courses:			
Elective/Hydraulic: Any four (4) hours of level two (2) hydraulic courses:			
Elective/Maintenance: Any four (4) hours of level two (2) maintenance courses:			
<b><u>Total Credit Hours</u></b>			<b><u>36</u></b>

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

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

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

**First Semester** **Credit Hours 15**

CMT	1210	Accident Prevention	4
CMT	1230	First Aid	4
CMT	1260	Mining Problems	3
CMT	1280	Management Skills in Mining	4

**Second Semester** **Credit Hours 15**

CMT	1220	Roof Control	3
CMT	1240	Mining Law	4
CMT	1250	Mine Ventilation	4
CMT	1290	Supervisory Skills in Mining	4

**Total Credit Hours** **30**

## **COAL MINING TECHNOLOGY (CMT) CERTIFICATE C297**

FCC	LTC	OCC	✓ WVC	Online
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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	3V
CMT	1210	Accident Prevention	4V
CMT	1220	Roof Control	3V
CMT	1240	Mining Law	<u>4V</u>

**Second Semester** **Credit Hours 15**

CMT	1250	Mine Ventilation	4V
CMT	1230	First Aid	4V
CMT	2210	Mine Machine Repair I	4V
CMT	2290	Mining Systems	<u>3V</u>

**Total Credit Hours** **29**

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

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

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

The credits earned in the Coal Mining Technology program transfer into the Industrial Technology and Vocational Education Programs at Southern Illinois University – Carbondale (SIU-C). Graduates are eligible for capstone credit through SIU-C.

## First Semester Credit Hours 17

CMT	1200	Introduction to Coal Mining	4
CMT	1210	Accident Prevention	4
CMT	1220	Roof Control	3
MTH	1201	Technical Math	3
		Social Science	
		<b>OR</b>	
		Humanities	3

## Second Semester Credit Hours 18

CMT	1230	First Aid	4
CMT	1240	Mining Law	4
CMT	1250	Mine Ventilation	4
CMT	1260	Mining Problems	3
		Communications Elective	3

## Third Semester Credit Hours 17

CMT	2200	Conveyor Belt Maintenance	2
CMT	2210	Mine Machine Repair I	4
CMT	2230	Mine Hydraulics I	4
CMT	2250	Mine Electrical Maintenance I	4
		Science Elective	3

## Fourth Semester Credit Hours 18

CMT	2225	Mine Welding	2
CMT	2240	Mine Hydraulics II	4
CMT	2260	Mine Electrical	
		Maintenance II	4
CMT	2290	Mining Systems	4
		Mining Elective	4

## Total Credit Hours 70

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

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

**First Semester Credit Hours 18**

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
GEN	1107	Portfolio Development	1
WEL	1210	Gas Metal Arc Welding	2
WEL	1260	Combination Welding I	2

**Second Semester Credit Hours 14**

AUB	1202	Auto Body Repair I	4
AUB	1214	Shop Organization	
		& Management	3
AUM	1270	Automotive Air Conditioning	4
PEG	1137	First Aid & Safety Education	3

**Third Semester Credit Hours 17**

AUB	1210	Glass Replacement	2
AUB	2200	Body Preparation & Finish II	5
AUB	2212	Panel Replacement	4
MTH	1201	Technical Mathematics	
		<b>OR</b>	
		College Level Math	3
		Social Science Elective	3

**Fourth Semester Credit Hours 20**

AUB	2202	Steering & Suspension	
		Systems	4
AUB	2204	Frame & Chassis Alignment	5
AUB	2215	Auto Body Internship**	4
ENG	1111	Composition I	
		<b>OR</b>	
ENG	1201	Communications	3
GEN	1107	Portfolio Development	1
		General Education Elective	<u>3</u>

**Total Credit Hours 69**

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

## **COMPUTER APPLICATIONS (COAP) CERTIFICATE C158**

<b>✓ FCC</b>	LTC	OCC	WVC	Online
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The Computer Applications certificate program is designed to prepare students for employment in information processing in local business and industry. The program provides training to enhance an individual's job skills, as well as to enhance an individual's skills for higher-level occupations in information processing.

**First Semester Credit Hours 18**

ACC	1101	Applied Accounting	
		<b>OR</b>	
ACC	2101	Financial Accounting	4
CIS	1101	Introduction to Computers & Their Applications	2
CIS	1260	Electronic Spreadsheets	2
DAP	2202	Word Processing I	3
ENG	1201	Communications	3
		Elective	4

**Second Semester Credit Hours 15**

BOC	1206	Employment Methods	1
DAP	1203	Microcomputer Applications in Business	3
DAP	1233	Computer Applications (Database)	2
DAP	2203	Word Processing II	3
DAP	2208	Software Systems/Packages	2
		Elective	<u>4</u>

**Total Credit Hours 33**

## COMPUTER TELEPHONY (TELCS) CERTIFICATE C448

FCC	✓ LTC	OCC	WVC	Online
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The purpose of this certificate is to prepare the student for employment as an IT technician. This work is typically performed in an office/educational environment where the employee installs, troubleshoots, and maintains the infrastructure of a computer network including "triple play" applications. Employers include educational institutions, manufacturing facilities, hospitals and telecom firms.

### First Semester Credit Hours 18

GEN	1221	Occupational Safety	2
MTH	1201	Technical Mathematics	V3
MSS	2202	Microcomputer Operating Systems	3
TEL	1265	Introduction to Computers	3
TEL	1266	Fundamentals of Telecom	4
TEL	1273	Electronics in Telecom	3

### Second Semester Credit Hours 19

MSS	2204	Local Area Networks	3
MSS	2206	Microcomputer Operating Systems II	3
MSS	2223	Windows Server	3
TEL	1274	Station Installation	3
TEL	2263	Structured Cabling Systems	1
TEL	2287	Telecom VDV Convergence	1
TEL	2288	Computer Telephony I	5

### Third Semester Credit Hours 12

CIS	1104	Intro to Online Learning	.5
CIS	1210	e-Portfolio Mechanics	.5
GEN	1207	e-Portfolio Development	.5
GEN	2207	e-Portfolio Assessment	.5
TEL	2200	Internship in Telecommunications	5
TEL	2206	Fiber Terminating for LANS	1
TEL	2298	Computer Telephony II	4

### Total Credit Hours 49



## CONSTRUCTION: LABORER (LABOR) CERTIFICATE C207

FCC	LTC	OCC	✓ WVC	Online
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**MUST BE A UNION APPRENTICE.** Illinois Laborers and Contractors for southeastern Illinois is located in McLeansboro, IL. Also, students seeking admission must meet the admission requirements of the Bureau of Apprenticeship Training, U.S. Department of Labor, and Illinois Eastern Community Colleges. For further information concerning apprenticeship training, contact Local Labor Union McLeansboro at 866-317-1197, the Dean of Workforce Education/Wabash Valley College or the Associate Dean of Career & Technical Education Programs/District Office.

**Requirements** **Credit Hours 42**

LBR	1201	Labor Craft Orientation	2
LBR	1202	Occupational Safety & Health	1
LBR	1203	Mason Tending	3
LBR	1204	Concrete Practices/ Procedures	3
LBR	1205	Asphalt Tech & Construction	3
LBR	1210	Apprenticeship I	3
LBR	1206	Principles of Pipelaying	3
LBR	1207	Highway Construction Plans	3
LBR	1208	Asbestos Abatement	3
LBR	1215	Apprenticeship II	3
LBR	1209	Basic Construction Surveying	2
LBR	1211	Bridges	3
LBR	1212	Hazardous Waste	4
LBR	1220	Apprenticeship III	3

**Other required course (3 hours):**

LBR	2200	History of the Labor Movement	3
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**Total Credit Hours **42****

FCC	LTC	OCC	✓ WVC	Online
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**MUST BE A UNION APPRENTICE.** Illinois Laborers and Contractors for southeastern Illinois is located in McLeansboro, IL. Also, students seeking admission must meet the admission requirements of the Bureau of Apprenticeship Training, U.S. Department of Labor, and Illinois Eastern Community Colleges. For further information concerning apprenticeship training, contact Local Labor Union McLeansboro at 866-317-1197, the Dean of Workforce Education/Wabash Valley College or the Associate Dean of Career & Technical Education Programs/District Office.

**Requirements Credit Hours 60**

LBR	1201	Labor Craft Orientation	2
LBR	1202	Occupational Safety & Health	1
LBR	1203	Mason Tending	3
LBR	1204	Concrete Practices/ Procedures	3
LBR	1205	Asphalt Tech & Construction	3
LBR	1210	Apprenticeship I	3
LBR	1206	Principles of Pipelaying	3
LBR	1207	Highway Construction Plans	3
LBR	1208	Asbestos Abatement	3
LBR	1215	Apprenticeship II	3
LBR	1209	Basic Construction Surveying	2
LBR	1211	Bridges	3
LBR	1212	Hazardous Waste	4
LBR	1220	Apprenticeship III	3

**Other required courses (6 hours):**

LBR	2200	History of the Labor Movement	3
LBR	2201	Labor Management Development	3

**Required General Education courses (15 hours):**

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

**Total Credit Hours 60**

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

✓ FCC	✓ LTC	✓ OCC	✓ WVC	Online
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The Corrections degree options were developed in collaboration with the Illinois Department of Corrections (IDOC) and the Illinois Community College Board as a statewide program. The statewide designation ensures that IDOC employees enrolled in either of these programs can easily transition between correctional institutions and community colleges and can complete their associate's degree in a seamless fashion.

The increase in correctional institutions across the state has increased the demand for well-trained correctional and parole officers. These programs provide educational opportunities for current and future corrections officers by providing up-to-date training that expands and enhances the knowledge and skills of correctional officers. This program is open to all students. Proficiency credit will be awarded to IDOC employees only.

### First Semester Credit Hours 15-16

DAP	1201	Business Computer Systems	3
ENG	1111	Composition I	3
JUS	1200	Intro to Criminal Justice*	3
JUS	1220	Youth & Administration of Justice*	3
MTH	1103	Liberal Arts Math	3
<b>OR</b>			
MTH	1201	Technical Mathematics	4

### Second Semester Credit Hours 17

BUS	1102	Managerial Effectiveness: Personnel	3
EPP	1203	Firearms Training*	2
JUS	1210	Criminal Law I	3
JUS	1215	Introduction to Criminology	3
SPE	1101	Fundamentals of Effective Speaking	3
		Elective	3

### Third Semester Credit Hours 16-18

CYS	1201	Security Procedures I*	3
ENG	1212	Technical Writing	3
JUS	2230	Institutional Corrections	3
PSY	1101	General Psychology I	3
SOC	2101	Principles of Sociology	3
		Elective	1-3

### Fourth Semester Credit Hours 17-18

BUS	2201	Principles of Management*	3
CYS	2201	Security Procedures II*	3
EDU	1107	Health	3
<b>OR</b>			
JUS	1230	Substance Abuse Issues	2
PSY	1102	General Psychology II*	3
SOC	2102	Social Problems & Trends	3
		Elective	3

### Total Credit Hours 65-68

\*These courses represent Illinois Department of Corrections (IDOC) Training Academy courses for which students may receive proficiency credit. Students wishing to enroll in this program should consult a college advisor.

#### **Other recommended core courses:**

BMG	1603	Supervisory Training	2
JUS	2201	Criminal Investigations I	3
JUS	2250	Current Issues in Corrections	V1-3
JUS	2253	Probation & Parole	3
PEG	1137	First Aid & Safety Education	3
PEI	1100	Circuit Fitness Training	1
TQM	2205	Leadership in Management	4

**CORRECTIONS PAROLE OFFICER (CORPO) ASSOCIATE IN APPLIED SCIENCE DEGREE D392**

✓ FCC	✓ LTC	✓ OCC	✓ WVC	Online
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The Corrections degree options were developed in collaboration with the Illinois Department of Corrections (IDOC) and the Illinois Community College Board as a statewide program. The statewide designation ensures that IDOC employees enrolled in either of these programs can easily transition between correctional institutions and community colleges and can complete their associate's degree in a seamless fashion.

The increase in correctional institutions across the state has increased the demand for well-trained correctional and parole officers. These programs provide educational opportunities for current and future corrections officers by providing up-to-date training that expands and enhances the knowledge and skills of correctional officers. This program is open to all students. Proficiency credit will be awarded to IDOC employees only.

**First Semester Credit Hours 16-17**

EDU	1107	Health	2
ENG	1111	Composition I	3
JUS	1200	Intro to Criminal Justice*	3
JUS	1210	Criminal Law I	3
JUS	1230	Substance Abuse Issues*	2
MTH	1103	Liberal Arts Math	3
<b>OR</b>			
MTH	1201	Technical Mathematics	4

**Second Semester Credit Hours 15**

EPP	1203	Firearms Training*	2
JUS	1215	Introduction to Criminology	3
JUS	1220	Youth & Administration of Justice	3
PSY	1101	General Psychology I	3
SPE	1101	Fundamentals of Effective Speaking	3
SSS	1298	Special Topics in Public/Social Services*	1

**Third Semester Credit Hours 17**

BUS	1102	Managerial Effectiveness	3
ENG	1212	Technical Writing	3
JUS	2230	Institutional Corrections	3
JUS	2250	Current Issues in Corrections I*	3
SSS	1202	Community Organization & Social Services	3
		Elective	2

**Fourth Semester Credit Hours 16**

BUS	2201	Principles of Management	3
DAP	1201	Business Computer Systems	3
JUS	2250	Current Issues in Corrections II*	1
JUS	2253	Probation & Parole	3
SOC	2101	Principles of Sociology*	3
SOC	2102	Social Problems & Trends*	3

**Total Credit Hours 64-65**

\*These courses represent Illinois Department of Corrections (IDOC) Training Academy courses for which students may receive proficiency credit. Students wishing to enroll in this program should consult a college advisor.

**Other recommended courses:**

CYS	1201	Security Procedures I	3
CYS	2201	Security Procedures II	3
JUS	1211	Criminal Law II	3
JUS	2201	Criminal Investigations I	3
PEG	1137	First Aid & Safety Education	3
PEI	1100	Circuit Fitness Training	1

# COSMETOLOGY TEACHER (COSTE) CERTIFICATE **C263**

FCC	LTC	✓ OCC	WVC	Online
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The purpose of the certificate program is to give students the skills (including a review of basic cosmetology, teaching methods, and business skills) needed to complete the cosmetology teacher state exam and subsequently teach cosmetology.

**First Semester** **Credit Hours 15**

COS	1250	Cosmetology Teacher I	8
PSY	1101	General Psychology I	3
		Business	
		<b>OR</b>	
		Health Elective	4

**Second Semester** **Credit Hours 12**

COS	1251	Cosmetology Teacher II	8
		Business Elective	4

**Third Semester** **Credit Hours 8**

COS	1252	Cosmetology Teacher III	<u>8</u>
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**Total Credit Hours** **35**

## **COSMETOLOGY (COSME) CERTIFICATE C260**

FCC	LTC	✓ OCC	WVC	Online
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The Cosmetology certificate program is a career and technical program licensed by the State of Illinois Department of Registration and Education. Satisfactory progress in the program will more than meet the 1,500 hours required by the Department of Registration and Education before taking the state-licensing exam. In order to accomplish this, students are enrolled for forty (40) hours per week, Monday through Friday, when school is in session. Students are accepted into the program at the beginning of fall, spring, or summer semester and must complete three (3) consecutive semesters which will include one (1) summer session. In addition to tuition, cosmetology students are required to buy a lab jacket, clinic shoes, a cosmetology kit, mannequin, and textbooks.

Completion of the program qualifies the student to take a state examination for registration as a licensed cosmetologist in the State of Illinois.

**First Semester Credit Hours 18**

BUS	1201	Financial Planning/ Management	2
COS	1200	Cosmetology I	12
ENG	1111	Composition I	
<b>OR</b>			
ENG	1201	Communications	3
GEN	1107	Portfolio Development	1

**Second Semester Credit Hours 15**

ART	1105	Art Introduction	3
COS	1210	Cosmetology IIA	12

**Third Semester Credit Hours 12**

COS	1220	Cosmetology IIB	8
PEG	1137	First Aid & Safety Education	3
GEN	1107	Portfolio Development	<u>1</u>

**Total Credit Hours 45**

**CRIME SCENE TECHNICIAN (CSI) ASSOCIATE IN APPLIED SCIENCE DEGREE D393**

FCC	LTC	✓ OCC	WVC	Online
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This program will prepare students to find jobs as entry-level Crime Scene Technicians. They will work with police and crime lab experts in determining the unknown aspects of a crime and crime scene.

**First Semester Credit Hours 16**

DAP	2202	Word Processing I	3
ENG	1111	Composition I	3
JUS	1215	Introduction to Criminology	3
LSC	2111	Human Anatomy & Physiology I	4
PEG	1137	First Aid & Safety Education	3

**Second Semester Credit Hours 16**

ENG	1121	Composition & Analysis	3
JUS	1205	Ethics for Police Officers	3
LSC	2112	Human Anatomy & Physiology II	4
MTH	1131	Introduction to Statistics	3
SOC	2101	Principles of Sociology	3

**Third Semester Credit Hours 17**

CHM	1120	Introductory Chemistry	5
JUS	1210	Criminal Law I	3
JUS	1225	Homeland Security	3
JUS	2201	Criminal Investigations I	3
SPE	1101	Fundamentals of Effective Speaking	3

**Fourth Semester Credit Hours 18**

JUS	1211	Criminal Law II	3
JUS	1226	Terrorism	3
JUS	2202	Criminal Investigations II	3
JUS	2220	Police Organization & Operation	3
JUS	2260	Criminalistics	3
PSY	1101	General Psychology I	3

**Total Credit Hours 67**

## **DESKTOP PUBLISHING (INFO) CERTIFICATE C237**

FCC	✓ LTC	OCC	WVC	✓ Online
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The Desktop Publishing certificate takes an inter-disciplinary approach to desktop publishing by including the artistic, technical, and computer aspects of this unique field. The integration and application of these divergent concepts are assisted through the use of a capstone course taken at the end of the program in which a student produces a portfolio of work that is judged by a panel of faculty and practitioners.

While the certificate provides the skills necessary for a variety of entry-level positions within desktop publishing, it can be used as a “value added” or additional skill for anyone entering a number of fields such as business, computers, office careers, or the visual arts.

### **First Semester Credit Hours 12**

ART	1113	Intro to Drawing	3
ART	1114	Design I	3
ART	1124	Design I Studio	1
CIS	1203	Intro to Web Page Construction	2
CIS	1275	PowerPoint	3

### **Second Semester Credit Hours 7**

DAP	2265	Desktop Publishing I (1 <sup>st</sup> 8 weeks)	3
DAP	2266	Desktop Publishing II (2 <sup>nd</sup> 8 weeks)	2
DAP	2267	Desktop Publishing III: Capstone	<u>2</u>

### **Total Credit Hours 19**



FCC	LTC	OCC	✓ WVC	Online
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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 19**

CIS	1104 <sup>1</sup>	Intro to Online Learning	.5
CIS	1210 <sup>1</sup>	e-Portfolio Mechanics	.5
DEQ	1211	Engine Fundamentals	3
DEQ	1212	Basic Electrical Systems	3
DEQ	1213	Intro to Diesel Fuel Systems	2
DEQ	1214	Equipment Assembly & Handling	3
DEQ	1215	Basic Transmissions	3
DEQ	1217	Opportunities in Power Tech	.5
GEN	1207 <sup>1</sup>	e-Portfolio Development	.5
WEL	1201	Basic Welding	
		<b>OR</b>	
WEL	1203	Practical Welding	3

**Second Semester Credit Hours 16.5**

DEQ	1221	Basic Hydraulics	4
DEQ	1222	Air Cond. For Mobile Equipment	2
DEQ	1223	Diesel Distributor Fuel System	3
DEQ	1225	Opportunities in O.J.T.	.5
MTH	1201	Technical Math	
		<b>OR</b>	
		College Level Math <sup>1</sup>	4
PSY	1101	General Psychology I <sup>1</sup>	
		<b>OR</b>	
PSY	1103	Business Psychology	3

**Third Semester Credit Hours 18**

AUM	2250	Shop Organization & Mgt.	3
DEQ	2231	Diesel Unit Injector Applications	4
DEQ	2232	Advanced Mobile Hydraulics	4
DEQ	2236	Supervised Work Experience	4
DEQ	2237	Power Equipment Seminar	.5
EDU	1108	Standard Red Cross First Aid	2

**Fourth Semester Credit Hours 18.5**

DAP	1203	Microcomputer Applications in Business <sup>1</sup>	3
DEQ	2241	Inline Diesel Fuel Systems	2
DEQ	2242	Power Equipment Repair Application	4
DEQ	2243	Microprocessors & Equipment Monitors	3
ENG	1111	Composition I <sup>1</sup>	
		<b>OR</b>	
ENG	1201	Communications	3
GEN	2207 <sup>1</sup>	e-Portfolio Assessment	.5
		Humanities Elective <sup>1</sup>	3

**Total Credit Hours 71.5**

<sup>1</sup> General Education Requirements

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

FCC	LTC	OCC	✓ WVC	Online
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Child care is in high demand and the need for qualified child care providers is also in high demand. The Early Childhood Development degree program is designed so that graduates meet qualification standards for the full spectrum of child care services and facilities.

Graduates of the program are eligible for entry-level jobs as day care teacher, nursery school teacher, sheltered workshop staff in a work activity, institutional aides for disabled children, and teacher aides for public schools. Also, much of the course work within the curriculum may be transferable to a four-year college or university.

Applicants to the Early Childhood Development degree program should be aware of the restrictions imposed by the Illinois Department of Children and Family Services forbidding employment of identified child abuse offenders in this field. Any applicants so identified will not be permitted to enroll in this program.

**First Semester Credit Hours 16**

ECD	1101	Introduction to Early Childhood Education	3
ECD	1202	Childhood Teaching Tech I	5
ECD	1203	Health & Safety of Children	3
PSY	1101	General Psychology I	
		<b>OR</b>	
PSY	1103	Business Psychology	3
		Elective	2

**Second Semester Credit Hours 16**

ECD	1204	Childhood Teaching Tech II	5
ECD	1205	Curriculum for Young Children	5
HEC	1101	Nutrition	3
		Psychology Elective	3

**Third Semester Credit Hours 17**

ECD	2201	Administering Childhood Facilities	5
ECD	2203	Early Childhood Seminar I	1
ECD		Practicum**	5
ENG	1201	Communications	
		<b>OR</b>	
		English Elective	3
		Math Elective	3

**Fourth Semester Credit Hours 16**

ECD	2205	Early Childhood Seminar II	1
ECD		Practicum**	5
EDU	1114	Educating Exceptional Children	3
EDU	2105	Science in the Elementary School	4
		<b>OR</b>	
		Science Elective	4
		Humanities Elective	3

**Total Credit Hours 65**

**\*\*Practicum choices:**

ECD	1207	Child Study & Field Observation
ECD	2202	Childhood Teaching Practicum
ECD	2204	Early Childhood Practicum
ECD	2208	Early Childhood Teaching Laboratory II

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

✓ FCC	LTC	OCC	WVC	Online
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The Electrical Distribution Systems certificate program prepares individuals to build, repair, and maintain electrical distribution systems, overhead and underground, use safe practices, first aid, and perform pole top rescue.

**First Semester** **Credit Hours 15**

EDS	1201	Electrical Distribution Systems	2
EDS	1202	Safety & Accident Prevention	3
EDS	1203	Climbing Skills	2
EDS	1204	Pole Framing & Construction Specifications	3
EDS	1205	Equipment Operation	3
EDS	1206	Setting and Replacing Poles	2

**Second Semester** **Credit Hours 16**

EDS	2201	Transformer Theory & Installation	5
EDS	2202	Conductor Installation, Service & Installation	4
EDS	2203	Rubber Glove & Underground Distribution	4
EDS	2204	Fusing, Substation & Voltage Regulation	<u>3</u>

**Total Credit Hours** **31**

**ELECTRONICS TECHNOLOGY (ELECT) ASSOCIATE IN APPLIED SCIENCE DEGREE D265**

FCC	LTC	OCC	✓ WVC	Online
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The Electronics Technology degree program provides basic education for beginners in the electronics field, as well as providing advanced education and training for skilled technicians in today's high-tech electronics society.

Students in the program gain a working knowledge and ability in several areas of electronics. These include basic electricity, AC and DC circuits, solid-state components, drafting and CAD, control electronics, automation, PLC, industrial and telecommunications systems, microwave satellite, radar, computer operator, electronic mail, circuit repair, equipment maintenance, and robotics. Students also have the opportunity of gaining experience in computer applications, programming, and broadcast engineering. Students completing this program may obtain employment in a wide range of electronics, computer, industrial and telecommunications applications throughout the world. The need for trained electronics technicians is growing rapidly.

<b>First Semester</b>		<b>Credit Hours</b>
CIS	Computer Elective	3
EDR 1202	Mechanical Blueprint Reading	4
ELT 1223	Electronic Systems Servicing	4
GEN 1107	Portfolio Development	1
MAN 1211	Industrial Electricity	<u>4</u>
	Semester Total	16

<b>Second Semester</b>		<b>Credit Hours</b>
CIS	Computer Elective II	3
EDU 1108	Standard Red Cross First Aid	2
ELT 1214	Solid State Electronics	4
MAN 1221	Motors/Motor Controls	3
MTH 1201	Technical Mathematics	
	<b>OR</b>	
	College Level Math	4
PSY 1101	General Psychology I	
	<b>OR</b>	
PSY 1103	Business Psychology	<u>3</u>
	Semester Total	19

<b>Third Semester</b>		<b>Credit Hours</b>
CAD 1210	Computer Aided Drafting I	3
ELT 2231	Telecommunications Circuits and Sys I	5
ELT 2233	Computer Circuits and Systems	3
MAN 2211	Programmable Logic Controllers	<u>4</u>
	Semester Total	15

<b>Fourth Semester</b>		<b>Credit Hours</b>
ELT 2242	Robotics and Automation	4
ENG 1111	Composition	
	<b>OR</b>	
ENG 1201	Communications	3
GEN 1107	Portfolio Development	1
MAC 2203	Manufacturing Processes	3
MAN 2221	Automated Process Control	<u>4</u>
	Semester Total	14

<b>Total Credit Hours</b>	<b>65</b>
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**EMER PREP/EMERG RESCUE TECH (ERESC) CERTIFICATE C405**

**EMERGENCY PREP/EMERGENCY RESCUE TECHNICIAN**

<b>✓ FCC</b>	LTC	OCC	WVC	Online
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The Emergency Rescue Technician certificate is designed to train emergency response personnel in the emergency extrication of victims at the scene of an accident or disaster.

<b>Option 1</b>			<b>Credit Hours 13</b>
EPF	1221	Emergency Rescue Technician Training	4
EPM	1214	Advanced Red Cross First Aid*	3
EPM	1615	EP-EMT In-Service/ Cardiac Emergencies*	1
		EDST Elective	<u>5</u>
<b>Total Credit Hours</b>			<b>13</b>

<b>Option 2</b>			<b>Credit Hours 13</b>
EPF	1221	Emergency Rescue Technician Training	4
EPM	1216	First Responder Training**	3
EPM	1615	EP-EMT In-Service/ Cardiac Emergencies**	1
		EDST Elective	<u>5</u>
<b>Total Credit Hours</b>			<b>13</b>

<b>Option 3</b>			<b>Credit Hours 13</b>
EPF	1221	Emergency Rescue Technician Training	4
EPM	1209	Emergency Medical Technical Training***	7
		EDST Elective	<u>2</u>
<b>Total Credit Hours</b>			<b>13</b>

- \* If the student elects to take EPM 1214 Advanced Red Cross First Aid, then EPM 1615 CPR Training is required.
- \*\* If the student elects to take EPM 1216 First Responder Training, then EPM 1615 CPR Training is required.
- \*\*\* If the student elects to take EPM 1209 EMT Training, then the CPR Training is included in the curriculum.

**EMERGENCY DISASTER SERVICES TECH (EDST) CERTIFICATE****C330**

✓ FCC	LTC	OCC	WVC	Online
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The Emergency Disaster Services certificate is designed to prepare the students in general emergency management awareness, specialized training in areas of emergency communications, radiological monitoring, writing emergency plans, severe weather preparations, and the psychological aspects of disaster.

With the successful completion of the program, the student will be prepared to assume a position of authority and responsibility in a local emergency management agency.

**First Semester Credit Hours 13**

EPE	1203	Emergency Preparedness Adult Education	2
EPE	1205	Emergency Preparedness Communications I	3
EPE	1214	Radiological Monitoring I	3
MTH	1201	Technical Mathematics	3
		EDST Elective	2

**Second Semester Credit Hours 14**

EPE	1218	Emergency Preparedness Planning & Operations I	2
EPE	1227	Preparedness for Severe Weather	3
		EDST Elective	4
		EDST Elective	3
		EDST Elective	2

**Third Semester Credit Hours 13**

EPE	1220	Shelter Management	3
EPE	1229	Psychology of Disaster	2
PSY	1109	Human Relations	3
		EDST Elective	2
		EDST Elective	<u>3</u>

**Total Credit Hours 40**

**EMERGENCY MEDICAL TECH – AMBULANCE (EMTA) CERTIFICATE**

**C320**

✓ FCC	LTC	OCC	WVC	Online
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The Emergency Medical Technician/Ambulance certificate is designed to train personnel in emergency care and transportation of the sick and injured patient.

Upon successful completion of training, the student will be qualified to take the Illinois Department of Public Health’s Emergency Medical Technician – Basic Certification exam.

**First Semester    Credit Hours **7****

EPM 1209     Emergency Medical  
   Technician Training    7

**Total Credit Hours    7**

**EMERGENCY PREP – AUXILIARY POLICE (POLIC) CERTIFICATE****C395**

✓ FCC	LTC	OCC	WVC	Online
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The Auxiliary Police certificate is designed to train individuals in emergency law enforcement procedures. The student is trained in basic aspects of criminal law, patrol procedures, proper investigative procedures, and use of firearms.

<b>First Semester</b>	<b>Credit Hours</b>	<b>15</b>
EPM 1615	EP-EMT In-Service Cardiac Emergencies	1
EPP 1201	Emergency Preparedness Police Training I	3
EPP 1202	Emergency Preparedness Police Training II	3
EPP 1204	Emergency Preparedness Police Investigating Procedures	3
EPP 2201	Emergency Preparedness Police Marksmanship Training	3
	EDST Elective	<u>2</u>
<b>Total Credit Hours</b>		<b>15</b>



**EMERGENCY PREP – VOL. FIREFIGHTER II (FIRE2) CERTIFICATE C400**

✓ FCC	LTC	OCC	WVC	Online
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The Volunteer Firefighter II certificate is designed to provide paid and non-paid firefighters basic training in firefighting techniques and protection.

Successful completion of the certificate prepares the student to take the Illinois Fire Marshall's Office Certified Firefighters II exam.

<b>First Semester</b>		<b>Credit Hours 14</b>	
EDU	1108	Standard Red Cross First Aid	2
EPF	1201	Firefighter II – Module A	4
EPF	1202	Firefighter II – Module B	4
EPF	2201	Firefighter II – Module C	3
EPM	1615	EP-EMT In-Service/ Cardiac Emergencies	<u>1</u>
<b>Total Credit Hours</b>			<b>14</b>

# ENGINE PERFORMANCE SPECIALIST (AUM) CERTIFICATE C525

✓ FCC	LTC	OCC	WVC	Online
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The Engine Performance Specialist certificate is intended to provide students with specialized skills for the automotive industry. The certificate also serves as a specialized program/skill set aligned for the Automotive degree and to the NATEF Standards and AASE 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	<u>4</u>

**Total Credit Hours** **25**

## **ENTREPRENEUR (ENT) CERTIFICATE C183**

FCC	LTC	OCC	✓ WVC	Online
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Entrepreneurship is the practice of starting new organizations or revitalizing mature organizations, particularly new businesses generally in response to identified opportunities. Entrepreneurial activities are substantially different depending on the type of organization that is being started. Entrepreneurship ranges in scale from solo projects (involving the entrepreneur as only part-time) to major undertakings creating many job opportunities.

Entrepreneurs develop new markets; they can create customers or buyers; they discover new sources of materials; they mobilize capital resources, which in economic terms these represent machines, buildings, and other physical productive resources; they introduce new technologies, new industries and new products intended to satisfy human needs; and they create employment. The largest employer is the private business sector.

**First Semester Credit Hours 16**

ACC	1101	Applied Accounting	
		<b>OR</b>	
ACC	2101	Financial Accounting	4
BMK	2101	Principles in Marketing	3
BUS	2101	Business Law I	3
DAP	1201	Business Computer Systems	3
ENT	1210	Intro to Entrepreneurship	3

**Second Semester Credit Hours 15**

BMG	2204	Human Resource Management	3
BMK	2102	Introduction to Sales	3
BUS	2104	Business Economics	3
BUS	2201	Principles of Management	3
BUS	2204	Business Tax/Taxation	3

**Total Credit Hours 31**

# ENTREPRENEURSHIP (ENT) CERTIFICATE C182

FCC	LTC	✓ OCC	WVC	Online
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Entrepreneurship is the practice of starting new organizations or revitalizing mature organizations, particularly new businesses generally in response to identified opportunities. Entrepreneurial activities are substantially different depending on the type of organization that is being started. Entrepreneurship ranges in scale from solo projects (involving the entrepreneur as only part-time) to major undertakings creating many job opportunities.

Entrepreneurs develop new markets; they can create customers or buyers; they discover new sources of materials; they mobilize capital resources, which in economic terms these represent machines, buildings, and other physical productive resources; they introduce new technologies, new industries and new products intended to satisfy human needs; and they create employment. The largest employer is the private business sector.

**First Semester Credit Hours 17**

ACC	2101	Financial Accounting	4
BMK	2101	Principles in Marketing	3
BUS	2105	Business Finance	3
DAP	1201	Business Computer Systems	3
ENT	1210	Intro to Entrepreneurship	3
ENT	1298	Entrepreneur Topics and Issues	1

**Second Semester Credit Hours 15**

BMG	2103	Business Statistics	3
BMG	2104	Small Business Mgmt & Operations	2
BMG	2204	Human Resources Management	3
BUS	1101	Introduction to Business	
<b>OR</b>			
BUS	2106	Introduction to Int'l Business	3
BUS	2101	Business Law I	3
ENT	2210	Business Portfolio	1

**Total Credit Hours 32**

**GRAPHIC ARTS & DESIGN (GAD) CERTIFICATE****C203**

✓ FCC	LTC	OCC	WVC	Online
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The Graphic Arts & Design certificate will prepare students to perform a variety of computerized visual communication activities, from an artist's perspective, for the purpose of influencing consumer, commerce, and social behavior. The program provides a robust curriculum of conceptual problem solving, critical thinking, creativity, and formal design. Emphasis is placed on branding and marketing strategies. Particular areas of study encompass typography, print and editorial design, branding and identity, information design, packaging, computer animation as well as production and presentation skills.

<b>First Semester</b>		<b>Credit Hours 18</b>	
ART	1113	Introduction to Drawing	3
ART	1114	Design I	3
GAD	1211	Computer Graphic Fundamentals	3
GAD	1211	Computer Graphic Applications	3
GAD	1221	Computer Graphic Techniques	3
GAD	1231	Computer Animation	<u>3</u>
<b>Total Credit Hours</b>			<b>18</b>

## **GUNSMITHING (GNSM) ASSOCIATE IN APPLIED SCIENCE DEGREE D572**

FCC	LTC	OCC	✓ WVC	Online
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**Prior to enrollment in this program, background checks are required. Valid FOID cards are also required.**

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.

Jobs – Small business ownership; retail and sporting goods stores, such as Cabela’s and Gander Mountain, and hobbyists.

<u>First Semester</u>	<u>Credit Hours 15.5</u>	<u>Third Semester</u>	<u>Credit Hours 18</u>
CIS 1104	Intro to Online Learning .5	GNS 2202	Firearm Conversions 5
CIS 1210	e-Portfolio Mechanics .5	GNS 2204	Firearms Repair 6
GEN 1207	e-Portfolio Development .5	ENG 1201	Communications 3
GNS 1201	Orientation & Firearms Safety V1	MTH 1201	Technical Mathematics V4
GNS 1202	Firearms History & Development V1		
GNS 1203	Bench Metal 4	<u>Fourth Semester</u>	<u>Credit Hours 17.5</u>
GNS 1204	Gunsmithing Ethics 1	ENT 1298	Entrepreneur Topics and Issues V1
MAC 1204	Machine Shop Processes 3	GEN 2207	e-Portfolio Assessment .5
MAC 1211	Basic Machine Shop Lab 4	GNS 2203	Stock Making 4
		GNS 2210	Advanced Gunsmith/ Machining 2
		GNS 2215	Metal Finishing 4
		PSY 1103	Business Psychology 3
		SPE 1101	Fundamentals of Effective Speaking 3
		<b><u>Total Credit Hours</u></b>	<b><u>66</u></b>

## HEALTH INFORMATION MANAGEMENT (HIM) CERTIFICATE C194

FCC	<input checked="" type="checkbox"/> LTC	OCC	WVC	Online
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Health Information Management technicians review medical records to ascertain accuracy with regard to treatment procedures and coding, preparation of files for long term storage, compilations of statistics and data for use by other medical personnel, preparation of medical reports, and provision of access to medical information by appropriate parties (third-party payers, attorneys, etc.). This program will prepare students for entry level jobs.

Graduates of this program will find jobs in hospitals, clinics, health planning agencies, insurance companies, nursing homes, health maintenance organizations, and ambulatory care centers.

Health Information Management students must pass all courses in the program curriculum with at least a C and maintain a minimum term GPA of 2.0 to proceed through the program. Students must place into Beginning Algebra on COMPASS test or remediate to that level.

**First Semester Credit Hours 14**

BOC	2267	Medical Insurance & Coding	4
HEA	1209	HIPAA Compliance	1
HEA	1225	Introduction to Medical Terminology	V3
HIM	1201	Introduction to HIM	3
HIM	1202	HIM Data Management	3

**Second Semester Credit Hours 12**

ENG	1212	Technical Writing	3
GEN	2297	Employment Skills	V3
HIM	1205	HIM Intro to Human Pathophysiology	3
PHI	2141	Ethics in the Medical Community	3

**Summer Semester Credit Hours 3**

HIM	2220	Clinical Practicum	<u>V3</u>
		Semester Total	3

**Total Credit Hours 29**

## **HORTICULTURE (HORT) CERTIFICATE C386**

FCC	✓ LTC	OCC	WVC	Online
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The Horticulture certificate program is designed to prepare individuals for employment within the horticulture field generally and within the various specializations of horticulture specifically. These jobs and specialties include ornamental horticulture, greenhouse operations and management, landscaping operations and management, nursery operations and management, and turf, parks, and grounds management. This program will also prepare individuals for jobs as supervisors and workers in horticulture. Additionally, it will provide training for those interested in horticulture from a continuing education perspective or small business ownership.

**First Semester** **Credit Hours 17.5**

CIS	1104	Intro to Online Learning	.5
CIS	1210	e-Portfolio Mechanics	.5
GEN	1107	Portfolio Development	.5
HRT	1201	Landscape Plant Identification	4
HRT	1208	Introduction to Horticulture	V3
HRT	1209	Greenhouse Operation	3
HRT	2205	Turfgrass Management	3
HRT	2207	Landscape Plant Maintenance	3

**Second Semester** **Credit Hours 16.5**

GEN	2207	e-Portfolio Assessment	.5
HRT	1202	Pest Control	3
HRT	1204	Landscape Design & Installation	3
HRT	2203	Nursery Operations	3
HRT	2212	Hort Computer Applications	3
MTH	1201	Technical Mathematics	V4

**Total Credit Hours** **34**



**HORTICULTURE (HORT) ASSOCIATE IN APPLIED SCIENCE DEGREE *D387***

FCC	<input checked="checked" type="checkbox"/> LTC	OCC	WVC	Online
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The Horticulture degree program is designed to prepare individuals for employment within the horticulture field generally and within the various specializations of horticulture specifically. These jobs and specialties include ornamental horticulture, greenhouse operations and management, landscaping operations and management, nursery operations and management, and turf, parks, and grounds management. This program will also prepare individuals for jobs as supervisors and workers in horticulture. Additionally, it will provide training for those interested in horticulture from a continuing education perspective or small business ownership.

<b>First Semester</b>				<b>Credit Hours 16.5</b>
CIS	1104	Intro to Online Learning	.5	
CIS	1210	e-Portfolio Mechanics	.5	
ENG	1111	Communications		
<b>OR</b>				
ENG	1201	Composition I <sup>1</sup>	3	
GEN	1207	e-Portfolio Development	.5	
HRT	1201	Landscape Plant Identification	4	
HRT	1208	Introduction to Horticulture	3	
HRT	1209	Greenhouse Operation	3	
HRT	2210	Special Topics in Horticulture	V2	

<b>Second Semester</b>				<b>Credit Hours 18</b>
HRT	1202	Pest Control	3	
HRT	1204	Landscape Design & Installation	3	
HRT	2203	Nursery Operations	3	
HRT	2210	Special Topics in Horticulture	V2	
HRT	2212	Hort Computer Applications	3	
LSC	1105	Environmental Biology <sup>1</sup>	4	

<b>Third Semester</b>				<b>Credit Hours 17</b>
HRT	1203	Plant Propagation I	3	
HRT	2201	Landscape Design & Construction	3	
HRT	2205	Turf Grass Management	3	
HRT	2210	Special Topics in Horticulture	V2	
MTH	1103	Liberal Arts Math <sup>1</sup>		
<b>OR</b>				
MTH	1201	Technical Mathematics <sup>1</sup>	V3	
SPE	1111	Interpersonal Communications <sup>1</sup>	3	

<b>Fourth Semester</b>				<b>Credit Hours 14.5</b>
GEN	2207	e-Portfolio Assessment	.5	
HRT	2202	Plant Propagation II	2	
HRT	2204	Bedding Plant Production	3	
HRT	2206	Nursery Operations II	3	
HRT	2207	Landscape Plant Maintenance	3	
		Humanities/Social Science Elective <sup>1</sup>	3	

<b>Summer Semester</b>				<b>Credit Hours 3</b>
HRT	2216	Internship	3	
<b>Total Credit Hours</b>				<b>69</b>

<sup>1</sup>General Education Hours

<b>Recommended electives:</b>			
BMG	1204	Small Business Mgmt and Operations*	2
HRT	1206	Woody Plant Maintenance	3
HRT	1207	Perennial, Biennial & Annual Plant ID	3
HRT	2209	Landscape Irrigation Design & Installation	3
<p>*It is highly recommended that students take BMG 1204 if they intend to become owners/operators of greenhouse, landscape, or other horticultural small businesses.</p>			

**IMT: LEVEL I (INDMA) CERTIFICATE C501**

FCC	LTC	✓ OCC	WVC	Online
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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. Also, coursework included in the degree may transfer to a four-year college or university.

The certificate and degree programs qualify for machine maintenance positions or advancement in the industrial plant.

This program allows in-service personnel the opportunity to complete course requirements while maintaining a work schedule. Sequence of course offerings will vary.

<b>First Semester</b>	<b>Credit Hours</b>	<b>15</b>
INM 1200	Mechanics	4
INM 1206	Intro to Industrial Maintenance Tech	2
INM 2200	Electro-Mechanics I	4
INM 2210	Occupational Safety (OSHA)	2
	General Education Courses*	<u>3</u>
<b>Total Credit Hours</b>		<b>15</b>

## ***IMT: LEVEL II (INDMA) CERTIFICATE C502***

FCC	LTC	<input checked="" type="checkbox"/> OCC	WVC	Online
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**Second Semester Credit Hours 14**

INM	1205	Fluid Power	4
INM	2205	Electro-Mechanics II	4
INM	2206	Programmable Logic Controllers I	3
		General Education Courses*	<u>3</u>

**Total Credit Hours 14**

FCC	LTC	✓ OCC	WVC	Online
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**Third Semester** **Credit Hours 14**

BMG	2601	Quality Improvement	3
INM	2208	Programmable Logic Controllers II	3
WEL	1260	Combination Welding	2
		Selected Technical Studies	3
		General Education Courses*	<u>3</u>

**Total Credit Hours** **14**

**\*General Education Courses:**

CIS	1101	Introduction to Computers & Their Applications	3
ENG	1111	Composition I	
		<b>OR</b>	
ENG	1201	Communications	
		<b>OR</b>	
ENG	1212	Technical Writing	3
MTH	1102	College Algebra	
		<b>OR</b>	
MTH	1201	Technical Mathematics	3

## INDUSTRIAL MAINTENANCE HVAC I (INDMA) CERTIFICATE C504

FCC	LTC	✓ OCC	WVC	Online
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The Industrial Maintenance HVAC I certificate program will provide students with the skills required to enter the field of heating, ventilation, and air conditioning. Students will be qualified to find jobs as entry-level HVAC technicians. Installation of new systems and repair to existing HVAC systems for residential and commercial (small business) purposes will be covered. This program also targets incumbent workers who desire to broaden their skills for a career change or for advancement consideration.

### **First Semester** **Credit Hours 9**

INM	1220	Basic A/C & Refrigeration	4
INM	1225	Basic Heating	3
INM	2210	Occupational Safety (OSHA)	<u>2</u>

### **Second Semester** **Credit Hours 8.5**

INM	2220	Advanced A/C Commercial Refrig.	4
INM	2225	Air Distribution/Load Calc	4
INM	2230	Recovery & EPA Tech Cert	<u>.5</u>

**Total Credit Hours** **17.5**

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

FCC	LTC	✓ OCC	WVC	Online
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The Industrial Maintenance Technology degree 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. Courses in "Selected Technical Studies" can be taken concurrently with any of the IMT certificate programs. Courses included in the "Selected Technical Studies" include heating, ventilation, air conditioning, welding, or other technical courses from FCC, LTC, OCC, or WVC. The program also provides current industry employees the opportunity to complete course requirements while maintaining a work schedule.

The certificate and degree programs qualify graduates for machine maintenance positions or advancement in the industrial plant.

Coursework included in the degree may transfer to a four-year college or university.

**General Education Core** **Credit Hours 6**

SPE	1101	Fundamentals of Effective Speaking	
		<b>OR</b>	
SPE	1111	Interpersonal Communications	3
		Humanities Elective	
		<b>OR</b>	
		Social Science Elective	<u>3</u>
		Semester Total	<b>6</b>

In addition to the General Education courses listed, nine (9) hours of General Education courses are included in the three (3) IMT certificates.

**Selected Technical Studies:**

Requirements in this area may be fulfilled through:

- \* Completion of approved college courses other than Industrial Maintenance certificate requirements. Courses in heating, ventilation, air conditioning, welding, or other technical courses from FCC, LTC, OCC, or WVC are encouraged.
- \* Six (6) to nine (9) semester hours must be completed in one (1) technical area.
- \* Proficiency credit for knowledge gained from seminars, workshops, and/or work experience. The completion of a portfolio document to obtain proficiency credit is required.
- \* Students will work with the IMT advisor to develop a portfolio and/or approved degree or certificate curriculum.

**Technical Core** **Credit Hours 54**

IMT:Level I Certificate	15
IMT:Level II Certificate	14
IMT:Level III Certificate	14
(includes three (3) hours of Selected Technical Studies)	
Selected Technical Studies for degree	<u>11</u>

**Total Credit Hours** **60**

## **INDUSTRIAL MANAGEMENT (INDMG) ASSOCIATE IN APPLIED SCIENCE DEGREE D274**

FCC	✓ LTC	OCC	WVC	Online
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The Industrial Management program (3 certificates leading to the AAS degree) will provide industry skills ranging from occupational safety and health regulations, total quality management, performance analysis, to manufacturing methods.

Graduates supervise and coordinate activities of employees engaged in all phases of a plant operation. The job outlook for industrial management professions is very good. Local, state and national employment data indicates significant growth in the employment of industrial management professionals.

**Total Credit Hours** 66

### **WORKPLACE SKILLS (INDMG) CERTIFICATE C271**

The Workplace Skills certificate program prepares individuals with entry-level employment skills used in business and industry settings. Graduates of this certificate will be proficient in the general skills necessary for quality interpersonal interaction, as well as specific proficiencies in blueprint reading.

#### **Requirements** Credit Hours 22

BTR	2201	Construction Blueprint Reading	4
CIS	1210	e-Portfolio Mechanics	.5
ENG	1201	Communications <sup>1</sup>	3
GEN	1207	e-Portfolio Development	.5
GEN	2207	e-Portfolio Assessment	.5
GEN	2297	Employment Skills	1.5
IND	1201	Strategies for Success	2
IND	1210	General Safety	3
MTH	1201	Technical Mathematics <sup>1</sup>	4
SPE	1111	Interpersonal Communication <sup>1</sup>	<u>3</u>
<b>Total Credit Hours</b>			<b>22</b>

### **MANUFACTURING SKILLS (INDMG) CERTIFICATE C272**

The Manufacturing Skills certificate program is a unique training program designed to provide students with enhanced industrial career opportunities. Students select from directed manufacturing electives to acquire technical training to enhance employment prospects. This certificate was developed utilizing local industry-based skill standards.

#### **Requirements** Credit Hours 21

IND	2210	Manufacturing Internship	5
MAC	2203	Manufacturing Processes	3
TEL	1275	Computer Applications	2
		Directed Manufacturing Focus Elective*	<u>11</u>
<b>Total Credit Hours</b>			<b>21</b>

\*Directed Manufacturing Focus Electives: choose any courses totaling 11 credit hours.

#### **Fabrication** Credit Hours

TRA	1298	Special Topics in Mechanics & Repair	1
WEL	1201	Basic Welding	3
WEL	1203	Practical Welding	4
WEL	1602	Special Projects in Welding	3

<b>Construction</b>		<b>Credit Hours</b>
BTR	1201	Intro to Construction Occupations
		4
BTR	1207	Basic Carpentry I
		4
BTR	1208	Basic Carpentry II
		4
BTR	1225	Building Trades Internship
		3

### ***SUPERVISORY SKILLS (INDMG) CERTIFICATE C273***

The Supervisory Skills certificate program provides students with effective skills in performance management, motivation, team development and time management—everything you need to manage people effectively.

<b>Requirements</b>		<b>Credit Hours 23</b>
ENG	1202	Business Correspondence <sup>1</sup>
		3
IND	2212	Supervisory Internship
		5
SOC	1108	Race and Ethnic Relations <sup>1</sup>
		3
TQM	1203	Customer and Quality Improvement
		3
TQM	1204	Process Improvement
		3
TQM	1206	Project Management
		3
TQM	1212	Team Leader and Facilitator Training
		<u>3</u>
<b>Total Credit Hours</b>		<b><u>23</u></b>

<sup>1</sup>General Education Hours



## INDUSTRIAL QUALITY CONTROL (QAC) CERTIFICATE C280

✓ FCC	LTC	OCC	WVC	Online
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The Industrial Quality Control certificate program is designed to provide educational experiences and skill development for individuals seeking employment in quality assurance functions for engineering and manufacturing.

Graduates of this program can serve as aids to quality engineers, reliability engineers, and managers in controlling quality and reliability of goods and services.

<u>One Semester</u>	<u>Credit Hours</u>	<u>12</u>
BMG 1201	Participative Management Team Techniques*	2
CIS 1101	Introduction to Computers & Their Applications	2
QAC 1202	Statistics/Productivity & Quality*	2
QAC 1203	Total Quality Assurance – Q.A. Management*	2
QAC 1204	Dimensional Metrology & Blueprint Interpretations	2
QAC 1205	Quality Planning & Analysis*	<u>2</u>
<b><u>Total Credit Hours</u></b>		<b><u>12</u></b>

\*The student may elect to take BMG 2202 Transformation of Industry instead of one of the following:  
BMG 1201; QAC 1202; QAC 1203; or QAC 1205.

## INDUSTRIAL QUALITY MANAGEMENT (IQM) CERTIFICATE C279

✓ FCC	LTC	OCC	WVC	Online
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The Industrial Quality Management certificate is designed to meet requirements for quality control and quality assurance workers in an industrial setting. This certificate is a ladder to the Industrial Quality Management degree.

**First Semester** **Credit Hours 16**

BMG	1201	Participative Management Team Techniques*	2
CIS	1101	Introduction to Computers & Their Applications*	2
ENG	1111	Composition I <b>OR</b>	
ENG	1201	Communications	3
QAC	1202	Statistics/Productivity & Quality*	2
QAC	1203	Total Quality Assurance – Q.A. Management*	2
QAC	1204	Dimensional Metrology & Blueprint Interpretation*	2
		Program Elective	3

**Second Semester** **Credit Hours 16**

IQM	2202	Statistical Process Control II	3
IQM	2204	Gauges & Their Applications	3
MTH	1201	Technical Math	3
QAC	1205	Quality Planning & Analysis*	2
TQM	1201	Quality: An Organizational Strategy	3
		Elective	<u>2</u>
		Semester Total	16

**Total Credit Hours** **32**

\*These classes may be applied to the Industrial Quality Control certificate.

# INDUSTRIAL QUALITY MANAGEMENT (IQM) ASSOCIATE IN APPLIED SCIENCE DEGREE **D278**

✓ FCC	LTC	OCC	WVC	Online
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The Industrial Quality Management degree program is designed to meet the needs of quality control and quality assurance. Basic concepts are included as well as more advanced quality data interpretation and quality systems analysis. For example, statistical process control is included as well as the more advanced trend analysis techniques.

**First Semester Credit Hours 16**

BMG	1201	Participative Management Team Techniques	2
CIS	1101	Introduction to Computers & Their Applications	2
ENG	1111	Composition I	
<b>OR</b>			
ENG	1201	Communications	3
QAC	1202	Statistics/Productivity & Quality	2
QAC	1203	Total Quality Assurance – Q.A. Management	2
QAC	1204	Dimensional Metrology & Blueprint Interpretation	2
		Program Elective	3

**Second Semester Credit Hours 16**

IQM	2202	Statistical Process Control II	3
IQM	2204	Gauges & Their Applications	3
MTH	1201	Technical Math	3
QAC	1205	Quality Planning & Analysis	2
TQM	1201	Quality: An Organizational Strategy	3
		Elective	2

**Third Semester Credit Hours 15**

ENG	1212	Technical Writing	3
IQM	2203	Geometric Tolerancing	3
IQM	2205	Advanced Blueprint Interpretation	3
		Elective – Social Sciences/ Humanities	3
		Program Elective	3

**Fourth Semester Credit Hours 17**

BMG	2202	Transformation of Industry	4
IQM	2206	Certified Quality Auditor Review	
<b>OR</b>			
IQM	2207	Certified Quality Manager Review	4
SPE	1111	Interpersonal Communications	3
TQM	1205	Internal/External Quality Standards	3
		Elective	<u>3</u>

**Total Credit Hours 64**

**INDUSTRIAL TECHNICIAN (INDS) CERTIFICATES****C546, C547, C548**

FCC	LTC	OCC	✓ WVC	Online
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The Industrial Technician certificates, which are progressive certificates, prepare graduates to become technical and/or technical management-oriented professionals for employment or employment enhancement in manufacturing industries/businesses. These certificates represent an optional curriculum subset to the Industrial Studies degree program, which is an integrated curriculum designed to prepare students with a broad understanding of industrial manufacturing issues, concepts, and techniques.

**Industrial Technician (C546)**

<b>Program Requirements</b>			<b>Credit Hours 15</b>
EDR	1202	Mechanical Blueprint Reading	4
MAN	1211	Industrial Electricity	4
TRA	1603	Introduction to Metalworking	3
WEL	1203	Practical Welding	4
<b>Total Credit Hours</b>			<b>15</b>

**Inter Industrial Technician (C547)**

<b>Program Requirements</b>			<b>Credit Hours 30</b>
CAD	1210	Computer Aided Drafting I	3
EDR	1202	Mechanical Blueprint Reading	4
MAC	1204	Machine Shop Processes	3
MAC	1211	Basic Machine Shop Lab	4
MAC	1225	Internship	V1-6
MAN	1211	Industrial Electricity	4
MAN	1221	Motors/Motor Controls	4
TRA	1603	Introduction to Metalworking	3
WEL	1203	Practical Welding	4
<b>Total Credit Hours</b>			<b>30</b>

**Adv Industrial Technician (C548)**

<b>Program Requirements</b>			<b>Credit Hours 45</b>
CAD	1210	Computer Aided Drafting I	3
CAD	1220	Computer Aided Drafting II	3
EDR	1202	Mechanical Blueprint Reading	4
ELT	2242	Robotics and Automation	4
MAC	1204	Machine Shop Processes	3
MAC	1211	Basic Machine Shop Lab	4
MAC	1225	Internship	V2-6
MAC	2231	Introduction to CNC	3
MAN	1211	Industrial Electricity	4
MAN	1215	Mechanical Drives	3
MAN	1221	Motors/Motor Controls	4
MAN	2211	Programmable Logic Controllers	4
WEL	1203	Practical Welding	4
<b>Total Credit Hours</b>			<b>45</b>

**Other recommended courses:**

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

✓ FCC	LTC	OCC	WVC	Online
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The Information Systems Management degree program is designed to prepare students for employment as IT specialists, particularly for employment in small to medium-sized companies that want one person to take care of all their computer needs, such as planning, directing, coordinating activities in networking, security, troubleshooting, information systems, systems analysis, etc.

**First Semester Credit Hours 15**

CIS	1131	Intro to Information Tech	3
CIS	1203	Intro to Web Page Construction	3
ENG	1111	Composition I	
		<b>OR</b>	
ENG	1201	Communications	3
ISM	1202	Computer Hardware & Maintenance I	3
MSS	2202	Microcomputer Operating Systems	3

**Second Semester Credit Hours 15-16**

CIS	1204	Interim Web Page Construction	3
DAP	1203	Microcomputer Applications in Business	3
ISM	1204	Computer Hardware & Maintenance II	3
MSS	2206	Microcomputer Operating Systems II	3
MTH	1102	College Algebra	
		<b>OR</b>	
MTH	1103	Liberal Arts Math	
		<b>OR</b>	
MTH	1131	Introduction to Statistics	3-4

**Third Semester Credit Hours 15**

CNS	1203	Local Area Networks	3
ISM	2201	Systems Analysis & Design	3
ISM	2204	Business Problem Solving/ Access	3
ISM	2206	Intro to JAVA Programming	3
SPE	1101	Fundamentals of Effective Speaking	3

**Fourth Semester Semester Hours 16**

ACC	1101	Applied Accounting	
		<b>OR</b>	
ACC	2101	Financial Accounting	4
CNS	1204	Wide Area Networks	3
CNS	2215	Network Operating Systems	3
MSS	2214	Network Security	3
		Humanities Elective	<u>3</u>

**Total Credit Hours 61-62**

<b>Electives:</b>			
CIS	1275	PowerPoint	3
CIS	1276	Advanced PowerPoint	2
CIS	1284	Intermediate Word Processing	2
GEN	1107	Portfolio Development	2
ISM	2212	ISM Internship	3
<b>Or consent of instructor:</b>			
CNS	1203, 1204, and		
DAP	1203		

## **INTERCONNECT TECHNICIAN (TELCS) CERTIFICATE C447**

FCC	✓ LTC	OCC	WVC	Online
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The purpose of this certificate is to prepare the student for employment with an Interconnect firm as a PBX/Key System/Data Comm technician. This work is typically performed in industrial, commercial, or office environments where the employee installs and maintains small business systems and structured data cabling plant. Employers include telephone companies, interconnect firms, universities, hospitals, and large commercial entities.

**First Semester Credit Hours 15**

GEN	1221	Occupational Safety	2
MTH	1201	Technical Mathematics	3
TEL	1265	Introduction to Computers	3
TEL	1266	Fundamentals of Telecom	4
TEL	1273	Electronics in Telecom	3

**Second Semester Credit Hours 20**

CIS	1104	Intro to Online Learning	.5
GEN	1207	e-Portfolio Development	.5
TEL	1272	Business Comm Systems I	3
TEL	1274	Station Installation	3
TEL	2255	Electronic Key Programming	1
TEL	2258	EPABX Programming	1
TEL	2263	Structured Cabling Systems	1
TEL	2282	TDM Switching Tech	5
TEL	2287	Telecom VDV Convergence	1
TEL	2292	Business Comm Systems II	4

**Third Semester Credit Hours 7**

CIS	1210	e-Portfolio Mechanics	.5
GEN	2207	e-Portfolio Assessment	.5
TEL	2200	Internship in Telecommunications	5
TEL	2206	Fiber Terminating for LANS	1

**Total Credit Hours 42**

## **ISS SPECIALIST (ISS) CERTIFICATE C472**

<b>✓ FCC</b>	LTC	OCC	WVC	Online
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The ISS Specialist certificate is a specialty certificate aligned to the ISS Degree. The certificate prepares students to perform a variety of information technology supportive services. This role can be face-to-face, over the phone, or virtual. A support technician must implement the same processes while performing their support duties regardless of where the supported entity resides, thus this program prepares individuals to work in a multitude of job positions. This program specifically targets the support component of information technology in both the hardware and software areas preparing the student for a wide variety of employment positions.

### **First Semester Credit Hours 11**

ISM	1202	Computer Hardware Fundamentals	4
ISS	1201	Computer Support Fundamentals	2
ISS	1202	Word Processing Support	<u>5</u>

### **Second Semester Credit Hours 14**

ISS	1203	Client Operating Systems	4
ISS	1204	Productivity Applications	3
ISS	1205	Spreadsheet Support	5
ISS	1206	A+ Preparation and Exam	<u>2</u>

### **Third Semester Credit Hours 14**

ISS	2200	Database Support	5
ISS	2201	Computer Support Techniques	3
ISS	2202	Application Support Techniques	4
ISS	2203	Microsoft MCDST Preparation and Exam	<u>2</u>

### **Fourth Semester Credit Hours 10**

ISS	2204	Network Systems Support	5
ISS	2205	Net+ Preparation and Exam	2
ISS	2230	IS Support Internship <b>OR</b>	
ISS	2231	IS Support Simulation	<u>3</u>

**Total Credit Hours 49**

## **APPLICATIONS SPECIALIST (ISS) CERTIFICATE C473**

✓ FCC	LTC	OCC	WVC	Online
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The Applications Specialist certificate is a specialty certificate aligned to the ISS Degree. The certificate prepares students to perform a variety of information technology supportive services. This role can be face-to-face, over the phone, or virtual. A support technician must implement the same processes while performing their support duties regardless of where the supported entity resides, thus this program prepares individuals to work in a multitude of job positions. This program specifically targets the support component of information technology in both the hardware and software areas preparing the student for a wide variety of employment positions.

### **First Semester Credit Hours 7**

ISS	1201	Computer Support Fundamentals	2
ISS	1202	Word Processing Support	5

### **Second Semester Credit Hours 12**

ISS	1203	Client Operating Systems	4
ISS	1204	Productivity Applications	3
ISS	1205	Spreadsheet Support	<u>5</u>

### **Third Semester Credit Hours 12**

ISS	2200	Database Support	5
ISS	2201	Computer Support Techniques	3
ISS	2202	Application Support Techniques	<u>4</u>

### **Total Credit Hours 31**



## **HARDWARE SUPPORT SPECIALIST (ISS) CERTIFICATE C474**

✓ FCC	LTC	OCC	WVC	Online
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The Hardware Support Specialist certificate is a specialty certificate aligned to the ISS Degree. The certificate prepares students to perform a variety of information technology supportive services with an emphasis on computer hardware support. This role can be face-to-face, over the phone, or virtual. A support technician must implement the same processes while performing their support duties regardless of where the supported entity resides, thus this program prepares individuals to work in a multitude of job positions. This program specifically targets the support component of information technology in both the hardware and software areas preparing the student for a wide variety of employment positions.

### **First Semester Credit Hours 6**

ISM	1202	Computer Hardware Fundamentals	4
ISS	1201	Computer Support Fundamentals	2

### **Second Semester Credit Hours 6**

ISS	1203	Client Operating Systems	4
ISS	1206	A+ Preparation and Exam	2

### **Third Semester Credit Hours 3**

ISS	2201	Computer Support Techniques	3
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### **Fourth Semester Credit Hours 7**

ISS	2204	Network Systems Support	5
ISS	2205	Net+ Preparation and Exam	2

### **Total Credit Hours 22**

## **NETWORK+ CERTIFICATION (ISS) CERTIFICATE C475)**

✓ FCC	LTC	OCC	WVC	Online
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The Network+ Certification certificate is a specialty certificate aligned to the ISS Degree. The certificate prepares students for testing and certification in CompTIA Network+. This certification is an internationally recognized validation of the technical knowledge required of foundation-level IT network practitioners.

### **Requirements Credit Hours 15**

ISM	1202	Computer Hardware Fundamentals	4
ISS	1203	Client Operating Systems	4
ISS	2204	Network Systems Support	5
ISS	2205	Net+ Preparation and Exam	2

### **Total Credit Hours 15**

## **MICROSOFT CERTIFIED APPLICATIONS (ISS) CERTIFICATE C476**

✓ FCC	LTC	OCC	WVC	Online
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The Microsoft Certified Applications certificate is a specialty certificate aligned to the ISS Degree. The certificate prepares students to test and become certified as Microsoft Certified Applications Specialists (MCAS). This credential validates skills in using the Microsoft Office System and the Windows operating system.

### **First Semester Credit Hours 5**

ISS 1202 Word Processing Support 5

### **Second Semester Credit Hours 5**

ISS 1205 Spreadsheet Support 5

### **Third Semester Credit Hours**

ISS 2200 Database Support 5

**Total Credit Hours 15**

## **A+ CERTIFICATION (ISS) CERTIFICATE C477**

✓ FCC	LTC	OCC	WVC	Online
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The A+ Certification certificate is a specialty certificate aligned to the ISS Degree. The certificate prepares students to test and become certified as CompTIA A+ certified technicians. This credential is the industry standard for computer support technicians. The international, vendor-neutral certification proves competence in areas such as installation, preventive maintenance, networking, security, and troubleshooting. CompTIA A+ certified technicians also have excellent customer service and communication skills to work with clients.

### **First Semester Credit Hours 4**

ISM 1202 Computer Hardware  
Fundamentals 4

### **Second Semester Credit hours 4**

ISS 1203 Client Operating Systems 4

ISS 1206 A+ Preparation and Exam 2

**Total Credit Hours 10**

FCC	LTC	OCC	✓ WVC	Online
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Graduates of this degree program should be qualified to serve as legal secretaries, court reporters, or transcribers of touch shorthand notes. It is a high-paying secretarial field which requires a great deal of expertise.

Students completing the program are required to demonstrate a high level of proficiency in typing and shorthand. In addition, students must be able to operate dictating, transcribing, and word processing equipment. Extensive practice is necessary in order to obtain the high speeds required by the state boards.

**First Semester Credit Hours 16**

BMG	1202	Business Math	4
BOC	1220	Legal Forms & Terminology	3
BUS	2101	Business Law I	3
ENG	1111	Composition I	
<b>OR</b>			
ENG	1201	Communications	3
PSY	1101	General Psychology I	
<b>OR</b>			
PSY	1103	Business Psychology	3

**Second Semester Credit Hours 18**

BOC	1202	Intermediate Keyboarding	3
BUS	2102	Business Law II	3
BUS	2202	Records Management	3
DAP	1201	Business Computer Systems	3
ENG	1202	Business Correspondence	3
SPE	1101	Fundamentals of Effective Speaking	3

**Third Semester Credit Hours 16**

ACC	1101	Applied Accounting	
<b>OR</b>			
ACC	2101	Financial Accounting	4
BOC	2203	Advanced Keyboarding	3
BOC	1230	Alphabetic Shorthand I	
<b>OR</b>			
BOC	2220	Advanced Touch Shorthand I	3
BOC	2210	Office Seminar I	1
BOC	2211	Office Internship I	V2-6
DAP	2202	Word Processing I	3

**Fourth Semester Credit Hours 18**

BOC	1231	Alphabetic Shorthand II	
<b>OR</b>			
BOC	2221	Advanced Touch Shorthand II	3
BOC	2208	Machine Transcription	2
BOC	2212	Office Seminar II	1
BOC	2213	Office Internship II	V2-6
BUS	2203	Office Management	3
DAP	2203	Word Processing II	3
		AIT Elective	4

**Total Credit Hours 68**

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

FCC	LTC	OCC	✓ WVC	Online
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The Marketing Business Management degree program is for students interested in various business and entrepreneurial career opportunities. Students study and practice skills in fundamental business practices in order to qualify for supervisory and middle management positions. The importance of team development, customer satisfaction, employee motivation, and problem solving is emphasized throughout the program. Business management students will also receive college credit and pay for on-the-job occupational experience while working in a business-related field during two semesters.

Career possibilities encompass a multitude of current and expanding business opportunities including: product and service retailing, wholesaling, advertising, marketing, distribution, sales, food service, hospitality, supervision in manufacturing, entrepreneurship and business ownership. Graduate job titles include: assistant manager, line supervisor, assistant department manager, team leader, manager trainee, account executive, customer service associate and sales representative. The Marketing Business Management program enhances career opportunities for both men and women. After completion of the degree, some graduates pursue a baccalaureate degree through the SIU-C capstone program.

## First Semester Credit Hours 15

BMK	2102	Introduction to Sales	3
BUS	1101	Introduction to Business	3
BUS	2201	Principles of Management	3
DAP	1201	Business Computer Systems	3
PSY	1101	General Psychology I	
		<b>OR</b>	
PSY	1103	Business Psychology	3

## Second Semester Credit Hours 17

ACC	1101	Applied Accounting	
		<b>OR</b>	
ACC	2101	Financial Accounting	4
BMG	1202	Business Math	4
BMK	2101	Principles of Marketing	3
BUS	2104	Business Economics	3
		Elective	3

## Summer Credit Hours 8

BMK	1205	Internship I	7
BMK	1206	Business Management Seminar I	1

## Third Semester Credit Hours 16

BMG	2204	Human Resource Management	3
BMK	1202	Principles of Retailing	2
BMK	1203	Advertising	2
BUS	2101	Business Law I	3
ENG	1111	Composition I	
		<b>OR</b>	
ENG	1201	Communications Math, Science, or Communications	3
		Elective	3

## Fourth Semester Credit Hours 11

BMK	2205	Internship II**	V4-7
BMK	2206	Business Management Seminar II	1
BOC	1206	Employment Methods	1
EDU	1108	Standard Red Cross First Aid	2
		Elective	<u>3</u>
<b>Total Hours</b>			<b>67</b>

Given the variable for BMK 1205 and BMK 2205 from four to seven (4-7) credit hours, if the student performs either of these internships at less than seven (7) credits, the remaining hours are to be made up in electives.

\*\*BMK 1207 may be substituted for BMK 2206 and up to four (4) hours of BMK 2205.

# MASSAGE THERAPY (THM) CERTIFICATE C338

FCC	LTC	✓ OCC	WVC	Online
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The purpose of the program is to give students the skills needed for the field of massage therapy. Through the coursework within this program, students will be prepared to work in the wellness area of professional massage therapy.

Requirements after the student is accepted into the program:

1. Make an appointment to meet with academic advisor.
2. Provide evidence of CPR/First Aid certification.
3. Complete physical exam and required immunization form.
4. Complete a criminal background check request form provided by academic advisor. An unsatisfactory background check will negate program admission or result in dismissal from the program.

Upon completion of this program of study, students will be eligible to sit for the National Certification Exam in Therapeutic Massage and Bodywork.

The Massage Therapy Licensing Act stipulates that massage therapy licensure may be refused to a person who has been involved in a criminal offense, such as a felony or misdemeanor. Conviction of a criminal offense does not automatically bar licensure, but Illinois Department of Financial and Professional Regulation will take such conviction into consideration.

### First Semester Credit Hours 18

HEA	1225	Introduction to Medical Terminology	3
LSC	2111	Human Anatomy & Physiology I (LSC 1101, General Biology, is a prerequisite)	
<b>OR</b>			
THM	1211	Massage Therapy Anat/Phys I	4
THM	1201	Introduction to Massage Therapy	1
THM	1210	Massage Therapy I	4
THM	1215	Massage Therapy II	4
THM	1250	Massage Therapy Clinical I	2

### Second Semester Credit Hours 17

GEN	1107	Portfolio Development	2
LSC	2112	Human Anatomy & Physiology II	
<b>OR</b>			
THM	1212	Massage Therapy Anat/Phys II	4
THM	1205	Foundations of Massage Therapy	2
THM	1220	Massage Therapy III	4
THM	1230	Massage Therapy Business Practices	3
THM	1255	Massage Therapy Clinical II	<u>2</u>

### Summer Semester Credit Hours 5

LSC	2114	Intro to Human Pathophysiology	
<b>OR</b>			
THM	1214	Massage Therapy Pathophysiology	4
THM	1260	Massage Therapy Review	<u>1</u>

### Total Credit Hours 40

#### **Suggested additional hours:**

To increase student knowledge and skills in Massage Therapy, students may wish to take additional "topics" courses in Massage Therapy:

THM	1298	Topics/Issues in Massage Therapy	0.5-6.0
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**MEDICAL ASSISTANT (MEDA) CERTIFICATE****C192**

FCC	✓ LTC	OCC	WVC	Online
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The Medical Assistant certificate program will qualify students to perform clerical duties and assist in the clinical situations normally associated with medical offices, clinics, and other health-related settings. On the clerical side, this includes scheduling appointments, preparing and maintaining permanent records, arranging hospital admissions, typing reports, processing health insurance forms, ordering supplies, and keeping financial records. On the clinical side, a medical assistant may prepare patients for examinations, take vital signs, assist with first aid, and collect and process specimens. This program will give students the training and education they need for entry-level jobs in the medical assisting profession. Upon completion of the certificate, students can take one of two tests to become certified as a medical assistant. Both tests are available in Illinois through the American Association of Medical Assistants.

Medical Assistant students must pass all courses in the program curriculum with at least a C and maintain a minimum term GPA of 2.0 to proceed through the program. Students must place into Beginning Algebra on COMPASS test or remediate to that level.

**First Semester** **Credit Hours 14**

ACC	1101	Applied Accounting	4
		<b>OR</b>	
ACC	2221	Computerized Accounting	2
BOC	2260	Medical Front Office <sup>2</sup>	3
BOC	2267	Medical Insurance and Coding	4
HEA	1225	Introduction to Medical Terminology	2
SPE	1111	Interpersonal Communications	3

**Second Semester** **Credit Hours 18**

BOC	2210	Office Seminar I	1
ENG	1111	Composition I	
		<b>OR</b>	
ENG	1201	Communications	3
HEA	1208	Clinical Procedures	3
HEA	1210	Medical Assist Pharmacology	2
LSC	2265	Medical Assisting Anatomy	3
PHI	2141	Ethics in the Medical Community	3
PSY	1101	General Psychology I	3

**Summer** **Credit Hours 3**

HEA	2298	Internship	<u>3</u>
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**Total Credit Hours** **35**

<sup>2</sup>BOC 2260 has a prerequisite of BOC 1201.



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

FCC	LTC	✓ OCC	WVC	✓ Online
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The Medical Office Assistant degree program is designed to prepare medical office assistants, medical transcriptionists, medical receptionists, and other related personnel to meet the needs of area and national medical offices. In this area, jobs are available in hospitals, clinics, doctors' offices, insurance companies, health foundations, local industries, and Illinois state and U.S. governmental agencies. The demand for well-trained medical office assistants is increasing due to the expansion of medical services, medical agencies, and the increase of required medical records maintenance.

Beginning Keyboarding is a pre-program requirement and cannot be used as an elective. The student will be placed in keyboarding courses according to previous experience, training, and ability. Beginning and intermediate courses may be waived; the advanced course is required. Elective classes must be taken in lieu of waived courses.

**First Semester Credit Hours 17**

BOC	1202	Intermediate Keyboarding	3
BOC	1206	Employment Methods	1
BUS	2202	Records Management	
		<b>OR</b>	
HEA	2215	Electronic Med Records Mgmt	3
CIS	1104	Intro to Online Learning	.5
DAP	2202	Word Processing I	3
ENG	1111	Composition I	3
GEN	1207	e-Portfolio Development	.5
HEA	1225	Intro to Medical Terminology	V3

**Second Semester Credit Hours 19.5**

BOC	2203	Advanced Keyboarding	3
BOC	2262	Medical Office Procedures	4
BOC	2263	Medical Transcription I	3
CIS	1210	e-Portfolio Mechanics	.5
ENG	1212	Technical Writing	V3
HEA	1212	Clinical Processes	3
LSC	2264	Anatomy for Medical Secretaries	3

**Third Semester Credit Hours 15**

BOC	2264	Medical Issues & Coding I	3
BOC	2268	Medical Office Seminar I	V1
BOC	2269	Medical Office Internship I	V2
CIS	1278	Spreadsheet	V3
PSY	1101	General Psychology I	3
SPE	1101	Fundamentals of Effective Speaking	3

**Fourth Semester Credit Hours 16.5**

BOC	2265	Medical Transcription II	3
BOC	2266	Medical Insurance & Coding II	3
BOC	2270	Med Ofc Internship/ Seminar II	V3
CIS	1286	Database	V3
GEN	2207	e-Portfolio Assessment	.5
HEA	2210	Stat. Analysis of Health Data	4

**Total Credit Hours 68**



## **MEDICAL TRANSCRIPTION (MEDTR) CERTIFICATE C195**

FCC	LTC	✓ OCC	WVC	✓ Online
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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
BUS	2202	Records Management	3
DAP	1201	Business Computer Systems	3
ENG	1111	Composition I <b>OR</b>	
ENG	1201	Communications	3
HEA	1225	Introduction to Medical Terminology**	3

\*\*Recommended as a prerequisite for LSC 2264.

### **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	1202	Business Correspondence	3
LSC	2264	Anatomy for Medical Secretaries	<u>3</u>

### **Total Credit Hours 35**

# MICROCOMPUTER SUPPORT SPECIALIST (MSS) ASSOCIATE IN APPLIED SCIENCE DEGREE **D223**

FCC	<input checked="" type="checkbox"/> LTC	OCC	WVC	Online
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The Microcomputer Support Specialist degree program is a course of study for individuals who desire employment as computer technicians or those who wish to start their own business for computer support. These individuals will be trained in computer programming, software, and hardware problems. Individuals will also be able to work with all types of operating systems and networks. Specific computer skills will include configuring, installing and upgrading, diagnosis, repair, preventative maintenance, and safety. Students desiring to continue their studies beyond the associate degree may be eligible for a capstone program at a participating senior-level institution.

**First Semester** **Credit Hours 18.5**

CIS	1130	Intro to Computer Science	3
CIS	1203	Introduction to Web Page Construction	3
GEN	1207	e-Portfolio Development <sup>1</sup>	.5
MSS	1203	Small Systems Architecture	3
MSS	2202	Microcomputer Operating Systems	3
MSS	2228	Podcasting	V2
MTH	1102	College Algebra <sup>1</sup>	
		<b>OR</b>	
MTH	1201	Technical Math <sup>1</sup>	4

**Fourth Semester** **Credit Hours 15.5**

GEN	2207	e-Portfolio Assessment <sup>1</sup>	.5
MSS	2205	Field Project/Internship	3
MSS	2214	Network Security	3
MSS	2223	Windows Server	3
SPE	1101	Fundamentals of Effective Speaking <sup>1</sup>	
		<b>OR</b>	
SPE	1111	Interpersonal Communications <sup>1</sup>	3
		Humanities/Social Science Elective <sup>1</sup>	<u>3</u>

**Total Credit Hours** **64**

**Second Semester** **Credit Hours 15**

CIS	1204	Intermediate Web Page Construction	3
CIS	1210	e-Portfolio Mechanics <sup>1</sup>	.5
DAP	2180	Computer Programming C++	3
MSS	1201	Maintenance & Diagnostics I	3
MSS	2206	Microcomputer Operating Systems II	3
MSS	2228	Podcasting	V.5
TEL	1275	Computer Applications	<u>2</u>
		Semester Total	15

**Third Semester** **Credit Hours 15**

CIS	1206	Advanced Web Page 1	3
CIS	2170	Advanced Programming Tech	3
ENG	1111	Composition I <sup>1</sup>	
		<b>OR</b>	
ENG	1201	Communications <sup>1</sup>	3
MSS	2201	Maintenance and Diagnostics II	3
MSS	2204	Local Area Networks	3

**MINE ELECTRICAL MAINTENANCE III (CMT) CERTIFICATE C296**

FCC	LTC	OCC	✓ WVC	Online
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The Mine Electrical Maintenance III meets MSHA (Mine, Safety & Health Administration) training requirements for an electrical card.

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

**MS OFFICE SPECIALIST (MSOFC) CERTIFICATE****C244**

✓ FCC	✓ LTC	✓ OCC	✓ WVC	✓ Online
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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
CIS	1278	Spreadsheet	3
CIS	1286	Database	3
DAP	2202	Word Processing I	3

**Second Semester** **Credit Hours 13**

ACC	1101	Applied Accounting	
		<b>OR</b>	
ACC	2101	Financial Accounting	4
DAP	1203	Microcomputer Applications	
		In Business	3
DAP	2203	Word Processing II	3
DAP	2265	Desktop Publishing I	<u>3</u>

**Total Credit Hours** **27**

## OFFICE MANAGEMENT (OMGT) ASSOCIATE IN APPLIED SCIENCE DEGREE **D186**

FCC	✓ LTC	OCC	WVC	Online
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The Office Management degree program is designed to enable the student to acquire management abilities in addition to the basic information necessary for the administrative assistant field. They perform a broad range of duties. They may oversee secretarial and reception services, payroll, conference planning and travel, information and data processing, mail, material distribution, printing and reproductions or records management.

Graduates of this program may have opportunities for employment in many fields, including banking, education, public relations, law, government, medicine, retail, industry, and accounting. However, graduates will find greater job opportunities if they are willing to be mobile. These graduates may also have opportunities for advancement to mid-level managerial positions within any of these fields.

Students will be placed in keyboarding classes according to previous experience, training, and ability. Placement into BOC 1202 requires consent of instructor.

### First Semester Credit Hours 16

BMG	1202	Business Math	
		<b>OR</b>	
		College Level Math <sup>1</sup>	4
BOC	1201	Beginning Keyboarding	
		<b>OR</b>	
BOC	1202	Intermediate Keyboarding	3
		(consent of instructor required)	
BUS	1101	Introduction to Business	3
DAP	1201	Business Computer Systems <sup>1</sup>	3
ENG	1111	Composition I	
		<b>OR</b>	
ENG	1201	Communications <sup>1</sup>	3

### Second Semester Credit Hours 16

BOC	1208	Automated Office Procedures <sup>2</sup>	4
DAP	2202	Word Processing I	3
DAP	2203	Word Processing II	3
PSY	1101	General Psychology I	
		<b>OR</b>	
PSY	1103	Business Psychology <sup>1</sup>	3
SPE	1101	Fundamentals of Effective Speaking	
		<b>OR</b>	
SPE	1111	Interpersonal Communications <sup>1</sup>	3

### Third Semester Credit Hours 16

ACC	1101	Applied Accounting	4
BOC	2210	Office Seminar I	1
BOC	2211	Office Internship I	V2-6
BUS	2101	Business Law I	3
BUS	2104	Business Economics <sup>1</sup>	3
CIS	1278	Spreadsheet	3

### Fourth Semester Credit Hours 15

ACC	1102	Fundamentals of Accounting	4
BOC	2213	Office Internship II	V2-6
BUS	2203	Office Management	3
CIS	1275	PowerPoint	3
CIS	1286	Database	<u>3</u>

### Total Credit Hours 63

<sup>1</sup>General Education Hours

<sup>2</sup>Previous keyboard experience required

**Other recommended core elective:**

CIS	1210	e-Portfolio Mechanics	.5
GEN	1207	e-Portfolio Development	.5
GEN	2207	e-Portfolio Assessment	.5

**OSP TECHNICIAN (TELCS) CERTIFICATE****C446**

FCC	✓ LTC	OCC	WVC	Online
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The purpose of this certificate is to prepare the student for work at a communications firm as a lineman, cable splicer, I & R technician, or fiber optic tech. Typically, work is performed outdoors in construction, splicing, troubleshooting and maintaining copper and fiber optic communication lines. Employees will work with voice, data, and video circuits. Employers include telephone companies, CLECs, Cable TV companies, and telecom contractors.

**First Semester Credit Hours 19**

GEN	1221	Occupational Safety	2
TEL	1265	Introduction to Computers	3
TEL	1266	Fundamentals of Telecom	4
TEL	1273	Electronics in Telecom	3
TEL	1276	Working Aloft	2
TEL	2281	Outside Plant Construction	5

**Second Semester Credit Hours 22**

CIS	1104	Intro to Online Learning	.5
CIS	1210	e-Portfolio Mechanics	.5
GEN	1207	e-Portfolio Development	.5
GEN	2207	e-Portfolio Assessment	.5
TEL	1271	OSP Cable Splicing	3
TEL	1274	Station Installation	3
TEL	2204	Fiber Optic Test Equipment	.5
TEL	2205	Fiber Optic Cable Restoration	.5
TEL	2217	Load Coils & Line Treatments	.5
TEL	2218	Buried Cable Locating	.5
TEL	2221	Cable Fault Analysis	.5
TEL	2250	T-1 Primer	.5
TEL	2254	Fiber Optic Splicing	1
TEL	2259	Modular Cable Splicing	1
TEL	2261	Bonding & Grounding	.5
TEL	2262	Analog Subscriber Carrier Sys	.5
TEL	2287	Telecom VDV Convergence	1
TEL	2291	OSP Cable Maintenance	4
TEL	2299	OSP Advanced Cable Splicing	<u>3</u>
		Semester Total	22

**Total Credit Hours 41****Recommended elective:**

TEL	2200	Internship in Telecommunications	5
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## PARAPROFESSIONAL EDUCATOR (EDU) CERTIFICATE C364

✓ FCC	✓ LTC	✓ OCC	✓ WVC	✓ Online
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The intent of the Paraprofessional Educator certificate is to prepare both current and future paraprofessional/ teacher aide educators.

This curriculum will prepare graduates for jobs as paraprofessionals or teachers' aides, special education aides for the K-12 school systems, preschool aides for school districts with pre-K classes, and early childhood aides for day/child care centers.

### First Semester Credit Hours 15-16

EDU	1114	Educating Exceptional Children	3
EDU	1116	Intro to Teaching	3
ENG	1111	Composition I	3
MTH	1103	Liberal Arts Math	
<b>OR</b>			
MTH	1121	Math for Elementary Education	
<b>OR</b>			
MTH	1201	Technical Math	3-4
SOC	2101	Principles of Sociology	3

### Second Semester Credit Hours 16

EDU	2107	Preclinical Experiences in Education	4
EDU	2109	Language Arts in the Elementary School	3
ENG	1121	Composition & Analysis	3
PSY	1101	General Psychology I	3
		Elective*	3

**Total Credit Hours 31**

#### **\*Other recommended core courses:**

ECD	1101	Intro to Early Childhood	3
EDU	1101	Cultural Diversity	3
EDU	1107	Health	3
EDU	1115	Using Instructional Media	3
EDU	2102	Art for Elementary School Teachers	3
EDU	2210	Behavior Management & Observation	3
LSC	1101	General Biology I	4
SOC	2103	Marriage & Family	3
SPN	1111	Elementary Spanish I	4

## PARAPROFESSIONAL EDUCATOR (EDU) ASSOCIATE IN APPLIED SCIENCE DEGREE **D365**

✓ FCC	✓ LTC	✓ OCC	✓ WVC	Online
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The intent of the Paraprofessional Educator AAS degree is to prepare both current and future paraprofessional/ teacher aide educators. The AAS degree is designed for immediate employment, but includes a number of transfer courses that could transfer to a baccalaureate degree-granting institution.

This curriculum will prepare graduates for jobs as paraprofessionals or teachers' aides, special education aides for the K-12 school systems, preschool aides for school districts with pre-K classes, and early childhood aides for day/child care centers. Also, the way in which the curricula is designed for a progression or career ladder will enable students to continue their education toward a baccalaureate teaching certificate

### First Semester Credit Hours 15-16

EDU	1114	Educating Exceptional Children	3
EDU	1116	Intro to Teaching	3
ENG	1111	Composition I	3
MTH	1103	Liberal Arts Math	
		<b>OR</b>	
MTH	1121	Math for Elementary Education	
		<b>OR</b>	
MTH	1201	Technical Math	3-4
SOC	2101	Principles of Sociology	3

### Second Semester Credit Hours 16

EDU	2107	Preclinical Experiences in Education	4
ENG	1121	Composition & Analysis	3
PSY	1101	General Psychology I	3
		Literature Elective	3
		Elective*	3

### Third Semester Credit Hours 16

ART	2101	Understanding Art	
		<b>OR</b>	
HUM	1111	Intro to Art, Music, and Theatre	
		<b>OR</b>	
MUS	1101	Music Appreciation	
		<b>OR</b>	
MUS	1102	History of American Music	3
LSC	1101	General Biology I	4
SOC	2102	Social Problems & Trends	3
SPE	1101	Fundamentals of Effective Speaking	3
		Psychology Elective	3

### Fourth Semester Credit Hours 15

DAP	1201	Business Computer Systems	3
HIS	2101	U.S. History to 1877	
		<b>OR</b>	
HIS	2102	U.S. History Since 1877	
		<b>OR</b>	
PLS	2101	Government of the U.S.	3
		EDU Elective*	3
		Electives*	<u>6</u>

**Total Credit Hours 62**

#### **\*Other recommended core courses:**

ECD	1101	Intro to Early Childhood	3
EDU	1102	Basic Activities for Elem/Sec Schools	3
EDU	1107	Health	3
EDU	1115	Using Instructional Media	3
EDU	2103	Educational Psychology	3
EDU	2105	Science in the Elementary School	4
EDU	2109	Language Arts in the Elementary Schools	3
HIS	1104	History of Eastern Civ	4
MTH	1122	Geometry for Elem Ed	3
PEG	1137	First Aid & Safety Education	3
SOC	2103	Marriage & Family	3
SPN	1111	Elementary Spanish I	4



**PARENTING (PARNT) CERTIFICATE C356**

FCC	LTC	OCC	✓ WVC	Online
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The Parenting certificate focuses on the social, emotional, academic, and physical growth of children as well as the continuing education for parents and how education builds a better and stronger community. The goals of the program are: to increase parental involvement in their children’s education as well as their own education; increase student attendance in school; improve parental understanding of learning concepts; increase academic growth; and recognize the need for lifelong learning and education.

<b>Program Requirements</b>		<b>Credit Hours</b>	<b>14</b>
ECD	1101	Intro to Early Childhood Ed	3
ECD	1203	Health and Safety of Children	3
ECD	1206	Developments in Early Childhood	1
ECD	1208	Parent-Child Relations I	1
ECD	1209	Parent-Child Relations II	1
ECD	1210	Developmental Parenting	3
GEN	1107	Portfolio Development	<u>2</u>
<b>Total Credit Hours</b>			<b>14</b>

## PHARMACY TECHNICIAN (PHM) CERTIFICATE C337

FCC	✓ LTC	OCC	WVC	Online
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Pharmacy technicians assist and support licensed pharmacists in providing health care products and medication to patients. Pharmacy technicians often perform a central role in the preparation and delivery of drug products and act as a liaison for the pharmacist, doctor, and the patient. Technicians receive prescription and refill requests from patients and must verify authenticity and accuracy. Pharmacy technicians prepare the actual prescriptions, sometimes including the actual compounding of medication. Additionally, they prepare medication containers and label these. All pharmacy technicians must be registered by the Illinois Department of Professional Regulation. This certificate program will prepare students with the training, education, and skills necessary to pass the licensing exam available from the Pharmacy Technician Certification Board (PTCB) and begin an entry-level job in the pharmacy technician profession.

Pharmacy Technician students must pass all courses in the program curriculum with at least a C and maintain a minimum term GPA of 2.0 to proceed through the program. Students must place into Beginning Algebra on COMPASS test or remediate to that level.

### First Semester Credit Hours 11

HEA	1225	Introduction to Medical Terminology	V2
PHM	1201	Orientation to Pharmacy Tech	3
PHM	1203	Pharmacy Calculations	3
SPE	1111	Interpersonal Communications	3

### Second Semester Credit Hours 7

PHM	1202	Pharmacology	3
PHM	1204	Pharmacy Operations	3
PHM	2202	Certification Review	1

### Summer Credit Hours 3

PHM	2201	Pharmacology Practicum	<u>3</u>
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### Total Credit Hours 21

## **PHLEBOTOMY (PHB) CERTIFICATE C339**

FCC	LTC	✓ OCC	WVC	Online
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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.

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 6**

PHB	1220	Phlebotomy Theory	3
PHB	1222	Phlebotomy Procedures	3

**Second Semester** **Credit Hours 4**

PHB	1224	Phlebotomy Externship	<u>4</u>
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**Total Credit Hours** **10**

**PROCESS TECHNOLOGY (PTEC) CERTIFICATE C301**

FCC	✓ LTC	OCC	WVC	Online
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The Process Technology certificate program will prepare students to assume roles as entry-level operators and technicians in the process technology and manufacturing industry (food processing, power production, water treatment, paper manufacturing, fuel production, chemical and pharmaceutical manufacturing). It will also prepare current industrial employees for advancement within the industry.

**First Semester                      Credit Hours 15.5**

CIS	1104	Intro to On-line Learning	.5
CIS	1210	e-Portfolio Mechanics <sup>1</sup>	.5
GEN	1207	e-Portfolio Development <sup>1</sup>	.5
MTH	1201	Technical Mathematics <sup>1</sup>	V4
PTT	1200	Intro to Process Technology	3
PTT	1201	PTech Instrumentation	4
SOC	1108	Race & Ethnic Relations <sup>1</sup>	3

**Second Semester                      Credit Hours 12.5**

GEN	2207	e-Portfolio Assessment	.5
PTT	1204	PTech Safety & the Environment	3
PTT	1205	Tech Reading/Writing/ Reporting	3
PTT	2201	PTech Equipment	4
TEL	1275	Computer Applications	<u>V2</u>

**Total Credit Hours                      28**

**PROCESS TECHNOLOGY (PTEC) ASSOCIATE IN APPLIED SCIENCE DEGREE D302**

FCC	✓ LTC	OCC	WVC	Online
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The Process Technology degree program will prepare students to assume roles as operators and technicians in the process technology and manufacturing industry (food processing, power production, water treatment, paper manufacturing, fuel production, chemical and pharmaceutical manufacturing). It will also prepare current industrial employees for advancement within the industry.

**First Semester Credit Hours 15.5**

CIS	1104	Intro to On-line Learning	.5
CIS	1210	e-Portfolio Mechanics <sup>1</sup>	.5
GEN	1207	e-Portfolio Development <sup>1</sup>	.5
MTH	1201	Technical Mathematics <sup>1</sup>	V4
PTT	1200	Intro to Process Technology	3
PTT	1201	PTech Instrumentation	4
SOC	1108	Race & Ethnic Relations <sup>1</sup>	3

**Second Semester Credit Hours 16**

BUS	2104	Business Economics	3
PTT	1204	PTech Safety & the Environment	3
PTT	1205	Tech Reading/Writing/Reporting	3
PTT	2201	PTech Equipment	4
TEL	1275	Computer Applications	V3

**Third Semester Credit Hours 18**

CHM	1120	Introductory Chemistry	5
MAC	2203	Manufacturing Processes	3
PTT	2205	PTech Quality Control	3
PTT	2206	PTech Systems	4
SPE	1111	Interpersonal Communications	3

**Fourth Semester Credit Hours 14.5**

GEN	2207	e-Portfolio Assessment	.5
PTT	2207	PTech Operations	4
PTT	2208	PTech Troubleshooting	4
PTT	2212	Process Technology Internship	6

**Total Credit Hours 64**

**Recommended electives:**

PTT	1202	OSHA Training	2
PTT	2298	Topics in Process Technology	6

**PROFESSIONAL BOOKKEEPER (ACT) CERTIFICATE C142**

FCC	LTC	✓ OCC	WVC	Online
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The Professional Bookkeeper certificate will prepare individuals for high demand accounting and bookkeeping jobs. Today's professional bookkeeper is part accounting, part tax whiz, part financial analyst. "Certified bookkeepers and those with several years of accounting and bookkeeping experience will have the best job prospects" (Occupational Outlook Handbook , 2008-2009 Edition, U.S. Department of Labor, Bureau of Labor Statistics). This specialized certificate and certification will also prepare individuals for entrepreneurial companies and jobs.

**First Semester Credit Hours 11**

ACC	1202	QuickBooks I	2
ACC	1203	QuickBooks II	2
ACC	1204	Bookkeeper Prep Professional	3
ACC	2101	Financial Accounting	4

**Second Semester Credit Hours 10**

ACC	2102	Managerial Accounting	4
ACC	2141	Federal Tax Accounting	3
DAP	1201	Business Computer Systems	<u>3</u>

**Total Credit Hours 21**

## **PROFESSIONAL AG APPLICATOR (AGB) CERTIFICATE C118**

FCC	LTC	OCC	✓ WVC	Online
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With the rise of geographical information systems (GIS), field mapping, and computer controlled applicators, a new class of employee has been created in the agri-business sector. Individuals who bring the varied skills of Commercial Drivers License, Chemical Applicator Certification, a basic understanding of computers, and a basic understanding of GIS are in demand as the operators of Agricultural Chemical Applicators. These large, \$250,000 computerized chemical applicator “trucks” require operators with the above-mentioned skills. Such skills are being sought after by dealers and distributors of agricultural fertilizers and chemicals.

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

**First Semester** **Credit Hours 11**

AGR	1213	Soil Fertility & Fertilizers	3
AGR	1214	Agri-Chemicals	3
AGR	1261	Supervised Occupational Experience I	4
TRK	1210	CDL Exam Preparation	1

**Second Semester** **Credit Hours 11**

AGR	1215	Ag Chem Applicator	2
AGR	1262	Supervised Occupational Experience II	4
AGR	1281	Introduction to Geographical Information Systems	3
EDU	1108	Standard Red Cross First Aid	2

**Total Credit Hours** **22**

**PSYCHIATRIC REHABILITATION (PSYRH) CERTIFICATE****C336**

✓ FCC	LTC	OCC	✓ WVC	Online
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This Psychiatric Rehabilitation certificate program is designed to prepare skilled psychiatric support personnel in public, private, and government-operated facilities. The certificate program will prepare individuals for employment as psychiatric technicians and aides capable of working in a variety of settings, such as mental health facilities, public and private hospitals, residential programs, and support services programs.

**First Semester Credit Hours 3.5**

PRA	1201	Survey of Psychiatric Rehabilitation	3
PRA	2210	Survey of Psychiatric Rehabilitation Internship	.5

**Second Semester Credit Hours 3.5**

PRA	1202	Psychiatric Rehabilitation Skills	3
PRA	2211	Psychiatric Rehabilitation Skills Internship	.5

**Third Semester Credit Hours 3.5**

PRA	1203	Psychiatric Rehabilitation Health Skills	3
PRA	2212	Psychiatric Rehabilitation Health Skills Internship	.5

**Fourth Semester Credit Hours 3.5**

PRA	2204	Vocational & Community Living Skills	3
PRA	2213	Vocational & Community Living Skills Internship	.5

**Total Credit Hours 14**



**QUALITY IMPROVEMENT (INDS) CERTIFICATE****C552**

FCC	LTC	OCC	✓ WVC	Online
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The Quality Improvement certificate is intended to prepare new and incumbent workers to become technical and/or technical management oriented professionals for employment in business, industry, and government. Program graduates may find employment as quality improvement technicians at industrial sites.

**First Semester Credit Hours 6**

EGR	1298	Topics/Issues in Engineering Technology	2
MAC	2203	Manufacturing Processes	2
QAC	1205	Quality Planning & Analysis	2

**Second Semester Credit Hours 4**

MAC	1225	Internship	3
MAC	1226	Machine Shop Seminar	<u>1</u>

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

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

# QUICKBOOKS (ACT) CERTIFICATE C141

FCC	LTC	✓ OCC	WVC	Online
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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

ACC	1202	QuickBooks I	2
ACC	1203	QuickBooks II	2
ACC	2101	Financial Accounting	4
ACC	2102	Managerial Accounting	4
ACC	2141	Federal Tax Accounting	3
DAP	1201	Business Computer Systems	<u>3</u>

**Total Credit Hours 18**

# RADIO-TV BROADCASTING (RADIO) ASSOCIATE IN APPLIED SCIENCE DEGREE D255

FCC	LTC	OCC	✓ WVC	Online
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Graduates of this program should qualify for employment opportunities in commercial broadcasting, public broadcasting, or other related areas of mass communications. Typical entry-level job titles include announcer, newscaster, account executive, continuity writer, traffic manager, sportscaster, and public affairs director. Students completing the program should be able to demonstrate knowledge of broadcast station operations, understand FCC rules and regulations; operate all types of professional broadcasting equipment, and demonstrate fundamental announcing skills.

**First Semester Credit Hours 16.5**

BRD	1101	Introduction to Broadcasting	3
BRD	1202	Radio/TV Announcing & Performance	3
BRD	1210	Applied Broadcasting I	3
BRD	1215	Broadcasting Technology	3
BRD	2217	Broadcast Journalism	3
CIS	1104	Intro to Online Learning	.5
CIS	1210	e-Portfolio Mechanics	.5
GEN	1207	e-Portfolio Development	.5

**Second Semester Credit Hours 18**

BRD	1203	Radio Production	3
BRD	1204	Basic Television Production	3
BRD	1206	Radio Station Operations	3
BRD	1211	Applied Broadcasting II	3
ENG	1111	Composition I	
		<b>OR</b>	
ENG	1201	Communications	3
		Math/Science Elective	3

**Summer Semester Credit Hours 3**

BRD	2220	Practicum in Broadcasting	3
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**Third Semester Credit Hours 15**

BRD	2210	Applied Broadcasting III	3
BRD	2212	Advanced Television Production	3
BRD	2213	Broadcast Advertising & Sales	3
		Social Science Elective	3
		Speech Elective	3

**Fourth Semester Credit Hours 16.5**

BRD	2211	Applied Broadcasting IV	3
BRD	2215	Broadcast Management	3
BRD	2221	Radio/TV Internship	V3
BRD	2225	Radio/TV Seminar	1
GEN	2207	e-Portfolio Assessment	.5
JLM	1111	Survey of Mass Media	3
		Computer Elective	3

**Total Credit Hours 69**

Students enrolled in BRD 1210, 1211, 2210, 2211 (Applied) must also be enrolled in a 3-hour broadcasting class during that semester.

## **REAL ESTATE (RES) CERTIFICATE C181**

FCC	LTC	OCC	✓ WVC	Online
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The purpose of the Real Estate certificate program is to provide students the opportunity to take real estate courses that lead to state licensure as well as provide continuing education for individuals seeking licensure renewal.

**First Semester** **Credit Hours 18**

BMK	2102	Introduction to Sales	3
BUS	1101	Introduction to Business	3
BUS	1604	Real Estate Principles-Sales	3
BUS	2201	Principles of Management	3
DAP	1201	Business Computer Systems	3
ENG	1111	Composition I	3

**Second Semester** **Credit Hours 16**

BMG	1202	Business Math	4
BMK	2101	Principles of Marketing	3
BUS	1621	Broker-Contracts & Conveyance	1
BUS	1622	Broker-Advanced Principles	1
BUS	1623	Broker-Administration	1
BUS	1624	Broker-RE Appraisal	1
BUS	1626	Broker-Financing	1
PSY	1103	Business Psychology	3
		Elective Credit	<u>1</u>

**Total Credit Hours** **34**

BUS	2608	IL Broker Management <sup>2</sup>	1
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<sup>2</sup>Prerequisite: Must have a real estate license (state licensing change).

**SALES (SALES) CERTIFICATE****C240**

FCC	LTC	OCC	✓ WVC	✓ Online
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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	
<b>OR</b>			
ENG	1201	Communications	3

**Second Semester** **Credit Hours 16**

BMG	1202	Business Math	4
BMK	1201	Sales Management	3
BMK	2101	Principles of Marketing	3
BUS	2104	Business Economics	3
PSY	1103	Business Psychology	<u>3</u>

**Total Credit Hours** **33**

Also see Marketing Business Management.

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

**D425**

FCC	LTC	OCC	✓ WVC	Online
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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 16.5**

CIS	1104	Intro to Online Learning	.5
CIS	1210	e-Portfolio Mechanics	.5
ENG	1111	Composition I <sup>1</sup>	3
GEN	1207	e-Portfolio Development	.5
PSY	1101	General Psychology I	3
SOC	2101	Principles of Sociology	3
SPE	1101	Fundamentals of Effective Speaking <sup>1</sup>	3
SSS	1201	Introduction to Social Services	3

**Second Semester Credit Hours 18**

ENG	1121	Composition and Analysis <sup>1</sup>	3
PLS	2101	Government of the United States <sup>1</sup>	3
PSY	2109	Human Growth & Development <sup>1</sup>	3
SOC	2102	Social Problems & Trends <sup>1</sup>	3
SPE	1111	Interpersonal Communications <sup>1</sup>	3
SSS	1202	Social Services & Welfare Development	3

**Third Semester Credit Hours 15-16**

EDU	1107	Health <sup>1</sup> OR	
HEC	1101	Nutrition <sup>1</sup>	V3
HIS	2101	U.S. History to 1877 <sup>1</sup> OR	
HIS	2101	U.S. History Since 1877 <sup>1</sup>	3
SSS	2205	Social Services Intervention	3
		Math Elective/MTH 1103 recommended <sup>1</sup>	3
		Elective/LSC 1101 recommended <sup>1</sup>	3-4

**Fourth Semester Credit Hours 16.5**

ECN	2102	Principles of Microeconomics	3
GEN	2207	e-Portfolio Assessment	.5
PHI	2101	Ethics <sup>1</sup>	3
SOC	2103	Marriage & Family	3
SOC	2104	Death & Dying	3
SSS	2206	Behavior & Social Environment	4

**Total Credit Hours 65-66**

<sup>1</sup> General Education Hours

**Recommended Electives:**

SSS	2201	Internship I	V2
SSS	2202	Seminar	1
SSS	2203	Internship II	V2
SSS	2204	Seminar II	1

## SPORT GROUNDS MAINTENANCE (HORT) CERTIFICATE C388

FCC	✓ LTC	OCC	WVC	Online
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Landscapers and groundskeepers are incorporated into the career cluster of agriculture, food, and natural resources. Landscapers and groundskeepers plant and take care of flowers, lawns, shrubs, and trees. Groundskeepers do routine or special types of maintenance for athletic fields, golf courses, cemetery grounds, and park and recreational facilities. These individuals are often classified as either grounds managers or grounds maintenance personnel. They maintain a variety of facilities including athletic fields, golf courses, cemeteries, university campuses, and parks. Grounds managers have a strong knowledge of plants, landscape design, pest management, irrigation, and erosion control and have supervisory duties. Groundskeepers in parks and recreation facilities care for plants, maintain playgrounds and athletic fields, clean buildings, and pick up litter. Other tasks performed by landscapers and groundskeepers include: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortarless segment concrete masonry wall units.

**First Semester Credit Hours 13.5**

CIS	1104	Intro to Online Learning	.5
CIS	1210	e-Portfolio Mechanics	.5
GEN	1207	e-Portfolio Development	.5
HRT	1208	Introduction to Horticulture	V3
HRT	2201	Landscape Design & Construction II	3
HRT	2205	Turf Grass Management	3
HRT	2207	Landscape Plant Maintenance	3

**Second Semester Credit Hours 12.5**

GEN	2207	e-Portfolio Assessment	.5
HRT	1202	Pest Control	3
HRT	1204	Landscape Design & Installation	3
HRT	2210	Special Topics in Horticulture	V3
HRT	2212	Hort Computer Applications	3

**Summer Semester Credit Hours 3**

HRT	2216	Internship	<u>3</u>
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**Total Credit Hours 29**

**TELECOMMUNICATIONS TECHNOLOGY (TEL) ASSOCIATE IN APPLIED SCIENCE DEGREE D485**

FCC	✓ LTC	OCC	WVC	Online
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The two-year Associate in Applied Science degree in Telecommunications Technology provides course work in broad areas of telephony. Learned skills will include central office and EPABX switching, fiber optic and copper cable splicing, and installation of home and business telephone systems. Also included are specific courses in mathematics, electricity, electronics, digital techniques, communications skills, and applied computer science. Additional training is provided through an internship program by placing students with telecom firms as on-the-job trainees.

Upon graduation, students are employed by interconnects, common carriers, contractors, and telephone companies as technicians and installers with some reaching first-line supervisory positions within a few years.

<u>First Semester</u>				<u>Credit Hours 19</u>	<u>Fourth Semester</u>				<u>Credit Hours 17</u>
GEN	1221	Occupational Safety	2	CIS	1104	Intro to Online Learning <sup>1</sup>	.5		
MSS	2202	Microcomputer Operating		CIS	1210	e-Portfolio Mechanics <sup>1</sup>	.5		
		Systems	3	GEN	1207	e-Portfolio Development <sup>1</sup>	.5		
MTH	1201	Technical Mathematics <sup>1</sup>	V4	GEN	2207	e-Portfolio Assessment <sup>1</sup>	.5		
TEL	1265	Introduction to Computers	3	MSS	2223	Windows Server			
TEL	1266	Fundamentals of Telephony	4			<b>OR</b>			
TEL	1273	Electronics in Telecom	3	TEL	2299	OSP Advanced Cable Splicing	3		
				TEL	2291	OSP Cable Maintenance			
<u>Second Semester</u>				<u>Credit Hours 18</u>					
ENG	1201	Communications <sup>1</sup>	3			<b>OR</b>			
MSS	1201	Maintenance & Diagnostics I	3	TEL	2292	Business Communications			
MSS	2206	Microcomputer Operating				Systems II			
		Systems II	3			<b>OR</b>			
TEL	1271	OSP Cable Splicing	3	TEL	2298	Computer Telephony II	4		
TEL	1272	Basic Communications		TEL	2287	Telecom VDV Convergence	1		
		Systems I	3	TEL	2295	Telecommunications			
TEL	1274	Station Installation	3			Conspetus	3		
<u>Third Semester</u>				<u>Semester Hours</u>	TEL	2206	Fiber Terminating for LANS	1	
MSS	2201	Maintenance & Diagnostics II	3			Social Science/Humanities			
MSS	2204	Local Area Networks	3			Elective <sup>1</sup>	<u>3</u>		
TEL	2281	Outside Plant Construction							
		<b>OR</b>				<b>Total Credit Hours</b>	<b>72</b>		
TEL	2282	TDM Switching Technology				<sup>1</sup> General Education Hours			
		<b>OR</b>				<b>Elective:</b>			
TEL	2288	Computer Telephony I	5	TEL	1276	Working Aloft	2		
TEL	2294	Digital Transmission							
		Networks	4						
		Math/Science Elective <sup>1</sup>	3						



**TRUCK DRIVING (TRK) CERTIFICATE****C578**

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

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

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

<b><u>Total Credit Hours</u></b>	<b><u>7</u></b>
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## ***TURF AND LANDSCAPE DESIGN (AGB) CERTIFICATE C116***

FCC	LTC	OCC	✓ WVC	Online
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The Turf and Landscape Design certificate is designed as a stand-alone certificate for individuals specifically interested in training for the horticulture/lawn care industry. It will also serve the students of the Agricultural Technologies program (AAS degree) by increasing their marketability through cross-training within the agricultural field.

**First Semester Credit Hours 15**

AGR	1111	Introduction to Soil Science	4
AGR	1112	Introduction to Agronomy	4
AGR	1261	Supervised Occupational Experience I	4
HRT	1208	Introduction to Horticulture	3

**Second Semester Credit Hours 14**

AGR	1213	Soil Fertility & Fertilizers	3
AGR	1214	Agri-Chemicals	3
AGR	1221	Turf & Landscape Management	3
AGR	1262	Supervised Occupational Experience II	4
TRK	1210	CDL Exam Preparation	<u>1</u>

**Total Credit Hours 29**

## **WEB DESIGN (INFO) CERTIFICATE C238**

FCC	LTC	✓ OCC	✓ WVC	Online
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The Web Design certificate is designed to train individuals interested in Web page creation for business, industry, and personal use. Students will develop skills in a hands-on working environment. Current technologies (hardware and software) will be explored and utilized as part of each class. Instruction will include: lecture/demonstration, skill development, and practical application. This program is designed to provide students the commonly used technology in Web page creation. Students will have the opportunity to develop a portfolio of work through comprehensive class projects. This portfolio will build with components from each class. This program is offered as a dual-credit certificate.

**First Semester Credit Hours 9**

CIS	1201	Intro to the Internet	3
CIS	1203	Intro to Web Page Construction	3
CIS	1204	Intermediate Web Page Construction	3

**Second Semester Credit Hours 9**

CIS	1206	Advanced Web Page I	3
CIS	1208	Web Application Security	3
CIS	2206	Advanced Web Page II	<u>3</u>

**Total Credit Hours 18**

## WELDING AND CUTTING (WELCT) CERTIFICATE C570

FCC	LTC	✓ OCC	WVC	Online
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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 18

ENG	1201	Communications	
		<b>OR</b>	
MTH	1201	Technical Mathematics	3
WEL	1210	Gas Metal Arc Welding	2
WEL	1215	Shielded Metal Arc Welding I	2
WEL	1220	Metal Cutting & Preparation	3
WEL	1225	Blueprint Reading	4
WEL	1230	Shielded Metal Arc Welding II	2
WEL	1260	Combination Welding	2

### Second Semester Credit Hours 14

ENG	1201	Communications	
		<b>OR</b>	
MTH	1201	Technical Mathematics	3
WEL	1235	Flux Cored Arc Welding	2
WEL	1240	Welder Certification I	2
WEL	1245	Gas Tungsten Arc Welding	2
WEL	1250	Welding Metallurgy	2
WEL	2225	Pipe Welding Certification	<u>3</u>

**Total Credit Hours 32**

## WELDING (WELD) CERTIFICATE C276

FCC	LTC	✓ OCC	WVC	Online
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### First Semester Credit Hours 8

WEL	1210	Gas Metal Arc Welding	2
WEL	1215	Shielded Metal Arc Welding I	2
WEL	1225	Welding Blueprint Reading	4

### Second Semester Credit Hours 8

IND	1210	General Safety	3V
WEL	1260	Combination Welding I	2V
WEL	1602	Special Projects in Welding	<u>3</u>

**Total Credit Hours 16**

**WELDING (WEL) CERTIFICATE**

**C569**

✓ FCC	LTC	OCC	WVC	Online
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The Welding Certificate at FCC is designed as a ladder to OCC's longer certificate and will lead to state certification. This program prepares welders to meet industry job related to production, fitter/fabricator, maintenance, and construction welders. This certificate is also designed as a dual credit program with area high schools.

<b><u>First Semester</u></b>			<b><u>Credit Hours 9</u></b>
WEL	1210	Gas Metal Arc Welding	2
WEL	1215	Shielded Metal Arc Welding I	2
WEL	1260	Combination Welding I	2
PEG	1137	First Aid & Safety Education	3
<b><u>Second Semester</u></b>			<b><u>Credit Hours 7</u></b>
WEL	1225	Welding Blueprint Reading	4
WEL	1602	Special Blueprint Reading	3
<b><u>Total Credit Hours</u></b>			<b>16</b>

**WELDING (WELD) CERTIFICATE C571**

FCC	✓ LTC	OCC	WVC	Online
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The Welding certificate program will provide industry skills to prepare graduates for employment in the field of welding, as well as complement skills and requirements for other industrial/manufacturing programs. Instruction includes types and use of equipment and materials, skill performance, safety, and blueprint reading. Graduates will be prepared for entry level employment within industry as well as further prepare current industrial employees for advancement within the industry. The Illinois labor market indicates a projected 4% increase for welders, cutters and solderers, between 2006 and 2016.

**First Semester Credit Hours 11**

IND	1210	General Safety	V3
MTH	1201	Technical Mathematics	4V
WEL	1210	Gas Metal Arc Welding	2
WEL	1215	Shielded Metal Arc Welding I	2

**Second Semester Credit Hours 9**

WEL	1225	Welding Blueprint Reading	4
WEL	1260	Combination Welding I	V2
WEL	1602	Special Projects in Welding	<u>3</u>

**Total Credit Hours 20**

# Course Information

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# COURSE NUMBERING

A seven-character identification system is used for course numbering. **The first three characters (alphabetical letters) are course designations. The last four are numerical digits which indicate the following:**

**1. FIRST DIGIT**

- 0 - Less than a freshman-level course
- 1 - First-year course
- 2 - Second-year course

**2. SECOND DIGIT**

Designates state classification code:

- 1 - Baccalaureate
- 2 - Career and Technical
- 4 - Remedial
- 6 - Vocational Skills
- 7 - Adult Basic Education
- 8 - Adult Secondary Education
- 9 - ESL

**3. THIRD DIGIT AND FOURTH DIGIT**

Designates course sequence within that discipline.

The 

F	L	O	W
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 box immediately below the course title indicates where the course is offered. For example, if the box contains **only** the letter "F," it is offered **only** at Frontier Community College (F = Frontier, L = Lincoln Trail, O = Olney Central, and W = Wabash Valley).

**Example:**

<p>L S C - 1 1 0 1</p>	<p>General Biology I (The course title)</p> <p>Designates course sequence within that discipline <b>This is the first course in a sequence.</b></p>	<p>4 - 3 - 2</p> <p>Lab hours per week* Lecture hours per week Semester hours of credit</p>	<p>1 - Baccalaureate course 2 - Career and Technical course 4 - Remedial course 6 - Vocational Skills course <b>This is a Baccalaureate course.</b></p> <p>7 - Adult Basic Education course 8 - Adult Secondary Education course 9 - English as a Second Language course</p>
	<p>0 Indicates a less than freshman-level course 1 Indicates a first-year course 2 Indicates a second-year course <b>This is a first-year course.</b></p>		

**Letters designate the course prefix.**

\*Unless otherwise indicated, laboratory hours indicate closed laboratories.

**Closed Laboratory** is defined to mean that the instructor will be in the laboratory to direct the students toward goal-oriented objectives.

**Open Laboratory** is defined to mean that equipment and supplies are to be available for the student's use to meet objectives as assigned by the instructor in lecture. The teacher will not necessarily be in the classroom or available during open laboratories.



# COURSE PREFIXES AND CODES

## IECC COURSE PREFIXES

ABE	Adult Basic Education	GNS	Gunsmithing
ACC	Accounting	GRP	Graphics
AGB	Ag. Tech./Business	HEA	Health
AGP	Ag. Tech./Production	HEC	Home Economics
AGR	Agriculture	HIM	Health Information Management
ANT	Anthropology	HIS	History
ART	Art	HLT	Health Careers
ASE	Adult Secondary Education	HRT	Horticulture
AUB	Collision Repair Technology	HUM	Humanities
AUM	Automotive Service Tech.	IND	Industrial Management
BLD	Construction Techniques	INM	Industrial Maintenance
BMG	Business Management	INS	Instrumental Music
BMK	Business Marketing	IQM	Industrial Quality Management
BNK	Banking	ISM	Information Systems Management
BOC	Business Occupations	JLM	Journalism
BRD	Radio-TV Broadcasting	JUS	Administration of Justice
BUS	Business	KEY	Keyboard Music
CAD	Computer Aided Drafting	LET	Letters
CHM	Chemistry	LIB	Library
CIS	Computer Information Science	LIT	Literature
CMI	Coal Mining	LSC	Life Science
CMN	Coal Mining	MAC	Machine Shop Technology
CMT	Coal Mining Technology	MAN	Manufacturing Technologies
CNS	Computer Networking Specialist	MSS	Microcomputer Supp. Specialist
COM	Advertising Techniques	MTH	Mathematics
COS	Cosmetology	MUL	Science
CYS	Corrections/Youth Supervisor	MUS	Music
DAP	Data Processing	NUR	Nursing
DEQ	Diesel Equipment	PEG	Physical Ed. - General
DEV	Developmental & Prep. Study	PEI	Physical Ed. - Individual Sports
DRA	Drama	PEO	Physical Ed. - Officiating
ECD	Early Childhood Education	PHB	Phlebotomy
ECN	Economics	PHI	Philosophy
EDR	Engineering Drafting	PHM	Pharmacy Technician
EDS	Electrical Distribution Systems	PHY	Physics
EDU	Education	PLS	Political Science
EGR	Engineering	PNC	Practical Nursing
ELC	Electricity	PRA	Psychiatric Rehab.
ELE	Electrical	PRE	Prep. Studies (Basic Skills)
ELT	Electronics	PSC	Physical Science
ENG	English	PSY	Psychology
ENT	Entrepreneur	PTE	Physical Ed. - Team Sports
EPE	Emergency Prep. - Education	PTT	Process Technology
EPF	Emergency Prep. - Firefighter	QAC	Industrial Quality Control
EPM	Emergency Prep. - Medical	RAD	Radiography
EPP	Emergency Prep. - Police	REM	Remedial
ESL	English as a Second Language	RST	Food Service Technology
FRE	French	SHM	Sheet Metal
GEG	Geography	SME	Small Engines
GEL	Geology	SOC	Sociology
GEN	General Studies		
GER	German		

## IECC COURSE PREFIXES (continued)

SPE	Speech
SPN	Spanish
SRV	Surveying
SSC	Social Science
SSS	Social Services Specialist
TEL	Telecommunications Tech.
THM	Massage Therapy
TQM	Total Quality Management
TRA	Trades
TRK	Truck Driving
VOC	Voice
WEL	Welding
WKM	Work Keys Math

### **GENERAL EDUCATION CORE CURRICULUM (GECC) CODES**

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

# Course Descriptions

ABE 0701 Adult Basic-Study Skills (2-2-0)V

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Adult Basic-Study Skills is concerned with general awareness. This course involves reaction to stimuli, attending skills, directionality, and following directions. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0702 Adult Basic-Orientation (2-2-0)V

F	L	O	W
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Adult Basic-Orientation is concerned with reality orientation. The course examines self-concept, time, environmental awareness, and current events. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0704 Adult Basic-Self Help (2-2-0)V

F	L	O	W
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Adult Basic-Self Help is concerned with self help. This course involves grooming, manual tasks, self-management, and responsibilities. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0705 Adult Basic-Motor Skills (2-2-0)V

F	L	O	W
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Adult Basic-Motor Skills is concerned with gross and fine motor skills. This course concentrates on balance, posture, gross motor coordination, eye-hand coordination, tracing, and reproducing. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0707 Adult Basic-Memory Skills (2-2-0)V

F	L	O	W
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Adult Basic-Memory Skills examines visual and auditory memory. The course focuses on imagery discretion, digit span, and word groups. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0708 Adult Basic-Sound Recognition (2-2-0)V

F	L	O	W
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This course is a study of sound recognition. The course concentrates on auditory discrimination, recognition, sensory awareness, and adapting sounds to lifestyle and communication. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0709 Adult Basic-Social Skills (2-2-0)V

F	L	O	W
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Adult Basic-Social Skills is a study of socialization in personal development. This course stresses structuring of leisure time, cooperation, motivation, emotion, control and acceptable expression, social interaction, and absence of aberrant behavior. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0710 Adult Basic Education I (3-3-0)V

F	L	O	W
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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.

Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0711 Reading Readiness (2-2-0)V

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Reading Readiness concentrates on basic concepts, letter identification, describing, listening and comprehension, phonics, phonemes, syllabication, rhyming, context clues, and main idea. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0712 Math Readiness (2-2-0)V

F	L	O	W
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This course focuses on math readiness. It covers number recognition, cardinality, ordinality, sets, matching, association, conservation, measurements, problem solving, place value, and money. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0713 Adult Basic Education II (3-3-0)V

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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. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0714 Basic Developmental Reading (2-2-0)V

F	L	O	W
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This course is designed for those individuals who wish to improve their basic reading skills. The course is flexible enough so that skills may be developed at any basic reading level. Development of vocabulary and comprehension are emphasized. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0715 Community Informational Resources (2-2-0)V

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This course develops skills necessary for independent adult living with concentration on awareness of community resources. Informational resources such as libraries, newspapers, radio, and television are emphasized. Also included is an evaluation of mass media and its effect on private and public opinion. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0716 Community Services Resources (2-2-0)V

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Community Services Resources examines skills necessary for independent adult living. It includes identification and explanation of services and agencies available to the individual, such as police and fire departments, social agencies, etc. PREREQUISITE: ABE 0715 Community Informational Resources or consent of instructor. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times

ABE 0718 Job Preparation Skills I (3-3-0)V

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Job Preparation Skills I is a basic study in occupational awareness. The course focuses on knowledge about occupations to enable individuals to secure employment that fits their particular needs and interests. Topics include educational and job experiences, job descriptions and categories, vocational testing and counseling, and job sources. Students leave the course with experience in filling out applications, writing cover letters, resumes and practice interviews. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0719 Job Preparation Skills II (3-3-0)V

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This course is the second in a sequence of basic study in occupational awareness. It focuses on developing job application skills and effective job behavior. Topics include application forms, resumes, interviews, learning appropriate job behavior, completing forms, figuring wages, promotion and dismissal, and legal aspects of working. PREREQUISITE: ABE 0718 Job Preparation Skills I. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0720 Consumer Economics I (3-3-0)V

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This course is a basic study of consumer economics emphasizing proper money management and consumer awareness. Topics include a review of basic consumer math, counting and currency, measurements, shipping, packaging, and pricing, consumer credit, and banking services. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0721 Consumer Economics II (3-3-0)V

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This course is a basic study of economics emphasizing proper money management and consumer awareness. Topics include budgeting, taxes, insurance, housing, car buying, advertising, consumer rights, and consumer fraud. PREREQUISITE: ABE 0720 Consumer Economics I or consent of instructor. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0722 Health and Related I (3-3-0)V

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Health and Related I concentrates on the principles and practices necessary for good physical and mental health. Topics include health care facilities, medical emergencies, obtaining medical help, common illnesses, filling out health forms, preventive care and health maintenance. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0723 Health and Related II (3-3-0)V

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Health and Related II concentrates on the principles and practices necessary for good physical and mental health. It includes mental health problems and practices, foods and nutrition, accidents, safety measures, first aid, drug use and abuse, awareness of handicaps, and family planning. PREREQUISITE: ABE 0722 Health and Related I or consent of instructor. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0724 Government and Law I (3-3-0)V

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This course is a basic study of government and law. It focuses on how the structure of government and the functions of the legal system delineate rights and obligations of citizens. Topics include the Constitution, the three branches of the Federal Government, individual influences on government, and state and local government. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0725 Government and Law II (3-3-0)V

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This is the second in the sequence of basic study of government and law. It focuses on how the structure of government and the functions of the legal system delineate rights and obligations of individuals. Topics include legal documents, the courts and judicial system, an individual's rights, and obligations and government services. PREREQUISITE: ABE 0724 Government and Law I or consent of instructor. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0726 Pre-GED Skills: English (2-2-0)V

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This is an introductory course designed to develop basic reading and language skills. Major focus is on grammar, spelling, sentence construction, paragraph construction and essay writing. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0727 Pre-GED Skills: Math (2-2-0)V

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This is an introductory course designed to develop basic skills in mathematics. Focus is on a review of whole numbers, fractions, decimals, percents, calculator skills, graphs, charts, geometry measurements, statistics, probability, and basic concepts of algebra. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0728 Pre-GED Skills: Social Studies (2-2-0)V

F	L	O	W
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This course is an introductory survey course in history, world history, geography, economics, civics, government, and other areas of social studies. Topics include major events in American and world history, basic principles of economics, civics, government, and the United States Constitution. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0729 Pre-GED Skills: Science (2-2-0)V

F	L	O	W
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This introductory survey course is designed to develop knowledge and skills in the area of physical, life, earth, and space science. The course deals with basic concepts in botany, zoology, and physical science. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ABE 0734 Parenting Education (6-6-0)V

F	L	O	W
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Parenting education is concerned with increasing the awareness of parents as to the basic emotional, educational, and social needs of a child. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

ABE 0735 Basic Computer Skills I (3-3-0)V

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This course is designed to introduce Adult Basic Education students to basic computer skills. This course assumes no prior computer knowledge. Students will be taught how to turn the computer on and off and how to use a mouse. Topics covered will include standard concepts, basic computer applications, tools available and Internet usage. Keyboarding will be introduced. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0736 Basic Computer Skills II (3-3-0)V

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This course, which involves in-depth coverage of basic computer skills, is designed to provide the next level of computer instruction for Adult Basic Education students. Topics covered will be e-mail, on-line job searches, Power Point, Excel, Word, Internet use, and continued keyboarding. PREREQUISITE: ABE 0735 Basic Computer Skills or consent of instructor. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0750 Reading Preparation I (3-3-0)V

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This course is part of a twelve step program with progressive levels of difficulty designed to teach non-reading adults to read. This course will cover steps 1-3. The system is based on phonological awareness, syllable awareness, and phonemic awareness. Students will begin with basic letter sounds and progress to syllables and words. Students will use these skills to begin reading basic sentences and stories. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0751 Reading Preparation II (3-3-0)V

F	L	O	W
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This course is part of a twelve step program with progressive levels of difficulty designed to teach non-reading adults to read. This course will cover steps 4-6. The system is based on phonological awareness, syllable awareness, and phonemic awareness. Students will begin with basic letter sounds and progress to syllables and words. Students will use these skills to begin reading basic sentences and stories. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ABE 0752 Reading Preparation III (3-3-0)V

F	L	O	W
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This course is part of a twelve step program with progressive levels of difficulty designed to teach non-reading adults to read. This course will cover steps 7-9. The system is based on phonological awareness, syllable awareness, and phonemic awareness. Students will begin with basic letter sounds and progress to syllables and words. Students will use these skills to begin reading basic sentences and stories. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ACC 1101 Applied Accounting (4-4-0)

F	L	O	W
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This is a preliminary course in theory and practice of business accounting (for service and merchandise businesses). Major topics covered are accounting procedures, special journals, payroll accounting, accrued basis, and periodic summary. Four

classroom hours per week. 4 semester hours credit.

ACC 1102 Fundamentals of Accounting (4-4-0)

F	L	O	W
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This course is a continuation of Applied Accounting (ACC 1101). The primary accounting theory and principles are covered in depth. Generally accepted accounting principles, debits and credits, and journal entries are studied. Topics covered are: inventories, cash flows, financial statement analysis, short and long-term debt, accounts and notes receivable, long-term assets, partnerships, corporations, and manufacturing accounting. PREREQUISITE: ACC 1101 Applied Accounting or two years of high school accounting. Four classroom hours per week. 4 semester hours credit.

ACC 1103 Accounting Process (1-1-0)

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A study which gives the students a working knowledge of double-entry bookkeeping. It will include analyzing and journalizing transactions for a business, adjusting the accounts and closing the accounts. One classroom hour per week. 1 semester hour credit.

ACC 1202 QuickBooks I (3-3-0)

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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. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

ACC 1203 QuickBooks II (3-3-0)

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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. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

ACC 1204 Bookkeeper Prep Professional (3-3-0)

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This course is designed for business students and bookkeepers who want to advance their skills, knowledge, professional status, and compensation. Completion of the course prepares students to complete three certification exams demonstrating knowledge and skills required to conduct all key bookkeeping and accounting functions. The class provides all course materials needed to become a Certified Bookkeeper. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

ACC 2101 Financial Accounting (4-4-0)

F	L	O	W
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This course presents accounting as an information system that produces summary financial statements, primarily for users external to a business or other enterprise. Students study the

forms of business organization and the common transactions entered into by businesses. The emphasis is on understanding and applying basic accounting principles and other concepts that guide the reporting of the effect of transactions and other economic events on the financial condition and operating results of a business. How to analyze and interpret historical financial statements and the limitations of using these in making forward-looking business decisions is included. The primary concept emphasis will be accounting for current assets and liabilities, long-term assets and liabilities, stockholder equity, corporations' cash flow statements, and financial statement analyses. PREREQUISITE: Two years of high school bookkeeping and accounting, and/or ACC 1102 Fundamentals of Accounting, or consent of instructor. Four classroom hours per week. 4 semester hours credit.

ACC 2102 Managerial Accounting (4-4-0)

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This course presents accounting as a system of producing information for use in internally managing a business. The course emphasizes the identification, accumulation, and interpretation of information for planning, controlling, and evaluating the performance of the separate components of a business. Included is the identification and measurement of the costs of producing goods or services and how to analyze and control these costs. Decision models commonly used in making specific short- and long-term business decisions also are included. PREREQUISITE: ACC 2101 Financial Accounting or equivalent. Four classroom hours per week. 4 semester hours credit

ACC 2121 Cost Accounting (3-3-0)

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Accounting principles and practices with special reference to factory process cost, job cost, standard cost, and managerial cost accounting are covered. PREREQUISITE: ACC 2101 Financial Accounting and ACC 2102 Managerial Accounting. Three classroom hours per week. 3 semester hours credit.

ACC 2141 Federal Tax Accounting (3-3-0)

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A study of the federal revenue acts as they relate primarily to individuals and businesses including partnership issues. Topics include gross income, deductions for and from adjusted gross income, business-related expenses and losses, tax credits, and property transactions. An overview of the procedural aspects and important issues for those involved in tax practice. PREREQUISITE: ACC 2102 Managerial Accounting. Three classroom hours per week. 3 semester hours credit.

ACC 2142 Individual Income Tax Accounting (2-2-0)

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A study of the basic concepts, procedures, and forms for federal and state income taxes for individuals. It is not open to students enrolled in a program of study requiring Federal Tax Accounting ACC 2141. Two classroom hours per week. 2 semester hours credit.

ACC 2221 Computerized Accounting (2-2-0)

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This course is designed to develop the skills necessary to install and operate an integrated accounting package on a microcomputer. It is a comprehensive study of computerized accounting systems in both service and merchandising environments. The accounting system will include a general ledger, an integrated accounts receivable and payable system, and

a payroll system. The course prepares students to use commercial accounting software products on the job. PREREQUISITE: Previous accounting experience preferred. Two classroom hours per week. 2 semester hours credit.

ACC 2231 Adv. Managerial Accounting (3-3-0)

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This course integrates managerial and financial accounting. Accounting is studied as an aid to financial management and analysis and budgetary control and procedures. PREREQUISITE: ACC 2101 Financial Accounting and ACC 2102 Managerial Accounting. Three classroom hours per week. 3 semester hours credit.

ACC 2298 Accounting Internship (6-0-6)V

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This course prepares the business student for further work in their selected choice of career. Areas of business professionalism are stressed with emphasis placed on each individual's needs for improvement as well as group needs. The class time gives students an opportunity to handle the paperwork routine that is necessary; to discuss the various jobs and what has been learned on the job. PREREQUISITE: ACC 2101 Financial Accounting. Thirty internship hours per week. Variable 1 to 6 semester hours credit.

ADN 2200 Intro to Conceptual Framework (3-2.5-1)

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This course is designed to further the student's knowledge of the concepts that are foundational to the nursing curriculum, including assessment, pharmacological administration and intravenous therapy skills. Emphasis is placed on problem solving through application of the nursing process as well as an understanding of pharmacological agents associated with disorders commonly encountered in nursing practice. Learning opportunities include both theory content and selected nursing lab experiences. Two and one-half classroom hours per week. One lab hour per week. 3 semester hours credit.

ADN 2204 Respiratory Nursing (3-2-2)

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This course is designed to further the student's knowledge in respiratory function and those associated disorders commonly encountered in nursing practice. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

ADN 2206 Cardiovascular Nursing (3-2-2)

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This course is designed to further the student's knowledge in cardiovascular function and those associated disorders commonly encountered in nursing practice. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

ADN 2208 Metabolic/Endocrine Nursing (3-2-2)

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This course is designed to further the student's knowledge in metabolic-endocrine function and those associated disorders commonly encountered in nursing practice. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

ADN 2210 GI/GU Nursing (3-2-2)

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This course is designed to further the student's knowledge in gastrointestinal/genitourinary function and those associated

disorders commonly encountered in nursing practice. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

ADN 2212 Psychiatric Nursing (2-1-2)

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This course is designed to further the student's knowledge in psychiatric function and those associated disorders commonly encountered in nursing practice. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

ADN 2214 Pediatric Nursing (2-1-2)

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This course is designed to further the student's knowledge in pediatric interventions and those associated disorders commonly encountered in nursing practice. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

ADN 2216 Obstetrical Nursing (2-1-2)

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This course is designed to further the student's knowledge of obstetrical nursing interventions and those associated disorders commonly encountered in nursing practice. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

ADN 2218 Ortho/Derm Nursing (3-2-2)

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This course is designed to further the student's knowledge in orthopedic/dermatological function and those associated disorders commonly encountered in nursing practice. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

ADN 2220 Neuro/Sensory Nursing (3-2-2)

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This course is designed to further the student's knowledge in neurological/sensory function and those associated disorders commonly encountered in nursing practice. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

ADN 2222 Leadership Today & Tomorrow (3-2-2)

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Leadership in nursing, transition into the new graduate role and current issues in nursing are the integral components of this course. This course is focused on leadership skills necessary to make the transition to the new graduate role. Learning opportunities include preparation for the NCLEX-RN examination. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AGB 2601 Computer Applications: Agriculture (2-2-0)

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This course focuses on basic computer applications relating to agriculture. This course acquaints the student with word processing, spreadsheets, databases, modem usage, and ag related software. Two classroom hours per week. 2 semester hours credit.

AGP 1201 Agri-Production Seminar I (1-1-0)

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Problems, issues, and new activities likely to be encountered by students on farms or in farm-related occupations are discussed. This course is taken prior to or concurrently with the supervised occupational education experience. One classroom hour per

week. 1 semester hour credit.

AGP 1215 Crop Production (3-3-0)

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Students analyze tillage and conservation practices and develop soil surveys and productivity indexes. The study of various "Corn Belt" crops will be covered. Three classroom hours per week. 3 semester hours credit.

AGP 1223 Livestock Evaluation (2-1-2)

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Relationship between farm and function in evaluating and selecting market and breeding livestock is studied. Field trips are included. PREREQUISITES: AGR 1121 Introduction to Animal Science or approval of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

AGP 1225 Agriculture Livestock Judging I (1-0-2)

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This class prepares students for intercollegiate livestock judging. PREREQUISITE: Completed or taking concurrently with AGP 1223 Livestock Evaluation or approval of instructor. Two lab hours per week. 1 semester hour credit.

AGP 1231 Farm Management (3-3-0)

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Economics and agricultural principles in organizing, operating, and managing a farm are discussed. Efficiency and profitability are stressed. Three classroom hours per week. 3 semester hours credit.

AGP 1232 Advanced Farm Management (3-3-0)

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This course is an in-depth discussion of managerial skills required to develop a practical, efficient farm plan. Actual farm situations provide the foundation for this course. Emphasis is given to financial and tax management. PREREQUISITE: AGP 1231 Farm Management. Three classroom hours per week. 3 semester hours credit.

AGP 1233 Farm Business Records (3-3-0)

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Record-keeping systems and accounting principles are covered. Inventories, production records, enterprise analysis, and income statements are stressed. Three classroom hours per week. 3 semester hours credit.

AGP 1261 Supervised Occupational Experience I (4-0-20)V

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The student trains on the job at an approved farm production or farm management site and is supervised by an employer and college coordinator. Supervised occupational experience occurs during spring soil tillage and planting season. Variable credit based on 75 hours of employment equated to one semester hour of credit. PREREQUISITE: Student must have completed a minimum of 12 semester hours in agriculture and be currently enrolled in the Agricultural Production curriculum. Twenty lab hours per week. Variable 0.5 to 4 semester hours credit.

AGP 1262 Supervised Occupational Experience II (4-0-20)V

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The student trains on the job at an approved farm production or farm management site and is supervised by an employer and college coordinator. Supervised occupational experience occurs during summer farming season. Variable credit based on 75 hours of employment equated to one semester hour of credit. PREREQUISITE: The student must have completed a minimum of 12 semester hours in agriculture and be currently enrolled in the agricultural production curriculum. Twenty lab hours week. Variable 0.5 to 4 semester hours credit.

AGP 1607 Horse Management (3-3-0)

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This course is an overview of breeding, feeding and managing horses. Three classroom hours per week. 3 semester hours credit.

AGP 1608 Small Animal Treatment (3-2-2)

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Small Animal Treatment is a survey of methods and techniques of treating small domestic animals when they have minor injuries or illnesses. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AGP 2202 Agri-Production Seminar II (1-1-0)

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Problems, issues, and new activities likely to be encountered by students during work on a farm or in farm-related occupations are discussed. This course is taken prior to or concurrently with the supervised occupational experience. One classroom hour per week. 1 semester hour credit.

AGP 2203 Agri-Production Seminar III (1-1-0)

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This course deals with problems, issues, and decisions likely to be encountered by students on farms or in farm-related occupations. The course is taken prior to or concurrently with the spring supervised occupational education experience. PREREQUISITE: Agri-Production Seminar III must be taken during the student's sophomore year immediately prior to or concurrently with the final supervised occupational experience. One classroom hour per week. 1 semester hour credit.

AGP 2204 Agri-Production Seminar IV (1-1-0)

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A discussion of problems, issues, and decisions encountered by the student during work experience on a farm or farm-related occupation. This course will be taken immediately prior to or concurrently with the final supervised occupational education experience. PREREQUISITE: Agri-Production Seminar IV must be taken during the student's sophomore year immediately prior to or concurrently with the final supervised occupational experience. One classroom hour per week. 1 semester hour credit.

AGP 2224 Advanced Livestock Evaluation (2-1-2)

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Current showing standards are used as basis for evaluation. Oral presentations and field trips are included. PREREQUISITE: AGP 1223 Livestock Evaluation. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

AGP 2226 Agriculture Livestock Judging II (1-0-2)

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Students participate in 30 hours of intercollegiate livestock judging contest. PREREQUISITE: Completed AGP 1225 Agriculture Livestock Judging I or instructor approval. Two lab hours per week. 1 semester hour credit.

AGP 2227 Ag. Livestock Judging III (1-0.5-1)

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This course prepares students for purchasing and selling of livestock for various occupations in Production and Agri-Business. Students will also participate on the Livestock Judging Team. PREREQUISITE: Completed or taking concurrently with AGP 1223 Livestock Evaluation or approval of instructor. One-half classroom hour per week. One lab hour per week. 1 semester hour credit.

AGP 2228 Ag. Livestock Judging IV (1-0.5-1)

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Students develop an understanding of Livestock Marketing as it pertains to slaughter grades, dressing percentages and shipping distances. Students will also participate on the Livestock Judging Team. PREREQUISITES: Completed AGP 2227 Agriculture Livestock Judging III or instructor approval. One-half classroom hour per week. One lab hour per week. 1 semester hour credit.

AGP 2243 Farm Futures Markets (2-2-0)

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A study of commodity futures markets and their application for farmers and agribusiness personnel. Emphasis will be on the mechanics of the market, the theory of hedging, speculation, market information, charting, and options. Two classroom hours per week. 2 semester hours credit.

AGP 2263 Supervised Occupational Experience III (4-0-20)V

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The student trains on the job at an approved farm production or farm management site and is supervised by an employer and college coordinator. Supervised occupational experience occurs during fall harvesting, grain storage and marketing season. PREREQUISITE: Consent of instructor. Variable credit based on 75 hours of employment equated to one semester hour of credit. Twenty lab hours per week. Variable 1 to 4 semester hours credit.

AGP 2264 Supervised Occupational Experience IV (4-0-20)V

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The student trains on the job at an approved farm production or farm management site and is supervised by an employer and college coordinator. Supervised occupational experience occurs during spring tillage and planting season. PREREQUISITE: The student must have completed AGP 1261 S.O.E. I successfully and be currently enrolled in the agricultural production curriculum. Variable credit based on 75 hours of employment equated to 1 semester hour of credit. Twenty lab hours per week. Variable 1 to 4 semester hours credit.

AGP 2602 Horse Management II (3-2-2)

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This course is designed as a continuation of Horse Management. Orthopedic problems, parasites, common hoof problems and care of mares and foals are covered. PREREQUISITE: AGP 1607 Horse Management. Two classroom hours per week. Two lab hours per



week. 3 semester hours credit.

AGP 2603 Horse Management III (3-2-2)

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This course is a continuation of Horse Management I and II, to include buildings and equipment, stabling, judging, and business aspects of Horse Management. PREREQUISITE: AGP 1607 Horse Management and AGP 2602 Horse Management II. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AGR 1110 Intro to Agricultural Ed (3-3-0)

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Introduction to the philosophies of education, career and technical education, and agricultural education will be presented in this course. Other topics will include the history and current issues in agriculture education, characteristics of successful agriculture teachers and programs, and the agricultural education structure in Illinois. Three classroom hours per week. 3 semester hours credit.

AGR 1111 Introduction to Soil Science (4-3-2)

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Physical and chemical properties of soil are studied, including soil origin and formation, soil components, reading of soil surveys and legal descriptions, soil management and conservation. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

AGR 1112 Introduction to Agronomy (4-3-2)

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This course is designed to meet transfer requirements to a four-year institution. The course is a study of plant growth and development and field crop production. Includes identification and control of weeds, insects and diseases; plants, cultivating and harvesting methods; major crops and their uses. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

AGR 1121 Introduction to Animal Science (4-3-2)

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Students survey cattle, sheep, poultry, horse, and swine industries, including breeding, selection, feeding, marketing, and management. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

AGR 1132 Intro. to Agricultural Economics (3-3-0)

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Economic principles that influence decision making on farms and in agribusiness will be presented in this course. Areas of emphasis include: production economics, supply and demand, agricultural policy, market models, international agri-economics, and rural development. PREREQUISITE: At least one course in college-level mathematics or algebra is recommended. Three classroom hours per week. 3 semester hours credit.

AGR 1191 Introductory Agricultural Mechanization (3-2-2)

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This course is designed to meet the requirements for transfer credit to a four-year institution. An introduction to agricultural mechanization with emphasis on technical terminology, skill development, and mathematical application to farm power machinery, electrical wiring, and soil and water conservation. Two classroom hours per week. Two lab hours per week. 3

semester hours credit.

AGR 1200 Agricultural Occupations (1-1-0)

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This course is a survey of the entire field of agriculture, including farm production, agricultural service and supply industries, marketing, processing, and education. Discussion will focus on skills and competencies required for a successful agricultural career. One classroom hour per week. 1 semester hour credit.

AGR 1201 Agricultural Business Seminar I (1-1-0)

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Discussion of various problems and issues encountered during the work experience. To be taken immediately prior to or concurrently with Supervisory Occupational Experience. One classroom hour per week. 1 semester hour credit.

AGR 1205 Intro to Floral Design (3-3-0)

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Introduction to the principles of design applied to floral arrangements, including color, forms and lines, balance, types of floral arrangements, floral material and accessories, and production techniques will be presented in this course. Three classroom hours per week. 3 semester hours credit.

AGR 1210 Precision Agriculture (3-2-2)

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This course is an introduction into the uses of GPS, GIS, and variable rate technology in agriculture. Includes variable rate fertilizing, seeding, controllers for planting, spraying, yield monitoring, and how they affect agricultural production. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AGR 1213 Soil Fertility & Fertilizers (3-2-2)

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A study of the relationship between soil and crop nutrients. Includes fertilizer sources and materials, chemical forms of elements in the soil, reactions of fertilizers, and determination of fertilizer needs. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AGR 1214 Crop Protection (3-2-2)

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This course studies the role of chemicals in crop production. Students investigate the use and safe handling of herbicides, insecticides, and fungicides. Students will learn the identification and control of various weeds, insects, and diseases. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AGR 1215 Ag Chem Applicator (2-2-0)

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This course is designed to teach the theory and techniques of operation of large chemical applicator equipment as found in the Ag Business Industry. Topics include computer controlled applicators, global position sensing, geographical information system, field mapping, etc. Two classroom hours per week. 2 semester hours credit.

AGR 1221 Turf & Landscape Management (3-3-0)

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This course studies the turf industry from the perspective of seed varieties, planting procedures, controls of weeds, insects and

disease, and the overall scope of the turf industry. Also, landscape management is covered from the point of properly growing and installing landscape plant materials, as well as the overall scope of the landscape industry. Three classroom hours per week. 3 semester hours credit.

AGR 1231 Ag Records and Analysis (3-3-0)

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A study of various accounting procedures required to successfully operate an agri-business firm. Financial, sale, production, departmental, and tax reports will be analyzed. Three classroom hours per week. 3 semester hours credit.

AGR 1233 Agricultural Law (3-3-0)

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An in-depth study of local, state, and federal laws and cases related to farms and agri-business. Three classroom hours per week. 3 semester hours credit.

AGR 1251 Computers in Agriculture (2-2-0)

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The use of computers in ag production and agri-business management with emphasis on commercially available software. Includes a look at the Internet, word processing, spreadsheets, databases, and presentation software, as well as software for accounting, budgeting, record keeping, and market analysis. Two classroom hours per week. 2 semester hours credit.

AGR 1261 Supervised Occupational Experience I (4-0-20)V

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The student will be placed with an agricultural business for full-time training experience in the spring. The student will be supervised by the employer and the college coordinator. PREREQUISITE: 12 semester hours credit completed or concurrent in Agriculture or consent of the program coordinator. Variable internship hours based on 75 hours of work equated to 1 semester hour of credit. Twenty lab hours per week. Variable 2 to 4 semester hours credit.

AGR 1262 Supervised Occupational Experience II (4-0-20)V

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The student will be placed with an agricultural business for full-time experience in the summer. The student will be supervised by the employer and the college coordinator. PREREQUISITE: 12 semester hours credit completed or concurrent 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 Supervisory Occupational Experience. Twenty lab hours per week. Variable 2 to 4 semester hours credit.

AGR 1273 Special Topics in Agriculture I (6-6-0)V

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Application of agribusiness and agriculture production principles to latest agricultural technology and innovation. A study through specific problems via case studies, simulation, special projects, or problem-solving procedures. The course topic is listed on the student's permanent record. Special Topics courses earn variable credit depending upon the specific level. Six classroom hours per week. Variable up to 6 semester hours credit. Repeatable 3 times.

AGR 1274 Special Topics in Agriculture II (6-6-0)V

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Application of agribusiness and agriculture production principles to latest agricultural technology and innovation. A study through specific problems via case studies, simulation, special projects, or problem-solving procedures. The course topic is listed on the student's permanent record. Special Topics courses earn variable credit depending upon the specific level. Six classroom hours per week. Variable up to 6 semester hours credit. Repeatable 3 times.

AGR 1275 Special Topics in Agriculture III (1-1-0)

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Application of agri-business and agriculture production principles to new agricultural technology and innovations. A study through specific problems via case studies, simulation, special projects, or problem-solving procedures. The course topic is listed on the student's permanent file. One classroom hour per week. 1 semester hour credit.

AGR 1276 Special Topics in Agriculture IV (1-1-0)

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Application of agri-business and agriculture production principles to new agricultural technology and innovations. A study through specific problems via case studies, simulation, special projects, or problem-solving procedures. The course topic is listed on the student's permanent file. One classroom hour per week. 1 semester hour credit.

AGR 1277 Special Topics in Agriculture V (1-1-0)

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Application of agri-business and agriculture production principles to latest agricultural technology and innovations. A study through specific problems via case studies, simulation, special projects, or problems-solving procedures. The course topic is listed on the student's permanent files. One classroom hour per week. 1 semester hour credit.

AGR 1278 Special Topics in Agriculture VI (2-2-0)

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Application of agri-business and agriculture production principles to latest agricultural technology and innovations. A study through specific problems via case studies, simulation, special projects, or problem solving-procedures. The course topic is listed on the student's permanent files. Two classroom hours per week. 2 semester hours credit.

AGR 1281 Introduction to Geographical Information Systems (3-3-0)V

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This course is intended to be an introduction to the concept and use of Geographical Information Systems (GIS). The student will understand how GIS is being used by various industries, government agencies, as well as in science, research, and consumer products. The student will become aware of the fact that he/she will be involved in GIS whether he/she wants to or not. The course will cover the basic components, terms, software, and uses of this exciting technology. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

AGR 1282 Intermediate Geographical Information Systems (3-3-0)V

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This course is intended to give the student a "hands-on" overview of the use of ESRI's GIS display and presentation program called ArcView. This program displays spatial data combined with data information into a map or viewing format. Several media types can be used with the program including pictures, movie clips, data, and symbols as hot links; as well as traditional text format. The student will use a controlled ArcView CD to help guide him/her through the course. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 1 time.

AGR 1283 Advanced Geographical Information Systems (3-3-0)V

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This course is intended to give the student a "hands-on" view by doing a real in-class project of collecting data from the Internet and/or other sources and checking for errors. Time will be spent collecting Global Position Satellite coordinates with instruments, setting up a data dictionary, and correcting the GPS coordinates that the National Defense Department scrambles. Students will merge spatial data with the information and develop a presentation using Arc View. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 1 time.

AGR 1601 Floral Design I (3-3-0)

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This course is an application of the principles of design in arranging flowers, foliage, and accessories. Dried flowers, silk flowers, seasonal, holiday, and special occasion arrangements will be studied. Three classroom hours per week. 3 semester hours credit.

AGR 1602 Floral Design II (3-3-0)

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This course is a continuation of AGR 1601 Floral Design I. Students will study floral design in more detail. Three classroom hours per week. 3 semester hours credit.

AGR 1603 Floral Design III (3-2-2)

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Seasonal, holiday, and special occasion arrangements and merchandise displays will be studied in greater detail. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AGR 1681 Agriculture Tour I (1-1-0)

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Annual spring tour for freshmen in agriculture attending various presentations and points of agricultural interest as scheduled on the current itinerary. PREREQUISITE: It is recommended that the student be a member of the Technology Club or be actively enrolled in the Agriculture Technology program. One classroom hour per week. 1 semester hour credit.

AGR 2202 Agriculture Business Seminar II (1-1-0)

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Discussion of various problems and issues encountered during the work experience. Problems and issues are discussed relating to the Supervised Occupational Experience. (To be taken in conjunction with Supervised Occupational Experience.) One classroom hour per week. 1 semester hour credit.

AGR 2203 Agriculture Business Seminar III (1-1-0)

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Various problems and issues are discussed as relating to Supervised Occupational Experience III. (To be taken concurrently with AGR 2263 S.O.E. III.) One classroom hour per week. 1 semester hour credit.

AGR 2204 Agriculture Business Seminar IV (1-1-0)

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Various problems and issues are discussed as relating to the final Supervised Occupational Experience IV. To be taken concurrent with AGR 2264 Ag Business Supervised Occupational Experience IV. One classroom hour per week. 1 semester hour credit.

AGR 2221 Animal Nutrition (3-2-2)

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Fundamentals of livestock nutrition relating to growth, reproduction, maintenance, and production dietary requirements. Includes an examination of digestion, absorption and value of food nutrients; energy, protein, vitamin, and mineral requirements; and factors influencing the value of feeds. Laboratory exercises emphasize the use of feeding standards to develop balanced rations, with consideration given to the economics of feeding livestock. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AGR 2234 Agricultural Finance (3-3-0)

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Comprehensive analysis of the capital and credit needs on the farm and in agri-business. Includes the methods of securing debt and equity capital, sources of credit, legal concerns, credit analysis, and problems associated with obtaining and using credit. Three classroom hours per week. 3 semester hours credit.

AGR 2235 Agribusiness Management (3-3-0)

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The study of current decision making and administrative concepts that relate to operating an agri-business. Areas of emphasis include business organization, financial management and control, marketing, production processes, and personal management. PREREQUISITE: Student will be required to complete one supervised occupational experience prior to enrolling for this course. The student will be required to complete a term project that analyzes an agri-business firm's organization, financing, marketing techniques, production processes, and personnel management and training. Three classroom hours per week. 3 semester hours credit.

AGR 2241 Agricultural Salesmanship (2-2-0)

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Salesmanship emphasizes basic principles in the sales process found in the agricultural supply and service industry. Students will understand how to develop and apply sales techniques. The relationship that exists between the agri-business, customer, and sales person will be identified. Two classroom hours per week. 2 semester hours credit.

AGR 2242 Agricultural Marketing (3-3-0)

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An analysis of the principles and practices of marketing agricultural products. The course will investigate a variety of marketing topics including the nature of production, supply and demand, outlets and distributions, cash and futures markets, forward contracting and hedging, collective bargaining,

government programs, and individual commodity marketing channels. Three classroom hours per week. 3 semester hours credit.

AGR 2252 Advanced Computers in Agriculture (3-3-0)

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The study of computers in farm and agri-business management with emphasis on collection of data, charting of market data, utilizing spreadsheets and templates, recording data into farm accounting software, reviewing software, dealing with budget and market analysis, and using word processing and database software for agri-business. PREREQUISITE: AGR 1251 Computers in Agriculture or instructor approval. Purchase 1 box of disks. Three classroom hours per week. 3 semester hours credit.

AGR 2263 Supervised Occupational Experience III (3-0-15)V

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The student will be placed with an agricultural business for full-time experience in the fall. The student will be supervised by the employer and the college coordinator. PREREQUISITE: 12 semester credit hours completed or concurrent or consent of the program coordinator. Variable internship hours based on 75 hours of work equate to 1 semester hour of credit. Follows AGR 1262 S.O.E. II. Fifteen lab hours per week. Variable 2 to 3 semester hours credit.

AGR 2264 Supervised Occupational Experience IV (4-0-20)V

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The student will be placed with an agricultural business 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 or consent of the program coordinator. Variable internship hours based on 75 hours of work equate to 1 semester hour of credit. Follows AGR 2263 S.O.E. III. Twenty lab hours per week. Variable 2 to 4 semester hours credit.

AGR 2292 Machinery Repair, Adjust and Safety (3-2-2)

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Principles of farm and ag business machinery are covered including operation, adjustment, calibration, repair and safety. Includes tillage, planting, harvesting, spraying and other applicator equipment. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AGR 2299 Independent Study in Agriculture (6-6-0)V

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Independent study of a specialized topic, which is not available in the College's course offerings, with instructor approval and supervision. Six classroom hours per week. Variable 1 to 6 semester hours credit. Repeatable 3 times.

AGR 2682 Agriculture Tour II (1-1-0)

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Annual spring tour for sophomores in agriculture attending various presentations and points of interest as scheduled on the current itinerary. It is recommended that the student be a member of the Ag Business Club or be actively enrolled in the Agriculture Program. One classroom hour per week. 1 semester hour credit.

AGR 2683 Agriculture Tour III (1-1-0)

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Annual tour of the Agricultural department based around the Prairie Farmer Progress Show or other agricultural exhibition. In addition to the show, other points of agricultural interest as scheduled on the current itinerary will be visited. PREREQUISITE: It is recommended that the student be a member of the Technology club or be actively enrolled in the Agriculture Technology Program. One classroom hour per week. 1 semester hour credit.

ANT 2101 Introduction to Anthropology (3-3-0)

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Anthropology is concerned with the physical and cultural development of the human kind. Emphasis will be given to cultures, human adaptability, and interaction between man and society. Three classroom hours per week. 3 semester hours credit. IAI: S1 900N

ANT 2102 Cultural Anthropology (3-3-0)

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This course in cultural anthropology provides a basic introduction to the concept of culture by surveying world cultures and by studying relevant theories and principles of cultural behavior. An introduction is also given to important figures in anthropology and their contribution to the discipline. Three classroom hours per week. 3 semester hours credit. IAI: S1 901N

ART 1103 Stained Glass I (3-2-2)

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The basic techniques and fundamentals of stained glass construction, including design, patternmaking, cutting, fitting, etching, frosting, painting, silkscreening, chipping, glazing, and polishing will be studied. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 1104 Stained Glass II (3-2-2)

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This course is a continuation of ART 1103. The techniques and fundamentals of stained glass construction will be studied in greater detail. PREREQUISITE: ART 1103 Stained Glass I or consent of instructor. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 1105 Art Introduction (3-3-0)

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Art Introduction is the study of visual art elements and principles for creating it. This course provides hands-on experience. Three classroom hours per week. 3 semester hours credit.

ART 1112 Craft I (3-2-2)

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This course will provide a better understanding of the philosophy of craftsmanship and the skill and processes used. Personal creativity and originality will be emphasized. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 1113 Introduction to Drawing (3-0-6)

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This course is a foundation for all areas of art. Instruction will be in basic drawing techniques, media use and concepts. The course is designed to provide a survey of the extent and nature of drawing and to broaden the student's appreciation and skills in

drawing. Six lab hours per week. 3 semester hours credit.  
Repeatable 3 times

ART 1114 Design I (3-0-6)

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Design I is a comprehensive study of the visual elements and principles involved in organizing two-dimensional space. Studio work will enable the student to create solutions to visual design problems in several areas of the design field. A variety of materials and methods will be used to facilitate this study. Six lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 1115 Introduction to Painting (3-0-6)

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Introduction to painting examines the personal, expressive potential of a variety of paint media. Emphasis is placed upon original composition through use of the visual elements and principles. Craftsmanship and individual approach to subject matter are also stressed. Six lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 1116 Introduction to Ceramics (3-0-6)

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This course introduces the beginning student to basic construction techniques in clay. Various types of handbuilding and use of the potter's wheel are introduced. Firing process, glazing and decorative techniques are also introduced. Six lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 1117 Introduction to Photography (3-1-4)

F		O	W
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This course introduces the student to the basic techniques in black and white photography. The camera, photographic composition, film development and print development as well as print presentation are included in the study. One classroom hour per week. Four lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 1123 Drawing Studio (1-0-2)

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This course provides additional laboratory hours for beginning drawing students. Instruction will concentrate on basic techniques and concepts to further develop the beginning student. PREREQUISITE: This course should be taken concurrently with ART 1113 Introduction to Drawing or in a semester following completion of this course. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

ART 1124 Design I Studio (1-0-2)

F	L	O	W
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This course provides additional laboratory hours for two-dimensional design students. Instruction will concentrate on basic principles and visual elements used in design. Special emphasis will be placed upon color and commercial aspects of design. PREREQUISITE: This course should be taken concurrently with ART 1114 Design I or in a semester following completion of this course. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

ART 1125 Painting Studio (1-0-2)

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This course provides additional laboratory hours for beginning painting students. Instruction will concentrate on the basics of stretcher frame building as well as techniques in preparing canvas surfaces and other materials for painting. Basic techniques and concepts in painting are also studied. PREREQUISITE: This course should be taken concurrently with ART 1115 Introduction to Painting or in a semester following completion of this course. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

ART 1126 Ceramics Studio (1-0-2)

F	L	O	W
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This course provides additional laboratory hours for beginning ceramic students. Instruction will concentrate on basic forming techniques and concepts to further develop the beginning student. PREREQUISITE: This course should be taken concurrently with ART 1116 Introduction to Ceramics or in a semester following completion of this course. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

ART 1141 Cinema Appreciation (3-2-2)

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This course is a survey of the cinema, studying the major film movements in theatrical motion pictures from their origin to the present. The development of the cinematic art is traced technically, artistically, theoretically, culturally, and critically. All elements of the cinema medium are examined, while film form and content are investigated through students' viewing major selected feature films. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. IAI: F2 908

ART 1181 Art History I (3-3-0)

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This course explores the historical development of visual arts (painting, drawing, printmaking, sculpture and architecture) in Western society, focusing on major artistic styles and movements from Ancient to Medieval times. Furthermore, the class examines works of art as expressions of the ideas and beliefs of artists within their cultural and social contexts. Three classroom hours per week. 3 semester hours credit. IAI: F2 901

ART 2101 Understanding Art (3-3-0)

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Understanding Art is an introduction to the creation, perception, evaluation and nature of visual art. This course examines the principles and elements used in the creation of art and its major forms of presentation. This course will give the student a broader appreciation of art and is designed to partially fulfill the humanities requirement. Three classroom hours per week. 3 semester hours credit. IAI: F2 900

ART 2105 Intermediate Drawing (3-0-6)

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This course involves concentrated work in the reinforcement of basic drawing skills with an emphasis on perceptual and expressive development. PREREQUISITE: ART 1113 Introduction to Drawing or its equivalent prior to enrolling in this course. Six lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 2112 Design II (3-0-6)

F	L	O	W
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This course examines visual elements and design principles as they apply to three-dimensional art. Discussion and studio assignments relating to various materials and purposes for design are the primary content of the course. Six lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 2113 Intermediate Painting (3-0-6)

F	L	O	W
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This course involves concentrated work in the reinforcement of painting skills with emphasis on perceptual and expressive development. PREREQUISITE: Students should complete ART 1115 Introduction to Painting or its equivalent prior to enrolling. Six lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 2114 Introduction to Sculpture (3-0-6)

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This course is for the beginning student and will examine concepts in three-dimensional form. The three major process areas of sculpture are explored through a variety of media. Both traditional and contemporary art images in sculpture are examined through various methods of presenting sculptural ideas. Six lab hours per week. 3 semester hours credit. Repeatable 3 times

ART 2115 Intermediate Ceramics (3-0-6)

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This is an advanced course in hand made ceramics. It covers the ceramic process, with a greater emphasis on personal exploration of sculptural and functional forms in clay. This course emphasizes proficiency in forming, glazing, loading and firing of kilns. PREREQUISITE: To enroll you must have completed ART 1116 Introduction to Ceramics or its equivalent. Six lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 2116 Intermediate Photography (3-1-4)

F		O	W
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This course builds upon skills attained in Introduction to Photography. Composition and more advanced black and white photographic techniques in film and print development are studied. PREREQUISITE: ART 1117 Introduction to Photography or consent of instructor. One classroom hour per week. Four lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 2117 Fibers & Textiles (3-2-2)

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This course is an introduction to basic weaving. It includes both hand and loom weaving processes. Visual and haptic aspects of texture, color, pattern, and materials are covered, as well as dressing a loom and warp calculations. Students will be expected to provide their own materials as per assignment. A lab fee may be assessed to provide difficult-to-find materials. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

ART 2118 Introduction to Printmaking (3-0-6)

F	L	O	W
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This course is a survey of the four major processes in traditional hand-made prints. Students will produce their own plates and editions in several types of printing. Six lab hours per week. 3 semester hours credit. Repeatable 3 times

ART 2181 Art History II (3-3-0)

F	L	O	W
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A continuation of ART 1181; this course explores the historical development of visual arts (painting, drawing, printmaking, sculpture, and architecture) in Western society, focusing on major artistic styles and movements from pre-renaissance to contemporary times. Furthermore, the class examines works of art as expressions of the ideas and beliefs of artists within their cultural and social contexts. Three classroom hours per week. 3 semester hours credit. IAI: F2 902

ART 2191 Non-Western Art (3-3-0)

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A survey of the indigenous visual arts of painting, sculpture, and architecture in Africa, Asia, and the Americas. Many works of art will be examined for their social, religious, philosophical, and aesthetic content. Three classroom hours per week. 3 semester hours credit. IAI: F2 903N

ART 2198 Topics/Issues in Art (6-6-0)V

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This class provides enhanced study on a special topic or current issue in the visual or performing arts discipline through the application of focused case studies, simulation, special projects, or problem solving procedures. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

ASE 0801 GED Reading Skills I (3-3-0)V

F	L	O	W
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This course is designed to help individuals acquire efficient study skills. Vocabulary comprehension and study skills development are emphasized. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable three times.

ASE 0802 GED Reading Skills II (3-3-0)V

F	L	O	W
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This course is designed to increase efficiency in basic reading and speech. Development of reading skills, study skills, and speaking skills is emphasized. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable three times.

ASE 0803 GED Test Preparation I (3-3-0)V

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High School Review I is designed to prepare students for English, social studies, reading and writing sections of the General Educational Development Test: Grammar, spelling, vocabulary, reading comprehension, and paragraph development. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable three times.

ASE 0804 GED Test Preparation II (3-3-0)V

F	L	O	W
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A course designed to prepare students for the mathematics and science sections of the General Educational Development Test. Basic mathematical skills are stressed. Some algebra is presented. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable three times.

ASE 0805 GED Science I (3-3-0)V

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This course introduces the metric system of measurement, atomic structure, weight, mass and number, properties of matter and pressure, the nature of chemicals, light, temperature and heat, gases and oxidation. Three classroom hours per week. Variable

0.5 to 3 semester hours credit. Repeatable three times.

ASE 0806 GED Science II (3-3-0)V

F	L	O	W
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This is an introductory course in general science which prepares students for natural and biological sciences. This course deals with electricity, magnetism, machines, weather, climate, space, and heavenly bodies. It covers use of the microscope, cell structure and life processes, circulatory, respiratory, and digestive systems, photosynthesis and genetics. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable three times.

ASE 0807 Constitution (2-2-0)V

F	L	O	W
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This course is designed to prepare students for the examination on the U.S. Constitution and the Constitution of Illinois. It also covers the Declaration of Independence and use and display of the American flag. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable three times.

ASE 0808 GED Math Skills I (3-3-0)V

F	L	O	W
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This course will prepare students to pass the GED math test. Applying algebraic concepts, geometric properties, and data collection and analysis to solve real-life problems will be emphasized. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable three times.

ASE 0809 GED Math Skills II (3-3-0)V

F	L	O	W
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This course will prepare students to pass the GED math test. In addition, emphasis will be on applying algebraic concepts and geometric relationships to explore and analyze mathematical problems. In addition, instruction will focus on using data analysis and probability to interpret and predict mathematical solutions. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable three times.

ASE 0810 GED English Skills I (3-3-0)V

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This course is designed to prepare advanced level students for the English and essay portions of the GED test. Emphasis is on writing essays to a prompt, writing for business, proofreading, and editing. The course also prepares students to write at college level if they elect to enroll in postsecondary education. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable three times.

ASE 0811 GED English Skills II (3-3-0)V

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This course is designed to prepare advanced level students for the English and essay portions of the GED test. Emphasis is placed on going beyond the five paragraph GED essay. Instruction will focus on writing for a variety of purposes, writing for diverse audiences, and using Edited American English. The course also prepares students to write at college level if they elect to enroll in postsecondary education. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable three times.

ASE 0812 GED Social Studies I (3-3-0)V

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This course will prepare students to pass the GED social studies test. Emphasis will be placed on recognizing key historical places,

events, documents, cultures and figures in the world and in the United States. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable three times.

ASE 0813 GED Social Studies II (3-3-0)V

F	L	O	W
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This course will prepare students to pass the GED social studies test and for college. Emphasis will be placed on knowledge of rights and responsibilities of citizenship and how governments function. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable three times.

ASE 0814 Career Development (3-3-0)V

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This course focuses on the process of career development and planning, which includes self-assessment, job search strategies, decision making, and awareness of workplace issues. Students will develop skills that can lead to achieving personal goals and career success. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable three times.

AUB 1200 Auto Body Orientation (2-2-0)

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An introduction to auto body repair and career opportunities. Emphasis on correct use of tools, safety precautions, handling and storage of paint and other materials used in the auto body business. Two classroom hours per week. 2 semester hours.

AUB 1202 Auto Body Repair I (4-2-4)

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The principles of interior car care are introduced. The course deals primarily with analysis of damaged vehicles and skill development in metal straightening and fiberglass repair. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

AUB 1204 Body Preparation and Finish I (5-2-6)

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This course deals with surface preparation procedures, base coats, and finishing materials. Proper handling of lacquer, thinner, paints, and equipment used in finish work. Two classroom hours per week. Six lab hours per week. 5 semester hours credit.

AUB 1210 Glass Replacement (2-1-2)

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Glass replacement and alignment to prevent water and dust leaks, door lock mechanisms, door hardware, and rear glass will be covered. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

AUB 1212 Auto Body Repair II (5-2-6)

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A continuation of AUB 1202. PREREQUISITE: AUB 1202 Auto Body Repair I. Two classroom hours per week. Six lab hours per week. 5 semester hours credit.

AUB 1214 Shop Organization and Management (3-3-0)

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Basic principles of body dealership, operation, organization, and management. Emphasis on leadership, responsibility, cooperation, and the necessity of good working human relationships with employers, employees and customers. Three

classroom hours per week. 3 semester hours credit.

AUB 1220 Selected Study in Auto Body Technique (3-2-2)

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Individualized instruction designed to give the student specialized skills in chosen areas of specialization. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AUB 1223 Motorcycle Custom Refinishing (3-2-2)

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Instruction of custom finishing and modification of motorcycles. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AUB 1224 Collision Repair Electrical Systems (3-1-4)

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The application of theory and laboratory situations, pertaining to electrical components and electrical systems. Topics include DVOM usage, OHMS law, wire and circuit repair, SIR safety and diagnosis, and shop manuals/schematic usage. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

AUB 1226 Minor Auto Body Repair & Refinishing (3-2-2)

F		O	W
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Instruction is given in minor auto body repair. Refinishing repair work is also considered. Removing dents, straightening metal, using fillers, preparing finish, masking, spraying and finishing techniques are covered. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AUB 1602 Auto Body Repair & Refinishing (4-3-2)

F		O	W
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This course examines the basic concepts and techniques required for auto body repair and refinishing. Instruction also includes using shop materials. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

AUB 2200 Body Preparation and Finish II (5-2-6)

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The student is introduced to paint chemistry, custom finish applications, finish equipment, and application of top coat materials. Special topics and problems in surface preparation and finish will be discussed. Two classroom hours per week. Six lab hours per week. 5 semester hours credit.

AUB 2202 Steering & Suspension Systems (4-2-4)

		O	
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The student will learn to use the damage dozer, frame and unibody rack, porta powers and special tools pertaining to straightening and repair of frames, steering geometry, suspension, door, fender, deck lid, and quarter panel alignment. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

AUB 2204 Frame & Chassis Alignment (5-3-4)

		O	
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The student will learn to use damage dozer, frame and unibody rack, porta powers and special tools pertaining to straightening repair of frames, steering geometry, suspension, door, fender, deck lid, and quarter panel alignment. Three classroom hours per week. Four lab hours per week. 5 semester hours credit.

AUB 2212 Panel Replacement (4-2-4)

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This course includes the removal and installation of quarter panels, hoods, trunk lids, tops, and rocker panels. Panels are brazed, welded, or spot welded into position and prepared for finish work. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

AUB 2214 Body Wiring and Suspension Systems (1-1-0)

		O	
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This course includes a study of wire systems that may be damaged in collision and encountered in various repair tasks. Also included is an introduction to wheel alignment and suspension problems. One classroom hour per week. 1 semester hour credit.

AUB 2215 Auto Body Internship (6-0-30)V

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Students work a minimum of ten hours a week. The coordinator and the training supervisor work together in establishing goals and work experiences for the student. Variable internship hours are based on 75 hours equated to 1 semester hour of credit. PREREQUISITE: Completion of first year program requirements. Thirty lab hours per week. Variable 0.5 to 6 semester hours credit.

AUM 1200 Automotive Topics (3-2-2)V

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This is an introductory course designed to acquaint the student with various aspects of automotive service. Skill development in relation to proper use of tools, equipment and safety, and repair techniques will be emphasized. Two classroom hours per week. Two lab hours per week. Variable 1-3 semester hours credit. Repeatable 3 times.

AUM 1201 Engine Performance I (3-1-4)V

		O	
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A study of the gasoline engine combustion process, the function and service procedures of the fuel emission systems of the reciprocating piston engine. Standard carburetion, feedback carburetion and electronic fuel injection are included in this study. One classroom hour per week. Four lab hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

AUM 1215 Auto Skill Development (3-2-2)

		O	
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Auto Skill Development is an introductory course designed to acquaint the student with various aspects of auto mechanics. Skill development in relation to proper use of tools, equipment, safety, and repair techniques will be emphasized. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

AUM 1220 Selected Study in Auto Repair (3-2-2)

		O	
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Individualized instruction designed to give the student specialized skills in chosen areas of specification. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.



AUM 1222 Automotive Parts and Service (3-3-0)  

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A study of buying and selling automotive parts and services. Topics such as preventive maintenance, automotive products buying and selling, automotive services, and new and used car buying and selling are explored. Three classroom hours per week. 3 semester hours credit.

AUM 1224 Auto Energy Conservation (3-3-0)  

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A study of vehicle energy consumption and the means of conservation. Attention will focus on factors that affect energy consumption such as design, engine types, engine refinements, fuels and driving habits. Three classroom hours per week. 3 semester hours credit.

AUM 1226 Automotive Diesel Fundamentals (3-2-2)  

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Basics of diesel operation and service pertaining to passenger automobiles and light duty trucks. Emphasis on theory of operation, maintenance and general diesel service. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AUM 1228 4-Wheel Drive Service and Repair (3-2-2)  

		O	
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Principles of operation, maintenance, diagnosis and repair procedures for 4-wheel drive automobiles and light truck applications. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AUM 1232 Import Car - Brakes and Suspension (3-2-2)  

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Principles of operation, maintenance, diagnosis, and repair procedures for import car brakes, steering, and suspension. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AUM 1235 Fuel Systems (3-1-4)  

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A study of the gasoline engine combustion process, the function and service procedures of the fuel emission systems of the reciprocating piston engine. Standard carburetion, feedback carburetion and electronic fuel injection are included in this study. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

AUM 1236 Electrical Fundamentals (5-2-6)V  

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An introduction to the cranking, charging, ignition, and electrical accessory systems of the automobile. Laboratory experience in testing and servicing automotive electrical systems. Two classroom hours per week. Six lab hours per week. Variable up to 5 semester hours credit.

AUM 1237 Emissions Systems (3-1-4)  

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In combination with the study of the internal combustion engine along with the study of emission control computer engine control inputs and fuel delivery systems, students will begin their study of more complex vehicle troubleshooting. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

AUM 1238 Engine Service (5-2-6)V  

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Comprehensive study of design, theoretics of operations and service and rebuilding procedures of automotive engines. Two classroom hours per week. Six lab hours per week. Variable 0.5 to 5 semester hours credit. Repeatable 3 times.

AUM 1239 Air Conditioning & Heating (4-1-6)  

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Principles of operation, maintenance, diagnosis, and repair procedures for air conditioning, heating, and current power accessories. One classroom hour per week. Six lab hours per week. 4 semester hours credit.

AUM 1250 Auto Tech Orientation (1-1-0)  

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An introduction to the Automotive Service Technology program which includes program requirements, laboratory management, proper use of hand tools and equipment, and shop safety. One classroom hour per week. 1 semester hour credit.

AUM 1255 Auto Electrical I (6-3-6)V  

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An introduction to the cranking, charging, ignition, and electrical accessory systems of the automobile. Laboratory experience in testing and servicing automotive electrical systems. Three classroom hours per week. Six lab hours per week. Variable up to 6 semester hours credit.

AUM 1260 Engine Performance II (3-1-4)V  

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In combination of the study of the internal combustion engine along with the study of emission control computer engine control inputs and fuel delivery systems, students will begin their study of more complex vehicle troubleshooting. One classroom hour per week. Four lab hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

AUM 1265 Automotive Engines (5-2-6)V  

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Comprehensive study of design, theoretics of operations and service and rebuilding procedures of automotive engines. Two classroom hours per week. Six lab hours per week. Variable 0.5 to 5 semester hours credit. Repeatable 3 times.

AUM 1270 Automotive Air Conditioning (4-2-4)V  

		O	
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Principles of operation, maintenance, diagnosis, and repair procedures for air conditioning, heating, and current power accessories. Two classroom hours per week. Four lab hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

AUM 1601 Basic Auto Mechanics (3-2-2)  

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Instruction will provide the student with a basic understanding and overview of the basic systems of the automobile and the function of each system. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

AUM 1602 Auto Tune-Up (3-2-2)  

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For the car owner, instruction will be given on the theory of the fuel and ignition system operation along with instruction and lab

experience on properly tuning an engine and diagnosis of auto engine problems. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

AUM 2215 Automotive Service Internship (6-0-30)V

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Students will work a minimum of 10 hours per week in an automotive service technology environment. The coordinator and the training supervisor will work together in establishing goals and experiences for the students. Variable internship hours are based on 75 hours equated to 1 semester hour of credit. PREREQUISITE: Completion of the first year of the program's requirements. Thirty lab hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

AUM 2220 Ignition & Computer Systems (5-2-6)

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Theory of operation and troubleshooting automotive systems utilizing current diagnostic equipment and techniques. Two classroom hours per week. Six lab hours per week. 5 semester hours credit.

AUM 2222 Engine Performance Diagnosis (3-1-4)

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A study in performance diagnostic procedures including ignition systems, fuel systems, and engine mechanical diagnosis. This course is a continuation of the material learned by the student in the Fuel Systems, Ignition and Computer Systems and Engine Service classes. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

AUM 2223 Brake Systems (4-1-6)

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A comprehensive study of standard, power, and disc brake systems; standard and power steering gear assemblies; and suspension with front and rear wheel alignment. Student must own or can rent an approved hand tool set. One classroom hour per week. Six lab hours per week. 4 semester hours credit.

AUM 2224 Power Accessories (2-1-2)

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An introduction to the electrical accessory systems of the automobile. Laboratory experience in testing and servicing automotive electrical systems. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

AUM 2225 Drive Trains (4-1-6)

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Theory and service operations for servicing propeller shafts with U-joints and constant velocity joints, clutches, both mechanical and hydraulic, transmissions, both conventional and transaxle, and differential, both conventional and limited slip. One classroom hour per week. Six lab hours per week. 4 semester hours credit.

AUM 2228 Auto Transmission & Transaxles (5-1-8)

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Automatic transmission construction, operation, diagnosis, and repair. Laboratory exercises consist of automatic transmission and transaxle testing and rebuilding. One classroom hour per week. Eight lab hours per week. 5 semester hours credit.

AUM 2230 Automotive Service Internship (6-0-30)V

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Students will work a minimum of 10 hours per week in an automotive service technology environment. The coordinator and the training supervisor will work together in establishing goals and experiences for the students. Variable internship hours are based on 75 hours equated to 1 semester hour of credit. PREREQUISITE: Completion of the first year of the program's requirements. Thirty lab hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

AUM 2250 Shop Organization & Management (3-3-0)V

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Basic principles of automotive dealership, operation, organization, and management. Emphasis on leadership, responsibility, cooperation, and the necessity of good working human relationships with employers, employees and customers. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

AUM 2260 Drive Trains I (5-2-6)

		O	
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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. Two classroom hours per week. Six lab hours per week. 5 semester hours credit.

AUM 2265 Drive Trains II (6-3-6)V

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Automatic transmission construction, operation, diagnosis, and repair. Laboratory exercises consist of automatic transmission and transaxle testing and rebuilding. Three classroom hours per week. Six lab hours per week. Variable up to 6 semester hours credit. Repeatable 3 times.

AUM 2270 Automotive Brakes (5-2-6)

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A comprehensive study of standard, power, and disc brake systems; standard and power steering gear assemblies; and suspension with front and rear wheel alignment. Student must own or can rent an approved hand tool set. Two classroom hours per week. Six lab hours per week. 5 semester hours credit.

AUM 2275 Auto Electrical II (6-3-6)

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Theory of operation and troubleshooting automotive systems utilizing current diagnostic equipment and techniques. Three classroom hours per week. Six lab hours per week. 6 semester hours credit.

AUM 2280 Steering & Suspension Systems I (3-2-2)

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A comprehensive study of standard and power steering gear assemblies with emphasis on shop safety. Tire repair, tire construction, mounting, and balancing with wheel bearing service are also included. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AUM 2285 Steering & Suspension Systems II (3-2-2)

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A comprehensive study of front and rear suspension systems with 4-wheel alignment. Also included are active electronic suspension

systems and 4-wheel steering. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

AUM 2290 Steering & Suspension Systems (4-1-6)

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A comprehensive study of steering and suspension systems. Course topics include theory and diagnosis of tire and rim assemblies, standard and power steering systems, front and rear suspension systems, wheel bearings, and vehicle alignment. Also included are active electronic suspension systems and 4-wheel steering. One classroom hour per week. Six lab hours per week. 4 semester hours credit.

AUM 2601 Automotive Upgrading (3-2-2)

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This course emphasizes recent changes, new components and service and repair techniques. This course is designed to help the mechanic keep abreast with changes in the automotive field. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

BLD 1601 Intro to Construction Techniques I (3-2-2)

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This is an introductory course examining the basics of carpentry, masonry, and blueprint reading. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

BLD 1602 Construction Techniques II (3-2-2)

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This course is a continuation of Introduction to Construction Techniques I. It provides instruction in the basics of carpentry, masonry, blueprint reading, wiring, and welding. PREREQUISITE: BLD 1601 Intro to Construction Techniques I or equivalent. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

BMG 1201 Participative Mgmt. Team Techniques (2-2-0)

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This course covers the history, operation, organization, training and evaluation of management/quality circles. Two classroom hours per week. 2 semester hours credit.

BMG 1202 Business Math (4-4-0)

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This course provides instruction and practice in the use of a 10-key touch system as well as the simpler exercises and problems of everyday business calculations. Topics covered include: bank records, sales invoices, percentages, cash and trade discounts, markups and markdowns, interest, loans, finance charges, taxes, payroll, and commissions. Four classroom hours per week. 4 semester hours credit.

BMG 1203 Supervisory Skills (2-2-0)

F	L	O	
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This course prepares the radiology student to enter the work place. Students explore basic management strategies, develop a resume, practice interviewing techniques, and prepare for the national registry exams. Two classroom hours per week. 2 semester hours credit.

BMG 1204 Small Business Management and Operations (2-2-0)

F	L	O	W
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This course is designed to give individuals or groups - manufacturers, wholesalers, retailers, and owners of service businesses - a better insight into the techniques of administering a business. Two classroom hours per week. 2 semester hours credit.

BMG 1211 Developments in Mid-Management (6-6-0)V

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Students apply their acquired knowledge of management practices to the changing environment of business. Application of business management by the student includes: internal business environment, change, interpersonal relationships, team development, employee responsibility and decision making. Special focus directed toward the transition of the student's knowledge acquired in the classroom to application within the workforce. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

BMG 1602 Managerial Training (2-2-0)

F	L	O	W
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Managing from a manager's standpoint is studied. Two classroom hours per week. 2 semester hours credit.

BMG 1603 Supervisory Training (2-2-0)

F	L	O	W
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The unique opportunities and challenges connected with the position of supervisor within a firm are studied and analyzed. The skills, roles and responsibilities required of supervisors are studied in detail. Two classroom hours per week. 2 semester hours credit.

BMG 1604 Principles of Investment (2-2-0)

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Characteristics of good investments and methods of trading stocks and bonds are studied. Two classroom hours per week. 2 semester hours credit.

BMG 1606 Business Micro-Computer Applications (3-2-2)

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Business Micro-Computer Applications covers mailing lists, installment financing, payroll, inventory control, accounts payable, accounts receivable, fixed asset accounting, a time accounting package, and the general ledger. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

BMG 1607 Real Estate Micro-Computer Applications (3-3-0)

F	L	O	W
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Topics considered are stepped income analysis, compound interest, internal rate of return, resale price, mortgage analysis, property income calculation, appreciation/depreciation estimating overall capitalization, cash flow, depreciation, and building development. Three classroom hours per week. 3 semester hours credit.

BMG 1608 Manufacturing Resources Planning (1-1-0)

F	L	O	W
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This course provides an overview to corporate planning. Emphasis is on management, marketing, manufacturing, and capacity planning for production. Inventory control, using shop space, and systems implementation are covered. Ways to increase inventory

and measure performance are also studied. One classroom hour per week. 1 semester hour credit.

**BMG 2103 Business Statistics (3-3-0)**

F	L	O	W
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The basic concepts of statistical analysis used in business decision making, including probability and how uncertainty is dealt with in real life. The following concepts and statistical techniques are included: measures of central tendency and variability; random variables and probability distributions; binomial, normal, and sampling distributions; estimation; tests of hypothesis; chi-square tests; linear regression and correlation; and one-way analysis of variance. Three classroom hours per week. 3 semester hours credit.

**BMG 2202 Transformation of Industry (4-4-0)**

F	L	O	W
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This course prepares the student to make decisions using control charts and statistical process control techniques. Students are expected to improve quality, increase productivity, and reduce costs. The course integrates the management philosophy of Dr. W. Edwards Deming, problem-solving strategies, and statistical techniques. It is designed to teach a process for improving quality and productivity in organizations. Four classroom hours per week. 4 semester hours credit.

**BMG 2204 Human Resource Management (3-3-0)**

F	L	O	W
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This course is for first-line managers and students interested in becoming human resource specialists. It surveys human resource planning, selection, interviewing, testing, placement, training and follow up as part of the overall management process. Case studies allow the students to apply theory to practical situations. Three classroom hours per week. 3 semester hours credit.

**BMG 2601 Quality Improvement (3-3-0)V**

F	L	O	W
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This course provides a broad-based approach through which the entire management team can make quality improvements and related cost reductions year after year. It guides participating managers through real-life company improvement projects, step by step, session by session, aided by a color video series. The course, as designed, presupposes an extent of managerial experience. It is not recommended for use at the workforce level, i.e., the non-exempt work force. This course, sponsored and conducted by Frontier Community College, is held by special permission from Juran Institute, Inc. Each student is required to purchase the workbook, JURAN ON QUALITY IMPROVEMENT. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

**BMK 1201 Sales Management (3-3-0)**

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This course integrates techniques of selling with the management of sales personnel. Topics include strategic management, forecasting, compensation, budgeting, leadership and careers, sales management models, sales trends, sales teams, training and technology. Three classroom hours per week. 3 semester hours credit.

**BMK 1202 Principles of Retailing (2-2-0)**

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Principles of Retailing covers retail concepts including: location, layout, finance, purchasing, pricing, credit and collection, stock

control, personnel, business forecasting, customer service, and customer satisfaction. Some attention is given to principles and problems as they relate to student experiences in a retail position. Internal and external customer satisfaction is integrated throughout the course. Two classroom hours per week. 2 semester hours credit.

**BMK 1203 Advertising (2-2-0)**

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This course is a survey of the methods and techniques of advertising. Course discussion includes the history of advertising, advertising cycle, selection of media, analysis of copy and displays, preparation and layout of copy, trademarks, slogans, campaigns, costs and measurement of results. Two classroom hours per week. 2 semester hours credit.

**BMK 1205 Internship I (7-0-35)V**

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This is a required course for Marketing Business Management program students. Vocational opportunities, career planning, team relations, customer satisfaction and human relations are studied. On-the-job training or supervised occupational experience in a business environment compatible with enrollee's career objective is required. PREREQUISITE: Twelve semester credit hours completed or concurrent or consent of the program coordinator. Thirty-five lab hours per week. Variable 0.5 to 7 semester hours credit.

**BMK 1206 Business Management Seminar I (1-1-0)**

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Seminar includes instruction and on-the-job training. Problem solving and decision making as applied to the student's work environment are discussed. Attention is given to development of work skills necessary to become employed full-time in mid-management. One classroom hour per week. 1 semester hour credit.

**BMK 1207 Topics and Apps in Management (5-2-6)V**

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A specialized course for the investigation of problems and practices in business as applied to the student's career objective. Case studies, business and management experiences, problem-solving techniques and business observations are described, analyzed and conceptualized by the student into a formal presentation. A literature review from recent periodicals and journals within the area of business management is developed. Student occupation experiences may include: team development, labor relations, human resource management, marketing management, inventory management, quality management, quality control, budgeting, supervision, compensation and benefits, retailing, business merchandising and customer satisfaction. Two classroom hours per week. Six lab hours per week. Variable 0.5 to 5 semester hours credit. Repeatable 2 times.

**BMK 1601 CLU Refresher I-Life (1-1-0)**

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This course reviews insurance procedures. Topics covered include types of policies and coverages; policy provisions, options, and benefits; completing applications and delivering policies; and taxes and retirement. One classroom hour per week. 1 semester hour credit.

BMK 1602 Waiter/Waitress Training (2-2-0)  
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This course provides customer service instruction for restaurant employees. Topics include preparing for customers, setting tables, seating guests, serving food and beverages, and fulfilling customer expectations. Two classroom hours per week. 2 semester hours credit.

BMK 2101 Principles of Marketing (3-3-0)  
F L O W

A survey of the field of marketing as comprised of the four marketing functions: price, product, promotion, and distribution. The course emphasizes the changing field of marketing as a facilitation of the flow of goods, services and ideas from producers to consumers. Focus is placed on customer relationships by understanding skills necessary to develop a customer focused organization. Integrated throughout the course is the importance of determining and fulfilling customer needs and expectations while managing quality and maintaining a profitable organization. Throughout the course students will consider the role of marketing in business, non-business and personal applications. Three classroom hours per week. 3 semester hours credit.

BMK 2102 Introduction to Sales (3-3-0)  
F L O W

This course emphasizes the application of selling techniques in various personal and professional situations. The various stages of a customer relationship sales process are discussed including: rapport, need discovery, demonstration, negotiation, closing, prospecting, customer service and time management. Application of selling techniques towards the daily activities throughout a student's career is stressed throughout the course. Three classroom hours per week. 3 semester hours credit.

BMK 2205 Internship II (7-0-35)V  
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This is a required course for the Marketing Business Management Program. Vocational opportunities, career planning, job search techniques, team relations and human relations are studied. On-the-job training or supervised occupational experience in an environment compatible with the enrollee's career objective is required. Thirty-five lab hours per week. Variable 0.5 to 7 semester hours credit.

BMK 2206 Business Management Seminar II (1-1-0)  
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Seminar includes instruction and on-the-job training. Problem solving and decision making as applied to the student's work environment and experience are discussed. Attention is given to development of occupation competencies necessary to become employed full time in mid-management. One classroom hour per week. 1 semester hour credit.

BMK 2299 Independent Study in Marketing (6-6-0)V  
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Independent study of specialized marketing topic, which is not available in the college's offerings, with instructor approval and supervision. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

BNK 1201 Today's Teller (2-2-0)  
F L O W

This course provides an in-depth focus on the skills needed in today's banking industry to become a successful bank teller. It provides a comprehensive overview of the workings of the banking industry, the U.S. Payments System, the duties of the Federal Reserve System, and an overview of pertinent banking laws and regulations. In addition, the course explains the variety of daily transaction procedures that the position involves as well as the teller's responsibilities and delivery of quality customer service. Two classroom hours per week. 2 semester hours credit.

BNK 1202 Principles of Banking (3-3-0)  
F L O W

This course provides entry to mid-level bankers with the information they need to provide effective service to their customers and thereby improve bank profitability. Also discussed are the effects banks have on the U.S. economy, the purpose and business of banking, products and services provided by banks and how they are delivered. Lastly, students will gain an understanding of the inter-relationships among bank departments, the role of Ethics and the code of Conduct that govern employees' actions, and the application of banking laws and regulations. Three classroom hours per week. 3 semester hours credit.

BOC 1201 Beginning Keyboarding (3-3-0)V  
F L O W

The course covers beginning instruction in keyboarding/typewriting; drills for developing correct stroking and machine manipulation; straight copy and manuscript typewriting; vertical and horizontal formatting. Three classroom hours per week. Variable 1 to 3 semester hours credit. Repeatable 3 times.

BOC 1202 Intermediate Keyboarding (3-3-0)  
F L O W

This course is designed to develop typing speed and ability to arrange typewritten materials in various forms. Special attention is focused on tabulation; developing figures, symbols, and characters; manuscripts; and letter forms. A study of business staff and service office simulations in processing information are provided. PREREQUISITE: BOC 1201 Beginning Keyboarding or equivalent keyboarding skills. Three classroom hours per week. 3 semester hours credit.

BOC 1206 Employment Methods (1-1-0)  
F L O W

This course is designed to prepare students with skills to find and obtain the job they want. Emphasis will be placed on writing resumes, letters of application, and preparing for the interview. The course is especially helpful for those who will be seeking on-the-job training or permanent employment. One classroom hour per week. 1 semester hour credit.

BOC 1208 Automated Office Procedures (4-3-2)  
F L O W

This course is for the first-year student. Typewriting, telephone techniques, and other skills which directly relate to office work are practiced. The role of the secretary is studied with emphasis on human relations. PREREQUISITE: Previous keyboarding experience required. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

BOC 1209 Touch Shorthand I (3-3-0)

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This course is designed to teach students to write dictated material on a 22-key stenograph machine. Keyboard theory drills, manipulative skills, and transcription skills are emphasized using techniques to touch shorthand. Students should reach speeds of 70-90 words per minute with 95% accuracy. PREREQUISITE: BOC 1201 Beginning Keyboarding, or BOC 1202 Intermediate Keyboarding or equivalent. Three classroom hours per week. 3 semester hours credit.

BOC 1210 Touch Shorthand II (3-3-0)

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This course is a continuation of Touch Shorthand I. Emphasis is placed on developing speed and accuracy in taking and transcribing dictation on office machines. Students should reach speeds 80-100 words per minute. PREREQUISITE: BOC 1201 Beginning Keyboarding. Three classroom hours per week. 3 semester hours credit.

BOC 1220 Legal Forms & Terminology (3-3-0)

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Pronunciation, spelling, and definitions of legal terms are studied. Forms common in legal practice are used. Three classroom hours per week. 3 semester hours credit.

BOC 1230 Alphabetic Shorthand I (3-3-0)V

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This is a beginning shorthand course using a system based on the longhand alphabet. The course work concentrates on principles and abbreviations. Elementary dictation and transcription are developed concurrently with training in theory. PREREQUISITE: BOC 1201 Beginning Keyboarding or equivalent or concurrent enrollment. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

BOC 1231 Alphabetic Shorthand II (3-3-0)

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Alphabetic shorthand theory is reviewed while developing dictation speed and accuracy. Dictation and transcription of business letters are emphasized. Minimum dictation speed required at completion of course is 60 words per minute with 97 percent accuracy for three minutes. PREREQUISITE: BOC 1230 Alphabetic Shorthand I or equivalent and BOC 1201 Beginning Keyboarding or equivalent. Three classroom hours per week. 3 semester hours credit.

BOC 1298 Case Studies/Problems in Business (6-6-0)V

F	L	O	W
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Application of office occupation principles to specific problems through case studies, simulation, special class projects for problem-solving procedures. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

BOC 1601 Certified Prof. Secretary Review I (4-4-0)

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Business law, economics and management, and accounting will be reviewed to prepare the student for the Certified Professional Secretary examination. Four classroom hours per week. 4 semester hours credit.

BOC 1602 Certified Prof. Secretary Review II (4-4-0)

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Behavioral science in business, office administration and communication, and office technology will be reviewed to prepare the student for the Certified Professional Secretary examination. Four classroom hours per week. 4 semester hours credit.

BOC 2203 Advanced Keyboarding (3-3-0)

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This course is designed for those who wish to become highly skilled in typewriting and keyboarding. Review instruction for individuals experiencing keying difficulties is given. Speed and accuracy are the objectives. Students will be expected to key 50 net words per minute with 3 errors or less on five minute writings. PREREQUISITE: BOC 1202 Intermediate Keyboarding or equivalent keyboarding skills. Three classroom hours per week. 3 semester hours credit.

BOC 2208 Machine Transcription (2-2-0)

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Students learn to use dictating-transcribing equipment to produce letters, reports, and manuscripts. Operating routine for dictating material, transcribing materials, special transcribing techniques, and problems arising from machine transcription will be studied. PREREQUISITE: BOC 1201 Beginning Keyboarding, ENG 1111 Composition I, ENG 1201 Communications. Two classroom hours per week. 2 semester hours credit.

BOC 2210 Office Seminar I (1-1-0)

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The student trainee receives vocational counseling as well as individual and group assistance. Seminar I is a related instructional class with office internship. Areas of office professionalism are stressed with emphasis placed on each individual's employment needs. Must be taken in sequence. PREREQUISITE: Completion of the first-year's program requirements or consent of instructor. One classroom hour per week. 1 semester hour credit.

BOC 2211 Office Internship I (6-0-30)V

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Students work a minimum of 10 hours a week. The coordinator and the training supervisor work together in establishing goals and work experiences for the student. Variable internship hours are based on 75 hours equated to 1 semester hour of credit. PREREQUISITES: Completion of first-year's program requirements or consent of instructor. Thirty lab hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

BOC 2212 Office Seminar II (1-1-0)

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The student trainee receives vocational counseling as well as individual and group assistance. Areas of office professionalism are stressed with emphasis placed on each individual's employment needs. Must be taken in sequence. PREREQUISITE: BOC 2210 Office Seminar I or consent of instructor. One classroom hour per week. 1 semester hour credit.

BOC 2213 Office Internship II/Seminar (6-1-25)V

F	L	O	W
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Students work a minimum of 10 hours a week. The coordinator and the training supervisor work together in establishing goals and work experiences for the student. Variable internship hours

are based on 75 hours equated to 1 semester hour of credit. Must be taken in sequence. PREREQUISITE: BOC 2211 Office Internship I/Seminar or consent of instructor. One classroom hour per week. Twenty-five lab hours per week. Variable 0.5 to 6 semester hours credit.

BOC 2220 Advanced Touch Shorthand I (3-3-0)

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This course, a continuation of Touch Shorthand I and II, emphasizes speed. Students will be expected to take dictation at 100 to 140 words per minute and transcribe notes at 40 words per minute with 95-97 percent accuracy. Grammar, spelling and punctuation are stressed. Students type letters, business reports, and memos. Three classroom hours per week. 3 semester hours credit.

BOC 2221 Advanced Touch Shorthand II (3-3-0)

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This course is designed to train students at the professional level in touch shorthand. Students produce transcripts at marketable speeds in acceptable format for business office communication. Dictation is taken in the student's area of interest. Final speeds should be 120 to 160 words per minute with 97 percent accuracy. Three classroom hours per week. 3 semester hours credit.

BOC 2260 Medical Front Office (3-3-0)

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This course covers clerical duties and responsibilities of medical secretaries in physicians' offices and hospitals. Career guidelines and professional qualifications are also presented. PREREQUISITE: BOC 1201 Beginning Keyboarding or equivalent. Suggested field trips will be made to hospitals, clinics, and doctors' offices in the service area. Three classroom hours per week. 3 semester hours credit.

BOC 2262 Medical Office Procedures (4-4-0)

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This course covers clerical duties and responsibilities of medical secretaries in physicians offices and hospitals. Career guidelines and professional qualifications are also presented. PREREQUISITE: BOC 1201 Beginning Keyboarding or BOC 1202 Intermediate Keyboarding. Suggested field trips will be made to hospitals, clinics, and doctors' offices in the service area. Four classroom hours per week. 4 semester hours credit.

BOC 2263 Medical Transcription I (3-3-0)

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This course emphasizes skill in transcribing medical dictation and working with medical correspondence and records. Dictation that has been used in area medical offices and institutions is used to enrich the content of this course. Emphasis is placed on acquiring medical vocabulary. PREREQUISITE: BOC 1201 Beginning Keyboarding or BOC 1202 Intermediate Keyboarding and completion or concurrent enrollment in LSC 2264 Anatomy for Medical Secretaries or LSC 2111 Human Anatomy & Physiology I. One or more field trips should be made to a medical transcription facility, such as the medical records department of a hospital or the transcribing section of a doctor's office or clinic. Three classroom hours per week. 3 semester hours credit.

BOC 2264 Medical Insurance & Coding I (3-3-0)

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This is the first semester of the complete course covering medical insurance billing. This course introduces the student to the

complete cycle of insurance billing relating to private insurance companies and the claim form: CMS-1500. We also study Current Procedural Coding from the CPT 4th edition book for procedures performed by physicians. PREREQUISITE: Completion of BOC 1225, Introduction to Medical Terminology, and completion or concurrent enrollment in LSC 2264 Anatomy for Medical Secretaries, or approval of instructor. Three classroom hours per week. 3 semester hours credit.

BOC 2265 Medical Transcription II (3-3-0)

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This advanced course is designed to refine transcription skills to a competitive level through providing realistic, challenging transcription activities. This course will also build upon the foundation laid in Medical Transcription I and bridge the gap between the typically easy-to-understand dictation and the often indistinct dictation heard in the work environment of a medical transcriptionist. Critical thinking is emphasized through eclectic transcription, realistic on-the-job dilemmas, and editing activities. PREREQUISITE: BOC 2263 Medical Transcription or 45 WAM with at least 97% accuracy. One or more field trips should be made to a medical transcription facility, such as the medical records department of a hospital or the transcribing section of a doctor's office or clinic. Three classroom hours per week. 3 semester hours credit.

BOC 2266 Medical Insurance and Coding II (3-3-0)

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This is the second in a series of courses covering all aspects of medical coding. This course covers study in ICD-9-CM coding, hospital in-patient coding and billing, insurance needs for insurance claims for : Managed Care, Medicare, Medicaid, TRICARE / CHAMPVA, Worker's Compensation, and Disability claims. Time will be spent in the computer lab inputting information in the Medical Manager software system to complete the HCFA-1500 insurance claim form. A brief overview of the ICD-10 coding system will be introduced. Three classroom hours per week. 3 semester hour credit.

BOC 2267 Medical Insurance & Coding (4-4-0)

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This course introduces the student to insurance terminology, medical coverage and common insurance forms. The student identifies and codes procedures and diagnoses for completion of insurance forms. Four classroom hours per week. 4 semester hours credit.

BOC 2268 Medical Office Seminar I (1-1-0)V

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The student trainee receives vocational counseling as well as individual and group assistance. Seminar I is a related instructional class with BOC 2269 Medical Office Internship I and should be taken concurrently. Areas of office professionalism within the medical office will be researched and discussed with emphasis placed on each individual's employment needs. Must be taken in sequence. PREREQUISITE: Completion of first year program requirements or consent of instructor. One classroom hour per week. Variable 0.5 to 1 semester hour credit.

BOC 2269 Medical Office Internship I (6-0-30)V

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Students work a minimum of ten hours per week. The coordinator and the training supervisor work together in establishing goals and work experiences for the student. Variable internship hours are based on 75 hours equated to 1 semester

hour of credit. PREREQUISITES: Completion of first year program requirements or consent of instructor. Concurrent enrollment in BOC 2268 Medical Office Seminar I. Thirty lab hours per week. Variable 0.5 to 6 semester hours credit.

BOC 2270 Medical Office Internship/Sem II (6-1-25)V  

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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. One classroom hour per week. Twenty-five lab hours per week. Variable 0.5 to 6 semester hours credit.

BOC 2299 Independent Study in Business (6-6-0)V  

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Independent study of a specialized office occupations topic, which is not available in the college's course offerings, with instructor approval and supervision. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

BRD 1101 Introduction to Broadcasting (3-3-0)  

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Survey of television and radio industry in the United States with an emphasis on historical development; operation, structure and organization of broadcasting stations; the FCC and Federal Government; and the social, cultural and economic concerns of the broadcasting industry. Three classroom hours per week. 3 semester hours credit.

BRD 1202 Radio/TV Announcing & Performance (3-3-0)  

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Study topics include voice and dictation, microphone training, news presentations, interviewing, commercial delivery and ad-lib announcing. Three classroom hours per week. 3 semester hours credit.

BRD 1203 Radio Production (3-2-2)  

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This course covers radio production techniques and the effective use of broadcast equipment. The role of audio production in radio is described. Equipment is demonstrated and operated by each student in achieving project objectives and established goals. Creativity and showmanship in making commercials, PSA's, promotional and special pieces is encouraged. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

BRD 1204 Basic Television Production (3-2-2)  

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This course covers crew positions, camera, audio operations, lighting, graphics, operation of videotape/editing equipment, staging, producing and directing. Students use campus TV facilities. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

BRD 1206 Radio Station Operations (3-3-0)  

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This course familiarizes students with a radio station organization and operation. Emphasis is placed on an understanding of each department within a station and factors that determine the station's objectives. Three classroom hours per week. 3 semester hours credit.

BRD 1209 Special Problems in Broadcasting Tech (3-3-0)  

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This course stresses individual projects and class discussion. Emphasis is on developing and future media technologies and their implications. Three classroom hours per week. 3 semester hours credit.

BRD 1210 Applied Broadcasting I (3-0-6)  

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A skills content course in which students will develop skills in broadcasting principles and practice. May include the campus radio and/or television facilities. Applied Broadcasting I places emphasis on broadcast studio equipment operation. Six lab hours per week. 3 semester hours credit.

BRD 1211 Applied Broadcasting II (3-0-6)  

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A skills content course in which students will develop skills in broadcasting principles and practice. May include the campus radio and/or television facilities. Applied Broadcasting II places emphasis on broadcast production work. Six lab hours per week. 3 semester hours credit.

BRD 1215 Broadcasting Technology (3-1-4)  

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This course is designed to familiarize students with the various forms of technology associated with radio and television broadcasting. Such things as broadcast related computer applications and associated programming and production techniques will be discussed. Students will also become familiar with skills needed to successfully complete live and pre-recorded radio air-shifts and television productions with an emphasis on the various forms of technology involved. One classroom hour per week. Three lab hours per week. 4 semester hours credit.

BRD 1298 Problems/Topics in Communications (6-6-0)V  

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Application of communications principles to specific problems through case studies, simulation, special projects or problem-solving procedures. Six class hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

BRD 1601 Operating the Radio in Communication (2-2-0)  

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This course provides training for ham, CB, and dispatch radio operation and explains network reorganization, FCC regulations, and coding. Two classroom hours per week. 2 semester hours credit. Repeatable 3 times.

BRD 2210 Applied Broadcasting III (3-0-6)  

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A skills content course in which students will develop skills in broadcasting principles and practice. May include the campus radio and/or television facilities. Applied Broadcasting III places emphasis on developing an appropriate announcing style. Six lab hours per week. 3 semester hours credit.

BRD 2211 Applied Broadcasting IV (3-0-6)  

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A skills content course in which students will develop skills in broadcasting principles and practice. May include the campus radio and/or television facilities. Applied Broadcasting IV places emphasis on entry-level job preparation. Six lab hours per week.



3 semester hours credit.

BRD 2212 Advanced Television Production (3-2-2)

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This course increases skills learned in BRD 1204 and offers opportunities for students to supervise television crew personnel and evaluate programs. Actual programs are developed, produced and directed by students using TV facilities of Wabash Valley College. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

BRD 2213 Broadcast Advertising & Sales (3-3-0)

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This course emphasizes principles and methods of selling, including research on selling. The course also covers advertising market research and audience research. Three classroom hours per week. 3 semester hours credit.

BRD 2214 History of Broadcast Media (3-3-0)

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A detailed study and investigation of the historical development of the broadcasting industry from its inception to the present from a social, cultural and psychological perspective. The investigation includes broadcasting personalities, programming, advertising, economic, political, ethical and legal aspects of broadcasting, as well as, technological advances. The past, present and future of broadcasting will be thoroughly explored. Three classroom hours per week. 3 semester hours credit.

BRD 2215 Broadcast Management (3-3-0)

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The role of the broadcast (radio & television) manager is studied. The basic principles of management and an insightful study of the daily operational responsibilities of the manager as they relate to each department within a station is presented. The manager's obligation in the area of FCC regulations is also offered. Three classroom hours per week. 3 semester hours credit.

BRD 2217 Broadcast Journalism (3-2-2)

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A study of broadcast news history, concepts, principles and techniques relating to radio and television news. Practical work includes gathering, writing and presenting news on the college-operated radio station WVJC-FM. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

BRD 2220 Practicum in Broadcasting (3-0-6)V

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This course is designed to enable the broadcast student to gain experience working in the actual environment of a radio or television station. Practicum may involve the college radio station, WVJC, and/or television facilities. Students may also work at an approved commercial broadcasting station in the area. Six lab hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

BRD 2221 Radio/TV Internship (6-0-12)V

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This is a practical experience course in which the student is placed in a radio or television station or related broadcast area for work experience. An individual training agreement will be developed for each student enrolled and signed by the employer, student, and college coordinator. The student will be supervised by the employer and the college coordinator. Variable internship hours

based on 75 hours equated to 1 semester hour of credit.

PREREQUISITE: 2.0 grade point average in all classes prior to the internship. Twelve lab hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

BRD 2225 Radio/TV Seminar (1-1-0)

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This course is designed to correlate with the internship experience. Student reports, panel discussion, and class discussion pertinent to the internship experience will be presented. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

BRD 2299 Independent Study in Communications (6-6-0)V

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Independent study of a specialized communications technology topic, which is not available in the college's course offerings. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

BUS 1101 Introduction to Business (3-3-0)

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A survey of the basic business principles is covered. Some of the units studied are business in the economy, making firms successful, marketing strategy, sources of financing, using information systems, personnel management, labor problems, government and business relations. Three classroom hours per week. 3 semester hours credit.

BUS 1102 Managerial Effectiveness: Personnel (3-3-0)

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Concepts, principles and practices of human resource management. Includes supervisory functions of recruitment and selection, compensation, training, job analysis, job evaluation, compensation and benefits, performance appraisal and employee relations. Conceptual skills for managerial effectiveness are identified, analyzed and developed. The course surveys managerial processes, philosophies and trends with an emphasis on application to actual managerial experiences of the student. Three classroom hours per week. 3 semester hours credit.

BUS 1103 Principles of Business (3-3-0)

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This course prepares students to identify various types of business ownership, recognize entrepreneurship opportunities and apply basic economic principles to the business setting. Business rules and regulations regarding banking, licensure, franchising, credit and insurance are also covered. Students develop and present a business plan to the class as the culmination of this course. Three classroom hours per week. 3 semester hours credit.

BUS 1198 Topics/Issues in Business (4-4-0)V

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This course is the application of various business management and marketing principles and techniques to special topics and current issues in business. Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 2 times.

BUS 1201 Financial Planning/Management (2-2-0)

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This course is designed for cosmetology students interested in starting their own salon or service business. Students will study the process of designing, organizing, starting, and maintaining a small service oriented business. A comprehensive business plan

will be required for the final project. Two classroom hours per week. 2 semester hours credit.

**BUS 1602 Real Estate Property Management (2-2-0)**

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Property management is emphasized to prepare the student for the Illinois Real Estate Broker Examination. Two classroom hours per week. 2 semester hours credit.

**BUS 1603 Stocks and Bonds (2-2-0)**

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Fundamentals and techniques of the stock market are studied. Securities and interpreting the financial page are discussed. Two classroom hours per week. 2 semester hours credit.

**BUS 1604 Real Estate Principles-Sales (3-3-0)**

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This course is designed to introduce the student to the real estate business and to fulfill the educational requirements to take the state examination to obtain a real estate salesman's license in Illinois. Three classroom hours per week. 3 semester hours credit.

**BUS 1610 Developing a Business Plan (1-1-0)**

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This course is designed to develop the skills to write and prepare a business plan and to secure the data to be used in the business plan. A business plan should be developed prior to starting a business and to aid in long-range planning for those businesses already operating. One classroom hour per week. 1 semester hour credit.

**BUS 1611 Self Employment Training (2-2-0)**

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This course is designed to meet the needs of individuals wishing to start or currently operating small businesses. The course provides pre-business start-up training and technical assistance to potential entrepreneurs and those small business owners in need of basic business education. Course instruction will include an orientation to self employment, networking, sales, marketing, advertising, planning, time management, scheduling, business and financial management, government regulations, taxes, licensing, insurance, and the development of business plans and loan applications. Two classroom hours per week. 2 semester hours credit.

**BUS 1621 Broker - Contracts and Convey (1-1-0)**

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This course covers contracts and conveyances as specified by the Illinois Real Estate License Act of 2000. This 15-hour course is mandatory coursework toward the 120 hours (45 Sales and 75 Broker) as required by Office of Banks and Real Estate. Successful completion is necessary to take the state examination to be licensed as a Broker in Illinois. Additional courses are offered to complete the requirement. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

**BUS 1622 Broker - Advanced Principles (1-1-0)**

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This course covers Advanced Principles as specified by the Illinois Real Estate License Act of 2000. This 15-hour course is mandatory coursework toward the 120 hours (45 Sales and 75 Broker) as required by Office of Banks and Real Estate. Successful completion is necessary to take the state examination to be

licensed as a Broker in Illinois. Additional courses are offered to complete the requirement. One classroom hour per week. 1 semester hour credit. Repeatable 3 times

**BUS 1623 Broker - Administration (1-1-0)**

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This course covers Brokers Administration as specified by the Illinois Real Estate License Act of 2000. This 15-hour course is mandatory coursework toward the 120 hours (45 Sales and 75 Broker) as required by Office of Banks and Real Estate. Successful completion is necessary to take the state examination to be licensed as a broker in Illinois. Additional courses are offered to complete the requirement. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

**BUS 1624 Broker RE Appraisal (1-1-0)**

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This course covers the basic concepts of real estate appraisal and the procedures for establishing a value for property. Successful completion of this course fulfills 15 classroom hours of elective requirement. A total of 120 hours is required to qualify to take the state examination for licensure as a real estate broker in Illinois. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

**BUS 1626 Broker - Financing (1-1-0)**

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This course covers introduction to finance and mortgage, sources and instruments of financing, payment plans, mortgage documents and notes, foreclosure, types of loans, other financing fields and closing the real estate transaction. Successful completion of this course fulfills 15 classroom hours of elective requirement towards completion of the 120 hours (45 Sales and 75 Broker) of approved real estate education to the state examination for licensure as a real estate broker in Illinois. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

**BUS 2101 Business Law I (3-3-0)**

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Introduction to the legal system as it affects business activity. Areas of concentration include formation and nature of contracts, the agency relationships, and the Uniform Commercial Code Law of Sales and Commercial Paper. Three classroom hours per week. 3 semester hours credit.

**BUS 2102 Business Law II (3-3-0)**

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This is a continuation of Business Law I (BUS 2101). The course will encompass a study of negotiable instruments, secured transactions, bankruptcy agency and employment, business organizations, antitrust law, environmental law, real and personal property, bailments, wills, trusts, and insurance. Three classroom hours per week. 3 semester hours credit.

**BUS 2104 Business Economics (3-3-0)**

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Prices and incomes, depression and inflation, competition and monopoly, supply and demand, money and the government will be considered. Three classroom hours per week. 3 semester hours credit. IAI: S3 900

BUS 2105 Business Finance (3-3-0)

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This course presents an analysis of the facts and principles of financial management and control in relation to business formation, expansion, failure, reorganization and liquidation. Financial practices relating to stocks, bonds, marketing of securities and financial policies are studied. PREREQUISITE: ACC 2101 Financial Accounting. Three classroom hours per week. 3 semester hours credit.

BUS 2106 Intro to International Business (3-3-0)

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This course introduces students to the concepts, principles, and practices of the international business environment. Topics to be covered include corporate organization, employment characteristics, human relations and communications, principles and processes of export sales, trade controls, foreign operations and related problems, monetary and exchange rate issues, international business policy, and implications of a foreign country's economy and practices on the U.S. economy and businesses. Applications of concepts, principles and practices will be included in the preparations and presentations of research papers on conducting business in specific countries and markets. PREREQUISITES: BUS 1101 Introduction to Business, ECN 2101 Principles of Macroeconomics, and/or permission of the instructor. Three classroom hours per week. 3 semester hours credit.

BUS 2110 International Marketing Intro (3-3-0)

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This course introduces students to the concepts, principles, and practices of the international marketing environment. Topics to be covered include internationalization of U.S. business, changes in the global business environment, cultural environment of global marketing, political/governmental influences on global marketing, international legal environment, developing global markets, assessment/analysis of global market behavior, management of global markets, and implications of global marketing and practices on the U.S. economy and businesses. Applications of concepts, principles and practices will be included in the preparation and presentation of research papers on conducting global market analysis and developing global markets for various U.S. products and services. PREREQUISITES: BUS 1101 Introduction to Business, ECN 2101 Principles of Macroeconomics, and ECN 2102 Principles of Microeconomics, or permission of the instructor. Three classroom hours per week. 3 semester hours credit.

BUS 2201 Principles of Management (3-3-0)

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This course introduces students to principles of business management and develops skills needed to manage people and resources. Key principles for planning, organizing, leading, directing and controlling organizational members are covered. Three classroom hours per week. 3 semester hours credit.

BUS 2202 Records Management (3-3-0)

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The study of the creation, use, maintenance, retention, protection and preservation of all types of records for the purpose of reducing costs, increasing efficiency, and serving management through records handling functions. Three classroom hours per week. 3 semester hours credit.

BUS 2203 Office Management (3-3-0)

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This course covers the principles of management as applied to office problems. Emphasis will be placed on the role of the office manager, managing human resources, the office environment, and the latest in office concepts. Includes field trips to local offices and job analysis. Three classroom hours per week. 3 semester hours credit.

BUS 2204 Business Tax/Taxation (3-3-0)

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Course is designed to meet the needs of individuals starting or operating businesses. Includes information on taxes, tax laws, tax preparation and submission, and financial planning relative to taxes. Three classroom hours per week. 3 semester hours credit.

BUS 2601 Fundamentals/Real Estate Appraisal (2-2-0)

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This course presents techniques necessary to appraising residential, industrial, and farm properties. Two classroom hours per week. 2 semester hours credit.

BUS 2603 Essentials of Real Estate Investment (3-3-0)

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This course provides the real estate salesperson a thorough examination of real estate investment. Topics covered include the scope of real estate investment activities; ownership interest in real property; government roles in real estate investments; financing and income taxes for real estate investments; investment in land, residential properties, office buildings, shopping centers; industrial properties and special real estate investments. Three classroom hours per week. 3 semester hours credit.

BUS 2606 Real Estate Continuing Ed. I (1-1-0)

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This course is designed to satisfy the requirements of the State of Illinois Office of Banks and Real Estate for retention of real estate license. This class will offer the required Core Curriculum and three elective curriculums of basics of real estate appraisal, property management, and anti-trust legislation. PREREQUISITE: Students must be a licensed salesman or broker in Illinois. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

BUS 2607 Real Estate Continuing Ed. II (1-1-0)

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This course is designed to satisfy the requirements of the State of Illinois Office of Banks and Real Estate for retention of real estate license. This class will offer the required Core Curriculum and three elective curriculums of real estate finance, basics of energy at home, and home construction for agents. PREREQUISITE: Students must be licensed salesman or broker in Illinois. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

BUS 2608 Illinois Broker Management (1-1-0)

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This course is designed to satisfy the requirements of the State of Illinois Office of Banks and Real Estate for retention of an Illinois Broker Real Estate License. The curriculum for the class is regulated by the state of Illinois through the offices of the Illinois Real Estate Educational Foundation of the Illinois Association of Realtors. All curriculum development, content, and testing is

controlled by these two parties. The class will concentrate on the five areas set out in the Illinois law. These include broker licensing and responsibilities, agency agreements and issues, office management and escrow responsibilities, risk reduction for agents and brokers, and the disciplinary actions and enforcement policies of the state. PREREQUISITE: Must have a real estate license. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

CAD 1210 Computer Aided Drafting I (3-1-4)

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An introduction to the use of microcomputers for design of industrial blue prints of intermediate complexity. Sketching, lettering, orthographic projections, descriptive geometry, point, line, basic geometric shapes will be covered. The student will demonstrate the use of menus, layers, fonts, and weights. Basic dimensioning, tolerancing, and pictorial drawings will be covered. The student will be expected to draw a blueprint with simple dimensions, labels, and notes using different layers. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

CAD 1220 Computer Aided Drafting II (3-1-4)

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The student uses CAD software to create 2-D and 3-D drawings. Special emphasis is placed on modifying existing drawings. PREREQUISITE: CAD 1210 Computer Aided Drafting I with a grade of C or better or consent of the instructor. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

CAD 2210 Computer Aided Drafting III (3-1-4)

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Students create drawings using an advanced microcomputer based drafting system. These drawings are advanced and present special problems for the CAD operator. PREREQUISITE: Grade of C or better in CAD 1220 Computer Aided Drafting II or consent of instructor. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

CAD 2220 CAD-Special Problems (3-1-4)

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The student will draw projects which pose special problems in the use of CAD systems. These problems will be developed in conference with the instructor. PREREQUISITE: Grade of C or better in CAD 2210 Computer Aided Drafting III or consent of instructor. One classroom hour per week. Four lab hours per week. 3 semester hours credit. Repeatable 3 times.

CHM 1120 Introductory Chemistry (5-4-2)

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This course examines definitions, history, and theories of chemistry. Topics include atomic theory, bonding, mole concept, and stoichiometry. Also discussed are gas laws, solutions, and acid-base equilibrium. The course is recommended for non-science majors, nursing and allied health majors. Science credit is not granted for both CHM 1120 and CHM 1130. PREREQUISITES: PRE 0420 Intermediate Algebra or high school algebra. Four classroom hours per week. Two lab hours per week. 5 semester hours credit. IAI: P1 902L

CHM 1124 Elementary Organic and Biochemistry (5-4-2)

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This course deals with the rudiments of organic and biological chemistry for students in nursing and health-related professions and some pre-professional programs. The course also meets general education requirements for graduation. PREREQUISITE: CHM 1120 Introductory Chemistry, or CHM 1130 General Chemistry I, or consent of instructor. Four classroom hours per week. Two lab hours per week. 5 semester hours credit.

CHM 1130 General Chemistry I (5-4-2)

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This course introduces evidence for the components of the atom and an in-depth study of modern atomic theory based on atomic spectra. Other topics include the chemical bond, stoichiometry, electrolysis, kinetic molecular theory, thermochemistry changes of state, solutions, and redox. Science credit not granted for both CHM 1130 and CHM 1120. PREREQUISITE: High school chemistry or CHM 1120 Introductory Chemistry, three years of high school mathematics or MTH 1102 College Algebra, or consent of the instructor. Four classroom hours per week. Two lab hours per week. 5 semester hours credit. IAI: P1 902L

CHM 1132 General Chemistry II (5-4-2)

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The course includes chemical kinetics, equilibria, acid-base concepts, thermodynamics, electrochemistry and nuclear chemistry. The descriptive chemistry of each family is covered, together with a discussion of the transition elements. The course concludes with a study of organic chemistry. PREREQUISITE: CHM 1130 General Chemistry I or consent of instructor. Four classroom hours per week. Two lab hours per week. 5 semester hours credit.

CHM 2120 Organic Chemistry I (5-4-2)

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This course presents a study of organic reactions featuring the reaction mechanisms, structural theory and synthesis of aliphatic and aromatic compounds. It also includes an introduction to stereochemistry. PREREQUISITE: CHM 1132 General Chemistry II or consent of instructor. Four classroom hours per week. Two lab hours per week. 5 semester hours credit.

CHM 2122 Organic Chemistry II (5-4-2)

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This is a continuation of CHM 2120 to include various functional groups and related synthesis and reaction mechanisms. Use of infrared and NMR in compound identification is studied. PREREQUISITE: CHM 2120 Organic Chemistry I or equivalent. Four classroom hours per week. Two lab hours per week. 5 semester hours credit.

CIS 1101 Intro to Computers & Their Applications (3-3-0)V

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This course is an introduction to computers and their applications. Topics include computers and their capabilities, computer equipment, and software. The educational, social, and vocational aspects and impact of computers will be discussed. Applications of computers will be emphasized by utilizing various software packages in laboratory exercises. These exercises will be completed in open lab. PREREQUISITE: Recommend one semester of typing. Three classroom hours per week. Variable

0.5 to 3 semester hours credit. Repeatable 3 times.

CIS 1103 Discovering Computers (2-2-0)V

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Discovering Computers is designed to give students an appreciation and knowledge of computers. Students will finish the course with a complete understanding of computers, how to use computers, and how to access information. Topics covered include hardware, operating systems, word processing, spreadsheet, and Internet applications. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CIS 1104 Intro to Online Learning (0.5-0.5-0)

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This course is an assessment of student skills and their ability to effectively learn via course(s) instructed online. Topics include evaluating a student's learning style, basic computer and web browsing skills, and web based learning tools. Emphasis will be placed on using computer hardware and software to access online resources and programs. In addition, various learning methods will be presented to help students evaluate if online learning is right for them. One-half classroom hours per week. 0.5 semester hours credit. Repeatable 3 times.

CIS 1111 BASIC II (3-3-0)

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This is an intermediate to advanced course in Basic programming. The student will be introduced to programming in the Windows environment using Visual Basic. Emphasis will be on the use of modular and top-down designs as well as structured programming techniques. Writing, compiling, and testing of programs in the windows environment will demonstrate the use of techniques discussed in lecture. PREREQUISITE: CIS 1110 Basic I or CIS 1130 Introduction to Computer Science. Three classroom hours per week. 3 semester hours credit.

CIS 1120 Programming Logic (2-2-0)

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The course presents a study of structured computer programming logic. Logic, flowcharting, and documentation are used in typical programming applications. It is designed to teach students to "think like a computer" as a first step to structured program design techniques. Two classroom hours per week. 2 semester hours credit.

CIS 1130 Introduction to Computer Science (3-3-0)

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This is a first course for computer science majors. It introduces students to the fundamental techniques of using a computer as a problem-solving tool. Students are taught structured programming techniques through use of a high-level structured programming language. Students write several programs during the course. Three classroom hours per week. 3 semester hours credit.

CIS 1131 Intro to Information Tech (3-3-0)

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This first course examines information technology in the global enterprise environment. The information technology infrastructure is explored. The use of information technology systems role in functional, decisional, and strategic objectives is developed. The organizational implementation and impact of information technology systems on security, ethics, and related

management issues are examined. PREREQUISITE: CIS 1270 Introduction to Computers, DAP 1201 Business Computer Systems, or consent of instructor. Three classroom hours per week. 3 semester hours credit.

CIS 1200 Introduction to Microcomputers (3-3-0)

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This is an introductory course in the use of microcomputers. The course includes basic software development and includes hardware and software applications. Students will learn how to write and debug a program in the Basic programming language. They will be introduced to data management, spreadsheets, computer graphics, word processing, file management and the operating system. The course is designed primarily for students in technical programs who will be operating computers in the workplace. Three classroom hours per week. 3 semester hours credit.

CIS 1201 Intro to the Internet (3-3-0)V

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This course provides an introduction to the functional use of the Internet with specific emphasis on the World Wide Web. Evolution of the Internet and protocols are covered with text, lecture, current event forums and hands-on practice. Learning to use Internet browser software is implemented as well as an introduction to searching, downloading, email, and utilization of other basic tools. PREREQUISITE: Windows computer course or consent of instructor. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CIS 1203 Intro to Web Page Construction (3-3-0)V

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This course provides an introduction to basics of HTML (hypertext markup language) the language for creating World Wide Web pages for the Internet. Learning the background of HTML, web page design, and how a markup language works is covered. Topics include elements, tags, structures, and formatting. A brief introduction to using graphics, creating simple hypertext links, organizing links, HTML, creation software and other basic skills is included. PREREQUISITE: CIS 1201 Introduction to the Internet or consent of instructor. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CIS 1204 Interm Web Page Construction (3-3-0)V

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This course explores intermediate applications of the HTML language for writing World Wide Web pages. Learning to use frames and other web page design improvements is covered. Animation and the use of other multimedia enhancements in web page design is included. Students practice their design and enhancement skills on an active web server. PREREQUISITE: CIS 1203 Introduction to Web Page Construction or consent of instructor. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CIS 1205 Windows Operating Applications (3-3-0)V

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This course provides an overview of computer hardware, software, and operating system concepts used on computer systems. Fundamentals of the user interface, Windows Version X are studied in depth. Topics covered will include hardware, software, text editor, word processor, graphics editor, calculator and character map; disk maintenance. Object linking and embedding, printing and fonts; system maintenance. Multimedia and communications will be introduced. Concepts will be

incorporated into practical applications. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CIS 1206 Advanced Web Page I (3-3-0)

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This course is designed to teach advanced HTML techniques (including DHTML and CSS). Included in this course are methods to add simple interaction to web pages, provide a base of understanding of current technologies, and develop an understanding of the programs used to deploy these technologies. This course presents concepts beyond HTML but does not include detailed discussions of scripting. Scripts used in this course will be developed modules which will be included as a unit. This course is intended for web page designers who wish to learn more about DHTML and CSS without learning about scripting. Once students complete this course, they will understand advanced approaches to maintaining large web sites with appropriate tools and methodologies. Tools which automate these processes will be discussed. Three classroom hours per week. 3 semester hours credit.

CIS 1207 Business Applications of Web Design (3-3-0)V

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This course is designed to teach practical use of web technologies in a business environment (Internet sites, intranet sites, and extranet site development and deployment will be covered). Emphasis will be placed on legacy application interaction and related business aspects of web sites. Web project management and architecture issues will be stressed. Web marketing will also be explored. Three classroom hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

CIS 1208 Web Application Security (3-3-0)

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This course will address security issues specific to the World Wide Web. Web site server software and browser vulnerabilities will be covered as well. PREREQUISITE: CIS 1204 Intermediate Web Page Construction or consent of instructor. Three classroom hours per week. 3 semester hours credit.

CIS 1209 Outlook (2-2-0)

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This course will cover the personal information manager software, Microsoft Outlook, which is included in the Microsoft Office Suite. Features of Outlook covered will be managing and tracking appointments and tasks; maintaining a calendar; utilizing the address book; sending and receiving emails; and integration with other applications of Microsoft Office. PREREQUISITE: Knowledge of Windows. Two classroom hours per week. 2 semester hours credit.

CIS 1210 e-Portfolio Mechanics (0.5-0.5-0)

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This course is an Internet based course only. It will teach students the mechanics of creating an electronic portfolio using Angel® e-Portfolio and the Angel learning management system. The course includes directions on how to upload artifacts and how to enter personal, educational, and work related information into Angel e-Portfolio® for online publication and distribution. PREREQUISITE: CIS 1104 Intro to Online Learning and GEN 1207 e-Portfolio Development. One-half classroom hour per week. 0.5 semester credit.

CIS 1260 Electronic Spreadsheets (3-3-0)V

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This course introduces the use of microcomputers to produce electronic spreadsheets and will include functions of the worksheet, graphing, and database usage. PREREQUISITE: Previous keyboarding experience required. Three classroom hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

CIS 1270 Introduction to Computers (2-2-0)V

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This course is an introduction to computers and their applications in an industrial setting. Topics include computers and their capabilities, computer equipment, and software. The vocational and educational aspects and impact of computers will be reviewed. Utilizing various software packages in laboratory exercises will emphasize the application of computers. The exercises can be completed in an open lab. The content of this course may vary depending on company needs. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CIS 1272 Windows - Introduction (2-2-0)V

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This course introduces the use of microcomputers with Windows. The emphasis of the course will be to introduce the student to the various features and applications within Windows. This course will be offered for variable credit to meet the training needs of individual organizations. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CIS 1273 Microsoft Office/MSWORD (2-2-0)V

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This is an introductory course in the use of microcomputers with Microsoft Office/MSWORD. The course includes functions of the Windows environment, setting up a document, formatting, creating templates, developing "table of contents and indexes", Microsoft Draw, WordArt and Graphics. This course will be offered for variable credit to meet the needs of industry. This course will be repeatable to meet the needs of industry and to update the changes in the programs. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CIS 1275 PowerPoint (3-3-0)V

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This course will take a more in-depth look at PowerPoint presentation software. The inclusion of graphics, clipart, and charts along with sounds and animation are used to spice-up presentations. The student will design a show of 25 slides and transfer the file using the "Pack and Go" wizard. This course will be repeatable to meet the training needs of individual organizations. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CIS 1276 Advanced PowerPoint (2-2-0)V

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The PowerPoint user will learn advanced presentation techniques such as creating and importing motion video clips, customizing advanced settings and preparing handouts for the audience. In addition to hands on keyboard time, the student will acquire expertise involving the use of aids such as laser pointers, LCD projectors and general presentation skills. The student's competency level will be judged based on their submission and

display of a completed PowerPoint presentation. This course will be repeatable to meet the training needs of individual organizations. PREREQUISITE: CIS 1275 PowerPoint or consent of instructor. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CIS 1278 Spreadsheet (3-3-0)V

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This course is designed to broaden a user's knowledge of Excel or other spreadsheet program. The course will focus on various calculation functions, customizing tables, plotting charts, filtering database records and using Access to enter the World Wide Web. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CIS 1279 Advanced Spreadsheet (2-2-0)V

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This course is designed to teach advanced usage of a spreadsheet program such as Excel. An intermediate knowledge of spreadsheet usage is required. The participants will learn to work in ranges, create templates, use the IF and VLOOKUP functions, create PivotTable and draw two-dimensional and three-dimensional objects. The course content will be based on the needs of individual companies and is repeatable to meet the needs of individual companies. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CIS 1282 Project Management (2-2-0)V

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This course is designed to introduce the student to project management at the industrial/business level. The student will be introduced to the 8 step project management methodology and problem identification and problem solution. The participant will develop a draft project plan based on a real life situation. The course content will vary from site to site to meet the needs of individual companies and is repeatable to meet the needs of industries and business. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CIS 1284 Intermediate Word Processing (2-2-0)V

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This course focuses on the use of word processing at the intermediate level. The content includes finding and replacing specific text, copying text, the TABS command, creating and formatting a table, inserting charts and pictures into a document and merging a main document and data source. Course content may vary from company to company to meet specific organizational needs. This course will be offered for variable credit to meet the training needs of individual organizations. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CIS 1285 Advanced Word Processing (2-2-0)V

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This course focuses on the use of word processing at the advanced level. The content includes sorting data source records, generating mailing labels, using tables and borders toolbar, changing the page setup, editing, use of templates, applying autoformat, drawing two-dimensional and three dimensional objects. Course content may vary from company to company to meet specific organizational needs. This course will be offered for variable credit to meet the training needs of individual organizations. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CIS 1286 Database (3-3-0)V

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This course introduces the use of microcomputers with Access or another packaged database program. The course will include an introduction to database usage. Course content will vary from course to course depending on the company need and will be offered for variable credit to meet the training needs of individual organizations. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CIS 1287 Intermediate Database (3-3-0)V

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This course focuses on the use of Access or another packaged database program at the intermediate level. The content includes formatting spreadsheets, changing field names and design, searches, filters, sorts, queries, tables, automated editing and action queries. Course content will vary from course to course depending on the company need. This course will be offered for variable credit to meet the training needs of individual organizations. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CIS 1288 Advanced Database (2-2-0)V

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This course focuses on the use of Access or another packaged database program at the advanced level. The content includes creating labels, charts and multilevel reports, advanced formatting, headers and footers, advanced wizards and forms, keyboard shortcuts, ten common crises, documenting, validation, programming, and integrating Access with other programs. Course content will vary from course to course depending on the company need. This course will be offered for variable credit to meet the training needs of individual organizations. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CIS 1601 Computer Skills I (3-3-0)V

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This course is designed to introduce students to basic computer skills. This course assumes no prior computer knowledge. Students will be taught how to turn the computer on and off and how to use a mouse. Topics covered include standard concepts, basic computer applications, tools available, intro to digital cameras and scanning, CD burning and Internet usage. Keyboarding will be introduced. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CIS 1602 Computer Skills II (3-3-0)V

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This course, which involves in-depth coverage of basic computer skills, is designed to provide the next level of computer instruction for Computer Skills I students. Topics include e-mail, online job searches, Power Points, Excel, Word, Internet use, word processing, continue digital cameras, scanning, DVD burning, and keyboarding. PREREQUISITE: CIS 1601 Computer Skills I or consent of instructor. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CIS 2101 Computer Programming for Teachers (3-3-0)

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The emphasis of this course will be on writing and running programs in an appropriate programming language. The course will be of primary interest to elementary through high school teachers regardless of subject area taught. Time will also be

devoted to enhancing programs for educational use. Three classroom hours per week. 3 semester hours credit.

CIS 2102 Computer Applications for Instructors (2-2-0)

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The student will become familiar with computer software available for classroom use and will learn how to incorporate the software into lesson plans. Two classroom hours per week. 2 semester hours credit.

CIS 2120 FORTRAN (3-3-0)

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An introductory course in the methods used for writing and maintaining well-structured software. The course will cover fundamental principles, concepts, and methods of computing, with emphasis on applications. Topics include: basic problem solving and programming techniques, built-in functions, fundamental non-numerical algorithms and data structures, and fundamental numerical algorithms. PREREQUISITES: MTH 1171 Calculus and Analytic Geometry I or consent of instructor. Three classroom hours per week. 3 semester hours credit.

CIS 2140 COBOL I (3-3-0)

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Programming is introduced using the COBOL language. Students will learn problem-solving techniques and programming methods through use of applications related to business problems. Students will develop several programs during the course covering a variety of business applications. PREREQUISITE: CIS 1130 Introduction to Computer Science or consent of instructor. Three classroom hours per week. 3 semester hours credit.

CIS 2150 Machine Language Programming (3-3-0)

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An introduction to machine language for X86 architecture computers. It emphasizes the basic concepts and principles involved in the use of low level and high level assembly language(s) to produce programs that interact directly with machine hardware for speed and efficiency. Writing, assembling, and testing of programs will demonstrate the techniques discussed in lecture. PREREQUISITE: CIS 1130 Introduction to Computer Science or a minimum of a one semester course in a high-level programming language. Three classroom hours per week. 3 semester hours credit.

CIS 2160 Introduction to Data Management (2-2-0)

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An introduction to the use of data management systems using open database connectivity and database management software. The study of programming and customization techniques as applied to information systems is included. PREREQUISITE: CIS 1130 Introduction to Computer Science, CIS 1131 Intro to Information Tech, or a course with programming language content, or consent of instructor. Two classroom hours per week. 2 semester hours credit.

CIS 2170 Advanced Programming Techniques (3-3-0)

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This course continues any high-level language programming class. Basic data types, data structures such as arrays, strings, lists, trees, data storage management, and searching and sorting will be discussed. PREREQUISITE: CIS 2120 FORTRAN or CIS 2130 PASCAL or CIS 2140 COBOL I or CIS 2180 Computer Programming

in C++ or consent of instructor. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

CIS 2180 Computer Programming in C++ (3-3-0)

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This course is an introduction to programming using the C++ programming language. Students will learn problem-solving techniques, programming mathematical operations, expressions, computing calculations, and integrating functions. Students will create programming algorithms. Students will learn the fundamental principles and techniques of software engineering including structured program design, documentation, modular design, code reusability, program verification and testing, data abstraction, and data structuring. PREREQUISITE: MTH 1171 Calculus and Analytic Geometry I. Three classroom hours per week. 3 semester hours credit.

CIS 2206 Advanced Web Page II (3-3-0)

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This course is a continuation of CIS 1206. It is designed to teach advanced HTML techniques (including DHTML and CSS). Included in this course are methods to add simple interaction to web pages, provide a base of understanding of current technologies, and develop an understanding of the programs used to deploy these technologies. This course presents concepts beyond HTML, but does not include detailed discussion of scripting. Scripts used in this course will be developed modules which will be included as a unit. This course is intended for web page designers who wish to learn more about DHTML and CSS without learning about scripting. Once students complete this course, they will understand advanced approaches to maintaining large web sites with appropriate tools and methodologies. Tools which automate these processes will be discussed. Three classroom hours per week. 3 semester hours credit.

CMI 1203 Intermediate First Aid (1-1-0)V

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This course focuses on treating drug and alcohol emergencies in a hazardous environment. It may vary from company to company depending on training requirements and may be repeated to fulfill training needs, state and federal requirements. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 1204 Advanced First Aid (1-1-0)V

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This course focuses on first aid treatment of common emergencies and sudden illness in a hazardous environment. Course content may vary from company to company, depending on training requirements and may be repeated to fulfill training needs, state and federal requirements. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 1210 Science of Coal Mining (0.5-0.5-0)

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This course may vary from mining company to mining company depending on training requirements. May be repeated to fulfill company training needs, state and federal requirements. One half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.



CMI 1211 Methods and Applications of Mining (1-1-0)V  

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This course may vary from company to company depending on training requirements. It may be repeated to fulfill company training needs, state and federal requirements. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 1212 Introduction to Coal Mining (3-3-0)V  

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Coal reserves of the U.S., geology and chemistry of coal and its uses, the atmosphere of mining, mining instruments and safety are covered. This course may vary from mining company to mining company depending on training requirements. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

CMI 1213 Methods & Applications of Mining 08 (1-1-0)V  

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This course will introduce the student to the types of coal reserves and uses of coal in the U.S. The student will become familiar with mining terms, processes, history, roof control and ventilation methods of mining. This course may vary from company to company depending on training requirements and may be repeated to fulfill company training needs, state, and federal requirements. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 1218 Mine Accident Prevention 08 (0.5-0.5-0)  

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This course is designed to reduce the frequency and severity of industrial accidents by making the trainee more aware of causes of accidents, both direct and indirect. Trainees will study accident types, records, and investigation procedures to become more aware of the influences of individuals and habits upon accidents. The content may vary from company to company to comply with specific training plans and meet current needs of the various locations. The content of this course is based on the past years most frequent and severe accident occurrences. Industries require all employees to participate in accident prevention programs a minimum of once a year. CFI, Part 48, requires that all companies provide training in accident prevention on a yearly basis. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 1219 Accident Prevention 08 (1-1-0)V  

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This course is designed to reduce the frequency and severity of industrial accidents by making the trainee more aware of causes, both direct and indirect, of accidents. Trainees will study accident types, records and investigation procedures to become more aware of the influences of individuals and habits upon accidents. The content may vary from company to company to comply with specific training plans and to meet current needs of the various locations. The content of this course is based on the past year's most frequent and severe accident occurrences. Industries require all employees to participate in accident prevention programs a minimum of once a year. CFI, Part 48, requires that all companies provide training in accident prevention on a yearly basis. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 1229 Mining Accident Prevention (0.5-0.5-0)  

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This course is designed to reduce the frequency and severity of industrial accidents by making the trainee more aware of causes of accidents, both direct and indirect. Trainees will study accident types, records, and investigation procedures to become more aware of the influences of individuals and habits upon accidents. The content may vary from company to company to comply with specific training plans and meet current needs of the various locations. The content of this course is based on the past year's most frequent and severe accident occurrences. Industries require all employees to participate in accident prevention programs a minimum of once a year. CFI, Part 48, requires that all companies provide training in accident prevention on a yearly basis. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 1230 Mining Maintenance Shop Skills II (3-3-0)V  

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This course is designed to familiarize students in the proper operation of common mine repair shop machines. The course emphasizes correct operation of metal turning lathes, vertical and horizontal milling machines, band saws, and shop grinders. The course may vary from company to company, depending on equipment. This is a variable credit course and is repeatable to meet individual company training requirements and state and federal regulations. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMI 1233 Accident Prevention 2006 (1-1-0)V  

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This course is designed to reduce the frequency and severity of industrial accidents by making the trainee more aware of causes, both direct and indirect, of accidents. Trainees will study accident types, records and investigation procedures to become more aware of the influences of individuals and habits upon accidents. The content may vary from company to company to comply with specific training plans and to meet current needs of the various locations. The content of this course is based on the past year's most frequent and severe accident occurrences. Industries require all employees to participate in accident prevention programs a minimum of once a year. CFI, Part 48, requires that all companies provide training in accident prevention on a yearly basis. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 1236 Underground Diesel Engines II (3-3-0)V  

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This course is designed to familiarize students with the operating fundamentals of diesel engines used in underground coal mining. It includes a study of compression, combustion, and aspiration. The course emphasizes the technical operating characteristics of diesel engines, including fuel control, speed control, and temperature control. Because this course may vary from company to company depending on equipment it is offered for variable credit. This course is repeatable to meet individual company training requirements and state and federal regulations. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMI 1241 Diesel Maint. Qualifications 08 (1.5-1.5-0)V

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This course is designed as a cooperative venture between MSHA, the college, and coal mine companies. The course is designed for working coal miners and will meet or exceed federal requirements for training the people directly responsible for diesel engine maintenance with regard to control of hazardous gas exhaust emission on underground mining equipment. This course is variable and repeatable to meet federal and state requirements. Course content may vary to meet state, federal and company requirements and may be team taught with the company. One-half classroom hour per week Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

CMI 1255 Mine Task Training-Roof Bolter (1.5-1.5-0)V

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This course is designed to exceed the minimal requirements established in Title 30 Code of Federal Regulations, Part 48, for mandatory task training for miners assigned to new work as operators of electrically-powered roof bolting machines. The content of the course will vary from mining company to mining company depending on: 1) the type(s) of roof bolting machines used; 2) existing training requirements; and 3) mine-specific needs. Since MSHA regulations require task training, not only for inexperienced persons, but also for everyone who has not performed "new work tasks" within the preceding 12 months, this course is repeatable. One and one half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

CMI 1263 Roof Bolter Hydraulic Systems I (1.5-1.5-0)V

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This course is designed to familiarize students with roof bolting machine hydraulic circuits. It emphasizes the location, function, and proper adjustments of the hydraulic system component parts. The content of the course will vary from company to company depending on the type of equipment. This course is offered for variable credit and is repeatable to meet individual company training requirements, state and federal regulations. One and one half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

CMI 1266 Roof Bolter Elec. Systems I (1.5-1.5-0)V

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This course offers a short review of industrial electrical symbols and emphasizes practical electrical circuit analysis and troubleshooting procedures for roof bolters. This course will be offered as an intensive 22.5 hour lecture, discussion, and demonstration program. Content will vary from company to company, depending on the equipment utilized. One and one-half classroom hours per week. Variable 0.5 to 1.5 semesters hour credit. Repeatable 3 times.

CMI 1267 Belt Feeder Mech. Systems I (1-1-0)V

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This course is a practical approach to familiarize students with the mechanical systems of belt feeders. It emphasizes the location, operation, problems, and adjustments of the mechanical systems components. The course may vary from mining company to mining company, depending on existing equipment. This course is offered for variable credit and is repeatable to meet individual company training requirements and state and federal regulations. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 1285 Feeder-Breaker Hydraulic Systems (0.5-0.5-0)

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This course is a review of the fundamentals of hydraulics with emphasis on practical hydraulic circuit analysis and troubleshooting procedures for mining feeder-breakers. This course will be offered as an intensive 8-hour lecture / discussion / demonstration. One half classroom hour per week. 0.5 semester hour credit.

CMI 1286 Feeder-Breaker Elec. Systems I (1-1-0)V

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This course offers a short review of industrial electrical symbols and emphasizes practical electrical circuit analysis and troubleshooting procedures for conveyor belt feeder-breakers. This course will be offered as an intensive 7.5 or 15 hour lecture / discussion / demonstration. The course may vary from company to company, depending on equipment. This course is offered for variable credit and is repeatable to meet individual company training requirements and state and federal regulations. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 1611 Methane Gas and Oxygen Def Testing (0.5-0.5-0)

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This course is a cooperative teaching effort between coal companies and Coal Mining Technology. It meets the training required by MSHA for miners wishing to be certified for use of the methane spotter and flame safety lamps as used for methane detection and oxygen deficiency testing as required by law in Title 30, Code of Federal Regulations, Parts 75 & 77. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 1616 Hands On SCSR Training 06 (0.5-0.5-0)

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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. This course meets those requirements. This course now includes the "belt-wearable" SCSRs if appropriate. This training is required by federal and state regulations and may be team taught with industry. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 1617 Hands On SCSR Training 08 (1-1-0)V

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Title 30, Code of Federal Regulations, Part 48, requires that each miner be trained in the proper donning procedures for oxygen-producing self-contained self-rescue devices (SCSRs). Trainees then must demonstrate their competence by satisfactorily donning an SCSR using the "3+3" method and transferring to a second SCSR in smoke, simulated smoke or an equivalent environment. New federal requirements mandate that miners be provided a realistic experience of using a SCSR in an emergency situation similar to real life situations. This course meets those requirements. This training is required by federal and state regulations. This course is variable and may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 1620 Industrial Accident Prevention VI (3-3-0)V  

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This course is designed to reduce the frequency and severity of industrial accidents by making trainees more aware of causes, both direct and indirect, of accidents. Trainees will study accident types, records, and investigation procedures to become more aware of the influence of individuals and habits upon accidents. The content may vary from industry to industry and from company to company to comply with specific training plans and meet current needs of the various locations. PREREQUISITE: As determined by approved training plans and site-specific needs as indicated by current accident reporting procedures. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMI 1637 Supervisory Skills Concepts (0.5-0.5-0)  

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This short course provides management theory and application skills training for supervisory personnel and others involved with personnel management. Additionally, site-specific information including state and federal regulations, accident history, and current operating conditions and problems will be included as required. Course content may vary to meet current industry specific needs and state/federal training requirements. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 1638 Supervisory Communications Skills (0.5-0.5-0)  

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This short course focuses on specific interpersonal communication skills training for supervisory and managerial personnel, especially for those in mining and manufacturing industries. The course may vary to meet current industry specific needs and state/federal training requirements. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 1639 Supervisory Skills Refresher (0.5-0.5-0)  

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This course provides refresher/update training for first-line supervisory personnel and others involved with personnel management. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 1658 Electro/Mech. Devices & Circuits (1-1-0)V  

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This course covers electro-magnetism and how it is used in the production of electricity, how DC motors work and how they are controlled through control devices. An introduction to alternating current, inductive and capacitive reactance in AC circuits. One classroom hour per week. Variable 0.5 to 1 semester hour credit.

CMI 1659 Electro/Mech. Devices & Circuits II (1-1-0)V  

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A course covering the generation and transmission of alternating current, how voltage is transformed in single phase and three phase power, types of AC single phase and 3 phase motors, motor controls, control circuits, industrial wiring methods, and maintenance and troubleshooting of such equipment and circuits. One classroom hour per week. Variable 0.5 to 1 semester hour credit.

CMI 1660 Basic Electr/Schematics & Prints (1-1-0)V  

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A basic electricity course designed to familiarize students with what electricity is, how it is produced, laws that show how it is controlled and used, measuring procedures, circuit connections, electrical devices, and safety precautions. The student will become familiar with electrical symbols used in schematics and wiring diagrams. One classroom hour per week. Variable 0.5 to 1 semester hour credit.

CMI 1688 Mine Mobile Equipment AC Maintenance (0.5-0.5-0)  

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This course is designed to provide training in the safety precautions, theory of operation, routine upkeep, troubleshooting, and repair of mobile equipment air conditioning systems. The necessary safety precautions and theory of operation for working on air conditioning systems will be presented. Troubleshooting methods, upkeep methods, and repair information will be presented and demonstrated. One-half classroom hour per week. 0.5 semester hour credit.

CMI 2200 Mine Examiner Training (3-3-0)V  

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This course is designed to help miners prepare for the Department of Natural Resources examination for certification as a Mine Examiner. The content of the course includes, but is not limited to, the appropriate regulations, mine ventilation, mine atmosphere, measuring instruments, roof control, first aid, mine emergencies, and a review of mining mathematics. Content may vary with regulatory and/or administrative directives. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 2 times.

CMI 2203 Task Training for Elec. Shuttle Car (1.5-1.5-0)V  

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This course is designed to meet or exceed the minimal requirements established in Title 30, Code of Federal Regulations, Part 48, for mandatory task training for miners assigned to new work tasks as operators of electrically-powered shuttle car haulage systems. The content of the course will vary from mining company to mining company depending on: (1) the type(s) of electrical shuttle cars used; (2) existing training requirements; and (3) mine-specific needs. This course will be offered in eight or sixteen hour versions. Since MSHA regulations require task training for everyone who has not performed the "new work tasks" within the preceding 12 months, this course will be repeatable. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 2 times.

CMI 2204 Task Training for Roof Bolting Mach. (1.5-1.5-0)V  

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This course is designed to meet or exceed the minimal requirements established in Title 30, Code of Federal Regulations, Part 48, for mandatory task training for miners assigned to new work tasks as operators of electrically-powered roof bolting machines. The content of the course will vary from mining company to mining company depending on: (1) the type(s) of roof bolting machines used; (2) existing training requirements; and (3) mine-specific needs. This course will be offered in eight or sixteen hour versions. Since MSHA regulations require task training for everyone who has not performed the "new work tasks" within the preceding 12 months, this course will be repeatable. One and one-half classroom hours per week.

Variable 0.5 to 1.5 semester hours credit. Repeatable 2 times.

CMI 2205 Task Training for Continuous Miner (1.5-1.5-0)V  

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This course is designed to meet or exceed the minimal requirements established in Title 30, Code of Federal Regulations, Part 48, for mandatory task training for miners assigned to new work tasks as mobile equipment operators, haulage and conveyor systems operators, roof and ground control machine operators, and those in blasting operations. The content of the course will vary from mining company to mining company depending on: (1) the type(s) of continuous mining machines used; (2) existing training requirements; and (3) mine-specific needs. This course will be offered in eight or twenty-two hour versions. Since MSHA regulations require task training for everyone who has not performed the "new work tasks" within the preceding 12 months, this course will be repeatable. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 2 times.

CMI 2206 Task Training for Scoop Tractor (1.5-1.5-0)V  

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This course is designed to meet or exceed the minimal requirements established in Title 30, Code of Federal Regulations, Part 48, for mandatory task training for miners assigned to new work tasks as operators of mining systems which utilize battery-powered scoop tractors. The content of the course will vary from mining company to mining company depending on: (1) the type(s) of scoop tractors used; (2) existing training requirements; and (3) mine-specific needs. This course will be offered in eight or sixteen hour versions. Since MSHA regulations require task training for everyone who has not performed the "new work tasks" within the preceding 12 months, this course will be repeatable. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 2 times.

CMI 2207 Mine Manager Training (3-3-0)V  

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This course is designed to help miners prepare for the Department of Natural Resources examination for certification as a Mine Manager. The content will include, but not be limited to, the appropriate regulation, mine ventilation, mine atmosphere, measuring instruments, roof control, first aid, mine emergencies, and a review of mining mathematics. Content may vary with regulatory and/or administrative directives. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 2 times.

CMI 2208 Mine Hoist Operation (3-3-0)V  

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This course supplements technical knowledge in constructing, maintaining, and managing electrical hoisting apparatus with practical experience. Regulations relating to the hoisting and lowering of men and materials as set forth by the Department of Natural Resources of the State of Illinois are observed. Students who complete this course should have the competencies required to apply for certification as a Mine Hoist Operator in the State of Illinois. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

CMI 2209 Mine Manager Training (3-3-0)V  

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This course is designed to help miners prepare for the Department of Mines and Minerals examination for certification

as a Mine Manager. The content will include, but not be limited to, the appropriate regulations, mine ventilation, mine atmosphere, measuring instruments, roof control, first aid, mine emergencies, and a review of mining mathematics. Content may vary with regulatory and/or administrative directives and is repeatable to fulfill company training needs as well as state and federal requirements. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMI 2212 Mining Law III (2.5-2.5-0)V  

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This course is an introduction to the Coal Mining Laws of the U.S. (federal). The content covers the Code of Federal Regulations, Part 75, Subparts A-S. The course may vary from mining company to mining company depending on training requirements. This course is offered for variable credit and may be repeated when necessary to fulfill company training needs and state of Illinois and federal requirements. Two and one-half classroom hours per week. Variable 0.5 to 2.5 semester hours credit. Repeatable 3 times.

CMI 2216 Electrical Law-Surface II (1.5-1.5-0)V  

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This course clarifies the mandatory and recommended requirements of Title 30, CFR, Part 77, Subparts F through J and S, plus selected parts of Subpart A, B, and C and the National Electrical Code. Because the course may vary from company to company this course is offered for variable credit and may be repeated when necessary to fulfill company training needs, state of Illinois and federal requirements. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

CMI 2221 Electrical Law-Underground II (1.5-1.5-0)V  

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This course clarifies the mandatory and recommended requirements of Title 30, CFR, Part 77, Subparts F through K and S, plus selected parts of Subparts A, B, and D of Part 75. The course may vary from company to company. This course is offered for variable credit and may be repeated when necessary to fulfill company training needs and state of Illinois and federal requirements. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

CMI 2223 Elec. Law UG-2003 (1.5-1.5-0)V  

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This course clarifies the mandatory and recommended requirements of Title 30, CFR, Part 77, Subparts F through K and S, plus selected parts of Subparts A, B, and CD of Part 75. Because the course may vary from company to company this course is offered for variable credit. This course may be team taught with industry. This course may also be repeated when necessary to fulfill company training needs, state of Illinois and federal requirements. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

CMI 2226 DC Circuit Components & Motors II (1-1-0)V  

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This course is designed to familiarize mining electrical students with the operational concepts of DC control circuits, DC power circuits, and DC motor operation and control. Because the course may vary from company to company this course is offered for variable credit. This course may also be repeated when necessary to fulfill company training needs and state of Illinois and federal requirements. One classroom hour per week. Variable 0.5 to 1

semester hour credit. Repeatable 3 times.

CMI 2231 AC Circuit Components & Motors II (1-1-0)V

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This course is designed to familiarize mining electrical students with the operational concepts of AC motor control circuits, AC motor power circuit components, and AC motor power connection and troubleshooting. Because the course may vary from company to company this course is offered for variable credit. Course may be repeated when necessary to fulfill company training needs and state of Illinois and federal requirements. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 2234 Conveyor Belt Solid State Starter II (1-1-0)V

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This course is designed to introduce mine repairmen to the proper operation and troubleshooting techniques of conveyor belt solid state motor starters. It emphasizes safety precautions, the function of power circuit components, control circuit components, and of acceleration control. Because the course may vary from company to company this course is offered for variable credit. This course may be repeated when necessary to fulfill company training needs and state of Illinois and federal requirements. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 2236 Splicing Trailing Cables II (1-1-0)V

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This course is designed to teach mining technicians the correct methods of splicing electrical equipment portable and trailing cables for low and medium voltages. It emphasizes the requirements issued by the Mine Safety and Health Administration and the cable manufacturing industry. Because the course may vary from company to company this course is offered for variable credit and may be repeated when necessary to fulfill company training needs and state of Illinois and federal requirements. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 2241 Underground Mine Power Distribution II (1-1-0)V

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This course is designed to teach students the high voltage power distribution network of their underground mine. It includes all of the major transformers, switch gears, power conductors, and protective systems of the surface and underground networks. Because the course may vary from company to company this course is offered for variable credit. This course may be repeated when necessary to fulfill company training needs and state of Illinois and federal requirements. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 2248 Introduction to Solid State (1.5-1.5-0)V

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This course is designed to introduce students to the basic concepts of solid state devices. It explains the physics of "p" type material, "n" type material, and the depletion of PN junctions. It emphasizes the operation of basic solid state devices and how they are used in rectification, switching, current control, and voltage regulation. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit.

CMI 2249 Programmable Controllers (2-2-0)V

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This course is designed to introduce students to the operational concepts and troubleshooting techniques of industrial programmable logic controllers that are used by the industry. Two classroom hours per week. Variable 0.5 to 2 semester hours credit.

CMI 2250 Mining Law I (0.5-0.5-0)

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This course is an introduction to the Coal Mining Laws of the State of Illinois. The content covers the introduction and importance of laws, the State Coal Mining Act, Articles I - XIII. The course may vary from company to company depending on training requirements. This course will fulfill all company training requirements, and state and federal requirements to upgrade the knowledge and skill of existing (as amended) mining laws. This course is repeatable because Title 30, CFR, and program policies are rewritten, promulgated, amended, updated, and/or modified regularly and miners must be apprised of all health and safety changes. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 2251 Mining Law II (1-1-0)V

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This course is an introduction to the Coal Mining Laws of the State of Illinois. The content covers the introduction and importance of laws, the State Coal Mining Act, Articles XIV - XXXII. The course may vary from company to company depending on training requirements. This course will fulfill all company training requirements, and state and federal requirements to upgrade the knowledge and skill of existing (as amended) mining laws. This course is repeatable because Title 30, CFR, and program policies are rewritten, promulgated, amended, updated, and/or modified regularly and miners must be apprised of all health and safety changes. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 2252 PLC Advanced Programming (3-3-0)V

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A course covering advanced functions of the programmable controller. These include data manipulation instructions, math instructions, program control instructions, diagnostic instructions, data highway connections and control, index addressing, update I/O instructions, discrete input routines, timed input routines, sequencer instructions, fault routines, and communication instructions. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

CMI 2262 Mining Trans. Sys. & Drive Trains (3-3-0)V

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This course introduces students to diagnosis, repair, and reconditioning of mine drive trains, final drives, belt mechanism, and transmission systems. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMI 2264 Operation of Mine Machinery-UG (2-1-2)V

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This course was designed to allow a student to gain valuable experience in both the hands-on operation of the equipment and an in-depth look into the functions of each machine used in an underground mine. Each machine is discussed in class with regard to its purpose, source of power, control panel, and safety. After the student has acquired sufficient knowledge about the

function of the equipment s/he applies that knowledge to the actual operation of the equipment. This course may vary from company to company depending on training requirements and make and model of equipment utilized. This course may be repeated when necessary to fulfill company training needs, and state and federal requirements. Course content may vary depending on state and federal regulations and employer needs. One classroom hour per week. Two lab hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CMI 2267 Oper. of UG Machinery 06 (2-1-2)V  

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This course was designed to allow a student to gain valuable experience in both the hands-on operation of the equipment and an in-depth look into the functions of each machine used underground. Each machine is discussed in class with regard to its purpose, source of power, control panel and safety. After the student has acquired sufficient knowledge about the function of the equipment, s/he applies that knowledge to the actual operation of the equipment. This course may vary from company to company depending on training requirements and make and model of equipment utilized. This course may be variable and repeatable to fulfill company training needs, state and federal requirements. One classroom hour per week. Two lab hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CMI 2268 Oper. of Surf. Machinery 06 (2-1-2)V  

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This course was designed to allow a student to gain valuable experience in both the hands-on operation of the equipment and an in-depth look into the functions of each machine used underground. Each machine is discussed in class with regard to its purpose, source of power, control panel and safety. After the student has acquired sufficient knowledge about the function of the equipment, s/he applies that knowledge to the actual operation of the equipment. This course may vary from company to company depending on training requirements and make and model of equipment utilized. This course may be variable and repeatable to fulfill company training needs, state and federal requirements. One classroom hour per week. Two lab hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CMI 2270 Mine Rescue Training I (1.5-1.5-0)V  

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The U.S. Department of Labor's Mine Safety and Health Administration (MSHA) requires, with few exceptions, that every operator of an underground mine establish "at least two mine rescue teams" and that each team member and alternate be "fully qualified, trained, and equipped to provide emergency mine rescue service" (Part 49.2 (a) (1) and (b)). This course is designed to meet or exceed the requirements of Title 30, Code of Federal Regulations, Part 49, which pertain to the training of these rescue teams and their personnel. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit.

CMI 2271 Mine Rescue Training II (3-3-0)V  

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The U.S. Department of Labor's Mine Safety and Health Administration (MSHA) requires, with few exceptions, that every operator of an underground mine establish "at least two mine rescue teams" and that each team member and alternate be "fully qualified, trained, and equipped to provide emergency mine rescue service" (Part 49.2 (a) (1) and (b)). This course is designed

to meet or exceed the requirements of Title 30, Code of Federal Regulations, Part 49, which pertain to the training of these rescue teams and their personnel. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

CMI 2272 Fire Brigade Training (4-4-0)V  

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This course is a cooperative teaching effort between coal companies and Coal Mining Technology. This course is an introduction to brigade fire fighting techniques. The content of the course covers fuel/ventilation, monitoring gases, basic laws of re-entry, exploration and recovery, sealing escape fire prevention. Four classroom hours per week. Variable 0.5 to 4 semester hours credit.

CMI 2274 Advanced Fire Brigade Training (5-5-0)V  

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This course is a cooperative teaching effort between coal companies and CMT. This course is an advanced program in brigade fire fighting tech. Content of the course covers fuel/ventilation, monitoring gases, basic laws of reentry, exploration & recovery, sealing escape fire prevention. Course content may vary to meet state, federal and industry requirements. The course is repeatable to meet state and industry requirements. Five classroom hours per week. Variable 0.5 to 5 semester hours credit. Repeatable 3 times.

CMI 2275 Basic Mine Rescue Field Training (1-1-0)V  

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This 15 contact-hour course is designed to meet the minimal requirements established in Title 30, Code of Federal Regulations, Part 49, for mandatory refresher training of mine rescue team personnel. The content of the course will vary from company to company depending on: (1) the type of mine rescue breathing apparatus used; (2) existing training requirements; and (3) mine specific needs. This course is designed to meet MSHA's minimal training standards. Since Title 30 CFR 49(b)(2) mandates annual refresher training, this course is repeatable. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 2277 UG Fire Fighting & Evac. 2003 (0.5-0.5-0)  

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A program for the instruction of underground miners in the location and use of fire fighting equipment, location of escape ways, exits, and routes of travel to the surface, and proper evacuation procedures to be followed in the event of an emergency. This training is required by state and federal regulations and may be team taught with industry. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 2278 UG Fire Fighting & Evac. 2006 (0.5-0.5-0)  

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A program for the instruction of underground miners in the location and use of fire fighting equipment, location of escape ways, exits and routes of travel to the surface, and proper evacuation procedures to be followed in the event of an emergency. This course may be team taught with industry. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 2280 Adv. Mine Rescue Field Training (5-3-4)V  

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This course is a cooperative teaching effort between coal companies and Coal Mining Technology. This course is designed to exceed the minimal requirements established in Title 30, CFR, Part 49, for mandatory refresher training in mine rescue team personnel. In addition, this course contains heavy emphasis on mine rescue field training, in both practice and competitive situations. The content of the course will vary from company to company depending on: (1) the type of mine rescue breathing apparatus used; (2) existing training requirements; (3) mine specific needs; and (4) weather conditions, since much of the practice is done outdoors. Since federal regulations mandates that this refresher training be repeated annually, this course is repeatable. Three classroom hours per week. Four lab hours per week. Variable 0.5 to 5 semester hours credit. Repeatable 3 times.

CMI 2290 Basic Welding Refresher (0.5-0.5-0)  

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This course updates skills and knowledge of experienced welders. Instruction in arc welding, cutting, and equipment is provided. Emphasis is placed on areas of importance and difficulty in mining situations and using the "track bonder". This course may vary from mining company to mining company and may be repeated to fulfill company training needs, and state and federal requirements. PREREQUISITE: Welding experience. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 2292 Advanced Welding Refresher (2-1-2)V  

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This course was designed to update intermediate welders in arc welding and cutting procedures and equipment. Emphasis is placed on areas of importance and difficulty in mining situations and in using a "track bonder." This course may vary from mining company to mining company depending on training requirements. This course may be repeated to meet training needs of the company, and state and federal regulations. PREREQUISITE: Previous welding experience. One classroom hour per week. Two lab hours per week. Variable up to 2 semester hours credit. Repeatable 3 times.

CMI 2293 Intermediate Welding (1.5-0.5-2)V  

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This course emphasizes safety and accident prevention as well as arc welding and oxyacetylene torch skills. Special attention is given to relevant state and federal mining regulations pertaining to cutting, welding, soldering, and/or brazing. Fillet metal selection and basic welding metallurgy complement "hands on" shielded metal arc welding and oxyacetylene torch skills. Training will focus on mine-specific welding and cutting equipment, supplies, and power sources when applicable. PREREQUISITE: Determined on a site by site basis to best meet the needs of the business and the trainees. One-half classroom hour per week. Two lab hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

CMI 2294 Mine Welding V (4-2-4)  

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This course is designed to provide all position instruction for special mine welding projects. I-beam cutting and welding will be strongly emphasized, as well as cutting and welding of various diameter pipes. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

CMI 2295 Haz. Waste Oper & Emergency Response (3-3-0)V  

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This course is designed to meet or exceed the Hazardous Waste Clean Up training requirements of Title 29, CFR, Part 1910.120, CFR 1910.210, CFR 1910.1200, and the employer's effective occupational safety and health program. It covers the spectrum of hazardous waste clean up procedures, general safety hazards, and equipment usage. The content may vary to meet current industry specific needs and federal/state training requirements. PREREQUISITES: As determined by OSHA, MSHA, and CERCLA. Other prerequisites and course requirements to be determined by each industry's occupational safety and health program. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

CMI 2296 Supervisor Trainers Course (2-2-0)V  

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This course is designed to meet or exceed the Hazardous Waste Clean Up training requirements of Title 29, Code of Federal Regulations, Part 1910.120 and the employer's effective occupational safety and health program for employees engaged in occasional visits to uncontrolled hazardous waste sites. It covers the spectrum of hazardous waste clean up procedures, general safety hazards, and equipment usage. The content may vary to meet current industry specific needs and federal/state training requirements. PREREQUISITE: As determined by OSHA, MSHA, EPA, and CERCLA. Other prerequisites and course requirements to be determined by each industry's occupational safety and health programs. Two classroom hours per week. Variable 0.5 to 2 semester hours credit.

CMI 2297 Basic Welding Refresher (0.5-0.5-0)  

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This course updates skills and knowledge of experienced welders. Instruction in arc welding, cutting and equipment is provided. Emphasis is placed on areas of importance and difficulty in mining situations and using the "track bonder". This course may vary from mining company to mining company and may be repeated. It fulfills company training needs, and state and federal requirements. PREREQUISITE: Welding experience. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 2610 Introduction to Longwall Mining (0.5-0.5-0)  

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This course is a cooperative effort between coal companies and CMT, designed to be an introductory class for miners assigned to work tasks as operators of mining systems which utilize longwall mining equipment. The content of this course will vary, depending on: 1) the type and manufacturer of the longwall equipment; 2) existing training requirements; and 3) mine specific needs. Since MSHA requires task training for all miners who have not performed the "new work task" within the last 12 months, this course will be repeatable. PREREQUISITES: As assigned and required by the coal mine company and instructor. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 2611 Longwall Mining Operations-Crew Training (2-2-0)V  

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This course is a cooperative effort between coal companies and CMT, designed to meet or exceed the minimum requirements established in Title 30 CFR, Part 48, for mandatory task training of

miners assigned to new work tasks as operators of mining systems which utilize longwall mining equipment. The content of this course will vary, depending on: 1) the type and manufacturer of the longwall equipment; 2) existing training requirements; and 3) mine specific needs. Since MSHA regulations require task training for all miners who have not performed the "new work task" within the last 12 months, this course will be repeatable.

PREREQUISITES: As assigned and required by the coal company and instructor. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CMI 2613 Longwall Oper-Crew Trng 04 (2-2-0)V

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This course is a cooperative effort between coal companies and WED designed to meet or exceed the minimum requirements established in Title 30, CFR, Part 48, for mandatory task training of miners assigned to new work tasks as operators of mining systems which utilize longwall mining equipment. The content of this course will vary depending on: 1) the type of manufacturer of the equipment, 2) existing training requirements, and 3) mine specific needs. Since MSHA regulations require task training for all miners who have not performed the "new work task" within the last 12 months, this course is repeatable. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CMI 2620 Post Solder Repair Training (0.5-0.5-0)

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This course contains information and practices that are pertinent to pin solder repair applications. Participation in discussion sessions will facilitate understanding, establish guidelines and explain how or why the condition affects the product. All employees who work in the post solder capacity must complete the training and obtain the appropriate level of qualification, and course is thereby repeatable. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times

CMI 2621 JOY 14 CM VFD JANA (1.5-1.5-0)V

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This course is a cooperative effort between coal companies and CMT, designed to be an introductory class for miners assigned to maintenance crews. The program will include the safety aspects of a JOY JNA VFD System, the location and identification of all electrical components, reading and understanding an electrical schematic and troubleshooting and repair of the System. The content of this course will vary, depending on: 1) existing training, 2) mine specific needs. This course will be team taught with industry and is repeatable to meet federal and state requirements and company training needs. PREREQUISITES: As assigned and required by the coal mine company and instructor. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

CMI 2622 Saminco A777 (1-1-0)V

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This course is a cooperative effort between coal companies and CMT, designed to train maintenance crews and operators. The program will include the safety aspects of a Saminco A777 Drive, the location and identification of all electrical components, reading and understanding an electrical schematic and troubleshooting and repair of the Saminco A777 System. The content of this course will vary, depending on: 1) existing training requirements; and 2) mine specific needs. This course will be team taught with industry and is repeatable to meet federal and state requirements and company training needs.

PREREQUISITES: As assigned and required by the coal company and instructor. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 2623 Joy 10SC32 VFD (1.5-1.5-0)V

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This course is a cooperative effort between coal companies and CMT, designed to be an introductory class for miners assigned to maintenance crews. The program will include the safety aspects of a JOY 10SC32 VFD System, the location and identification of all electrical components, reading and understanding an electrical schematic and, troubleshooting, and repair of the system. The content of this course will vary, depending on: 1) existing training, 2) mine specific needs. This course will be team taught with industry and is repeatable to meet federal and state requirements and company training needs. PREREQUISITES: As assigned and required by the coal mine company and instructor. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

CMI 2637 Elec Retaining UG/SUR 04 (2-2-0)V

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This course can be a cooperative teaching effort between industry and Coal Mining Technology, which fulfills not only the electrical retraining requirements of qualified electricians, but also their ongoing health and safety commitments throughout the year. It meets the current requirement of the U.S. Department of Labor's Mine Safety and Health Administration (MSHA) for electricians who possess underground, surface, and high-voltage electrical qualifications as specified in Title 30, Code of Federal Regulations, Part 75. Because times for topics vary from location to location, each operation has its own MSHA approved training plan to meet site specific needs; this course is offered for variable credit. This course is also being offered as repeatable to meet industry needs and state and federal regulations. Two classroom hours per week. Variable 1 to 2 semester hours credit. Repeatable 3 times.

CMI 2638 Elec Retraining UG/SUR 08 (1-1-0)V

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This course can be a cooperative teaching effort between industry and Coal Mining Technology, which fulfills not only the electrical retraining requirements of qualified electricians, but also their ongoing health and safety commitments throughout the year. It meets the current requirement of the U.S. Department of Labor's Mine Safety and Health Administration (MSHA) for electricians who possess underground, surface, and high-voltage electrical qualifications as specified in Title 30, Code of Federal Regulations, Part 75. Because times for topics vary from location to location, each operation has its own MSHA approved training plan to meet site specific needs; this course is offered for variable credit. This course is also being offered as repeatable to meet industry needs and state and federal regulations. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 2647 Mining Permissibility III (1-1-0)V

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This course emphasizes purpose, definitions, approval process, and investigating guidelines for examining permissible equipment (CFR 30, Part 18, Subpart A); enclosure dimensions, circuits, voltage limitations and electrical protection of circuits and permissible equipment (CFR 30, Part 18, Subpart B); and inspection and test criteria (CFR 30, Part 18, Subpart C & E). Course content may vary from company to company to meet individual company training needs. This course may be repeated to meet company training requirements, and state and federal



regulations. PREREQUISITES: As assigned and prepared by the instructor. One classroom hour per week. Variable 0.5 to 1 semester hour credit.

CMI 2650 Mechanical Systems (3-3-0)V  

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This course familiarizes students with mechanical systems of mining equipment emphasizing location, operation, problems, adjustments, fire suppression system and lubricants. The course may vary from company to company depending on the equipment used. This course is variable and may be repeated to fulfill training needs, and state of Illinois and federal requirements. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMI 2651 Hydraulic Systems (3-3-0)V  

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This course emphasizes hydraulic circuits of mining equipment with emphasis on circuit analysis and troubleshooting procedures. The content may vary from mining company to mining company depending on types of hydraulic equipment used and training requirements. This course is variable and may be repeated to fulfill company training needs, state or federal requirements. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMI 2653 Electrical Systems 08 (3-3-0)V  

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This course reviews fundamentals of electricity and emphasizes electrical procedures for operating coal mining equipment. This course may vary from company to company, depending on types of equipment used and training requirements. The course is variable and may be repeated to fulfill company training needs, state, or federal requirements. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMI 2670 First Responder - Technicians (1-1-0)  

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Hazardous materials technicians are those people who respond to the release or potential release of hazardous materials for the purpose of controlling the release. The course is a health and safety training program for those employees involved in emergency response to hazardous substance releases. Course content may vary from industry to industry to meet specific needs. This course is repeatable to meet state, federal and industry requirements. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

CMI 2671 Chemical Hygiene in Labs (0.5-0.5-0)  

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This course is designed to meet the training requirements of OSHA 29 CFR 1910.1450. The student will be introduced to the hazards of chemicals and how to work properly with chemicals. The course covers the correct hygiene and decontamination procedures, emergency procedures, and how to don and doff PPE. The participants will develop an understanding of the Chemical Hygiene plan for the laboratories where they work. Course content may vary from industry to industry. The course is repeatable to meet state, federal and industry requirements. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 2672 First Responder Operations Level (1-1-0)V  

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First responders at the operations level are individuals who respond to release or potential release of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. Course content may vary based on state, federal and industry requirements. This course is repeatable to meet state and federal requirements. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMI 2679 Confined Spaces Rescue Ref 04 (0.5-0.5-0)  

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This course is designed to allow the student to fulfill the requirements of OSHA Standard 1910.146 that requires annual rescue practice to ensure proficiency in providing timely rescue to occupants of confined space during emergencies. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 2683 Fork Lift Training (0.5-0.5-0)  

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This course is a study of the general safety requirements for safe operation and inspection of powered industrial trucks. It stresses the importance of each individual operator's role in maintaining equipment in a safe environment and provides the operator the necessary information to inspect the equipment for safe operations. It stresses the importance of safe operation in the work environment. The course content may vary from company to company depending on training needs and state and/or federal regulations. The course may be repeated to meet training needs and/or state and federal regulations. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 2684 Powered Industrial Truck Training (0.5-0.5-0)  

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This course is a study of the general safety requirements for safe operation and inspection of powered industrial trucks. It stresses the importance of each individual operator's role in maintaining equipment in a safe environment and provides the operator the necessary information to inspect the equipment for safe operations. It stresses the importance of safe operation in the work environment. Course content may vary from site to site to meet state, federal and industry requirements. This course may be repeatable to meet state, federal and industry requirements. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMI 2696 30 Hour Construction Health & Safety (2-2-0)V  

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This training is intended to meet the requirements of the OSHA with regard to construction health and safety training (29 CFR 1926). Special emphasis is placed upon those areas in construction that are the most hazardous. An OSHA "30 Hour Construction Safety and Health" course card will be issued upon successful completion of the program. Two classroom hours per week. Variable 0.5 to 2 semester hours credit.

CMI 2697 Confined Spaces Training (2-2-0)V

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This course is designed to provide students with the information and training necessary to allow them to successfully identify a confined space and to monitor, enter, and exit the confined space in a safe manner. Two classroom hours per week. Variable 0.5 to 2 semester hours credit.

CMI 2699 Confined Spaces-Rescue (1-1-0)V

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The student will be provided information and training that will enable them to understand 29 CFR 1910.146 as it relates to rescue personnel. The student will engage in hands on practice with retrieval equipment, air monitoring equipment, self contained breathing apparatus, medical equipment, two way radios, mechanical lifting equipment and lighting equipment. This course may be repeated to fulfill company training requirements, state and federal legislation. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1628 Experienced Miner Training-  
Underground (1-1-0)V

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This course is designed to satisfy the state and federal regulations (Title 30, Part 48, CFR) for training newly employed, experienced underground miners. The trainee will review mandatory health and safety standards, hazard recognition and other topics as prescribed by law. Course content may vary to meet mine specific MSHA approved training plans. Course is repeatable to meet state and/or federal regulations. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1211 Health & Safety Orientation I (0.5-0.5-0)

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This course is designed to provide both newly-hired and existing employees with fundamental workplace health and safety concepts, policies, rules, and regulations. To maximize effectiveness, employer personnel may assist college staff with this training. Flexible by design, the course is intended to meet the site-specific and job-specific needs of a variety of industries. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 1212 Health & Safety Orientation II (1-1-0)V

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This course is designed to provide both newly-hired and existing employees with fundamental workplace health and safety concepts, policies, rules, and regulations. To maximize effectiveness, employer personnel may assist college staff with this training. Flexible by design, the course is intended to meet the site-specific and job-specific needs of a variety of industries. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1213 ERG & Workplace Safety 04 (1-0.5-1)V

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This course is designed to reduce the number of occupational incidents, accidents, and injuries through the study of workplace design and human factors engineering. It is an expanded version of "Ergonomics & Workplace Safety" and is intended to facilitate the transfer of ergonomics principles from the classroom into the workplace. There, students will be observed and coached while performing actual job duties. In some cases, college-trained

employer representatives may collaborate with college personnel on job safety observations and interventions in the workplace. Time spent in each area will vary by location and work group to meet site-specific needs. Ergonomics is an ongoing activity. To maximize effectiveness, both college faculty and college trained supervisory personnel may collaborate on these job site activities. State and federal regulations require that accident repeaters be enrolled in injury prevention classes to help reduce accidents in the workplace. This course may be team taught with industry. One-half classroom hour per week. One lab hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1219 First Aid Back Injury 04 (1-1-0)V

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This course is designed to introduce the student to preventive methods for back injuries. The student will become familiar with the components of prevention and the critical balances of prevention. The student will be introduced to the anatomy and physiology of the spine, mechanics and components of injury, and relate this information to daily living and practical applications for work. State and federal regulations require that accident repeaters be enrolled in injury prevention classes to help reduce accidents in the workplace. The course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1220 Basic Statistics for Process  
Control (1-1-0)V

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This program will allow participants to learn and apply basic statistical concepts for process control. Course content may vary from company to company to meet individual needs. Repeatable and variable to meet the needs of individual companies. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1223 ERG & Workplace Safety 08 (1-0.5-1)V

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This course is designed to reduce the number of occupational incidents, accidents, and injuries through the study of workplace design and human factors engineering. It is an expanded version of "Ergonomics & Workplace Safety" and is intended to facilitate the transfer of ergonomics principles from the classroom into the workplace. There, students will be observed and coached while performing actual job duties. In some cases, college-trained employer representatives may collaborate with college personnel on job safety observations and interventions in the workplace. Time spent in each area will vary by location and work group to meet site-specific needs. Ergonomics is an ongoing activity. To maximize effectiveness, both college faculty and college trained supervisory personnel may collaborate on these job site activities. State and federal regulations require that accident repeaters be enrolled in injury prevention classes to help reduce accidents in the workplace. This course may be team taught with industry. One-half classroom hour per week. One lab hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1231 Basic Ind. A/C & Refrigeration (2-2-0)V

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This course reviews the role of air conditioning in commerce and industry, and stresses the need for organization. The use of proper tools and equipment is stressed, as well as equipment and major types of complaints. The course focuses on diagnosing and correcting malfunctions in system components, controls, and accessories. The program presents a proven step-by-step

troubleshooting procedure for both refrigeration and air conditioning. Course content may vary to meet the needs of individual industries, and may be team taught with industry. Course is repeatable and variable to meet the needs of business and industry. Two classroom hours per week. Variable 1 to 2 semester hours credit. Repeatable 3 times.

CMN 1232 Basic Digital Circuits (4-2-4)V  

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This course is a digital electronics course using TTL integrated circuits. Subjects covered include basic gate circuits, decade counters, decoders, multiplexors, sequencers, light emitting diodes and displays, bussing, flip flops, memories, and arithmetic elements. A 6-digit, 7-segment LED clock will be built by each student as a project. Course content may vary to meet the needs of individual industries and may be team taught with industry. This course is repeatable to meet the needs of local industry. Two classroom hours per week. Four lab hours per week. Variable 1 to 4 semester hours credit. Repeatable 3 times.

CMN 1241 Back Injury 2003 (0.5-0.5-0)  

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This course is designed to introduce the student to the prevention methods for back injuries. The students will become familiar with the components of prevention and the critical balances of prevention. The students will be introduced to the anatomy and physiology of the spine, the mechanics of injury, the components of injury and be able to relate this information to daily living and the practical applications for work. Course content may vary from company to company, and this course may be repeated to meet training needs and/or state and federal regulations. This course may be team taught with industry. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 1242 Substance Abuse 2003 (0.5-0.5-0)  

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This course is designed to introduce the student to the topics, scope and treatment of drug abuse. The students will be made aware of the ways to recognize substance abuse, the problems and current trends in drug abuse and the holistic concepts of substance abuse. The student will be introduced to basic methods of treating substance abuse. Course content may vary from company to company, and may be repeated to meet training needs and/or state and federal regulations. This course may be team taught with industry. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 1243 First Aid for Mining 06 (1-1-0)V  

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This course is designed to introduce the student to the correct first aid emergency procedures in treating drug and alcohol emergencies in a hazardous environment. This course may vary from company to company depending on training requirements and may be repeated when necessary to fulfill company training needs, state, and federal requirements. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1244 First Aid for Mining 08 (1-1-0)V  

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This course is designed to introduce the student to the correct first aid emergency procedures in treating drug and alcohol emergencies in a hazardous environment. This course may vary from company to company depending on training requirements and may be repeated when necessary to fulfill company training

needs, state, and federal requirements. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1260 Basic Injection Molding (3-3-0)V  

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This course consists of four modules. The content covers the molding process, working with the mold, the machine, and thermoplastic molding standard procedures and practices. Course content may vary from company to company depending on the machine used. This course is repeatable to meet industry needs. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMN 1261 Thermoset Plastic Molding (3-2.5-1)V  

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This course includes instruction in the Thermoset principles of metallurgy, related manufacturing systems, laboratory techniques, testing and inspection procedures, instrument calibration, system and equipment, maintenance, repair, applications to specific processes, and report preparation. It also includes BML properties and processing, milling and Degating Thermoset parts and robotics. Course may be team taught with business and industry and will be variable and repeatable to meet industry needs. Two and one-half classroom hours per week. One lab hour per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMN 1270 Introduction to Computers (1-1-0)V  

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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. Content of this course may vary depending on company needs. One classroom hour per week. Variable 0.5 to 1 semester hour credit.

CMN 1271 Computer/Microelectronic Technology (1-1-0)V  

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This course is designed to provide students with a knowledge of computers and how they relate to industry. Topics included are: understanding computers, microcomputers, the micro revolution, chips, input/output units, terminals, storage, CPUs, numbers, and a brief introduction to programming. One classroom hour per week. Variable 0.5 to 1 semester hour credit.

CMN 1272 Windows - Introduction (2-2-0)V  

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This course introduces the use of microcomputers with Windows. The emphasis of the course is to introduce the student to the various features and applications within Windows. Course is offered for variable credit to meet the training needs of individual organizations. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CMN 1273 Microsoft Office/MSWORD (2-2-0)V  

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This course is an introductory course in the use of microcomputers with Microsoft Office/MS Word. The course includes functions of the Windows environment, setting up a

document, formatting, creating templates, developing table of contents and indexes, Microsoft Draw, WordArt and graphics. This course will be offered for variable credit to meet the needs of industry. This course will be repeatable to meet the needs of industry and to update the changes in the programs. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CMN 1274 Intro to Power Point (0.5-0.5-0)  

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This course will introduce the student to the basic PowerPoint presentation software. Slides, viewing options, templates, and .ppt files will be discussed. The student will learn how to build a basic slide presentation using fundamental exhibition skills. This course will be repeatable to meet the training needs of individual organizations. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 1275 Intermediate Power Point (1-1-0)V  

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This course will take a more in-depth look at PowerPoint presentation software. The inclusion of graphics, clipart, and charts along with sounds and animation are used to spice-up presentations. The student will design a show of 25 slides and transfer the file using the "Pack and Go" wizard. Course will be repeatable to meet the training needs of individual organizations. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1276 Advanced Power Point (1-1-0)V  

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The PowerPoint user will learn advanced presentation techniques such as creating and importing motion video clips, customizing advanced settings and preparing handouts for the audience. In addition to hands on keyboard time, the student will acquire expertise involving the use of aids such as laser pointers, LCD projectors and general presentation skills. The student's competency level will be judged based on their submission and display of a completed PowerPoint presentation. Course is repeatable to meet the training needs of individual organizations. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1277 Beginning Spreadsheet (1-1-0)V  

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This course introduces the use of microcomputers with Excel or another packaged spreadsheet program. The course will include the functions of the worksheet. The primary objective of the course is to introduce the user to the basic operations of Microsoft Excel. Course content will vary from company to company based on individual needs. This course will be offered for variable credit to meet the training needs of individual organizations. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1278 Intermediate Spreadsheet (1-1-0)V  

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This course is designed to broaden a user's knowledge of Excel or other database 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. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1279 Advanced Spreadsheet (1-1-0)V  

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This course is designed to teach the advance usage of a spreadsheet program such as Excel. An intermediate knowledge of spreadsheet usage is required. Participants will learn to work in ranges, create templates, use the IF and VLOOKUP functions, create PivotTable and draw two-dimensional and three-dimensional objects. The course content will be based on the needs of individual companies. Course is repeatable to meet the needs of individual companies. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1280 Team Leadership in Industry (6-6-0)V  

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Team leaders hold key positions with industry. They handle a variety of duties necessary for successful operation of the team. A highly skilled leader must have comprehensive knowledge of TQI concepts, methods, tools and techniques. In addition, they must have an in-depth knowledge of group dynamics, group process and communication. The leader must be able to resolve conflict and assist the team in teaching consensus without adversely affecting production. This course will review the skills necessary for the challenging role as a team leader within industry. Course content may vary to meet the specific needs of industry and state/federal regulations concerning teams. This course may be repeated to meet the needs of industry to ensure the quality of team leadership. Six classroom hours per week. Variable 3 to 6 semester hours credit. Repeatable 3 times

CMN 1281 Intro to Human Resource Development (3-3-0)V  

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This course is designed to introduce the student to the HRD specialty area. Students will investigate a variety of areas within business and industry that require the services of the HRD specialists. These areas include: employee assistance programs (EAPs), organizational development (OD), management training and development (T&D), and human resources planning. Students will explore the variety of theories of human behavior and some of the basic ways in which these behavioral theories are currently applied in the management of people in a work setting. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

CMN 1282 Project Management (1-1-0)V  

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This course is designed to introduce the student to project management at the industrial/business level. The student will be introduced to the eight-step project management methodology, problem identification, and problem solution. The participant will develop a draft project plan based on a real life situation. Course content will vary from site to site to meet the needs of individual companies. The course is repeatable to meet the needs of industries and business. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1284 Intermediate Word Processing (1-1-0)V  

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This course focuses on the use of word processing at the intermediate level. The content includes finding and replacing specified 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. Course is offered for variable credit to meet

training needs of individual organizations. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1285 Advanced Word Processing (1-1-0)V

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This course focuses on the use of word processing at the advanced level. The content includes sorting data source records, generating mailing labels, using tables and borders toolbar, changing the page setup, editing, use of templates, applying autofomat, drawing two-dimensional and three dimensional objects. Course content may vary from company to company to meet specific organizational needs. This course will be offered for variable credit to meet the training needs of individual organizations. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1286 Beginning Database (1.5-1.5-0)V

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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 company need. Course is offered for variable credit to meet the training needs of individual organizations. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

CMN 1287 Intermediate Database (1-1-0)V

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This course focuses on the use of Access or another packaged database program at the intermediate level. The content includes formatting spreadsheet, changing field names and design, searches, filters, sorts, queries, tables, automated editing and action queries. Course content will vary depending on company need. Course is offered for variable credit to meet the training needs of individual organizations. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1288 Advanced Database (1-1-0)V

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This course focuses on the use of Access or another packaged database program at the advanced level. The content includes creating labels, charts and multilevel reports, advanced formatting, headers and footers, advanced wizards and forms, keyboard shortcuts, ten common crises, documenting, validation, programming, and integrating Access with other programs. Course content will vary depending on the company's need. This course is offered for variable credit to meet training needs of individual organizations. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1290 Total Production Management (7-7-0)V

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This course will help the student plan for TPM implementation in their area of responsibility. It is designed to help the student assess both the impact of TPM on their area and the resources needed for implementation. The student will also assist in the design of an action plan. The student will be introduced to TPM and how it has developed and spread throughout the manufacturing world. Part of the course will focus on documented improvement results brought about by TPM and what this means to U.S. companies. The student will be introduced to several models for identifying equipment loss as well as a method for calculating the current effectiveness of individual pieces of equipment. Lab hours may be included to

incorporate hands-on application of TPM theory. This course may be team taught with local industries. Course content may vary to meet the needs of individual industries and current trends in TPM. This course is repeatable to meet the needs of individual industries. Seven classroom hours per week. Variable 3 to 7 semester hours credit. Repeatable 3 times.

CMN 1600 EMT/Mining (7-5-4)V

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This course includes CPR training and certification and responding to several kinds of emergencies. Students will learn to use suction devices, airway resuscitation devices, oxygen equipment and delivery systems, sphygmomanometers, stethoscopes, splints, dressing and bandages, and bloodborne pathogens safety standards. Students will be introduced to automated defibrillators, pharynotracheal lumen airways, nasogastric tube insertion, endotracheal intubation and activated charcoal. Five classroom hours per week. Four lab hours per week. Variable up to 7 semester hours credit.

CMN 1601 EMT Instructor Training (3-3-0)V

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This course is designed to teach a certified EMT with three years experience, including ambulance experience, how to teach the knowledge, procedures, and skills necessary to become an EMT. The student will learn to write objectives, medical situation papers, lesson plans, and tests. The students will learn how to teach adults, develop and identify resources, and effectively use moulage in the classroom. PREREQUISITES: EMT Certification-3 years and ambulance experience. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

CMN 1603 Assessment Intervention Complexes (1-1-0)V

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This course addresses the most essential interventions and skills that a technician providing prehospital care could provide. The content of this course may vary to meet state and federal regulations. The course may be repeated to meet company training requirements, and state and federal regulations. PREREQUISITE: EMT Basic Training. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1604 Surface Mine Rescue In-Service (4-3-2)V

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This course meets the requirements of the IDPH for recertification of EMTs in surface mine rescue situations. Each EMT must receive 48 hours of EMT retraining in each 2-year period of recertification. The student will also receive 27 hours in extrication, helicopter safety, communication procedures, and rescue completion procedures. This course satisfies part of the education requirements for EMT recertification and may be repeated to fulfill training needs and state and federal requirements. PREREQUISITE: EMT Certification. Three classroom hours per week. Two lab hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMN 1612 First Responder (3-3-0)V

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This course provides training in emergency medical care for persons likely to be the first to respond to an accident. The course includes seven (7) modules on the following topics: Preparatory, Airway, Patient Assessment, Circulation, Illness and Injury, Childbirth and Children, and EMS Operations. PREREQUISITE: Training in first aid required. Three classroom

hours per week. Variable 0.5 to 3 semester hours credit.  
Repeatable 3 times.

CMN 1615 Bloodborne Pathogens 2003 (0.5-0.5-0)

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This course will include information on exposure and risk reduction based on 1992 to 2002 OSHA standards for bloodborne pathogens. Students will learn how to limit occupational exposure to blood and other potentially infectious materials since any exposure could result in transmission of bloodborne pathogens. Infectious materials include semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial procedures, any body fluid visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids. Course content may vary depending on state and federal regulations and employer needs. This course may be team taught with industry. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 1620 Diesel Qualification Training (1.5-1.5-0)V

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This course meets or exceeds the training requirement of the U.S. Department of Labor, Mine Safety and Health Administration (Title 30, Code of Federal Regulations, 75.1915) for the training, qualification, and retraining of persons who perform specified work on diesel equipment. This course is a collaborative effort between the college instructors and the employees of the mine operator. This variable-credit course is offered in 1-, 2- and 3-day versions. The content is site specific and varies to meet the requirements of the individual mine operators' training plans. PREREQUISITE: As determined by the requirements of Title 30, Code of Federal Regulations, 75.1915; MSHA-approved training plans; continuing health and safety education; and/or established training procedures. One and one-half classroom hour per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

CMN 1625 Experienced Miner Training-Surface (1-1-0)V

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This course is designed to satisfy state and federal regulations (Title 30, Part 48, CFR) for training newly employed, inexperienced surface miners working on surface areas of underground mines. Content will vary to reflect the mine-specific training plan approved by the U.S. Department of Labor's Mine Safety and Health Administration. The course is repeatable to meet state and/or federal requirements. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1629 Inexp. New Miner-Surface 2003 (1.5-1.5-0)V

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This course is designed to satisfy state and federal regulations (Title 30, Part 48, CFR) for training newly employed, inexperienced surface miners working on surface areas of underground mines. Content will vary to reflect the mine-specific training plan approved by the U.S. Department of Labor's Mine Safety and Health Administration. The course is repeatable to meet state and/or federal regulations. This course may be team taught with industry. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

CMN 1630 Inexp. Miner Training UG 03 (3-3-0)V

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This course is designed to satisfy state and federal regulations (Title 30, Part 48, CFR) for training newly employed inexperienced underground miners. Trainees will be introduced to all aspects of the work environment, including transportation, communication, escapeways, emergency evacuation, barricading, roof and ground control, ventilation, hazard recognition and mine gases. The trainee will receive instruction in health and safety, first aid and the statutory rights of miners. Content may vary to reflect the mine specific training plan approved by the U.S. Department of Labor's Mine Safety and Health Administration. This course is repeatable to meet state/federal regulations. The course may be team taught with local business and industry and actual content may vary from company to company. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMN 1642 8-Hr Gen Health and Safety (0.5-0.5-0)

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This course is designed to update individuals annually on any changes in occupational safety, health standards and consumer product safety. It will also review medical emergencies and how best to deal with them. The course will cover a broad spectrum of health and safety matters at home as well as in the workplace. It will include such issues as fire protection and prevention, electrical safety, hand-eye-ear protection, use and effects of alcohol, drugs, and tobacco (signs and symptoms), health related issues such as exercise and the value of nutritional habits. Some of the topics may be specific to a particular job application when the course is taught for business or industry. This course may be team taught with business and industry. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 1650 Accident Investigation (2-1-2)V

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This course is designed to prepare trainees to investigate accidents, along with developing a means to prevent recurrence. Trainees will learn basic causes of accidents, how direct and indirect causes contribute to accidents and the investigating of them. Trainees will also learn the difference and importance of unsafe acts and conditions. Course may be team taught with local business and industry. Actual hours devoted to any topic may vary from company to company. One classroom hour per week. Two lab hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CMN 1653 Health & Safety Orientation (1-0.5-1)V

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This course is designed to provide both newly hired and existing employees with fundamental workplace health and safety concepts, policies, rules and regulations. To maximize effectiveness, employer personnel may assist college staff with training. Flexible by design, the course is intended to meet the site specific and job specific needs of a variety of industries. This course may be repeated to fulfill company training needs, state of Illinois or federal regulations. One-half classroom hour per week. One lab hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1654 Occ Safety & Health Aware 2003 (2-2-0)V

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This course is designed to introduce students to the fundamentals of OSHA standards and regulations. The course may be team taught with local business and industry. Actual hours may vary on

some topics based on specific needs of companies. The course is variable and repeatable to meet the requirements of companies, general industry, state and federal regulations. Variations in topics and time per topic may also be changed should the company wish to participate in OSHA's voluntary compliance program training (OSHA sets these training guidelines with some flexibility). Lab hours will be available for those companies wishing personalized instruction, inspections, and/or program implementation processes. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CMN 1655 Job Safety Analysis 03 (3-2-2)V  

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This course is designed to prepare trainees to prevent accidents and improve health and safety conditions in industry. Students will learn how Job Safety Analysis can systematically carry out the basic strategy for accident prevention by learning to recognize, evaluate and control hazards in the workplace. This course is repeatable and variable to meet the needs of industry and state/federal regulations. The course may be team taught with local business and industry and actual content may vary from company to company. Two classroom hours per week. Two lab hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMN 1656 Occ Safety & Health Aware 06 (2-2-0)V  

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This course is designed to introduce students to the fundamentals of OSHA standards and regulations. The course may be team taught with local business and industry. Actual hours may vary on some topics based on specific needs of companies. The course is variable and repeatable to meet the requirements of companies, general industry, and state/federal regulations. Variations in topics and time per topic may also be changed should the company wish to participate in OSHA's voluntary compliance program training (OSHA sets these training guidelines with some flexibility). This course may be team taught with industry. Lab hours will be available for those companies wishing personalized instruction, inspections, and/or program implementation processes. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CMN 1660 Concrete Tech for the Laborer (3-3-0)V  

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This course is designed to introduce the student to concrete technology for the laborer foreman. Students will increase their competency in the concrete hardening process, concrete materials, and mix proportions. They will also increase their skills with placing and finishing tools, placing slabs on grade, finishing, estimating, jointing, and the curing and protection of concrete. The content will vary from site to site to meet the needs of individual companies and federal and state laws. The course is repeatable and variable to meet the needs of companies and the state and federal government. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMN 1661 Basic Construction Rigging (3-3-0)V  

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This course is designed to introduce the student to basic construction rigging and knot-tying in the construction industry. The course will cover the topics such as general safety, performing lifts, wire ropes, sling angles, safe working loads, knots, hand signals, estimating job materials, metrics, and some basic trade arithmetic. The course content will vary from site to site to meet the needs of individual companies and federal and state laws.

Course is repeatable and variable to meet the needs of companies and the state and federal government. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMN 1662 Basic Construction Surveying (2.5-2-1)V  

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This course is designed to introduce the student to basic construction surveying, construction staking, electronic theodolite, line and grade checking, and laser tracking level. The student will develop basic skills in squaring and leveling, stationing, reading construction drawings, transit procedures, bench mark circuits, determining slopes, staking procedures, and the use of eye levels. The course content will vary from site to site to meet the needs of individual companies and federal and state laws. The course is repeatable and variable to meet the needs of companies and the state and federal government. Two classroom hours per week. One lab hour per week. Variable 0.5 to 2.5 semester hours credit. Repeatable 3 times.

CMN 1663 Blueprint Reading & Specifications (5-5-0)V  

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This course is designed to introduce the student to blueprint reading and specifications, laborers AGC plan reading, and metric blueprints. The student will develop basic skills in the use of different equations, lines, architects scales, dimension conventions, construction standards, scaling and dimension practices, various plans, the use of metrics in construction, metric theory and the use of metrics in blueprints. The course content will vary from site to site to meet the needs of individual companies and federal and state laws. The course is repeatable and variable to meet the needs of companies and the state and federal government. Five classroom hours per week. Variable 0.5 to 5 semester hours credit. Repeatable 3 times.

CMN 1664 Arc Weld/Polyethylene Heat Fusion (2.5-2-1)V  

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This course is designed to introduce the student to oxyacetylene procedures, arc welding, fire extinguishers, plasma arc cutting, and polyethylene pipe fusion techniques. The content will vary from site to site to meet the needs of individual companies and federal and state laws. Course is repeatable and variable to meet the needs of companies and the state and federal government. Two classroom hours per week. One lab hour per week. Variable 0.5 to 2.5 semester hours credit. Repeatable 3 times.

CMN 1665 UG Retraining II 2006 (0.5-0.5-0)  

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This course is a cooperative teaching effort between coal companies and Coal Mining Technology that fulfills their eight-hour annual refresher-training requirements. It meets or exceeds the training requirements of the U.S. Department of Labor's Mine Safety and Health Administration (MSHA) for annual refresher training for underground miners as specified in Title 30, Code of Federal Regulations, Part 48. MSHA regulations require that all miners receive retraining on an annual basis. Actual course content may vary from company to company and may be team taught with industry. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 1666 Surface Retraining I 2006 (0.5-0.5-0)  

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This course is a cooperative teaching effort between coal companies and Coal Mining Technology that fulfills their eight-hour annual refresher-training requirement. It meets or exceeds

the training requirements of the U.S. Department of Labor's Mine Safety and Health Administration (MSHA) for annual refresher training for miners working in a surface mine or surface areas of an underground mine 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. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 1667 Surface Retraining II 2008 (1-1-0)V  

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This course is a cooperative teaching effort between coal companies and Workforce Education that fulfills the eight-hour annual refresher-training requirement. It meets or exceeds the training requirements of the U.S. Department of Labor's MSHA for annual refresher training for miners working in a surface mine or surface areas of an underground mine as specified in Title 30, CFR, Part 48. This training is required by U.S. federal and Illinois state law on an annual basis. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1668 UG Retraining I 08 (1-1-0)V  

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This course is a cooperative teaching effort between coal companies and coal mining technology. It meets the eight-hour annual refresher training requirement and the ongoing health and safety commitments throughout the year. It also meets or exceeds the training requirements of the U.S. Department of Labor's MSHA for annual refresher training for underground miners as specified in Title 30, CFR, Part 48. This training is required by U.S. federal and Illinois state law on an annual basis. Course content may vary from company to company. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1680 Assess. Interven. Complexes 03 (1-1-0)V  

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This course addresses the most essential interventions and skills that a technician providing pre-hospital care could provide. The content of this course may vary to meet state and federal regulations. The course may be repeated to meet company training requirements, and state and federal regulations. PREREQUISITE: Certified as an EMT. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1682 EMT Refresher 03 (2-2-0)V  

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This course meets the retraining requirements for Emergency Medical Technicians. In addition to reviewing major emergency medical skills, it provides hands-on training to update and improve proficiencies. This course may be repeated as required to fulfill training needs and state and federal requirements. The course is variable to meet site specific needs. Course content may vary from site to site and may be team taught with industry. This course satisfies part of the educational requirements for EMT recertification as established by the Illinois Department of Public Health. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

CMN 1684 Emergency CPR for Industry (1-1-0)V  

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This course prepares the student to recognize and respond to cardiac arrest, respiratory arrest and foreign-body airway

obstruction. After successfully completing this course the student will be able to recognize and respond to heart attack and stroke in adults and breathing difficulties in children utilizing cardiopulmonary resuscitation where appropriate. This course is repeatable to meet the on-going training needs of industry and/or state and federal regulations. Course content may vary based on the site specific needs of a company or students. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1685 EMT In-Service, Emer CPR 03 (1-1-0)V  

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This course prepares the student to recognize and respond to cardiac arrest, respiratory arrest and foreign-body airway obstruction. After successfully completing this course the student will be able to recognize and respond to heart attack and stroke in adults and breathing difficulties in children utilizing cardiopulmonary resuscitation where appropriate. This course is repeatable and variable to meet the on-going training needs of industry and/or state and federal regulations. Course content may vary based on the site specific needs of a company or students. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 1686 Emergency CPR/First Aid (0.5-0.5-0)  

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This course prepares Nursing Home employees, as well as the general public, to respond to cardiac arrest, respiratory arrest and medical emergencies. Included in this course are information and techniques needed for cardiopulmonary resuscitation (CPR), special rescue situations and basic first aid information. This course is repeatable to meet the on-going training needs of industry and/or state and federal regulations. Course content may vary based on the site specific needs of a company or students. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 1687 EMT In-Service 06 (3-3-0)V  

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This course meets the requirements of the Illinois Department of Public Health for recertification of EMTs. Each EMT must receive 48 hours of retraining in each two-year recertification period. This course reviews and updates trauma and medical emergency procedures as well as current reporting and recording procedures. This course may be repeated as required to fulfill training needs and state and federal requirements. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

CMN 1688 RAD for Healthcare Prof. (1-1-0)V  

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This course is designed for delivery to female healthcare professionals. This program offers a system of defense for healthcare women and others in the community who might come under physical attack. It advocates realistically employable tactics of self defense with helpful guidelines for continued personal growth. The program promotes a person's attitude about safety and survival. The goal of the program is to develop and enhance the options of self defense so they may become viable considerations to the woman who is attacked. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.



CMN 2230 Ind. Repair & Troubleshooting (4-2-4)V  

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This course emphasizes techniques that help the student develop a systematic approach for locating problems and troubleshooting within various systems. Students will learn to narrow their search by examining subsystem functions, fault isolation within a subsystem, quiescent checks, signal checks, and troubleshooting digital systems. Course content may vary to meet the needs of individual industries. This course is repeatable and variable to meet the needs of industry and may be team-taught with industry. Two classroom hours per week. Four lab hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

CMN 2251 PLC Basic Programming (3-3-0)V  

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This course is designed to familiarize individuals with the basic functions of programmable logic controllers (PLC's) programming language, ladder logic as it applies to PLC's, and basic troubleshooting techniques with the use of PLC's. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

CMN 2252 PLC Basic Programming II (3-3-0)V  

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This course is designed to familiarize individuals with the basic functions of Allen Bradley programmable logic controllers (PLCs) programming language as used in the Rockwell RS Logic software for the personal computer, ladder logic as it applies to Allen Bradley PLCs and troubleshooting techniques with the use of Allen Bradley PLCs. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

CMN 2601 Preventing Workplace Violence (1.5-1.5-0)V  

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This course is designed to prevent hostility, conflict and violence in the workplace, as well as promoting respect, service, and safety in the workplace. This course is variable and/or repeatable to meet state and federal requirements and/or industry safety requirements. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

CMN 2602 Non Violent Crisis Intervention (1.5-1.5-0)V  

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This course is designed as a safe, non-harmful behavior management system designed to teach human services workers to provide for the best possible care and welfare of assaultive, disruptive, or out of control persons even during the most violent moment. This course is repeatable/variable to meet state and federal requirements and/or organizational requirements. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

CMN 2610 Fluid Power I (3-1-4)V  

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A study of basic industrial fluid power systems common to automated industrial equipment, including hydraulic and pneumatic. One classroom hour per week. Four lab hours per week. Variable 0.5 to 3 semester hours credit.

CMN 2620 Fluid Power II (3-1-4)V  

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To increase the student's knowledge of fluid power systems relating to electro-hydraulic and electro-pneumatic systems.

Advanced principles also include proportional and servo technologies. One classroom hour per week. Four lab hours per week. Variable 0.5 to 3 semester hours credit.

CMN 2630 Power Distribution and Motors (3-2-2)V  

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This course is designed to acquaint students with basic power distribution systems, transformers, and AC and DC motors. Two classroom hours per week. Two lab hours per week. Variable 0.5 to 3 semester hours credit.

CMN 2636 Elec. Retraining-UG 2003 (1-1-0)V  

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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 on-going health and safety commitments throughout the year. It meets the current requirements of the U.S. Department of Labor's Mine Safety and Health Administration (MSHA) for electricians who possess underground electrical qualifications as specified in Title 30, Code of Federal Regulations, Part 75. This course is offered for variable credit since times for topics will vary from location to location as each operations has its own MSHA approved training plan to meet site specific needs. Course content may vary from training site to training site. This course is also repeatable to meet company training needs and state and federal regulations. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 2637 Elec. Retraining-Surface 2003 (1-1-0)V  

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This course can be a cooperative teaching effort between industry and the college, which fulfills not only the electrical retraining requirements of qualified electricians, but also their on-going health and safety commitments throughout the year. It meets the current requirements of the U.S. Department of Labor's Mine Safety and Health Administration (MSHA) for electricians who possess surface electrical qualifications as specified in Title 30, Code of Federal Regulations, Part 75. Times for topics will vary since each operation has its own MSHA approved training plan to meet site specific needs. Therefore, this course is offered for variable credit and this course may be team taught with industry. This course is also being offered as repeatable to meet industry needs and state and federal regulations. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 2653 Hazwoper Annual Ref 2004 (0.5-0.5-0)  

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This course is designed to meet or exceed the Hazwoper annual refresher training requirements of Title 29, CFR, Parts 1910.120, 1910.210, 1910.1200, and the employers effective occupational safety and health program. This course covers a spectrum of Hazwoper procedures, general safety hazards, and equipment usage. The content may vary to meet current industry specific needs and federal / state training requirements. This course may be repeated as required by state or federal requirements. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 2654 Hazwoper Annual Ref 08 (0.5-0.5-0)V  

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This course is designed to meet or exceed the Hazwoper annual refresher training requirements of Title 29, CFR, Parts 1910.120, 1910.210, 1910.1200, and the employers effective occupational

safety and health program. This course covers a spectrum of Hazwoper procedures, general safety hazards, and equipment usage. The content may vary to meet current industry specific needs and federal and state training requirements. This course may be repeated as required by state or federal requirements. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 2688 Confined Spaces - Supervisors (0.5-0.5-0)V

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This course will provide students with the information and training that is required in 29 CFR 1910.146 as it relates to supervisors. This course may be repeated to fulfill company training requirements, and state and federal legislation. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 2689 Impoundment Annual Refresher 06 (0.5-0.5-0)

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This course is a cooperative effort between coal mining industries and CMT. Successful completion fulfills MSHA requirements for annual impoundment inspection refresher training as required by Title 30, CFR, Part 77. This course is repeatable to meet company needs and state and federal legislation and may be team taught. Topics covered include legislation review, recording procedures, construction and inspection. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 2690 Impoundment Initial Training (1-1-0)V

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This course is a cooperative teaching effort between coal mining industries and CMT. This course fulfills the MSHA initial training requirements for persons who are required to inspect impoundments as specified in Title 30, CFR, Part 77. Topics covered include legislation, recording procedures, construction for impoundment, and the inspection process. This course may be repeated to fulfill industry training needs and state or federal requirements. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

CMN 2693 Hazardous Waste Annual Ref. (0.5-0.5-0)

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This course is designed to meet or exceed the Hazardous Waste annual refresher training requirements of Title 29, CFR, Parts 1910.120, 1910.210 and 1910.1200, and the employer's effective occupational safety and health program. This course covers a spectrum of hazardous waste procedures, general safety hazards, and equipment usage. The content may vary to meet current industry-specific needs and federal/state training requirements. This course may be repeated as required by state/federal law. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 2694 First Responder Awareness (0.5-0.5-0)

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This training is intended to meet the requirements of the Occupational Safety and Health Administration and U.S. Environmental Protection Agency (OSHA/USEPA) Hazardous Waste Operations and Emergency Response Final Rule (29 CFR 1910.120) and National Fire Protection Association (NFPA) 472 for emergency response personnel who may be the first-on-the-scene at a hazardous materials accident. The training program covers basic hazard recognition, identification, reporting, and self-protection for individuals who may do preliminary observation of an event. This course may be repeated to meet industry training

requirements and/or state and federal regulations. This course may be team taught with industry. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 2695 Construction Health & Safety (0.5-0.5-0)

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This training is intended to meet the requirements of the Occupational Safety and Health Administration with regard to construction health and safety (29 CFR 1926). Special emphasis is placed upon those areas in construction that are the most hazardous to the employees. OSHA "10 Hour Construction Safety and Health" course cards will be issued upon successful completion of the program. This course may be repeated to meet industry training needs and/or state and federal requirements. This course may be team taught with industry. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 2697 Impoundment Annual Refresher (0.5-0.5-0)

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This course is a cooperative effort between mining industries and Coal Mining Technology. Successful completion fulfills MSHA requirements for annual impoundment inspection refresher training as required by Title 30, CFR, Part 77. This course is repeatable to meet company needs, and state and federal legislation. Topics covered include legislation review, recording procedures, construction, and inspection. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMN 2698 MSDS/Hazardous Material 04 (0.5-0.5-0)

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This course is a cooperative effort between Illinois industries and the college. Successful completion of this course fulfills the Illinois requirements of the Right-to-Know Act regarding material hazard awareness. Topics covered include employee rights, employer responsibilities, protective equipment and methods, hazardous materials, and reporting requirements. This course is repeatable because legislation requires continual update and review of material hazards. PREREQUISITES: As determined by the requirements of the Illinois Right-to-Know Act regarding hazardous materials. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

CMT 1200 Introduction To Coal Mining (4-4-0)V

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This course introduces the student to how coal was formed, coal resources in the United States, and methods of mining coal. Four classroom hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 1205 Introduction to Surface Mining (3-3-0)V

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Lectures emphasize safety of individual miners. Coal formation, extraction, and methods of surface mining are included. Field trips to surface mines are planned. Three classroom hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

CMT 1210 Accident Prevention (4-4-0)V

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A comprehensive safety course designed to develop student awareness of a wide range of coal mining specific hazards, general accident prevention techniques and principles, and the avoidance of such hazardous situations. The course will stress accident

analysis, analyzing problems, developing good safety, and accident investigation. Four classroom hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 1220 Roof Control (3-3-0)V

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A comprehensive course designed to develop a working knowledge of roof and rib hazards, recognition, cause, and avoidance. Students will become familiar with the techniques used to avoid roof and rib hazards. Three classroom hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

CMT 1230 First Aid (4-4-0)V

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This course is designed to provide the student with the knowledge necessary for the temporary and immediate care of a person who is injured or suddenly becomes ill. The class will include recognizing life-threatening conditions and taking effective action to keep the injured or ill person alive and in the best possible condition until medical treatment can be obtained. This course will be taught according to American Red Cross and American Heart Association standards and recommendations. Four classroom hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 1240 Mining Law (4-4-0)V

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This course introduces the student to federal and Illinois state laws governing the operation of any underground coal mine. Intent and statement of the Illinois Coal Mining Act and Code of Federal Regulations, Parts 70 and 75, are covered in depth. Four classroom hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 1250 Mine Ventilation (4-4-0)V

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This course is designed to instruct the student in the importance, terms, and operation of a coal mine ventilation system. A logical progression of ventilation procedures from surface installations through main intake air courses, face ventilation, and main return air courses of an operating mine. The student will also be instructed in the state and federal laws governing ventilation of a coal mine. Four classroom hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 1260 Mining Problems (4-3.5-1)V

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This course acquaints students with problems of management in the day-to-day operation of a coal mine. The union, management relations, grievances, and contract disputes are discussed. Responsibilities and duties of management and hourly employees are examined. Three classroom hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

CMT 1270 Coal Mining Internship I (4-0-21)V

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The student is placed as a full-time intern. The course is offered for eight weeks following the freshman year. The college coordinator and the employer supervise the intern. Attention is given to career planning, OTJ problems, and mining practices. An individual training agreement signed by the employer, student, and college coordinator is developed for each student.

PREREQUISITE: Completion of all freshman classes. Twenty-one

lab hours per week. Variable 0.5 to 4 semester hours credit.

CMT 1280 Management Skills in Mining (4-4-0)V

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This course is designed to make the student cognizant of supervisory and human relations skills needed for high productivity and safety in mining. The student is introduced to arbitration case processes. Four classroom hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 1290 Supervisory Skills in Mining (4-4-0)V

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This course is a training program for coal mine section supervisors. Students review interpersonal relations including planning, leading, directing, and controlling personnel. Four classroom hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 2200 Conveyor Belt Maintenance (2-1-2)V

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This course describes problems involved in maintaining and repairing belts and repairs and adjustments required to keep coal moving. It includes principle types of conveyor lines, both belt and mechanical. One classroom hour per week. Two lab hours per week. Variable up to 2 semester hours credit. Repeatable 3 times.

CMT 2210 Mine Machinery Repair I (4-3.5-1)V

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This course is designed to familiarize students with the various types of repairs needed for underground coal mining equipment; the mechanical, hydraulic, and electrical systems and procedures to safely locate and repair each. Three and one-half classroom hours per week. One lab hour per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 2220 Mine Machinery Repair II (4-3-2)V

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This course teaches students the skills involved in repair and maintenance of mine machinery. Emphasis is placed on tool usage, measuring instruments, fasteners, shafts, bearings, belts, couplings and lubricants. Students develop a working knowledge of cable reels and steering linkages as they are used in the mining industry. Three classroom hours per week. Two lab hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 2225 Mining Welding I (2-1-2)V

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This course is designed to give students a basic understanding of welding safety and an introductory understanding of oxyacetylene welding, various gas and arc welding and cutting procedures and equipment. An introduction into areas of significant importance and difficulty which arise in a mine will be included. One classroom hour per week. Two lab hours per week. Variable up to 2 semester hours credit. Repeatable 3 times.

CMT 2226 Mining Welding II (4-2-4)V

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This course provides instruction in all position welds using various gas and arc welding and cutting procedures and equipment. Special emphasis will be placed on areas of significant importance and difficulties which arise in mining situations and state and federal mine legislation (fire hazards and prevention, mine

ventilation precautions, mine atmosphere checks, use of "track bonder", etc.). Welding cost analysis may be included. Two classroom hours per week. Four lab hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 2230 Mine Hydraulics I (4-4-0)V  

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This course covers fundamentals of hydraulic flow, pressure, and direction. It also includes applications of hydraulics and hydraulic systems. Hydraulic components, including reservoirs, filters, pumps, cylinders, piping, and seals are studied. Four classroom hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 2240 Mine Hydraulics II (4-3.5-1)V  

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Mine Hydraulics I is a prerequisite for Mine Hydraulics II. This course is designed to study the application of fluid use in a hostile environment. Motors and valves are discussed in detail, as well as schematics, testing procedures, troubleshooting, adjustments, and preventative maintenance. PREREQUISITE: CMT 2230 Mine Hydraulics I. Three and one-half classroom hours per week. One lab hour per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 2250 Mine Electrical Maintenance I (4-4-0)V  

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This course introduces the student to the theory of direct current and its use in mining equipment series, parallel, and series/parallel circuits. The theory of atomic structure, sources of electrical force, and atomic particle characteristics are also covered. Basic technology, units of measurement, symbols, and motors are discussed in detail. Four classroom hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 2260 Mine Electrical Maintenance II (4-3-2)V  

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Mine Electrical Maintenance I is a prerequisite. This course discusses alternating current, maintaining AC mining equipment, and terminology used in electronics. An in-depth study of voltage generation, inductance, capacitance, series and parallel circuits, transformers and AC motors allows students to analyze circuit problems. PREREQUISITE: CMT 2250 Mine Electrical Maintenance I. Three classroom hours per week. Two lab hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 2270 Static Control I (4-3-2)V  

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This course introduces the student to concepts, theories, and applications of solid state electronics as utilized in the mining industry. Electronics, electronic circuits, circuit components, and logic elements are covered. Students maintain electronic equipment, analyze circuit problems and solve problems with mining electrical equipment. PREREQUISITE: CMT 2250 and 2260 Mine Electrical Maintenance I and II. Three classroom hours per week. Two lab hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 2280 Mine Electrical Maint III (8-8-0)V  

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This course will fulfill the MSHA training requirements for an electrical card and can replace CMT 2250 and 2260. The course introduces the student to the theory of direct current and its use

in mining equipment series, parallel, and series/parallel circuits. The theory of atomic structure, sources of electrical force, and atomic particle characteristics are also covered. Basic technology, units of measurement, symbols, and motors are discussed in detail. The student focuses on alternating current, maintaining AC mining equipment, and terminology used in electronics. An in-depth study of voltage generation, inductance, capacitance, series and parallel circuits, transformers and AC motors allows students to analyze circuit problems. Eight classroom hours per week. Variable up to 8 semester hours credit. Repeatable 3 times.

CMT 2290 Mining Systems (4-3-2)V  

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This course familiarizes the student with practices and equipment involved in extracting and transporting coal. Three existing methods of mining - conventional, continuous, and longwall are studied, as well as electric, hydraulic, and compressed air power mining. Use is made of simulated mining equipment and proper and safe operating procedures are stressed. At the completion of the class, each student should be able to make minor adjustments, repairs, and cable splices to operate machines. Three classroom hours per week. Two lab hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

CMT 2295 Coal Mining Internship II (4-0-21)V  

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The student is placed as a full-time intern. The course is offered for eight weeks following freshman year. The college coordinator and the employer supervise the intern. Attention is given to career planning, OJT problems and mining practices. An individual training agreement, signed by the employer, student, and college coordinator, is developed for each student. Twenty-one lab hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

CNS 1201 Networking Fundamentals (3-3-0)  

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Provides fundamentals in network addressing, seven layers of the OSI reference model, data encapsulation, and TCP/IP network-layer protocols. Three classroom hours per week. 3 semester hours credit.

CNS 1202 Router Theory & Technology (3-3-0)  

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Develops the seven layer ISO networking model, the TCP/IP protocol, and introduces commands used in the router's IOS software. Includes construction of a simulated inter-network and configuration of several routers to implement a given networking scenario. PREREQUISITE: CNS 1201 Networking Fundamentals. Three classroom hours per week. 3 semester hours credit.

CNS 1203 Local Area Networks (3-3-0)  

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Develops competencies in physically interconnecting multiple computers through network adapter cards and cabling which allow one computer to share specified resources, such as disk drives, printers, and modems, with other computers on the network. PREREQUISITES: CNS 1201 Networking Fundamentals and CNS 1202 Router Theory and Tech. Three classroom hours per week. 3 semester hours credit.

CNS 1204 Wide Area Networks (3-3-0)

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Develops competencies for connecting multiple computers in different geographical locations through the use of the switched telephone networks or leased data lines, by optical or other long-distance cabling, or by infrared, radio, or satellite links. PREREQUISITES: CNS 1201 Networking Fundamentals, CNS 1202 Router Theory & Tech and CNS 1203 Local Area Networks. Three classroom hours per week. 3 semester hours credit.

CNS 1205 Advanced Routing Configuration (4-3-2)

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This course develops competencies in advanced routing, using Cisco routers, connected in local-area networks (LANs) and wide-area networks (WANs) typically found at medium to large network sites. Upon completion of this course, the student will be able to select and implement the appropriate Cisco IOS services required to build a scalable routed network. PREREQUISITE: Successful completion of CCNA (Cisco Certified Network Associate) professional certification exam. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

CNS 1206 Remote Access Networks (4-3-2)V

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This course focuses on techniques and technology for enabling WAN solutions. Students will learn how to build, configure and troubleshoot a remote access network to interconnect central sites to branch offices and home offices. Students also learn how to control access to the central site, as well as to maximize bandwidth utilization over the remote links. PREREQUISITE: Successful completion of CCNA (Cisco Certified Network Associate) professional certification exam. Three classroom hours per week. Two lab hours per week. Variable up to 4 semester hours credit.

CNS 1209 Fundamentals of UNIX (3-3-0)

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This course serves as an introduction to the UNIX environment. The student will learn how to load/install the operating system, troubleshoot common problems of installation, and navigate from the user's perspective. Through detailed curriculum, online lab exercises, and hands-on practice students will become comfortable in the UNIX environment. Students will also explore the varieties of UNIX on the market. Three classroom hours per week. 3 semester hours credit.

CNS 2201 Desktop Operating Systems (3-3-0)

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This course covers many topics of Microsoft's Windows 2000 Professional and is designed to introduce students to basic and advanced administration of a desktop computer system. Students will be given the opportunity to learn in a hands-on environment from installing the OS, administering its resources, managing the hardware and device drivers, monitoring system performance, advanced configuration of the desktop, working in a TCP/IP environment, and implementing security. Three classroom hours per week. 3 semester hours credit.

CNS 2205 Intro Internet/Web Programming (3-3-0)

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This course covers many topics in web page programming languages and techniques, as well as an introduction to different web server programs. Students will be given the opportunity to learn in a hands-on environment with programming in XHTML,

JavaScript, Dynamic HTML, XML, SQL, VBScript, Python, Perl, as well as an introduction IIS, PWS, and Apache web servers. Three classroom hours per week. 3 semester hours credit.

CNS 2210 IT Essentials 1: Hardware (3-3-0)

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This course covers many topics that are covered by CompTIA A+ Computer Hardware certification exam. Students will be given the opportunity to work in a hands-on environment from OS installation, computer assembly, explanation of the Windows Operating Systems, an introduction to multimedia technology, networking fundamentals, printers, preventive maintenance, and troubleshooting. Three classroom hours per week. 3 semester hours credit.

CNS 2215 Network Operating Systems (3-3-0)

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This course covers many topics of Microsoft's Windows 2000 Server and is designed to introduce students to basic and advanced configuration of a Network Operating System. Students will be given the opportunity to learn in a hands-on environment from installing the OS, configuring and troubleshooting network services, configuring and troubleshooting hardware devices and their drivers, managing the system performance and its reliability, managing data storage, troubleshooting network connections, and implementing, monitoring, and troubleshooting network security. Three classroom hours per week. 3 semester hours credit.

CNS 2220 Fundamentals of Linux (3-3-0)

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This course is designed to introduce and explain the basic functions of a Linux operating system. The student will be given the opportunity to learn in a hands-on environment, including computing basics, PC hardware, basic Linux commands, editing text files, shell scripting, user accounts, file systems, introduction to C, shared libraries, TCP/IP, DNS, NFS, SQL, Samba, PPP, X Window system, and security. Three classroom hours per week. 3 semester hours credit.

CNS 2225 Network Management (3-3-0)

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This course is designed to cover many topics under managing a network in a Windows 2000 environment. Students will be given the opportunity to learn in a hands-on environment in the areas of data storage and file systems, sharing resources, IIS, TCP/IP, DHCP, DNS, NetBIOS name resolution, managing servers, troubleshooting servers, active directory, group policy, routing and remote access, and terminal services. Three classroom hours per week. 3 semester hours credit.

COM 1201 Practical Advertising Techniques (2-1.5-1)

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An application course for current and future business managers responsible for advertising in local markets using local media. Topics of presentation include the processes of creative design, layout, production and distribution of advertising messages. Selection of advertising media will discuss various options including posters, fliers, inserts, outdoor, radio, TV, cable, on-line and others. Guest speakers from the advertising profession will provide additional insights into the local advertising media. One and one half classroom hours per week. One lab hour per week. 2 semester hours credit.

COS 1200 Cosmetology I (12-4-32)V

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This course focuses on personal hygiene and professional ethics, bacteriology, sanitation, and sterilization, as pertains to salon-setting operation. Basic fundamentals of perm-waving, hair shaping, types of shampoos, manicuring, and procedures and theory of facial massage and scalp manipulations are taught. Four classroom hours per week. Thirty-two lab hours per week. (Four hundred eighty clinical hours per semester.) Variable up to 12 semester hours credit.

COS 1210 Cosmetology IIA (12-4-32)V

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This course is a continuation of development of manipulation skills in areas of hairstyling, perm waving, and manicuring, using more advanced techniques. Hair coloring and chemical relaxing will also be covered. The basic theory of electricity, heat and light energy, as related to the practice of cosmetology, will be taught with various safety precautions followed. A working knowledge of cosmetic chemistry, as applied to scalp, hair treatment, and makeup is presented. PREREQUISITE: COS 1200 Cosmetology I. Four classroom hours per week. Thirty-two lab hours per week (Four hundred eighty clinical hours per semester.) Variable up to 12 semester hours credit.

COS 1220 Cosmetology IIB (8-3-20)V

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This course is designed for maximum development of the 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 System, and the Illinois law, as applied to cosmetology. PREREQUISITES: COS 1200 Cosmetology I and COS 1210 Cosmetology IIA. Three classroom hours per week. Twenty lab hours per week. Three hundred clinical hours per semester. Variable up to 8 semester hours credit.

COS 1250 Cosmetology Teacher I (8-2-24)V

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This course focuses on developing basic cosmetology skills. Teaching techniques and teaching skills are covered in this course. In addition, basic business skills are introduced. Students will be able to participate in supervised student teaching experiences in this course. PREREQUISITE: Current Illinois Licensed Cosmetologist and 24-36 months current salon experience. Two lecture hours per week. Twenty-four lab hours per week. Variable up to 8 semester hours credit.

COS 1251 Cosmetology Teacher II (8-2-24)V

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This course is a continuation of COS 1250. Students are introduced to additional teaching theories and methodologies. Business methods will also be covered including inventory, recordkeeping, interviewing, supplies, the Illinois Barber, Cosmetology, Esthetics, and Nail Technology Act of 1985 and 68 Ill. Adm., Code 1175. Students will be able to participate in supervised student teaching. Prerequisite: COS 1250 Cosmetology Teacher I. Two lecture hours per week. Twenty-four lab hours per week. Variable up to 8 semester hours credit.

COS 1252 Cosmetology Teacher III (8-2-24)V

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This course is a continuation of COS 1251. Students will learn advanced teaching skills and methods. Additional business

methods will also be covered in this course. Students will be able to participate in supervised student teaching experiences in this course. PREREQUISITE: COS 1251 Cosmetology Teacher II. Two lecture hours per week. Twenty-four lab hours per week. Variable up to 8 semester hours credit.

CYS 1201 Security Procedures I (3-3-0)

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Importance of key control, security observation, operating a gate or door assignment, tower duty, use of an institutional radio, personnel search, procedures for tool control, security call-ins and counts, movement of the inmates, and transporting inmates. Proper use of restraining devices, the need for drug and alcohol awareness within the institution and methods of controlling drugs and alcohol in an institution. Three classroom hours per week. 3 semester hours credit.

CYS 2201 Security Procedures II (3-3-0)

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This course covers advanced security procedures and information and is a continuation of study in the career of security and corrections. Emphasis is placed on the contemporary problems of protective services and corrections. PREREQUISITE: CYS 1201 Security Procedures I. Three classroom hours per week. 3 semester hours credit.

DAP 1201 Business Computer Systems (3-3-0)

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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 with graphical user interfaces and Internet access and use. Emphasis on logical constructs in a computer environment. PREREQUISITE: Recommended one semester of typing. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

DAP 1202 BASIC I (4-0.5-7)V

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This is an introduction to programming using the BASIC language that will familiarize a student majoring in data processing with the purpose and function of various types of programs. Top-down and modular designs as well as structured programming techniques will be introduced. The student will use BASIC during laboratory sessions to solve business problems. Writing, compiling, and testing of BASIC programs will demonstrate the use of the techniques discussed in lecture. PREREQUISITE: One semester of typing. One-half classroom hour per week. Seven lab hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 1 time.

DAP 1203 Microcomputer Applications in Business (3-3-0)

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This course is a study of business microcomputer applications, including word processors, spreadsheets, databases, graphical presentations, office management, and various information processing and management software based on the most current operating systems. PREREQUISITE: DAP 1201 Business Computer Systems or equivalent. Three classroom hours per week. 3 semester hours credit.

DAP 1233 Computer Applications (Database) (2-1-2)

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This course is an introduction to database management on microcomputers. Students learn to use both custom-design and user-designed applications for data management, reports management, inventory control and general accounting. PREREQUISITE: Recommended one semester of typing and CIS 1101 Introduction to Computers and Their Applications, or DAP 1201 Business Computer Systems. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

DAP 1234 Computer Application (Spreadsheet) (4-0.5-7)V

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This course teaches students to use electronic spreadsheets with the microcomputer to enhance the accountability of home and business finance. PREREQUISITE: Recommended one semester of typing and CIS 1101 Introduction to Computers and Their Applications, or DAP 1201 Business Computer Systems. One half classroom hour per week. Seven lab hours per week. Variable 0.5 to 4 semester hours credit.

DAP 2180 Computer Programming in C++ (3-3-0)

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An introduction to computer programming in C++ and Visual C++ using basic program paradigms and structured problem solving, numerical algorithms, iteration, decision-making functions, arrays, and data tables. Object-oriented programming is introduced using objects and classes, manipulating objects, function overload, inheritance and files. Business-related programming problems are emphasized. PREREQUISITE: DAP 1201 Business Computer Systems or consent of instructor. Three classroom hours per week. 3 semester hours credit.

DAP 2202 Word Processing I (3-3-0)

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This is an introductory course in which students will learn techniques of input, editing, and output specific to electronic word processors. PREREQUISITE: Previous keyboarding experience required. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

DAP 2203 Word Processing II (3-3-0)

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This is an advanced course to further refine the student's skills through word processing software packages. Special attention is given to multi-page documents, tables, and advanced editing procedures with an emphasis on productivity. PREREQUISITE: DAP 2202 Word Processing I. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

DAP 2205 Field Project/Internship (3-0-15)

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This course will consist of individual assignments in a local computer installation or in-school assignments simulating real-life situations. PREREQUISITE: Recommended one semester of typing and DAP 1201 Business Computer Systems. Fifteen lab hours per week. 3 semester hours credit.

DAP 2208 Software Systems/Packages (2-2-0)

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Introduction to commercial software packages for word processing, spreadsheet, and database management. Includes utility routines and operating systems. PREREQUISITE: BOC 1201

Beginning Keyboarding, BOC 1202 Intermediate Keyboarding or BOC 2203 Advanced Keyboarding. Two classroom hours per week. 2 semester hours credit. Repeatable 3 times.

DAP 2265 Desktop Publishing I (3-3-0)

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Concepts of desktop publishing. Includes terminology and use of current desktop programs to produce simulated business publishing projects and working with multiple typefaces, multi-column layouts, and graphics. PREREQUISITE: Previous keyboarding experience required. Three classroom hours per week. 3 semester hours credit.

DAP 2266 Desktop Publishing II (2-2-0)

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Concepts of desktop publishing. Includes terminology and use of current desktop programs to produce simulated business publishing projects and working with scanners, typefaces, resizing, and making design decisions. Expands upon information and knowledge acquired in DAP 2265. PREREQUISITE: DAP 2265 Desktop Publishing I or approval of instructor. Two classroom hours per week. 2 semester hours credit.

DEQ 1211 Engine Fundamentals (3-2-2)

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The first three weeks begin with the theory and operation of two- and four-cycle gasoline engines. This will be taught in the classroom accompanied by appropriate demonstrations and laboratory experience to prepare the student to perform tune-up and repair on engines. The rest of the semester is devoted to multi-cylinder engines, construction, operation, and tune-up. This prepares the student for further training in engine tune-up, diagnosis and repair. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

DEQ 1212 Basic Electrical Systems (3-2-2)

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The theory of electro-magnetism is taught as applied to the cranking, charging, and ignition circuits of gas and diesel engines. Lab work involves testing batteries, maintenance, repair, testing of cranking motors, alternators, and other electrical components. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

DEQ 1213 Intro. to Diesel Fuel Systems (2-2-0)

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This course is taught concurrently with engine fundamentals and emphasizes the differences between gasoline engines and diesel engines as well as discussion of the properties of diesel fuels, lubricants and coolants. In addition, the course covers filtering requirements, water filters, fuel heaters, and an overview of diesel injection components. Two classroom hours per week. 2 semester hours credit.

DEQ 1214 Equipment Assembly and Handling (3-2-2)

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Emphasis is placed upon the study of the basic design of agricultural and industrial equipment. Laboratory experiences will include safety, care and proper use of tools and measuring instruments, and selection of fasteners. Use of service manuals will be stressed in the assembly, servicing and adjustment of farm and industrial machinery. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

DEQ 1215 Basic Transmissions (3-2-2)

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This course deals with the physics of power transmission. It is an introductory course in gear types and ratios, bearings, clutches, p.t.o., differential, final drives and brakes. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

DEQ 1217 Opportunities in Power Technology (0.5-0.5-0)

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This course is designed to acquaint the student with the opportunities for employment in the power equipment industry. One half classroom hour per week. 0.5 semester hour credit.

DEQ 1221 Basic Hydraulics (4-2-4)

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This course covers the operating principles of hydraulic components of mobile, industrial and agricultural hydraulic systems. Various hydraulic circuits are studied with laboratory exercises involving repairs, adjustments, and troubleshooting of pumps, cylinders, control valves, motors, reservoirs, and accumulators. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

DEQ 1222 Air Conditioning for Mobile Equipment (2-1-2)

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This course is designed to give students a better understanding of and prepare them to troubleshoot, repair, and service air conditioning systems on mobile equipment. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

DEQ 1223 Diesel Distributor Fuel Systems (3-2-2)

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This course teaches the principles of single pump, multi-cylinder fuel injection as found in brands such as Stanadyne, CAV, and others. The course covers injection pump operation, removal and replacement, timing, overhaul and testing as well as system diagnosis. The fuel system will be studied in the "live engine" setting as well as on the injection test stand. PREREQUISITES: DEQ 1211 Engine Fundamentals and DEQ 1213 Introduction to Diesel Fuel Systems. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

DEQ 1225 Opportunities in On-The-Job Training (0.5-0.5-0)

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A continuation of Opportunities in Power Technology. This course prepares students for their experiences while engaged in the work experience training at a power technology dealership. One-half classroom hour per week. 0.5 semester hour credit.

DEQ 1298 Topics/Issues in Mechanical Tech (6-6-0)V

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Seminar on a special topic or current issue in engineering or engineering-related area. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

DEQ 2215 Industry Qualifications (3-3-0)

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This course will demonstrate student's proficiency relative to Cummins engine products. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

DEQ 2231 Diesel Unit Injector Applications (4-2-4)

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This course covers engines using the increasingly popular unit injector style of fuel systems. Detroit Diesel, Cummins Diesel and some models of Caterpillar Diesel Engines will be the emphasis. The course will cover the similarity and differences in the major reconditioning techniques of these engines. In addition to the fuel systems diagnosis and repair, emphasis will be placed on other component parts of these diesel engines, such as turbochargers and blowers. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

DEQ 2232 Advanced Mobile Hydraulics (4-3-2)

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This course is designed to show how hydraulic principles are applied to mobile, agricultural, and industrial equipment operation. Competencies will be developed in the areas of inspection, testing, and servicing hydraulic circuits and components such as power steering, power brakes, hydrostatic transmissions, clutch packs, and power assist transmissions. The student will be utilizing appropriate testing procedures and equipment to diagnose system failures and common service problems. PREREQUISITES: DEQ 1221 Basic Hydraulics and DEQ 1215 Basic Transmissions. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

DEQ 2236 Supervised Work Experience (6-0-30)V

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This is a practical experience course in which the student is placed in a power equipment dealership in a garage for full-time work experience. An individual training agreement will be developed for each student enrolled and signed by employer, student and college coordinator. The student will be supervised by the employer and the college coordinator. Variable internship hours based on 75 hours equated to 1 semester hour of credit. PREREQUISITE: 2.0 grade point average in all classes prior to the work experience. Thirty lab hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

DEQ 2237 Power Equipment Seminar (0.5-0.5-0)

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This course is designed to correlate with the internship experience. Student reports and panel discussion pertinent to internship experience will be presented. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

DEQ 2241 Inline Diesel Fuel Systems (2-1-2)

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This course is designed to teach the principles of inline diesel fuel injection pumps as found on Caterpillar, Robert Bosch and AMBAC fuel systems. The course covers pump operation, removal and replacement, timing, overhaul and testing in addition to system diagnosis. The fuel system will be studied on live engines as well as on the injection test stand. PREREQUISITE: DEQ 1211 Engine Fundamentals and DEQ 1213 Intro. to Diesel Fuel Systems. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

DEQ 2242 Power Equipment Repair Application (4-1-6)

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This course involves the reconditioning of major components of agricultural, mobile, and the trucking industry. Emphasis is placed upon the proper use of precision instruments and special tools. The manufacturer's suggested repair procedures will be followed.



PREREQUISITE: DEQ 1211 Engine Fundamentals. One classroom hour per week. Six lab hours per week. 4 semester hours credit.

DEQ 2243 Microprocessors & Equipment Monitors (3-2-2)

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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 Basic Electrical Systems. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

DEQ 2299 Independent Study in Mechanical Tech (6-6-0)V

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Independent study of a specialized engineering nature which is not available in the college's course offerings, with instructional approval and supervision. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

DEV 1601 Gun Safety (1-0-2)

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Students will be required to demonstrate safe handling of firearms under actual field conditions. Care and safety of guns are stressed. Two lab hours per week. 1 semester hour credit.

DRA 1111 Introduction to Theatre (3-3-0)

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This course is an overview of theories, methodologies and skills involved in theatre arts. Emphasis is placed upon the study of theatre as a composite art. History, directing, designing, acting, playwriting, critiquing and physical aspects of the theatre are covered. Three classroom hours per week. 3 semester hours credit. IAI: F1 907

DRA 1121 Acting (3-2-2)

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This course is an introduction to acting with particular focus upon the vocal, physical, and mental tools of the actor. Laboratory sessions explore voice, elementary movement training, and improvisation. Students act in public performances. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

DRA 1131 Improvisation (3-3-0)

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A practical application of the following improvisational acting techniques: focus, spontaneity, teamwork, listening, reacting and observation. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

DRA 1141 Acting Workshop (3-2-2)V

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This course provides a workshop setting for students to hone their acting skills under direction. Students act in public performances. Two classroom hours per week. Two lab hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

DRA 2111 Stage Craft and Lighting (3-2-2)

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This course is a study of the fundamentals of scenery construction, scenery painting and stage lighting. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

DRA 2121 Stage Makeup (3-2-2)

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Students study materials, equipment and applications involved in theatrical makeup. Particular emphasis is placed upon knowing how to suggest character and age through makeup. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

DRA 2122 Costuming (3-2-2)

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A conceptual and practical application of the following costuming concepts: script analysis, character analysis, setting and time research, costume sketching, pattern making and the cutting, stitching and finishing of costumes. With each theater performance the experience and the opportunity to create are renewed. The characters are different. The period of time is different. The script is different. Thus the process of script reading, character analysis, costume design and construction start over again each time. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

DRA 2131 Theater Production: Cast (3-0-6)

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This course provides practical experience in acting and directing stage productions. To enroll in this course, consent of the instructor is required. PREREQUISITE: Consent of instructor. Six lab hours per week. 3 semester hours credit. Repeatable 3 times.

DRA 2141 Theater Production: Crew (2-0-4)

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This course provides practical experience in set building, lighting, costuming, acquiring properties, and character makeup. PREREQUISITE: Consent of instructor. Four lab hours per week. 2 semester hours credit. Repeatable 3 times.

ECD 1101 Intro to Early Childhood Education (3-3-0)

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Course will be the survey of early childhood educational programs and principles to give historical and philosophical perspective to current issues and trends. Desirable qualities, skills, duties, and responsibilities of early childhood care providers are examined. Three classroom hours per week. 3 semester hours credit.

ECD 1201 Principles of Early Childhood (5-5-0)

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Course will be the survey of early childhood educational programs and principles to give historical and philosophical perspective to current issues and trends. Desirable qualities, skills, duties, and responsibilities of early childhood care providers are examined. Five classroom hours per week. 5 semester hours credit

ECD 1202 Childhood Teaching Techniques I (5-4-2)

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Course will include exploration of various stimulating teaching techniques to foster the optimum physical, intellectual, social and emotional development of young children. Methods will concentrate on preschool age children although activities for

infants and toddlers will be discussed. All curriculum areas will be covered, but lesson plan work will be emphasizing literature, language, art and music. Four classroom hours per week. Two lab hours per week. 5 semester hours credit.

ECD 1203 Health and Safety of Children (3-3-0)  

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This course deals with issues that affect the health of children. It includes nutrition, hygiene, diseases, protection, first aid and safety. Laws and standards governing early childhood facilities are examined. Three classroom hours per week. 3 semester hours credit.

ECD 1204 Childhood Teaching Techniques II (5-4-2)  

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This course explores teaching techniques which foster optimum physical, intellectual, social and emotional development of young children. Methods of teaching preschool children are stressed although activities for infants and toddlers are discussed. All curricula will be covered, but mathematics, physical sciences, social sciences and computer activities are stressed. Four classroom hours per week. Two lab hours per week. 5 semester hours credit.

ECD 1205 Curriculum for Young Children (5-5-0)  

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A survey of methods of curriculum planning for early childhood facilities is presented. Goals, objectives, motivational techniques, teaching methods, unit planning, lesson plan construction and creative activities are emphasized. Five classroom hours per week. 5 semester hours credit.

ECD 1206 Developments in Early Childhood (1-1-0)  

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Presentation of new developments, trends, and problem areas in the field of Early Childhood will be covered. Special attention will be focused upon the needs and adjustments the students must make in their own areas of skill and responsibility. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

ECD 1207 Child Study and Field Observation (5-2-6)  

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This course reviews case studies, studies anecdotal records, presents outside readings and utilizes diagnostic tools for studying children. The field experience will include action research, supervised observational activities, individual student participation as well as evaluative reporting on the physical, emotional, social, and mental value of each educational setting for children. Two classroom hours per week. Six lab hours per week. 5 semester hours credit.

ECD 1208 Parent-Child Relations I (3-0-6)V  

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This is a lab-observational experience course in parent-cooperative early childhood development to be conducted in an identified formal child care facility. Lab and learning activities include observational skills, child need assessment, child management, health, nutrition, safety practices, participation in small group staff discussions, support readings in current child care and child psychology literature, curriculum planning and implementation, and supervised, direct care activities with young children. Six lab hours per week. Variable 0.5 to 3 semester hours credit.

ECD 1209 Parent-Child Relations II (3-0-6)V  

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This is a continuation of ECD 1208 Parent-Child Relations I and is a follow-up to this lower level course. This is a lab-observational experience course in parent-cooperative early childhood development to be conducted in an identified formal child care facility. Lab and learning activities include observational skills, child need assessment, child management, health, nutrition, safety practices, current child care and child psychology literature, curriculum development and hands-on child care activities. Six lab hours per week. Variable 0.5 to 3 semester hours credit.

ECD 1210 Developmental Parenting (3-3-0)  

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This course presents theories of child development to students and parents to enable informed, judicious, child-rearing decisions. Included are an overview of child development in relation to everyday issues, toys for instruction and play, effective discipline techniques, and parent-child communications. Three classroom hours per week. 3 semester hours credit.

ECD 1221 Heads Up! Reading (3-3-0)V  

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This course will present the research-based principles and practices for providing children, birth through age 5, a strong foundation in early reading and writing within a developmentally appropriate approach. The purpose of this course is to prepare current or future early childhood teachers and care givers to enhance the early literacy outcomes of young children by improving teachers knowledge of early literacy development and their skills in teaching early literacy to young children. Three classroom hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

ECD 1601 Child Development Aide Training (3-3-0)V  

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An introduction to the variety of child care facilities including duties and responsibilities of the child care worker. A variety of skills and principles relating to child care will be offered. Very specific topics can be covered (i.e. toilet training) depending on the needs and skills of the class. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ECD 2201 Administering Childhood Facilities (5-5-0)  

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Topics included are state agencies and regulations, public relations, selecting and managing staff, selecting space and equipment, managing money and monitoring programming. Five classroom hours per week. 5 semester hours credit.

ECD 2202 Childhood Teaching Practicum (5-0-25)V  

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The course is a supervised teaching and caregiving experience for young children. The student teacher/caregiver will demonstrate skills of educational planning, providing effective classroom discipline, and motivational techniques for teaching young children. Variable practicum hours based on seventy-five hours equated to one semester hour of credit. Twenty-five lab hours per week. Variable 0.5 to 5 semester hours credit. Repeatable 3 times.

ECD 2203 Early Childhood Seminar I (1-1-0)  

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This seminar will be offered to students who have needs in the following areas: on the job training orientation, new techniques in childhood teaching, personal and career enhancement strategies and refresher instruction to post graduates of Early Childhood Development. One classroom hour per week. 1 semester hour credit.

ECD 2204 Early Childhood Practicum (5-0-25)V  

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The course is a supervised, on the job experience of caring and teaching the child in a group setting. The student will develop educational plans for teaching and caring for children. An individual training agreement will be developed for each student to assist them in meeting educational objectives necessary for their teaching objectives. Twenty-five lab hours per week. Variable 0.5 to 5 semester hours credit. Repeatable 3 times.

ECD 2205 Early Childhood Seminar II (1-1-0)  

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This seminar will be offered to students who have needs in the following areas: on the job training orientation, new techniques in childhood teaching, personal and career enhancement strategies and refresher instruction to post graduates of Early Childhood Development. One classroom hour per week. 1 semester hour credit.

ECD 2206 Early Childhood Innovations (1-1-0)  

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A survey of innovations, trends, and development areas in the occupational areas of early childhood will be examined. Special attention will be focused upon the needs and adjustments the caregivers must make in their own areas of skill and responsibility. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

ECD 2207 Family Setting Child Care (5-2-6)  

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This course is designed to prepare and certify the student for child care giving in a family setting (ex. nanny). Skills relating to first aid-CPR, nutrition and food selection, home safety, cultural-educational-physical enrichment activities, and behavioral management will be assessed. Each student will develop an individual Dossier-Vita for purposes of job competencies credit, work placement and employment bonding. Two classroom hours per week. Six lab hours per week. 5 semester hours credit.

ECD 2208 Early Childhood Teaching Lab II (5-1-8)  

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The student will, in a laboratory format or setting, demonstrate skills of early childhood instruction. Eight hours of laboratory credit will be given and one hour of lecture. The lecture session will involve a discussion of teaching techniques, problems, and evaluation of results. One classroom hour per week. Eight lab hours per week. 5 semester hours credit.

ECN 2101 Principles of Macroeconomics (3-3-0)  

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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. Attention will be given to application and illustration of theory to current problems. Three classroom hours per week. 3 semester hours credit. IAI: S3 901

ECN 2102 Principles of Microeconomics (3-3-0)  

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This course is concerned with the study of specific economic units. It introduces the student to generalized models of business, structures of the American economy, price and output determination of firms and industries, problems related to these segments, and a general review of the operation of the price system. It includes a study of the mechanics of supply and demand, price and consumer behavior. International trade and a review of the stock market are included. Three classroom hours per week. 3 semester hours credit. IAI: S3 902

EDR 2102 Mechanical Blueprint Reading (4-2-4)  

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This course covers the graphic communication standards used in engineering design drawings. Forging, coating, fabrication, detail, assembly, and die drawings are studied. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

EDS 1201 Electrical Distribution Systems (2-2-0)  

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This course will give the student an overview of the types of electrical distribution systems in use. It is a comprehensive class with real world applications, operations, power conversion, control, measurement and quality issues. Transmission and distribution structures and the power grid will also be covered. PREREQUISITE: Students must be accepted into the EDS Program to be eligible. Two classroom hours per week. 2 semester hours credit.

EDS 1202 Safety and Accident Prevention (3-2-2)  

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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, successful completion of cardiopulmonary resuscitation (CPR) and first aid, which will enable the student to be certified in Red Cross First Aid and CPR certification. The student will learn OSHA rules and regulations associated with this industry, reporting and the penalties that pertain to these regulations. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

EDS 1203 Climbing Skills (2-1-2)  

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The student will gain knowledge of the proper care of climbing tools and the mastering of climbing wood structures. Upon completion of this course the student will also be able to determine the proper aspects of pole inspection and recognize the hazards of climbing. Successful completion of timed pole top rescue in two different methods. An introduction to aerial pole framing is included. PREREQUISITE: EDS 1202 Safety and Accident Prevention. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

EDS 1204 Pole Framing and Const. Specs. (3-2-2)  

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This will give the student a working knowledge of the REA line construction specifications set forth by the Department of

Agriculture. This will include the aspects of 12,500; 14,400; and 34,500 volt construction. The student will be able to recognize the different types of materials used for the different types of construction by sight and definition. The student will be required to demonstrate working specification knowledge both in an aerial and a ground situation as well as installation and repair of conductors, guy assemblies, cross arms, and insulators. They will also be introduced to the different size and types of overhead and underground conductors. Basic line staking principles and NESC clearances will be included. PREREQUISITE: EDS 1202 Safety and Accident Prevention. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

EDS 1205 Equipment Operation (3-2-2)  

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This course provides classroom instruction and actual truck driving experience intended to enable the student to obtain a Class A Commercial Driver's License. The student will also learn the various operations of different digger/derrick and bucket/basket aerial platform trucks used in the construction of electrical distribution systems. The student will be taught the basic operation of trencher/backhoe equipment. This section covers units on mobile hydraulic systems, vehicle maintenance and inspection, safety rules, rigging and lifting capacities, vehicle grounding practices, and the hands-on operation of equipment. PREREQUISITE: EDS 1202 Safety and Accident Prevention. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

EDS 1206 Setting and Replacing Poles (2-0-4)  

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The student will learn the basic principles in setting and replacing poles. There will be an emphasis on the proper use of cover-up material and vehicle grounding practices while the electric lines are energized. Temporary pole supports, rigging and worksite hazard protection will also be recognized. PREREQUISITE: EDS 1202 Safety and Accident Prevention. Four lab hours per week. 2 semester hours credit.

EDS 2201 Transformer Theory and Install. (5-4-2)  

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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 arbor application and installation, REA specifications and pole framing. Basic troubleshooting practices and current and potential transformers will also be included. PREREQUISITES: EDS 1203 Climbing Skills, EDS 1204 Pole Framing and Const. Specs., EDS 1205 Equipment Operation, and EDS 1206 Setting and Replacing Poles. Four classroom hours per week. Two lab hours per week. 5 semester hours credit.

EDS 2202 Conductor Install., Serv. & Meter. (4-1-6)  

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The student will gain extensive knowledge of single- and three-phase watt-hour meters, meter locations, and the different types of copper and aluminum conductors. The student will also be exposed to the construction of meter loops and poles, instrument metering, temporary meter locations, compression sleeves, connectors and tools including strap hoists, chain hoists, sag charts and tables, pulling grips and mechanical jumpers. Also included are disciplines on meter tampering, power theft, proper grounding techniques and safe work practices. PREREQUISITES:

EDS 1203 Climbing Skills, EDS 1204 Pole Framing and Const. Specs., EDS 1205 Equipment Operation, and EDS 1206 Setting and Replacing Poles. One classroom hour per week. Six lab hours per week. 4 semester hours credit.

EDS 2203 Rubber Glov. & Undergrnd. Distrib. (4-2-4)  

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The student will obtain basic discipline in the methods of working on energized lines with rubber gloves and rubber sleeves from an insulated aerial platform in a safe and efficient manner. Students will be exposed to the care and well-being of soft and hard shell rubber goods and their application. Students will also receive instruction on personal protective equipment, hot-line tools, live-line maintenance and review the safe operation of aerial platforms and grounding practices. Additionally, the student will gain working knowledge of URD systems. Students will receive practical experience in the direct burial of primary and secondary cables, installation of 200 and 600 amp elbows, splices, lightning arrestors and overhead terminations. The installation will also be covered. The requirements of shoring and sloping of trenches required by the safe work practices will be used in practical experience. Troubleshooting of primary and secondary cable fault locating, review of backhoe/trencher operation and safe work practices and procedures are also covered. PREREQUISITES: EDS 1203 Climbing Skills, EDS 1204 Pole Framing and Const. Specs., EDS 1205 Equipment Operation, and EDS 1206 Setting and Replacing Poles. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

EDS 2204 Fusing, Substation & Volt. Reg. (3-1-4)  

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The student will be familiarized with the different types and methods of system coordination, substations, capacitors, voltage regulators and auto-boosters. A working knowledge of oil reclosures, sectionalizers and the application of fuses will also be gained. Practical experience in the grounding, inspection, maintenance and operation of basic substations will be expanded. The student will learn to install and operate single- and three-phase pole mount reclosures, gang operated air break and load break switches and substation fuses and reclosures. This course will also cover SCADA (Supervisory Control and Data Acquisition), the operation of high side switches, power transformers, buswork and transfer switches, and voltage regulators within the substation. PREREQUISITES: EDS 1203 Climbing Skills, EDS 1204 Pole Framing and Const. Specs., EDS 1205 Equipment Operation, and EDS 1206 Setting and Replacing Poles. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

EDU 1100 Introduction to Elementary & Junior High Education (3-3-0)  

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This course will give students an overview of teaching in the elementary and junior high schools and will help students analyze the challenges and opportunities confronting individuals considering the field of teaching. Topics included will be a view of the national education picture and the primary characteristics for the work of teachers and administrators. The student will also be required to spend 8 clock hours in classrooms observing children in kindergarten through junior high school ages. Three classroom hours per week. 3 semester hours credit.

EDU 1101 Cultural Diversity (3-3-0)  

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This course explores the dynamics of diversity (ethnic, racial, socioeconomic, etc.) relative to human experiences. Includes the

study of diversity through literature, film, art, music, photography, etc., and through topics on race, ethnicity, gender, and other issues and topics related to improving human conditions. Three classroom hours per week. 3 semester hours credit.

EDU 1102 Basic Activities for Elementary/Secondary Schools (3-3-0)

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This course covers games and activities for children in elementary and secondary schools, including body mechanics, basic exercises, and rhythms. Developing a physical education curriculum with appropriate lesson and unit plans is also discussed. Three classroom hours per week. 3 semester hours credit.

EDU 1103 Organization and Administration of Playground (3-3-0)

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This course focuses on administrative problems associated with operating recreation facilities and playgrounds. Discussions cover personnel, publicity, financing, liability, programming, and operation. Three classroom hours per week. 3 semester hours credit.

EDU 1107 Health (3-3-0)V

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This course deals with current terminology and knowledge necessary to analyze physical, mental and social health issues as they relate to one's well being. Topics include emotional health, use of drugs, alcohol and tobacco, sexuality, diseases, physical fitness, nutrition, environmental, community and consumer health problems. Three classroom hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

EDU 1108 Standard Red Cross First Aid (2-2-0)

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This course, which is designed for the general public, consists of regulations, American Red Cross first aid methods and safety procedures. It includes self-help and home care first aid procedures. Two classroom hours per week. 2 semester hours credit. Repeatable 3 times.

EDU 1109 Community Health (3-3-0)

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This course is an introduction into community health and current health issues facing people today. Personal health of the individual, including nutrition, health and safety issues with emphasis on meeting health needs for children in group settings. Three classroom hours per week. 3 semester hours credit

EDU 1111 Multimedia First Aid (1-1-0)V

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This course teaches emergency care of the injured and ill until medical care is obtained. Also discussed are accident awareness and prevention. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

EDU 1114 Educating Exceptional Children (3-3-0)

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Introductory course is an overview of special educational services for exceptional children. It surveys all areas of exceptionality, including identification, intervention strategies, methods, and programs to meet the student's special needs. Identification and utilization of legal aspects including applicable federal and state laws, structure of services, role of general classroom and special

education personnel, background knowledge in classroom management, and remediation of behaviors will be discussed. Techniques for gathering, analyzing, and utilizing assessment data for developing IEP will be covered. Awareness of the role of general education and the inclusion of the exceptional individual including accommodations and modification of academic standards will be discussed. Impact of the exceptional individual on family, public school education, and transition for this individual after completion of their public school program will be covered. Awareness of concerns for the future of special education for exceptional individuals will be discussed. Three classroom hours per week. 3 semester hours credit.

EDU 1115 Using Instructional Media (3-2-2)

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It provides an introduction to a variety of instructional media used in classrooms and learning centers. Creative and effective uses of audio visual materials are discussed. Particular emphasis is placed on the adaptive application of materials to developing each individual's personal instructional style. The evaluation and selection techniques of both materials and equipment are essential considerations for each potential user of instructional media and are covered in this course. Finally, knowledge of the operation and maintenance of the equipment and its corresponding software material is explored to ensure the success of future presentations by the student. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

EDU 1116 Introduction to Teaching (3-3-0)

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This is an introductory course in professional education exploring the nature of teaching, its opportunities, and its responsibilities. It also offers an overview of American education as both a professional and a public enterprise. Other topics include: history and philosophy of education, school organization and governance, ethical and legal issues, the nature of teaching, curriculum and the social examination of current issues, policies and trends in the field of education, including cultural diversity. At least fifteen hours of observation in a K-12 classroom are required. Three classroom hours per week. 3 semester hours credit.

EDU 1117 Tests and Measurements (3-3-0)

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Basic features of tests and testing in terms understandable to the classroom teacher are presented. Major characteristics of good tests and efforts to understand people (pupils) through the intelligent usage of testing instruments are studied and discussed. Special attention is given to the specific uses of tests and their substantial aids to the teacher as well as their limitations. Three classroom hours per week. 3 semester hours credit.

EDU 1118 Intro to the Philosophy of Education (3-3-0)

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This course is designed to provide the student with a systematic and critical approach to the philosophical development of education with an interpretation of this course on modern educational thought. Emphasis will be placed upon a realistic understanding of the need for critical and creative thinking. Three classroom hours per week. 3 semester hours credit.

EDU 1120 Theory of Basketball Coaching (2-2-0)

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This course is a comprehensive study of the game of basketball. Rules, philosophy of offense and defense, fundamental skills,

teaching techniques, practice organization, game preparation, game strategies, and professional responsibilities are included. This course is designed for students planning to major in physical education. Two classroom hours per week. 2 semester hours credit. Repeatable 3 times.

EDU 1121 Theory of Baseball Coaching (2-2-0)

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This course is a comprehensive study of the game of baseball. Rules, philosophy of offense and defense, fundamental skills, teaching techniques, practice organization, game preparation, game strategies, and professional responsibilities are included. This course is designed for students planning to major in physical education. Two classroom hours per week. 2 semester hours credit. Repeatable 3 times.

EDU 1208 Substance Abuse Education (3-3-0)

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The facts, attitudes, problems and impact of drug and alcohol use and abuse will be studied. Topics include identification of stimulants, depressants, and hallucinogens; physiological, psychological, economic, social, and cultural factors; recognition of drug abuse and their symptomatic reactions; and identification of helping organizations, institutions and agencies, and counseling techniques and strategies are discussed. Three classroom hours per week. 3 semester hours credit.

EDU 1210 Career Counseling and Guidance (3-2-2)V

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This course helps students develop essential personal skills for success in college and in life. This class will explore various assessment instruments used in evaluating career potential. Students will participate in the actual administration, scoring, and interpretation of at least one commonly used and scientifically validated career assessment instrument. Students will be provided with the results of the assessment and counseled in how to use the results to maximize their education process and career selection. Topics include: Expanding self-awareness, goal setting, identification of one's personal strengths and weaknesses as it pertains to course selection, career choice, exploring and building learning.

EDU 1601 Teacher Aide Test Prep/Review (1-1-0)

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This course prepares individuals to take one of two state-endorsed paraprofessional assessments: ACT WorkKeys Paraprofessional or ETS parapro. The course includes reading, writing, and mathematics preparation as well as test-taking strategies. The course also provides information about the No Child Left Behind (NCLB) federal legislation, which outlines certification requirements for paraprofessionals. One classroom hour per week. 1 semester hour credit.

EDU 2102 Art for Elementary School Teachers (3-3-0)

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The principles and practical classroom procedures in art for the elementary school teacher will be studied. Art education theory, art terms, techniques, media, and organization of art programs in the classroom will be included. Three classroom hours per week. 3 semester hours credit.

EDU 2103 Educational Psychology (3-3-0)

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Educational Psychology is a comprehensive course covering statistical concepts, learning theory, and Piaget's concepts. The course includes lectures on functional aspects of teaching, such as discipline, parent-teacher relations, homogeneous grouping, tracking systems, special education, standardized testing, guidance, and grading. PREREQUISITE: PSY 1101 General Psychology or consent of the instructor. Three classroom hours per week. 3 semester hours credit.

EDU 2104 Prevention/Treatment of Athletic Injury (3-3-0)

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This course covers principles and techniques of preventing, recognizing, treating and rehabilitating common athletic injuries. Emphasis is on supportive taping and wrapping; duties and responsibilities of athletic trainers, budgeting and ordering supplies; and operation of training room facilities. Three classroom hours per week. 3 semester hours credit.

EDU 2105 Science in the Elementary School (4-3-2)

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This course is an introduction to the teaching of science in the elementary school. It includes disciplines, principles, and topics in the elementary school science curriculum. The course emphasizes laboratory, demonstrations, and projects as tools for motivating scientific thinking and learning of basic science skills. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

EDU 2106 Reading Methods (2-2-0)

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Basic principles and techniques of the teaching of reading in elementary schools is stressed. Emphasis is placed on reading as a phase of communication and its relation to the other language arts. Instruction in, and observation of, the use of materials and techniques in the teaching of word recognition (including phonics), comprehension, and critical reading. PREREQUISITE: PSY 1101 General Psychology or equivalent. Two classroom hours per week. 2 semester hours credit.

EDU 2107 Preclinical Experiences in Education (4-2-4)V

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This course is designed to give those students who are majoring in the field of education the opportunity to observe certified teachers teaching, assist in teaching and the preparation of educational materials. Two classroom hours per week. Four lab hours per week. Variable 0.5 to 4 semester hours credit.

EDU 2108 Drug and Alcohol Education (3-3-0)

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The facts, attitudes, problems and impact of drug and alcohol use and abuse will be studied. Topics include identification of stimulants, depressants, and hallucinogens; physiological, psychological, economic, social, and cultural factors; recognition of drug abuse and their symptomatic reactions; and identification of helping organizations, institutions and agencies. Three classroom hours per week. 3 semester hours credit.

EDU 2109 Language Arts in the Elementary School (3-3-0)

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This course will provide an introduction to recent trends, basic problems, and procedures in the teaching of language arts (reading, writing, listening, and speaking) in the elementary

school. A general survey of the data and principles of current organization, content, method, and evaluation will be included. Three classroom hours per week. 3 semester hours credit.

EDU 2198 Topics/Issues in Education (6-6-0)V

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Seminar on a special topic or current issue in education. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

EDU 2210 Behavior Management and Observation(3-3-0)

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This course will be an overview of the basic foundations and principles of behavior management. It is to provide a working knowledge of behavior management procedures utilized in a classroom environment. Students will examine the methods, guidelines and effectiveness of behavior interventions currently being utilized. Three classroom hours per week. 3 semester hours credit.

EGR 1131 Engineering Graphics and Design (3-3-0)

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The principles and basic concepts of engineering graphics and design concepts are examined using traditional and computer-aided drafting (CAD) methods. Areas of study and topics include preparation of sketches, layouts, formal drawings, text, dimensioning, tolerancing, orthographic projections, oblique projections, pictorials, sectioned views, auxiliary views, diagrams, charts, graphical computational analysis, and the use of design and working drawings. Three classroom hours per week. 3 semester hours credit.

EGR 1298 Topics/Issues in Engineering Technology(6-6-0)V

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Seminar on a special topic or current issue in engineering or engineering-related area. PREREQUISITE: Consent of instructor. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

EGR 1602 Tool Design Principles (2-2-0)

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The course covers designing cutting tools, cutting and forming dies, fixtures, tooling, and safety. Two classroom hours per week. 2 semester hours credit.

EGR 1603 Tool Design Techniques (3-2-2)

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The course covers using cutting tools, cutting and forming dies, fixtures, tooling and safety. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

EGR 1606 Air Conditioning Repair (2-2-0)

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Air Conditioning Repair is an introductory course that emphasizes diagnosing problems, using test equipment, and repairing air conditioning systems. Two classroom hours per week. 2 semester hours credit.

EGR 2201 Independent Study (3-3-6)V

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This course is designed to present problems in the occupational program through reading and individual research. Problems and topics may be selected by the student with approval of the coordinator. The coordinator will direct and evaluate the study.

This course is for the self-motivated and self-disciplined student. PREREQUISITE: Consent of the instructor. Three classroom hours per week. Six lab hours per week. Variable 0.5 to 3 semester hours credit.

EGR 2299 Independent Study in Engineering Technology(6-6-0)V

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This class will provide individualized specialized knowledge and understanding on a unique topic in the field of electronics technology, waste water/water purification, welding and metallurgy, industrial quality control, industrial engineering drafting, computer aided drafting, coal mining technology, coal mining technology/production management, petroleum drilling, and petroleum technology. Detailed objectives are to be developed for the independent study program using the IECC Independent Study Contract form. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

ELC 1604 Basic Electricity (3-2-2)

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This course provides instruction in electricity and electronics. It includes Ohm's and Kirchoff's laws; series, parallel, and combination circuits; resistance; magnetism; and electro-magnetic induction; inductance and capacitance in DC circuits; generation and measurement of AC; and transformers, reactance, impedance, resonance, and filters in AC circuits. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

ELC 1607 Principles of Electricity (2-2-0)V

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Topics include AC current voltage, resistance, and Ohm's Law. Series and parallel circuits along with AC and DC systems are emphasized. PREREQUISITE: High school algebra or consent of instructor. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ELC 1608 Electric-Schematics and Blueprints (3-2-2)V

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This course has a special emphasis on schematics and blueprint reading as used in electrical systems. Lab time is spent on developing knowledge and skills in this area. Two classroom hours per week. Two lab hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ELE 1601 Lineworker Tree Trim. Safety (1-1-0)V

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This course will give students information on how to safely work when trimming trees from power lines. This course covers regulations and safety that meet OSHA and ANSI. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

ELT 1212 Electronics CAD (4-3-2)

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This drafting course is for electronic technology students and includes electric and electronic layouts, schematic and block diagrams, control devices, graphic symbols, wiring connections, and installation drawings required in circuit design. The course also includes PC board layout, design and development. PREREQUISITES: Electronics Technology student or instructor approval. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

ELT 1213 DC Circuits (4-2-4)  

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This is the first in a sequence of core courses, which deal with the principles of electricity and electronics. The laws and theories which govern electricity/electronics will be covered in this course. Application of the theorems discussed in lectures will be made under experimental conditions, hands-on by the student, during instructional laboratory sessions. An introduction to Electronic WorkBench and its use will be included during the course of study. Concurrent enrollment in MTH 1201 Technical Math and ELT 1223 Electronic Systems Servicing, or consent of instructor. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

ELT 1214 Solid State Electronics (4-2-4)  

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This course introduces the student to a study of semiconductor theory and solid state devices including diodes, transistors, rectifiers, and FETs. The use of solid state devices in electronic circuits including power supplies, amplifiers, and oscillators. Application of the precepts discussed in lectures will be made under "hands-on" conditions by the student during instructional laboratory sessions. PREREQUISITE: Completion of ELT 1213 DC Circuits, MTH 1201 Technical Math, and ELT 1223 Electronic Systems Servicing, or consent of instructor. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

ELT 1221 AC Circuits (4-2-4)  

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This is the second in a sequence of core courses, which deal with the principles of electricity and electronics. A continuation of the laws and theories which govern electricity/electronics as they pertain to AC will be covered in this course. Of primary concern will be AC components, their construction and operational characteristics. Use of the precepts discussed in lectures will be made under "hands-on" conditions by the student during instructional laboratory sessions. An introduction to electrical wiring as it applies to industry and home will be made during this course. PREREQUISITES: Completion of ELT 1213 DC Circuits, MTH 1201 Technical Math, and ELT 1223 Electronic Systems Servicing, or consent of instructor. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

ELT 1222 Pulse & Digital Circuits (5-3-4)  

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Pulse & Digital Circuits provides a comprehensive coverage of basic digital principles and circuits including analysis, design, troubleshooting, and applications. During instructional laboratory sessions the student will gain empirical knowledge based on textbook and lectures to create circuits and perform tests and analysis. This "hands-on" experience with actual components expands the student's knowledge. This course is a precursor to Computer Circuits and Systems ELT 2233. PREREQUISITE: ELT 1213 DC Circuits and ELT 1214 Solid State Electronics, or consent of instructor. Three classroom hours per week. Four lab hours per week. 5 semester hours credit.

ELT 1223 Electronic Systems Servicing (4-4-0)  

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This course provides an analysis of troubleshooting procedures for electronic devices and systems. Component testing, repair methods, and test equipment utilization are covered. PREREQUISITES: ELT 1213 DC Circuits and ELT 1221 AC Circuits or consent of the instructor. Four classroom hours per week. 4 semester hours credit.

ELT 2231 Telecommunications Circuits & Systems I(5-3-4)  

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This course is the first of a two-course sequence in electronics as applicable to the telecommunications field. The course covers principles of AM and FM circuits, modulation, TRF receivers, superheterodyne units, transmitters and transmission principles. PREREQUISITES: ELT 1213 DC Circuits and ELT 1221 AC Circuits and MTH 1201 Technical Math, or MTH 1102 College Algebra, or instructor approval. Three classroom hours per week. Four lab hours per week. 5 semester hours credit.

ELT 2232 Occupational Investigation (2-2-0)  

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This class provides student orientation to the work places and work environments of the electronic technology field. It includes an overview of the business, industry and service areas of electronics. Students develop an awareness of job opportunities and job requirements as well as a knowledge of working conditions. PREREQUISITE: A second year student in electronics, related field or instructor approval. Two classroom hours per week. 2 semester hours credit.

ELT 2233 Computer Circuits & Systems (3-2-2)  

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Computer Circuits and Systems builds upon the knowledge gained in ELT 1222. This course introduces the student to the crucial ideas behind the modern Personal Computer (PC) and the Programmable Logic Controller (PLC) operation. Use of the precepts discussed in lectures will be made under "hands-on" conditions by the student during instructional laboratory sessions. The student will construct, using digital components, and test each of these common circuits. Several types of computer families will be discussed and compared. A hands-on introduction to Local Area Networking (LAN) will be among the many state-of-the-art concepts introduced. The course format is extremely flexible to take advantage of the ever changing field of computers and their peripherals. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

ELT 2234 Industrial Electronics (4-2-4)  

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This class is intended to give the electronics technology student an overview of electronic devices commonly used by manufacturing industries today. Includes panel mounted components such as push buttons, selector switches, emergency stops, and indicator lamps, as well as control devices such as relays, timing relays, latching relays and programmable logic controllers. Relay circuits are wired and PLC functions are programmed with Allen Bradley's RS Logix 500 software by the students during lab sessions. Common industrial safety practices such as lockout-tagout are covered in lecture and lab environments. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

ELT 2241 Telecommunications Circuits & Systems II (4-2-4)  

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This course is the second of a two course sequence in electronics as applicable to the communications field. It introduces the student to microwave theory, instruments, equipment and techniques used in microwave communications. It includes land-based microwave, radar and satellite usage. Also included in the class are other developing high tech systems used in communications and microwave fields. PREREQUISITE: Second year Electronics students or consent of the instructor. Two



classroom hours per week. Four lab hours per week. 4 semester hours credit.

ELT 2243 Special Problems in Electronics (4-3-2)  

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This course is a research problem solving/independent study of a specialized electronic nature. The study must be of sufficient depth to merit four hours credit and should be an area that interests the student. It must be conducted with the approval and supervision of the instructor. PREREQUISITES: Final semester of electronics program or consent of instructor. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

ENG 1101 Introduction to Composition (3-3-0)  

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A portfolio-based, preparatory course in reading, writing, reflection, and discussion, emphasizing rhetorical analysis and strategies for focusing, developing, and organizing writing. Special attention is given to strategies for revising and editing writing. Three classroom hours per week. 3 semester hours credit.

ENG 1111 Composition I (3-3-0)  

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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 sequence will (1) develop awareness of the writing process; (2) provide inventional, organizational and editorial strategies; (3) stress the variety of uses for writing; and (4) emphasize critical skills in reading, thinking, and writing. Grade of 'C' or better is required for IAI transfer credit. Three classroom hours per week. 3 semester hours credit. (Not to be used for humanities credit). IAI: C1 900

ENG 1121 Composition & Analysis (3-3-0)  

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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 parenthetical noting and bibliographic citations. It also includes an introduction to one genre of literature and the writing of a critical analysis of a piece of literature. The writing course sequence will (1) develop awareness of the writing process; (2) provide inventional, organizational, and editorial strategies; (3) stress the variety of uses for writing; and (4) emphasize critical skills in reading, thinking, and writing. PREREQUISITE: ENG 1111 Composition I. Grade of 'C' or better is required for transfer credit. Three classroom hours per week. 3 semester hours credit. (Not to be used as humanities credit) IAI: C1 901R

ENG 1201 Communications (3-3-0)  

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This course is designed to develop the student's appreciation of the value of communication between individuals and between business and industries. It is to provide a practical application for today's trades, business, and industrial workers, particularly in the comprehension and expression of written English as it applies to business letters, reports, and memoranda. Three classroom hours per week. 3 semester hours credit.

ENG 1202 Business Correspondence (3-3-0)  

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This course deals with principles required to compose business and professional letters such as standard acknowledgment, credit, adjustment, sales, collection, application, and personal data sheets. Three classroom hours per week. 3 semester hours credit.

ENG 1204 Online Communication (3-3-0)V  

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Online Communication provides students with experience using the Internet and the WebCT platform for online coursework. The course emphasizes writing and online communication skills. This course is intended to prepare students for online learning. Three classroom hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

ENG 1211 Basic Skills in Oral Communications (2-2-0)  

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A course designed to improve the student's understanding of verbal skills in interpersonal, listening, small group, interviewing, and public speaking activities. Emphasis is placed on understanding the problems and learning the techniques that lead to effective communications in these areas. Two classroom hours per week. 2 semester hours credit.

ENG 1212 Technical Writing (3-3-0)V  

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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. Topics covered include: basic grammatical rules, the organization and presentation of technical information, and the role of technical report writing. PREREQUISITE: ENG 1201 Communications, or consent of instructor. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

ENR 1201 Intro to Energy (3-3-0)  

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This course will explain the basic principles behind the use of energy, including energy mechanics, thermodynamics, and heat transfer. Conventional and renewable energy systems will be studied and their impact on the environment will be analyzed. Three classroom hours per week. 3 semester hours credit.

ENR 1202 Introduction to Biofuels (3-3-0)  

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This introductory college level biofuels course focuses on combustion fuels made from nonpetroleum sources and introduces the sources, processing, and social impacts of biofuel utilization. Three classroom hours per week. 3 semester hours credit.

ENR 1203 Biofuel Production (2-2-0)V  

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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. Two classroom hours per week. Variable up to 2 semester hours credit. Repeatable 3 times.

ENR 1204 Fossil Fuel Technology (3-3-0)  

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Students will be introduced to the basic principles and concepts related to the geology, composition, exploration, and utilization of conventional fossil fuels (coal, methane, natural gas, and oil). Sustainability, social, and environmental issues related to fossil fuel development and use will also be addressed. Three classroom hours per week. 3 semester hours credit.

ENR 1205 Effects of Alternative Fuels (3-2-2)  

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This course will study the effects and performance of alternative fuels on engines. It includes data collection, analysis of performance and effects on engines, and determination of beneficial and adverse effects in relation to alternative fuel use on an engine. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

ENR 1296 Topics in Energy (6-6-0)V  

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Application of energy principles to latest energy technology practices and innovation. A study through specific problems via case studies, simulation, special projects, or problem-solving procedures. The course topic is listed on the student's permanent record. Special Topics courses earn variable credit depending upon the specific level. Six classroom hours per week. Variable up to 6 semester hours credit. Repeatable 3 times.

ENR 2201 Energy Policies (2-2-0)  

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This course will examine local, national and international policies that impact energy and energy technologies. Specific issues will include fossil fuels, renewable fuels and biofuels and their impact on the environment, economy and society in general. Two classroom hours per week. 2 semester hours credit.

ENR 2202 Energy Efficiency & Comparison (3-3-0)  

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Study of the analytical techniques used to reduce energy consumption in residential and commercial building systems. Energy accounting, auditing, management, and efficiency will be covered. Other topics include: Green building techniques, purchasing energy supplies, HVAC and space conditioning, motors, and pumps. Three classroom hours per week. 3 semester hours credit.

ENR 2203 Renewable Fuels (3-3-0)  

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This course will define and identify renewable energy sources; explore the fuel characteristics; infrastructure needed to produce, store, distribute, and use them. Social, economic, and environmental impacts of the use of renewable energy sources will be addressed. Three classroom hours per week. 3 semester hours credit.

ENR 2204 Alternative Fuel Production II (4-4-0)V  

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Students will assist in making alternative fuels such as methane and ethanol. Safety, collection, processing and use of feed stocks and other renewable fuels will be discussed. Field trips, case studies and class projects may also be used to investigate the use of conventional and renewable energy sources. Four classroom hours per week. Variable 1 to 4 semester hours credit. Repeatable 3 times.

ENT 1210 Intro to Entrepreneurship (3-3-0)  

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This course will provide an introduction to entrepreneurial skills for self employment and small business ownership. Course includes decision-making, feasibility studies, risk-taking, business ethics, organizational and other skills. The course will include guest speaker presentations. Three classroom hours per week. 3 semester hours credit.

ENT 1298 Entrepreneur Topics & Issues (6-6-0)V  

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This course will provide a survey of current issues and trends in Entrepreneurship. The course will include research of issues and trends as well as a required interview of an entrepreneur. The course will also include case studies of successful and unsuccessful entrepreneurial ventures. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

ENT 2210 Business Portfolio (2-2-0)V  

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Development of a portfolio that documents the development of a small business. Includes business planning, financial planning, implementation planning, timeliness, etc. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

EPE 1203 EP-Adult Education (2-2-0)  

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This introductory course covers the responsibilities of emergency services organizations at the local, state, and federal levels. It also addresses the structure and functions of emergency service organizations as well as preventive and emergency measures. Two classroom hours per week. 2 semester hours credit.

EPE 1205 EP-Communications I (3-3-0)  

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Students learn to use various types of emergency equipment. Also, they learn to set up, use, and tear down communication devices. Emphasis is placed on accurately relaying messages. Three classroom hours per week. 3 semester hours credit.

EPE 1208 EP-Defensive Driving (1-1-0)  

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The course equips the student to avoid hazardous driving situations associated with emergency driving. One classroom hour per week. 1 semester hour credit.

EPE 1209 EP-Disaster Analysis (2-2-0)  

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Designed to develop skills in collecting physical evidence, this course allows experts to analyze a personal, natural, or man made disaster. Also discussed are techniques of collecting, processing, and organizing disaster documentation. Two classroom hours per week. 2 semester hours credit.

EPE 1210 Skills Development in EP (1-1-0)  

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Subjects related to operating local emergency management organizations are discussed. One classroom hour per week. 1 semester hour credit.

EPE 1211 Career Development in Civil Defense (2-2-0)

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Designed for emergency management officials, the course deals with local civil defense organizations. Topics such as disaster plans, office procedures, communications, public information, training and recruiting are presented. Two classroom hours per week. 2 semester hours credit.

EPE 1212 Industrial Emergency Preparedness (2-2-0)

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This course instructs industrial workers in preparing for civil disturbances and sabotage. Continuing and restoring operations is stressed. Discussion topics may include emergency control organization, personnel protection, fire prevention, plant security, utilities and services, planning, coordination and liaison, records, records protection, and restoration. Two classroom hours per week. 2 semester hours credit.

EPE 1213 Basic EP Leadership Training (2-2-0)

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This course is designed to meet needs of emergency services workers. Covered are: self-improvement, human relations, motivation, organization, listening, and group dynamics. Two classroom hours per week. 2 semester hours credit.

EPE 1214 Radiological Monitoring I (3-3-0)

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Students learn effects of nuclear weapons and radiological monitoring. Terminology and techniques necessary to perform essential duties are also covered. Three classroom hours per week. 3 semester hours credit.

EPE 1218 EP-Planning and Operations I (2-2-0)

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This course trains emergency services staff to plan for and carry out emergency operations. Two classroom hours per week. 2 semester hours credit.

EPE 1220 Shelter Management (3-2-2)

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The course provides instruction in the duties of shelter manager, including organization, operation, safety, monitoring, maintenance, information and training. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

EPE 1224 Disaster Preparedness in Public School (2-2-0)

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This course is designed to help board members, superintendents, principals and teachers plan for nuclear or natural disasters in their districts and schools. Topics discussed include types of disasters, organizations, disaster plans for nuclear or natural disaster and evaluation of individual needs. Two classroom hours per week. 2 semester hours credit.

EPE 1225 EP-Equipment Maintenance (3-2-2)

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This course provides theory and training for maintaining surplus equipment, other than vehicles, provided by the Illinois Emergency Services and Disaster Agency. Generators, air compressors, hydraulic rescue equipment, SCUBA equipment, non-technical medical equipment and emergency lighting equipment are discussed. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

EPE 1227 Preparedness for Severe Weather (3-2-2)

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This course, geared to emergency services personnel and the general public, covers severe storms, ground fog, thunderstorms, lightning, floods and tornadoes. Emergency services personnel are trained to react to these weather conditions. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

EPE 1228 EP-Severe Weather Spotter Training (3-2-2)

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Tornadoes, severe thunderstorms, flash floods, ice storms, blizzards and other severe weather conditions are studied. Also covered are communication facilities, inter-relationships between state and federal agencies involved in publicizing weather warnings, and techniques of educating the public and local officials in community preparedness. Emphasis is placed on severe weather identification and public warning systems. PREREQUISITE: EPE 1227 Preparedness for Severe Weather. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

EPE 1229 Psychology of Disaster (2-2-0)

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Communicating with police officers, medical workers, local officials, and disaster victims is covered. Using counseling skills in crisis intervention and with victims in a disaster is also taught. Two classroom hours per week. 2 semester hours credit.

EPE 1601 Introduction to Emergency Management (2-2-0)

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This course gives persons in emergency management a better understanding of the system and their roles within the system. The course is divided into these sections: reactions of participants in an integrated emergency management's system; team approach to emergency management; personal strategies to assist students in planning roles within the emergency protection team. Two classroom hours per week. 2 semester hours credit.

EPE 1602 Emergency Planning (2-2-0)

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This course is designed to help individuals develop and maintain an emergency management plan. Students evaluate existing disaster plans, perform community analysis, develop and maintain alternate disaster plans, and manage individuals participating in the planning process. Two classroom hours per week. 2 semester hours credit.

EPE 2201 EP-Communications II (3-3-0)

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This advanced course teaches students to use communication equipment quickly and effectively. Emphasis is placed on achieving high quality, long-range communication and obtaining an amateur radio operator's license. PREREQUISITE: EPE 1205 EP-Communications I or consent of instructor. Three classroom hours per week. 3 semester hours credit.

EPE 2203 Emergency Health & Medical Preparedness (2-2-0)

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The aim of this course is to train medical and para-medical personnel to meet medical needs of their city or county emergency organization during a nuclear attack or natural

disaster. Two classroom hours per week. 2 semester hours credit.

EPE 2205 EP-Planning and Operations II (2-2-0)

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This course trains emergency services personnel in advanced methods of planning and techniques in delivering emergency operations. PREREQUISITE: EPE 1218 EP-Planning and Operations I. Two classroom hours per week. 2 semester hours credit.

EPE 2206 Emergency Operations Simulation Training (4-2-4)

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This course provides local government and emergency services personnel with experiences in conducting disaster operations in controlled situations. Students gather information for the local resource manual, develop and conduct an emergency operations exercise, and gain expertise in evaluating the community's ability to react to disaster. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

EPE 2207 Radiological Monitoring II (3-3-0)

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This course is a continuation of EPE 1214, Radiological Monitoring I. Topics include types of nuclear incidents, terminology, instruments, and developing a community radiological monitoring system. PREREQUISITE: EPE 1214 Radiological Monitoring I. Three classroom hours per week. 3 semester hours credit.

EPE 2208 Radiological Defense (3-3-0)

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This course qualifies selected individuals to serve as Radiological Defense Officers or instructors in nuclear attack and domestic accident emergencies. Three classroom hours per week. 3 semester hours credit.

EPF 1201 Firefighter II - Module A (4-2-4)

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This is an introductory course in firefighting. Topics covered include fire behavior, tools and equipment, proper uses of extinguishers, self-contained breathing apparatus (SCBA), ladders, hoses, and personal safety. The student will be exposed to both classroom and "hands-on" instruction. Upon successful completion of this course, the student will be qualified to challenge the Illinois Fire Marshall's Office exam for certification. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

EPF 1202 Firefighter II - Module B (4-3-2)

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This course is designed to expose the student to both classroom as well as "hands-on" instruction. Topics covered include ropes and knots, water supply, fire streams, forcible entry, ventilation, rescue, and overhaul. Upon successful completion of this course, the student will be qualified to challenge the Illinois Fire Marshall's Office exam for certification, Firefighter II - Module B. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

EPF 1215 HAZMAT Transportation Emergencies (2-2-0)

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This course addresses emergencies involving hazardous materials. Highway, railway, airport and marine settings are studied. Two classroom hours per week. 2 semester hours credit.

EPF 1216 Pipeline Transportation Emergencies (1-1-0)

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This course concentrates on pipeline transportation emergencies. It deals with characteristics and dangers of hazardous pipeline materials and federal regulations concerning responsibilities in emergencies. One classroom hour per week. 1 semester hour credit.

EPF 1217 Hazardous Materials Awareness (2-2-0)

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This course covers basic hazard recognition, identification, reporting, and self-protection for individuals who may do preliminary observation of an event. This course is designed to benefit those who may be the first to arrive at a hazardous material incident including: law enforcement officers, firefighters, emergency medical personnel, state and local government officials, emergency personnel, and private citizens. Two classroom hours per week. 2 semester hours credit.

EPF 1218 Emerg. Response to Terrorism (1-1-0)

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The course deals with the basic concepts of terrorism. Addressed are such topics as the recognition of terrorism, self-protective measures, scene control, tactical considerations and incident management. First responders in the fire, medical services, law enforcement and emergency management areas will benefit from this course. One classroom hour per week. 1 semester hour credit.

EPF 1219 Technical Rescue Awareness (0.5-0.5-0)

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This course covers basic and general knowledge on structural collapse, rope rescue, confined space, and trench/excavation rescue. Additionally, vehicle and machinery rescue, water and wilderness search and rescue technicians will be addressed. One-half classroom hour per week. 0.5 semester hour credit.

EPF 1221 Emergency Rescue Technician Training (4-3-2)

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This course stresses knowledge and skills necessary for emergency services personnel to deal with accidents and disasters. Topics include preparing and developing the squad; response; hazardous materials and handling; assessment; hazard control; support operations; gaining access; emergency care; disentanglement; removal and transfer; and termination. PREREQUISITE: EPM 1209 Emergency Medical Technician Training, or EPM 1214 Advanced Red Cross First Aid, or EPM 1216 First Responder Training. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

EPF 1222 EP-SCUBA (3-3-0)

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The Emergency Preparedness SCUBA course qualifies the students to become certified SCUBA divers. Covered are equipment, skin and SCUBA diving. Students practice diving in the water. Students are taught how SCUBA diving fits into the entire scope of emergency services. Three classroom hours per week. 3 semester hours credit.

EPF 1223 EP-SCUBA II (2-1-2)

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Emergency Preparedness SCUBA II prepares the diver for advanced certification and open water diving. Time is included for actual practices in water. The course stresses how diving fits into the entire scope of emergency services. PREREQUISITE: EPF 1222 EP-SCUBA . One classroom hour per week. Two lab hours per week. 2 semester hours credit.

EPF 1224 EP Hazardous Materials (0.5-0.5-0)

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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. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

EPF 1298 Topics/Issues in Fire Science (6-6-0)V

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This course provides fire service personnel the opportunity to pursue enhanced study on a topic of interest in Fire Service through the application of case studies, simulation, special problems, or problem solving procedures. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable three times.

EPF 2201 Firefighter II - Module C (3-2-2)

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This course is designed to expose the student to both classroom as well as "hands-on" instruction. Topics covered include communications, sprinkler systems, salvage, fire inspection, fire cause, and hazardous materials. Upon successful completion, the student will be qualified to challenge the Illinois Fire Marshall's Office exam for certification, Firefighter II, Module C. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

EPF 2202 Techniques of Firefighting (3-2-2)

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This course instructs firefighters in use and care of fire hoses and streams, apparatus driving, and firefighting tactics. PREREQUISITE: EPF 2201 Firefighter II-Module C. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

EPF 2203 Basic Fire Service Instructor (3-3-0)

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Successful completion of the course qualifies an individual to teach fire services personnel. The class includes practical application and evaluations. Three classroom hours per week. 3 semester hours credit.

EPF 2208 EP-SCUBA Search and Rescue (2-1-2)

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Emergency Preparedness SCUBA Search and Rescue is an advanced course teaching certified SCUBA divers special rescue procedures and patterns of search and recovery. This course is designed to train a group of qualified SCUBA divers to work as a unit of divers. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

EPF 2210 Firefighter III-Module A (2-1-2)

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The Firefighter III courses are designated for the advanced student in firefighting. This course is the first of three modules at the Firefighter III level. Subjects covered in this course include fire behavior, portable fire extinguishers, tools and equipment, self contained breathing apparatus, ladders, fire hoses, nozzles and appliances, and personal safety. Upon successful completion of this course the student will be qualified to challenge the Illinois Fire Marshall's Office Firefighter III Module A Examination. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

EPF 2211 Firefighter III - Module B (2-1-2)

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The Firefighter III courses are designed for the advanced student in firefighting. This course is the second of three modules at the Firefighter III level. Subjects covered in this course include emergency medical care, water supply, overhaul, fire streams, ventilation, and rescue. Upon the successful completion of this course, the student will be qualified to challenge the Illinois Fire Marshall's Office Firefighter III Module B Examination. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

EPF 2212 Firefighter III - Module C (2-1-2)

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The Firefighter III courses are designated for the advanced student in firefighting. This course is the third of three modules at the Firefighter III level. Subjects covered in this course include communications, sprinkler systems, fire inspections, fire cause, hazardous materials, and building construction. Upon successful completion of this course, the student will be qualified to challenge the Illinois Fire Marshall's Office Firefighter III-Module C Examination. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

EPM 1209 Emergency Medical Technician Training (7-5-4)

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This course includes CPR training and certification and responding to several kinds of emergencies. Students learn to use suction devices, airways, resuscitation devices, oxygen equipment and delivery systems, sphygmomanometers, stethoscopes, splints, dressings and bandages. Five classroom hours per week. Four lab hours per week. 7 semester hours credit.

EPM 1214 Advanced Red Cross First Aid (3-3-0)

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This course trains students to deal with persons who have become injured or ill. Covered are respiratory emergencies, artificial respiration, poisoning, burns, dressings and bandages, fractures, emergency childbirth, bone and joint injuries, emergency rescue and transfer and extrication. Three classroom hours per week. 3 semester hours credit.

EPM 1215 CPR Instructor Training (2-2-0)

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This course teaches instructors of cardiopulmonary resuscitation (CPR). Two classroom hours per week. 2 semester hours credit.

EPM 1216 First Responder Training (3-3-0)

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This course provides training in emergency medical care for persons likely to be the first to respond to an accident. Three

classroom hours per week. 3 semester hours credit.

EPM 1217 EP-Paramedic I (7-6-2)

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This course is the first of three to prepare the student for the Illinois Department of Public Health EMT-Paramedic examination. Topics include the role of the paramedic; law and ethics; related issues, such as death, dying and the patient's rights. The student learns terminology and human anatomy and physiology. Six classroom hours per week. Two lab hours per week. 7 semester hours credit.

EPM 1218 EP-Paramedic II (8-7-2)

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This course is the second of three to prepare the student for the Illinois Department of Public Health EMT-Paramedic examination. Topics include classifications of drugs, dosages, side effects, and administration. PREREQUISITE: EPM 1217 EP-Paramedic I. Seven classroom hours per week. Two lab hours per week. 8 semester hours credit.

EPM 1219 EP-Paramedic Module A (6-4-4)

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This course is the first of two utilized to prepare the student for the Illinois Department of Public Health EMT-Intermediate examination. Topics include an overview of the rules and responsibilities of the EMT-I, airway management, patient assessment, trauma and trauma systems. PREREQUISITE: EPM 1209 Emergency Medical Tech Training or consent of the instructor. Four classroom hours per week. Four lab hours per week. 6 semester hours credit.

EPM 1220 EP-Paramedic Module B (6-4-4)

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This course is the second of two utilized to prepare the student for the Illinois Department of Public Health EMT-Intermediate examination. Topics include medical emergencies, special consideration emergencies and assessment-based management. Prerequisite: EPM 1219 EP-Paramedic Module A or consent of the instructor. Four classroom hours per week. Four lab hours per week. 6 semester hours credit.

EPM 1221 EP-Paramedic Skills I (7-1-12)

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This course is designed to expose the student to the skills required to complete their paramedic-intermediate training. Topics include clinical activities in trauma therapy, endotracheal intubations, automated external defibrillator applications, drug administration, blood draws, electrocardiogram strip interpretation, obstetrical experience and autopsy observation. Prerequisite: EPM 1209 Emergency Medical Technician Training or consent of the instructor. One classroom hour per week. Twelve lab hours per week. 7 semester hours credit.

EPM 1298 Topics/Issues in Emergency Medical Services (6-6-0)V

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This course provides Emergency Medical Services personnel the opportunity to pursue enhanced study on a topic of interest in Emergency Medical Services through the application of case studies, simulation, special problems, or problem solving procedures. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

EPM 1601 EP EMT In-Service: Head Injuries (1-1-0)

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This course deals with methods for treating head injuries and offers the certified emergency medical technician, and other medical personnel, opportunities to acquire in-service training. One classroom hour per week. 1 semester hour credit.

EPM 1602 EP EMT In-Service: Triage (1-1-0)

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This course deals with methods for evaluating injuries and offers the certified emergency medical technician, and other medical personnel, opportunities to acquire in-service training. In addition, any new developments in triage and its application to injured patients are presented. One classroom hour per week. 1 semester hour credit.

EPM 1603 EP EMT In-Service: Basic Life Support (1-1-0)V

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This course deals with life support procedures and offers the certified emergency medical technician, and other personnel, opportunities to acquire in-service training. The course reviews the respiratory system, injuries of the chest, the circulatory system, bleeding and control of bleeding, shock, basic life support, and oxygen therapy. One classroom hour per week. Variable 0.5 to 1 semester hour credit.

EPM 1604 EP EMT In-Service: Childbirth (1-1-0)

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This course deals with childbirth and offers the certified emergency medical technician and other medical personnel opportunities to acquire in-service training. One classroom hour per week. 1 semester hour credit.

EPM 1605 EP EMT In-Service: Abdominal Injury (1-1-0)

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This course deals with current methods of evaluating abdominal injuries and offers the certified emergency medical technician, and other medical personnel, opportunities to acquire in-service training. This course reviews characteristics of severe abdominal injuries and solid and hollow organ injuries. One classroom hour per week. 1 semester hour credit.

EPM 1606 EP EMT In-Service: MAST (1-1-0)

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This course reviews the use of military anti-shock trousers (MAST) in the treatment of hypovolemic shock. It offers the certified emergency medical technician, and other medical personnel, opportunities to acquire in-service training. One classroom hour per week. 1 semester hour credit.

EPM 1607 EP EMT In-Service: Legal Liability (1-1-0)

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This course addresses the question of legal liability in emergency medical services. One classroom hour per week. 1 semester hour credit.

EPM 1608 EP EMT In-Service: Airways (1-1-0)V

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This course deals with methods for establishing and maintaining a patient's airway. Additionally, emergency medical technicians, and other medical personnel, are provided opportunities to acquire in-service training. One classroom hour per week. Variable 0.5 to 1 semester hour credit.

EPM 1609 EP EMT In-Service: Bleeding (1-1-0)V  
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This course deals with several methods for controlling bleeding. Additionally, emergency medical technicians and other medical personnel are presented with the sequence of events that occur physiologically to a patient with serious bleeding. Emergency medical technicians and other medical personnel are provided opportunities to acquire in-service training. One classroom hour per week. Variable 0.5 to 1 semester hour credit.

EPM 1610 EP EMT In-Service: Shock (1-1-0)V  
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This course deals with shock, or the collapse and failure of the cardiovascular system. Emergency medical technicians, and other medical personnel, are presented with a definition of the various stages of shock, as well as with the appropriate emergency medical care for each stage. Emergency medical technicians and other medical personnel are provided opportunities to acquire in-service training. One classroom hour per week. Variable 0.5 to 1 semester hour credit.

EPM 1613 Emergency Medical Technician Intermediate (5-3-4)  
F

This advanced course for emergency medical technicians deals with EMT roles and responsibilities, human systems, patient assessment, shock and fluid therapy. Successfully completing this course qualifies the student to challenge the State of Illinois Department of Health Emergency Medical Technician - Intermediate exam. Prospective students must satisfy standards established by the Illinois Department of Public Health and the host hospital. PREREQUISITE: EPM 1209 Emergency Medical Technician Training. Three classroom hours per week. Four lab hours per week. 5 semester hours credit.

EPM 1614 EP EMT In-Service, Cardiac Care (1-1-0)  
F

This course addresses the various procedures and techniques included in emergency cardiac care. Emergency medical personnel, as well as the general public, are occasionally called upon to provide the emergency breathing, chest compression, and anti-choking procedures taught in this course. One classroom hour per week. 1 semester hour credit.

EPM 1615 EP EMT In-Service/Cardiac Emergency (1-1-0)  
F

This course details the procedures and techniques utilized by emergency medical personnel, as well as the general public, at the site of a cardiac emergency. Emergency responders are often called upon to maintain artificial circulation and/or ventilations for victims of accidents or injuries. These procedures and techniques include the removal of an airway obstruction, cardiac compression, and artificial ventilations on adults, juniors, and infants. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

EPM 1616 EP EMT In-Service, Cardiac Trauma (1-1-0)  
F

This course prepares the student in the techniques and procedures required to properly respond to a cardiac trauma. These techniques, utilized by emergency responders as well as the general public, will help maintain artificial circulation and/or ventilations for victims of both health and trauma induced emergencies. Included in this class are procedures and

techniques utilized for the removal of an airway obstruction, cardiac compression, and artificial ventilation, on adults, juniors, and infants. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

EPM 1617 EP EMT In-Service, Emer CPR (1-1-0)V  
F

This course prepares healthcare professionals, as well as the general public, to respond to cardiac and respiratory emergencies. Included in this course are information and techniques needed for adult and pediatric cardiopulmonary resuscitation (CPR) and special rescue situations. Additionally, safety and ethical considerations encountered during training and actual rescue are addressed. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

EPM 1618 Emergency CPR/First Aid (0.5-0.5-0)  
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This course prepares Illinois Department of Corrections employees, as well as the general public, to respond to cardiac, respiratory and medical emergencies. Included in this course are information and techniques needed for cardiopulmonary resuscitation (CPR), special rescue situations and basic first aid information. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

EPM 1619 Emergency CPR (1-1-0)V  
F

This course prepares the student to recognize and respond to cardiac arrest, respiratory arrest and foreign-body airway obstruction. The course will enable the student to recognize and respond to heart attack and stroke in adults and breathing difficulties in children utilizing cardiopulmonary resuscitation where appropriate. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

EPM 1620 CPR/First Aid (1-1-0)V  
F

This course prepares the general public as well as the Illinois Department of Corrections employees to respond to cardiac, respiratory and medical emergencies. This course contains the 2006 American Heart Association updated standards. This course also contains information and techniques needed for cardiopulmonary resuscitation (CPR), basic first aid information, and special rescue situations. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

EPM 1621 EP/CPR Response (1-1-0)V  
F

This course prepares the student to respond in an appropriate manner to cardiac arrest situations. The course enables the student to respond to heart attack, stroke, and foreign-body airway obstruction in adults. The course also trains the student to respond to foreign-body airway obstruction and heart problems in infants and children. Additionally, the student will learn to use an automated external defibrillator (AED). One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

EPM 2202 Advanced Cardiac Life Support (1-1-0)  
F

This course consists of basic life support and employment of therapy in the treatment of the patient with suspected or overt myocardial infarction, during cardiac arrest, and in the post-arrest

phase. One classroom hour per week. 1 semester hour credit.

EPM 2203 EP-Paramedic III (8-6-4)

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This course is the last of three courses preparing students to challenge the Illinois Department of Public Health, EMT-Paramedic examination. Topics covered include the central nervous system, soft tissue injuries, the musculoskeletal system, medical emergencies, obstetric/gynecologic emergencies, pediatrics and neonatal transportation. Also discussed is managing emotionally disturbed patients, extrication/rescue techniques, telemetry and communications. Six classroom hours per week. Four lab hours per week. 8 semester hours credit.

EPM 2601 EMT Extended Applied Skills (3-3-0)

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This course emphasizes professional delivery of practical skills as a vital part of pre-hospital emergency care. It satisfies part of the educational requirements for EMT re-certification as established by the Illinois Department of Public Health. Three classroom hours per week. 3 semester hours credit.

EPM 2603 EMT-I Defibrillation (3-2-2)

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This course is designed for the Emergency Medical Technician - Intermediate, who wishes to expand his/her skills. Defibrillation is the technique of electrically depolarizing myocardial cells and allowing uniformed repolarization so that a coordinated contraction will ensue. Defibrillation is the first treatment of choice for managing ventricular fibrillation. Students who are affiliated with an approved EMS delivery system, upon successfully completing this course, will be able to function on the EMT-Intermediate defibrillation level. PREREQUISITE: Students must be certified by the Illinois Department of Public Health at the EMT-Intermediate level before starting this course. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

EPP 1201 EP-Police Training I (3-3-0)

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Topics for discussion include probable cause for arrest or search, stages of criminal proceedings, elements of arrest, police officers' use of force, search doctrines and rights of the accused. Also discussed are current traffic laws for the state of Illinois. Three classroom hours per week. 3 semester hours credit.

EPP 1202 EP-Police Training II (3-3-0)

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This course is designed for the individual who has completed EPP 1201 Emergency Preparedness Police Training I, and wishes to take more advanced police training. Illinois criminal law and procedure and constitutional law are studied, including principles of criminal liability, offenses against persons and property, and Supreme Court rulings. PREREQUISITE: EPP 1201 EP-Police Training I. Three classroom hours per week. 3 semester hours credit.

EPP 1203 Firearms Training (2-0-4)V

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This course trains individuals whose employment requires carrying a gun. Use, maintenance, identification, and safety in handling, firing, carrying and storing of firearms are covered. Also includes the physical, legal, and moral hazards associated with the misuse of firearms. Includes supervised practice to develop the

student's ability to use firearms effectively and safely. Four lab hours per week. Variable 1 to 2 semester hours credit.

EPP 1204 EP-Police Investigating Procedures (3-3-0)

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This course covers interviews and interrogations, physical evidence, testifying in court, report writing and specialized investigations. The student will also examine proper patrol procedures for his/her area. PREREQUISITE: EPP 1202 EP-Police Training II. Three classroom hours per week. 3 semester hours credit.

EPP 1605 EP-Police Survival Skills (3-3-0)

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This course covers statute laws, court decisions and applications and personal defense tactics. PREREQUISITE: EPP 2201 EP-Police Marksmanship Training. Three classroom hours per week. 3 semester hours credit.

EPP 2201 EP-Police Marksmanship Training (3-2-2)

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EP-Police Marksmanship Training develops officers' knowledge, judgment and skills in using firearms. PREREQUISITE: EPP 1204 EP-Police Investigative Procedures. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

ESL 0901 Basic ESL Grammar (4-4-0)V

F	L	O	W
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Basic instruction in grammar in the English language for persons whose native language is not English and who plan to pursue college and/or university education. Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

ESL 0902 Basic ESL Listening/Speaking (4-4-0)V

F	L	O	W
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Basic instruction in listening and speaking in the English language for persons whose native language is not English and who plan to pursue college and/or university education. Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

ESL 0903 Basic ESL Reading (4-4-0)V

F	L	O	W
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Basic instructions in reading in the English language for persons whose native language is not English and who plan to pursue college and/or university education. PREREQUISITE: Consent of instructor (placed by examination or interview with instructor). Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

ESL 0904 Basic ESL Writing (4-4-0)V

F	L	O	W
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Basic instruction in writing in the English language for persons whose native language is not English and who plan to pursue college and/or university education. PREREQUISITE: Consent of instructor (placed by examination or interview with instructor). Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

ESL 0911 Low-Intermediate ESL Grammar (2-2-0)V

F	L	O	W
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Instruction in grammar in the English language at the low-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. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ESL 0912 Low-Intermediate ESL Listening/  
Speaking (2-2-0)V

F	L	O	W
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Instruction in listening and speaking in the English language at the low-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. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ESL 0913 Low-Intermediate ESL Reading (2-2-0)V

F	L	O	W
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Instruction in reading in the English language at the low-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. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ESL 0914 Low-Intermediate ESL Writing (2-2-0)V

F	L	O	W
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Instruction in writing in the English language at the low-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. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ESL 0921 High-Intermediate ESL Grammar (2-2-0)V

F	L	O	W
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Instruction in grammar in the English language at the high-intermediate level for persons whose native language is not English and who plan to pursue college and/or university degrees.  
PREREQUISITE: ESL 0911 Low-Intermediate ESL Grammar or consent of instructor. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ESL 0922 High-Intermediate ESL Listening/  
Speaking (2-2-0)V

F	L	O	W
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Instruction in listening and speaking in the English language at the high-intermediate level for persons whose native language is not English and who plan to pursue college and/or university degrees.  
PREREQUISITE: ESL 0912 Low-Intermediate ESL Listening/Speaking or consent of instructor. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ESL 0923 High-Intermediate ESL Reading (2-2-0)V

F	L	O	W
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Instruction in reading in the English language at the high-intermediate level for persons whose native language is not English and who plan to pursue college and/or university degrees.  
PREREQUISITE: ESL 0913 Low-Intermediate ESL Reading or consent of instructor. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ESL 0924 High-Intermediate ESL Writing (2-2-0)V

F	L	O	W
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Instruction in writing in the English language at the high-intermediate level for persons whose native language is not English and who plan to pursue college and/or university degrees.  
PREREQUISITE: ESL 0914 Low-Intermediate ESL Writing or consent of instructor. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ESL 0931 Advanced ESL Grammar (3-3-0)V

F	L	O	W
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Instruction in grammar in the English language at the advanced level for persons whose native language is not English and who plan to pursue college and/or university degrees. PREREQUISITE: ESL 0921 High-Intermediate ESL Grammar or consent of instructor. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ESL 0932 Advanced ESL Listening/Speaking (2-2-0)V

F	L	O	W
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Instruction in listening and speaking 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 0922 High-Intermediate ESL Listening/Speaking or consent of instructor. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ESL 0933 Advanced ESL Reading (2-2-0)V

F	L	O	W
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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. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ESL 0934 Advanced ESL Writing (2-2-0)V

F	L	O	W
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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. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

ESL 0991 ESL Basic Skills (3-3-0)V

F	L	O	W
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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. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ESL 0992 ESL Low Intermediate Skills (3-3-0)V

F	L	O	W
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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. Three classroom hours per week. Variable 0.5

to 3 semester hours credit. Repeatable 3 times.

ESL 0993 ESL High Intermediate Skills (3-3-0)V

F	L	O	W
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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. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

ESL 0994 ESL Advanced Skills (3-3-0)V

F	L	O	W
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This course will provide instruction in ESL for students whose native language is not English. The course is designed to help students function in English in their daily lives and on the job. It will cover listening, speaking, reading and writing in English at the advanced level. Emphasis will be on work and academic skills that could transition students into GED or post-secondary education. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

FRE 1111 Elementary French I (4-3-2)

F	L	O	W
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This course is designed for the student with no previous instruction in French. Emphasis is on grammar, phonetics, listening, speaking, reading, and writing. Extensive use is made of language tapes and audio-visual materials. Students are required to listen to the language tapes by native French speakers for each textbook lesson. Class attendance is required. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

FRE 1121 Elementary French II (4-3-2)

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This course develops listening, speaking, reading and writing skills. Assigned readings are based on the geographical, historical, and literary aspects of the French civilization. PREREQUISITE: FRE 1111 Elementary French I or equivalent. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

FRE 2111 Intermediate French I (4-3-2)

F	L	O	W
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This course is a review of grammar. Class discussions are conducted in French. Readings are assigned on contemporary France and in French literature. Audio-visuals are extensively used. PREREQUISITE: FRE 1111 Elementary French I and FRE 1121 Elementary French II, or equivalent. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

FRE 2121 Intermediate French II (4-3-2)

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This course is a continuation of Intermediate French I. Class discussions are conducted in French. Emphasis is placed on translating, speaking and reading. Cultures of selected French-speaking countries are examined. PREREQUISITE: FRE 2111 Intermediate French I or equivalent. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

GAD 1201 Computer Graphic Fundamentals (3-2-2)

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The course introduces the individual to computer design using the Macintosh platform. The course will begin by developing an understanding of the current Macintosh operating system, and with a brief introduction of technical issues related to using the computer for design purposes. The remainder of the course will be devoted to studying the industry standard page layout, illustration, and photo alteration software (e.g. PowerPoint, Adobe Illustrator, and Adobe Photoshop). PREREQUISITE/CO-REQUISITE: ART 1113 Introduction to Drawing. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

GAD 1211 Computer Graphic Applications (3-2-2)

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The course focuses on developing design and production skills for printed publications. Students will use industry-standard digital tools to efficiently and accurately create 2D graphic elements and content. Basic visual design and production techniques are covered, including typography, vector-based graphics, and approaches to corporate identity and branding. Further, students will attain advanced skills with Photoshop's tool sets, techniques, capabilities and commands. Emphasis will be placed on making accurate selections, creating digital composites, working with contrast and color control/correction and layers, and developing professional skills needed for the digital print imaging industry. PREREQUISITE/CO-REQUISITE: ART 1114 Design I. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

GAD 1221 Computer Graphic Techniques (3-2-2)

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The course focuses on advanced visual communication using computer graphics to produce advertising and layout designs for complex publications, including web publishing. Students will also study the history of advertising, media types, and advertising strategies. Emphasis is placed on attaining a good grasp of design concepts, creativity, effective problem solving, and presentation through lecture, presentation, in-class assignments, a research project, and outside class work. Work will be based on mastering hand skills in the form of sketches and layout and design. Computer skills will be perfected in the areas of design work on Adobe Illustrator and Photoshop using scanners, Macintosh computer systems, and color printers. Adobe Dreamweaver and Flash will be introduced to facilitate web design and simple logo animation. PREREQUISITE/CO-REQUISITE: GAD 1211 Computer Graphic Applications. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

GAD 1231 Computer Animation (3-2-2)

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This course focuses on the fundamentals of designing, authoring and producing many types of interactive user experiences including interface design, usability, navigation, flowcharting, interaction and animation. Students will use Flash as both a content creation and production tool. Further, the student will be introduced to the fundamentals of 3D modeling, lighting and texture using Maya/Foundation. Theory and production of animated 2D graphics for time-based media environments; concept, research, design and pre-production routines for motion graphics projects; focus on the animation typography, graphic objects and still images is heavily emphasized. Finally, the student will produce a time-based graphics and typography for end-use as film/video title and credit sequences, commercials,

short-form video-based stories, web banners and experimental motion graphics. PREREQUISITE/CO-REQUISITE: GAD 1211 Computer Graphic Applications. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

GEG 1101 Introduction to Physical Geography (3-3-0)

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A survey of Earth's physiographic features, physical geography includes several natural sciences: atmosphere and oceans, weather, climate, soils and soil formation, and others. The focus of physical geography is on the life layer, a shallow zone of the atmosphere, lands and oceans. Three classroom hours per week. 3 semester hours credit. IAI: P1 909

GEG 1102 World Geography (3-3-0)

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This course covers the geographical structure of the world; natural, human, and cultural regional patterns of people; places and products, and their interrelations, and man's occupancy for the natural environmental regions of the world. Three classroom hours per week. 3 semester hours credit. IAI: S4 900N

GEG 1103 Introductory Meteorology (3-3-0)

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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. Three classroom hours per week. 3 semester hours credit. IAI: P1 905

GEL 1110 General Geology (3-2-2)

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This course is an introduction to geology that covers the earth, its minerals, rocks and natural resources. Emphasis will be placed on geologic principles necessary for an understanding of minerals, rocks, weathering and erosion, geologic mapping, petroleum, ground water and glaciation. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. IAI: P1 907L

GEL 1112 Physical Geology (4-3-2)

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This course covers materials of the earth's crust, structures, and geologic features. Geologic processes and concepts are studied. Common rock forming minerals and rock identifications are included in laboratory work. Topographic maps, geologic maps, and aerial photographs are also studied. Three classroom hours per week. Two lab hours per week. 4 semester hours credit. IAI: P1 907L

GEL 2110 Historical Geology (4-3-2)

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This course includes a survey of the biological and physical history of the earth from the origin of the earth's solar system, through geological time, to the present. It covers the physical history of earth and the evolution of life as evidenced by fossil records. PREREQUISITE: GEL 1112 Physical Geology or GEL 1110 General Geology. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

GEL 2111 Environmental Geology (4-3-2)

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Examines human interaction with geologic processes and hazards, including earthquakes, volcanoes, landslides, subsidence, hydrology and flooding; occurrence and availability of geologic resources, such as energy, water and minerals; and land use

planning, pollution, waste disposal, environmental impact, health and law. Three classroom hours per week. Two lab hours per week. 4 semester hours credit. (IAI: P1 908L) IAI: P1 908L

GEN 1101 Cooperative Educational Experience I (2-1-5)V

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This course stresses an independent or small group cooperative educational experience by students who wish to pursue a particular natural science, life science, social science, or humanity subject area of interest through a cooperatively designed learning program. The student is required to submit an Independent Study Plan, including a work experience contract, at an appropriate site which must be approved by the Cooperative Education Coordinator and the student's Instructor/Supervisor. Cooperative education hours are based on 75 hours equated to 1 semester hour credit. PREREQUISITE: 12 semester hours of total credit and approval of Instructor/Supervisor. One classroom hour per week. Five internship hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 1 time.

GEN 1102 Cooperative Educational Experience II (2-1-5)V

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This course stresses an independent or small group cooperative educational experience by students who wish to pursue a particular natural science, life science, social science, or humanity subject area of interest through a cooperatively designed learning program. The student is required to submit an Independent Study Plan, including a work experience contract, at an appropriate site which must be approved by the Cooperative Education Coordinator and the student's Instructor/Supervisor. Cooperative education hours are based on 75 hours equated to 1 semester hour credit. PREREQUISITE: 12 semester hours of total credit, and approval of Instructor/Supervisor. One classroom hour per week. Five internship hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 1 time.

GEN 1103 College Orientation/Personal Development (1-1-0)V

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This course is designed to acquaint the student with the community college, to develop the skills necessary to succeed in college work, and to teach the student how systematically to approach the world of work. Includes the college's organization, offerings, services, role in the community, personal goal setting, motivation and awareness of self; learning modes and library and learning resource skills. One classroom hour per week. Variable 0.5 to 1 semester hour credit.

GEN 1104 Strategies for Success (2-2-0)V

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Designed to improve student performance in college and beyond. Topics include: identification of college and career goals; introduction to college resources; implementation of study, note taking and test taking strategies; development of life management skills including: time management, value clarification, establishing relationships, improving memory and stress management. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 2 times.

GEN 1105 Success in College and Beyond (2-2-0)V

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This course helps students develop essential personal skills for success in college and in life. Topics include: Expanding self-awareness, goal setting, taking responsibility, creating and maintaining a healthy lifestyle, exploring and building learning

skills, relationships, teamwork, diversity, and making choices. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 1 time.

GEN 1106 Online Freshman Seminar (1-1-0)V

F	L	O	W
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This online course is designed to acquaint the student with the community college, to develop the skills necessary to succeed in college work, and to teach the student how to approach the world of work systematically. Includes the college's organization, offerings, services, role in the community, personal goal setting, motivation and awareness of self, learning modes and library and learning resource skills. One classroom hour per week. Variable 0.5 to 1 semester hour credit.

GEN 1107 Portfolio Development (2-2-0)V

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Development of a portfolio which documents experiential learning related to college creditable skills and knowledge. The course includes techniques for examining and documenting life experience through education, document samples across curricular areas, employment, writings, pictures, projects, reports, etc. The course will teach students to use a multi-media approach to the development of a student portfolio. Two classroom hours per week. Variable up to 2 semester hours credit. Repeatable 3 times.

GEN 1108 Exploring Careers (1-1-0)

F	L	O	W
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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. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

GEN 1109 Cross Age Tutoring (1-0.5-1)V

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This course will assist students to prepare for a career in teaching by allowing them to explore the issues concerning the students, the parents, the school system and the laws as they relate to the teaching profession. One-half classroom hour per week. One lab hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

GEN 1110 Leadership Development (1-1-0)

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This course will prepare students to successfully address the issues of interpersonal communication, conflict resolution, money management and advanced education as each relates to the development of leadership skills and involvement with local city and organizational boards. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

GEN 1207 e-Portfolio Development (0.5-0.5-0)

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Development of a student e-Portfolio is a purposeful collection of student work that exhibits the student's efforts, progress, and achievements in one or more areas covering their program's

identified outcomes. The course will provide instruction on what a student e-Portfolio is; what it means educationally to the student; and what types of educational artifacts to include in the e-Portfolio. GEN 1207 is the first course in a series of three portfolio courses that must be completed by students, the other two courses are CIS 1210 and GEN 2207. One-half classroom hour per week. 0.5 semester hour credit.

GEN 1210 Correctional Officer Test Prep (1-1-0)V

F	L	O	W
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This course is designed to assist students in passing the Correctional Officer Screening Test administered by the Illinois Department of Corrections. The course will cover all of the components of the CO-Prep test: application packet, reading comprehension, observation skills, interviewing skills and physical agility information. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

GEN 1221 Occupational Safety (2-2-0)

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This course is a study of the general safety requirements for using and operating tools and equipment in high technology industry. It stresses the importance of each individual's attitudes, work habits, and responsibility in promoting safety on the job. Two classroom hours per week. 2 semester hours credit.

GEN 1602 Employee Orientation (1-1-0)

F	L	O	W
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This course is designed to introduce new hires to Illinois Eastern Community Colleges' mission, history, benefits review, evaluation procedures, IT services, and other items regarding their employment. One classroom hour per week. 1 semester hour credit.

GEN 2207 e-Portfolio Assessment (0.5-0.5-0)

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The course covers the completion, review, and assessment of student e-Portfolio using Angel e-Portfolio for publication, access, and faculty review and evaluation. PREREQUISITES: GEN 1207 e-Portfolio Development and CIS 1210 e-Portfolio Mechanics. One-half classroom hour per week. 0.5 semester hour credit.

GEN 2241 Communications and Employment Skills (0.5-0.5-0)V

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This course prepares students for job interviews, job placement, and employment. The course stresses the importance of verbal and written communications skills in securing and keeping a job. Topics include job attitudes and interviewing skills. Students will be required to prepare a written resume and to apply communications skills in practical situations. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

GEN 2297 Employment Skills (3-3-0)V

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This course prepares the student for job interviews, job placement, and employment. Verbal and written communication skills are implemented through assigned reports. Topics of discussion and debate range from securing and keeping a job to individual attitudes, work habits, work ethics, and interviewing skills. The student will be required to prepare a written resume and to apply communication skills in practical situations. Three classroom hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

GER 1111 Elementary German I (4-3-2)  
F L O W

This course covers fundamentals of grammar, speech, pronunciation and reading. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

GER 1121 Elementary German II (4-3-2)  
F L O W

This course continues to stress writing and speaking. Also, vocabulary building and conversation are studied with emphasis upon idiomatic expressions. Special readings are assigned. PREREQUISITE: GER 1111 Elementary German I or equivalent. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

GER 2111 Intermediate German I (4-3-2)  
F L O W

This course reviews the rules of grammar. Exercises in conversation and composition as well as selected readings are assigned. Extensive use is made of the language laboratory. PREREQUISITE: GER 1111 Elementary German I and GER 1121 Elementary German II, or equivalent. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

GER 2121 Intermediate German II (4-3-2)  
F L O W

This course is an overview of the German culture from the beginning of World War I. Selected readings are assigned, and class discussions are in German. PREREQUISITE: GER 2111 Intermediate German I or equivalent. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

GNS 1201 Orientation & Firearms Safety (2-2-0)V  
W

This course incorporates two parts: 1) orientation to the gunsmithing program, and 2) introduction to the basic principles of firearm safety. Two classroom hours per week. Variable 1 to 2 semester hours credit. Repeatable 3 times.

GNS 1202 Firearms History & Development (2-2-0)V  
W

Provides an overview of firearms history and development. Includes history of firearms and ammunition, firearms parts nomenclature, cycles of operation, basic troubleshooting and repair procedures. Two classroom hours per week. Variable 1 to 2 semester hours credit. Repeatable 3 times.

GNS 1203 Bench Metal (4-2-4)  
W

Emphasizes safety in the shop with hand and machine tools. Addresses the use of hand tools and welding equipment. Proper use of measuring tools are explained and demonstrated. Covers layout and building of tools and gun parts, using common basic processes. Includes a study of basic metallurgy, heat treatment, soldering and brazing. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

GNS 1204 Gunsmithing Ethics (1-1-0)  
W

Introduces philosophical ethical theory and its application to decision making. Considers theories of economic justice, social responsibility, regulations, conflict of interest and objection, ethics of advertising, product quality and safety, environmental

responsibility, hiring practices, etc. One classroom hour per week. 1 semester hour credit.

GNS 1205 Gunsmithing Issues (1-1-0)V  
W

This course will apply principles to specific problems through case studies, simulation, special projects, or problem-solving procedures. Course will also include a section on federal, state, and local laws, ordinances and requirements, and guest speakers including representatives from the federal bureau of Alcohol, Tobacco, & Firearms. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

GNS 2201 Machine Shop Barrel Fitting (6-2-8)  
W

Focuses on the theory and practice of barrel fitting for bolt action firearms. Incorporates projects that include high precision turning, fitting, and chambering a barrel for bolt action firearms. Emphasizes safety and liability issues. Two classroom hours per week. Eight lab hours per week. 6 semester hours credit.

GNS 2202 Firearm Conversions (5-2-6)  
W

Addresses the miscellaneous jobs brought into the gun shop other than normal repairs. Emphasizes conversion of production firearms into precision firearms. Also covers iron sights, special scope problems, and accessory parts. Two classroom hours per week. Six lab hours per week. 5 semester hours credit.

GNS 2203 Stock Making (4-2-4)  
W

Introduces tool design and application in stock making utilizing wood, metal, and other fibrous materials. Covers inletting, forend tip, grip cap, shaping, recoil pad installation, sanding, finishing and refinishing with oil based finishes. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

GNS 2204 Firearms Repair (6-2-8)  
W

Provides the student with an overview of firearms repair theory. Includes necessary tools and the design, function, takedown, troubleshooting, assembly and repair of selected semi-automatic handgun, single action revolvers, pump and semi-automatic shotguns, and various .22 rimfire rifles. Two classroom hours per week. Eight lab hours per week. 6 semester hours credit.

GNS 2210 Advanced Gunsmith/Machining (2-1-2)  
W

Focuses on continued theory and practice of machine tool operation with special emphasis on gunsmithing procedures. Projects include specialized gunsmithing tools and fixtures. Covers safety, milling cutters, cutting speeds and feeds, rifle barrel lining, abrasive machining, cutting tool materials, and machine maintenance. Shop safety is strongly emphasized. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

GNS 2215 Metal Finishing (4-0-8)  
W

Teaches the skills necessary to operate a gun bluing and/or parkerizing business. Includes necessary equipment, chemical procedures, and safety as they apply to hot caustic and cold rust bluing and parkerizing. Eight lab hours per week. 4 semester hours credit.

GRP 1606 Basic Graphic Design (3-2-2)

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The course introduces the individual to the advertising and printing field and covers techniques used in layout, design and lettering. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

GRP 1608 Calligraphy I (3-2-2)

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Four basic alphabets are studied: Uncial, Bookhand, Gothic, and Italic. Projects are done on parchment using a variety of pens and nibs. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

GRP 1609 Calligraphy II (2-2-0)

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This course consists of preparing advanced projects using the four basic alphabets: Uncial, Bookhand, Gothic, and Italic. It emphasizes using a variety of pens, nibs, inks, and paints. Projects are done on parchment, matboard, wood, or metal. PREREQUISITE: GRP 1608 Calligraphy I or consent of instructor. Two classroom hours per week. 2 semester hours credit.

HEA 1201 Conversational Sign Language I (3-3-0)

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Development of communication skills in American Sign Language. Includes dialogues incorporating semantically related vocabulary. Three classroom hours per week. 3 semester hours credit.

HEA 1203 Basic Nurse Assistant Training Program (7-4-6)

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Health care skills for supporting and assisting individuals and families are introduced. This course meets the Illinois Department of Public Health's nursing aide certification requirements. Four classroom hours per week. Six lab hours per week. 7 semester hours credit. Repeatable 2 times.

HEA 1206 Teacher Preparation for Nurse Assistant (2-2-0)

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The purpose of this course is to prepare registered nurses to teach nursing assistants. The course will focus on necessary teaching skills including the teaching-learning process, behavioral objectives and educational outcomes, teaching methods and tools, utilization of audio-visual equipment, and evaluating learning. Application to the clinical laboratory will be included. Students will be required to prepare written assignments, present oral reports and complete all in-class assignments. A basic review of Alzheimer's Disease and appropriate nursing care of Alzheimer's patients is included in this course. This course meets the Illinois Department of Public Health's requirements for teachers of the state approved nursing assistant course. PREREQUISITES: RN license in the State of Illinois and two years of nursing experience one of which must be caring for the chronically ill or elderly in a nursing facility. Two classroom hours per week. 2 semester hours credit.

HEA 1207 Resident Attendant Assistant (1.5-1-1)

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Health care skills for assisting individuals with feeding and some basic hygiene are introduced. This course meets the Illinois Department of Public Health's resident attendant certification requirements. One classroom hour per week. One lab hour per week. 1.5 semester hours credit.

HEA 1208 Clinical Procedures (3-1-4)

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The student will assist in providing general nursing care under the direction of a registered nurse, physician, or other medical professional. The course includes instruction in medical assisting principles and procedures including applications and methods in medical business office, such as scheduling and receiving patients, preparing and maintaining medical records, and performing administrative procedures. The course will also provide the student with applied knowledge of working as a member of a health care team performing clinical procedures that include taking patient histories and vital signs, preparing treatments, and conducting diagnostic tests. PREREQUISITE: BOC 1225 Introduction to Medical Terminology with a grade of C or better. COREQUISITES: HEA 1603 Practical Pharmacology and LSC 2265 Medical Assisting Anatomy. Course enrollment restricted to Medical Assistant program majors only. Students are highly encouraged to complete this course immediately prior to internship completion. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

HEA 1209 HIPAA Compliance (1-1-0)

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HIPAA Compliance is designed for health care professionals and includes an overview of the Health Insurance Portability and Accountability Act (HIPAA). Focus is on the HIPAA patient privacy regulations, electronic data interchange, and security. The course is designed to satisfy the mandatory training component of HIPAA privacy for a healthcare organization's staff, including hospital administrators, physicians, nurses, medical office personnel (office managers, receptionists, etc.), or any other individuals or organizations involved in healthcare wishing to comply with or learn about HIPAA guidelines. One classroom hour per week. 1 semester hour credit.

HEA 1210 Medical Assist Pharmacology (2-2-0)

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Practical knowledge of pharmacology will be addressed including: drug actions, interactions, indications and contraindications, side effects, dosing methods and procedures, and methods of administration of pharmaceuticals. Two classroom hours per week. 2 semester hours credit.

HEA 1212 Clinical Processes (3-1-4)

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This course includes instruction in medical assisting principles and procedures including applications and methods in medical business office, such as scheduling and receiving patients, preparing and maintaining medical records, and performing administrative procedures. The course will also provide the student with applied knowledge of working as a member of a health care team performing clinical procedures that include taking patient histories and vital signs, preparing treatments, and conducting diagnostic tests. PREREQUISITE: HEA 1225 Intro to Medical Terminology with a grade of C or better. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

HEA 1225 Introduction to Medical Terminology (3-3-0)V

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This course introduces common root words, prefixes, and suffixes used in medical terminology. Emphasis is placed on comprehension, spelling, pronunciation, ability to use a medical dictionary, vocabulary building, and common abbreviations. Three classroom hours per week. Variable 0.5 to 3 semester

hours credit.

HEA 1270 OSHA AHT - Hazard Comm (1-1-0)V

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This course is designed to educate healthcare workers about the potential hazards of working in a healthcare environment. The trainees will review various hospital settings in which healthcare workers may come into contact with hazardous chemicals. The trainees will learn to recognize the dangers of chemical exposure and develop safer work practices to protect them from injury. The course takes a comprehensive health and safety approach to employee health care and safety in the industry. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1271 OSHA AHT - Healthcare PPE (1-1-0)V

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This course is designed to educate healthcare workers about the different types of PPE available and how they can protect themselves from on-the-job hazards. It will include information about allergic reactions to natural rubber latex products. The course takes a comprehensive health and safety approach to employee health care and safety in the industry. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1272 Bloodborne Pathog/Healthcare (1-1-0)V

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This course is designed to educate healthcare workers about OSHA's BBP standards 1910.1030. Trainees will learn how to reduce the risk of exposure to Hepatitis C, Hepatitis B, and HIV. Trainees will learn about the serious risk of infection transmission in behavioral healthcare. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1273 Tuberculosis in Healthcare (1-1-0)V

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This course is designed to educate healthcare workers about the risk of tuberculosis in behavioral healthcare. Trainees will learn about tuberculosis identification and control. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1274 Ergonomics in Healthcare (1-1-0)V

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All healthcare workers have a high risk of developing musculoskeletal disorders or back injuries. This course is designed to train healthcare workers about how to protect themselves whether they are moving patients, test tubes, laundry, or food. Trainees will learn how to identify ergonomic hazards in the work area and how to prevent injuries. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1275 Fire Emergency in Healthcare (1-1-0)V

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This course is designed to educate healthcare workers about the importance of on-going fire awareness and proper fire safety procedures. Trainees will learn about the different classes of fire and the proper use of fire extinguishers. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1276 Preventing Patient Falls (1-1-0)V

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Healthcare professionals are on the front lines of proactive fall prevention. This course is designed to educate healthcare workers about the proper assessment tools and protective strategies they can use to prevent falls.

This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1277 Pain and Medication Management (1-1-0)V

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All accredited healthcare organizations are required to comply with JCAHO's pain management standards. This course is designed to educate healthcare workers about the prevention of medication errors and JCAHO standards for pain management.

This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1278 Healthcare Workplace Violence (1-1-0)V

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This course is designed to educate healthcare workers (employees and supervisors) about how to identify the warning signs of workplace violence and how to prevent it. Trainees will discuss the strategies for handling patients whose behavior is a problem and lead to disruptions of care. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1279 Hand Hygiene in Healthcare (1-1-0)V

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This course is designed to educate healthcare workers about proper hand hygiene, where contamination can occur and how to prevent it. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1280 Domestic and Elder Abuse (1-1-0)V

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One in every four Americans is a victim, witness to, or perpetrator of family violence. Healthcare workers-often the first to encounter abuse-have a unique opportunity to identify victims early. This course is designed to train healthcare workers about the warning signs of abuse and how to report suspicious behavior. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1281 Safety for Healthcare Workers (1-1-0)V

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Healthcare workers in long-term facilities face the same risks as those who work in hospitals. However, the intensive personal care needed by most residents can increase healthcare workers risk. This course is designed to train workers to protect themselves by becoming aware of the potential hazards they may encounter on the job. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1282 Managing Healthcare Stress (1-1-0)V

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Anyone who enters a healthcare facility will recognize the stressful situations that can exist. This course is designed to train

workers in how to manage stress in a healthcare facility. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1283 Healthcare Electrical Safety (1-1-0)V  

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Healthcare workers of today work with more electrical devices, monitoring equipment and diagnostic equipment than ever before. From maintenance shop to emergency room, from operating room to patient bedside, there is an environment of potential electrical hazards. This course is designed to train workers in how to work safely around electrical appliances in a healthcare facility. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1284 Patient Safety (1-1-0)V  

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This course is designed to train workers in how to increase patient safety through risk assessment and reduction techniques. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1285 HIV/AIDS in Healthcare Facilities (1-1-0)V  

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In December 2001 the CDC reported 57 documented cases of US healthcare workers who had seroconverted (developed antibodies) to HIV following occupational exposure. This course is designed to train healthcare employees in how to avoid exposure to HIV/AIDS. This course may be team taught with industry. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HEA 1295 OSHA Allied Health Topics 05 (2-2-0)V  

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This course is designed to educate trainees about OSHA's outreach and enforcement initiatives in allied health. These initiatives are designed to reduce injuries and illnesses among nursing home and personal care facility employees. The course takes a comprehensive health and safety approach to employee health care and safety in the industry. This course may be team taught with the health care industry and is repeatable to meet state and federal guidelines. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

HEA 1296 OSHA Allied Health Topics II (2-2-0)V  

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This course is designed to educate trainees about OSHA's outreach and enforcement initiatives in allied health. These initiatives are designed to reduce injuries and illnesses among nursing home and personal care facility employees. The course takes a comprehensive health and safety approach to employee health care and safety in the industry. This course may be team taught with industry and is repeatable to meet state and federal guidelines. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

HEA 1297 OSHA Allied Health Topics (3-1.5-3)V  

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This course is designed to educate trainees about OSHA's outreach and enforcement initiatives in allied health. These initiatives are designed to reduce injuries and illnesses among

nursing home and personal care facility employees. The course takes a comprehensive health and safety approach to employee health care and safety in the industry. This course may be team taught with industry. One and one-half classroom hours per week. Three lab hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

HEA 1298 Case Studies/Problems in Allied Health (4-4-0)V  

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Application of allied health occupation principles to specific problems through case studies, simulation, special class projects or problem-solving procedures. Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 2 times.

HEA 1601 Habilitation Aide Training Program (6-3-6)V  

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The student is introduced to residential care for the developmentally disabled, functions of long-term care facilities, support services, the interdisciplinary team and job descriptions of the habilitation aide. The student also will be placed in appropriate situations where they will observe and participate in a residential facility, where they will utilize, under supervision, the skills and techniques which they have learned. Three classroom hours per week. Six lab hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

HEA 1602 Physical Rehabilitation Aide (2-1-2)  

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This course is a concentrated lecture/laboratory course designed to meet the requirements of the Illinois Department of Public Aid for Physical Rehabilitation Aide. It provides an introduction to residential care for the developmentally disabled, functions of long-term care facilities, support service, and the interdisciplinary team. State certified nurse assistants completing this certificate may anticipate employment in nursing homes and health care situations. PREREQUISITE: Registration with State of Illinois as a Certified Nurse Assistant and/or successful completion of HEA 1203 Basic Nurse Assistant course. One classroom hour per week. Two lab hours per week. 2 semester hours credit. Repeatable 1 time.

HEA 1603 Practical Pharmacology (1-1-0)  

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Students are introduced to concepts in pharmacology with special emphasis on application. Adverse effects and routes of administration are stressed. One classroom hour per week. 1 semester hour credit.

HEA 1630 Current Developments in Gerontology (1-1-0)  

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This course familiarizes the student with problems and lifestyles of older adults. Students gain knowledge and understanding of the aged, including community life, needs, and ramifications of illness. One classroom hour per week. 1 semester hour credit.

HEA 1631 Current Trends in Rehabilitation (4-4-0)  

F	L	O	W
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This course provides theory needed by the professional nurse to provide rehabilitation to the client in the nursing home setting. Four classroom hours per week. 4 semester hours credit.



## HEA 2201 Conversational Sign Language II (3-3-0)

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Refinement of communication skills in American Sign Language. Includes dialogues incorporating semantically related vocabulary. PREREQUISITE: HEA 1201 Conversational Sign Language I. Three classroom hours per week. 3 semester hours credit.

## HEA 2210 Stat Analysis of Health Data (4-4-0)

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Health care data analysis will include the collection and reporting of medical statistical data, use of public health statistics and registries, and health information report generation. Statistical measures will include but not be limited to measures of central tendency and variability, random variables and probability, distributions, estimation, and testing hypotheses. PREREQUISITE: Placement into college level mathematics or successful completion of REM 0421 Beginning Algebra. Four classroom hours per week. 4 semester hours credit.

## HEA 2215 Electronic Med Records Mgmt (3-3-0)

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This course examines the functions of medical records personnel, the health information management department, filing procedures, processing medical records, assembling the medical record, analysis of the record, confidentiality issues and release of information, and other issues related to managing health records. The student will be introduced to systems and processes for collecting, maintaining, and disseminating health related information. Three classroom hours per week. 3 semester hours credit.

## HEA 2298 Internship (3-0-30)V

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Internship with supervised work experience in a health care facility. Review of program objectives and certification test review may be included. Thirty internship hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

## HEA 2299 Independent Study in Allied Health (6-6-0)V

F	L	O	W
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Independent study of a specialized allied health occupation topic, which is not available in the college's course offerings with instructor approval and supervision. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

## HEA 2603 Alzheimer's Patient Care (1-1-0)

F	L	O	W
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This course is designed to assist the caregiver with basic knowledge to meet the physiologic and psychosocial aspects of caring for the client/patient with Alzheimer's Disease. This includes knowledge in effective communication techniques, maintenance of body functions, and activities of daily living throughout the stages of Alzheimer's Disease. The course identifies psychosocial adjustments, legal considerations and available resources for the family as the caregiver. PREREQUISITES: None. Those students seeking certification as a Certified Nurse Assistant must also take HEA 1203 Basic Nurse Assistant Training. One classroom hour per week. 1 semester hour credit.

## HEC 1101 Nutrition (3-3-0)

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This course deals with topics involving the fundamentals and principles of normal nutrition and metabolism, food values, and requirements for maintenance and growth. Emphasis is placed on essential nutrients and current nutritional topics. Three classroom hours per week. 3 semester hours credit.

## HEC 1198 Topics/Issues in Home Economics (3-3-0)V

F	L	O	W
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Seminar on a special topic or current issues in home economics. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 2 times.

## HEC 1201 Introduction to Custodial Services (3-3-0)

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This course covers machine and electrical safety, the detergency process, chemical usage, handling and mixing. Guidelines for working with bloodborne pathogens and for complying with OSHA and EPA regulations are emphasized. Basic employability skills and the growing career opportunities in this field are also covered. Three classroom hours per week. 3 semester hours credit. Repeatable 1 time.

## HEC 1298 Problems/Topics in Home &amp; Inst. Serv. (6-6-0)V

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Application of vocational early childhood development education principles to specific problems through case studies, simulation, special projects, or problem solving procedures. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

## HEC 1601 Custodial Services I (3-1-4)

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This course provides the student with skills necessary to maintaining carpet, gym, and hardwood floors. Work processes and tasks are included in the curriculum. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

## HEC 1602 Nutrition and Food Selection (3-3-0)V

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Fundamentals and principles of normal nutrition and metabolism, food values, and requirements for maintenance and growth are studied. Emphasis is placed on food selection. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

## HEC 1603 Clothing Selection &amp; Construction (3-3-0)

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Help prepare individuals to design, construct, alter, and repair men's, women's, and children's garments and apparel. Includes instruction in tailoring design, fabric selection, and customizing to customer specifications, taking measurements and fitting, preparing patterns, cutting, sewing, altering, refitting, and adjusting, operation of hand and power equipment, and pressing techniques. Three classroom hours per week. 3 semester hours credit.

## HEC 1604 Adv Clothing Selection &amp; Constru (3-3-0)

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Help prepare individuals to design, construct, alter, and repair men's, women's, and children's garments and apparel. Includes instruction in tailoring design, fabric selection, and customizing to customer specifications, taking measurements and fitting,

preparing patterns, cutting, sewing, altering, refitting, and adjusting, operation of hand and power equipment, and pressing techniques. Three classroom hours per week. 3 semester hours credit. PREREQUISITE: HEC 1603 Clothing Selection and Construction, or consent of instructor. Three classroom hours per week. 3 semester hours credit.

HEC 1605 Tailoring and Clothing Construction (3-3-0)

F		O	W
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Help prepare individuals to design, construct, alter, and repair men's, women's, and children's garments and apparel. Includes instruction in tailoring design, fabric selection, and customizing to customer specifications, taking measurements and fitting, preparing patterns, cutting, sewing, altering, refitting, and adjusting, operation of hand and power equipment, and pressing techniques. PREREQUISITE: HEC 1603 Clothing Selection and Construction, HEC 1604 Advanced Clothing Selection and Construction, or consent of instructor. Three classroom hours per week. 3 semester hours credit.

HEC 1606 Introduction to Interior Design (3-2-2)

F	L	O	W
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Included are theories of color, design, rhythm, balance, and space. Topics begin with the caveman's primitive living arrangements and move through Egyptian, Greek, Elizabethan, French, Mediterranean, Colonial, Victorian and modern periods. Students are expected to be able to identify each period. Designers of homes and furniture are studied. Emphasis is on heritage influenced design as well as the utility of the design. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HEC 1607 Interior Design (2-2-0)

F	L	O	W
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Floor plans, room arrangements, selecting furniture, carpeting, draperies, and accessories are studied. Two classroom hours per week. 2 semester hours credit.

HEC 2201 Parent/Community Involvement: Pre-school Education (3-3-0)

F	L	O	W
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This course is designed to expose early childhood education personnel to parent involvement strategies and community agencies as they relate to the goals of early childhood education programs. Three classroom hours per week. 3 semester hours credit.

HEC 2299 Independent Study in Home and Institutional Services (6-6-0)V

F	L	O	W
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Independent study of a specialized topic, which is not available in the college course offerings. Requires instructor approval and supervision. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

HIM 1201 Introduction to HIM (3-3-0)

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An introduction to the health care delivery system with specific emphasis upon the profession of health information management. This overview includes a review of healthcare providers and facilities (acute care, ambulatory care, home health care, long term care, etc.), medical staff organization and functions, the health information department and its management, current trends in health care, and the changing

roles of health care professionals. PREREQUISITE: BOC 1201 Beginning Keyboarding or concurrent enrollment. Three classroom hours per week. 3 semester hours credit.

HIM 1202 HIM Data Management (3-3-0)

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This course explores the more complex issues surrounding management of the health information record management process, including record development, maintenance, retention and preservation. This course will expand upon the coding and records administration systems which were introduced in BOC 2267 Medical Insurance & Coding and HIM 1201 Intro to HIM. Three classroom hours per week. 3 semester hours credit.

HIM 1205 HIM Intro to Human Pathophys (3-3-0)

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An introduction to human diseases with emphasis upon etiology, symptoms, and diagnostic findings which will assist the student in interpreting information within the medical record. PREREQUISITE: BOC 1225 Intro to Medical Terminology. Three classroom hours per week. 3 semester hours credit.

HIM 2220 Clinical Practicum (6-0-30)V

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A supervised clinical experience in a health facility which provides the HIM student with applied exposure to a pre-determined breadth of experiences pertinent to the field of health information management. Prior to the clinical assignment, the student must have satisfactorily completed all program coursework and have provided the college with a certified health screening which meets all program expectations. The student must provide their own transportation to and from the clinical experience. Thirty internship hours per week. Variable up to 6 semester hours credit. Repeatable 3 times.

HIS 1103 Women in American History (3-3-0)

F	L	O	W
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This course is a historical survey of women in American history. Their contributions, roles, changing status, and problems will be studied. Three classroom hours per week. 3 semester hours credit.

HIS 1104 History of Eastern Civilizations I (4-4-0)

F	L	O	W
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This course covers political, social, economic, and cultural history of the Asian world from the Mongols to 1600. PREREQUISITE: Reading and writing skills at the college level. Four classroom hours per week. 4 semester hours credit. IAI: S2 908N

HIS 1105 History of Eastern Civilizations II (4-4-0)

F	L	O	W
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This course covers political, social, economic, and cultural history of the Asian world from 1600 to present. PREREQUISITE: Reading and writing skills at the college level. Four classroom hours per week. 4 semester hours credit. IAI: S2 909 N

HIS 1111 Western Civilization Before 1600 AD (3-3-0)

F	L	O	W
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This is a survey of western civilization from the prehistoric times through the Reformation. Major topics include Mesopotamian, Egyptian, Greek, and Roman civilizations, the rise of Christianity, the Middle Ages, Renaissance and the Reformation. Three classroom hours per week. 3 semester hours credit. IAI: S2 902

HIS 1112 Western Civilization After 1600 AD (3-3-0)

F	L	O	W
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This is an introductory course surveying the political, social and economic forces that have shaped the western world since 1600 AD. Major topics include the rise of European states, the French Revolution, Napoleon Industrial Revolution, nationalism, imperialism, World War I, World War II, postwar problems including the Cold War and Arms race. Three classroom hours per week. 3 semester hours credit. IAI: S2 903

HIS 2101 U.S. History to 1877 (3-3-0)

F	L	O	W
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In this course students will study the colonial period; the independence movement; the framing and adoption of the Constitution; the growth of American nationality; Western development and Jacksonian Democracy; Manifest Destiny and the slave controversy; and the Civil War. Three classroom hours per week. 3 semester hours credit. IAI: S2 900

HIS 2102 U.S. History Since 1877 (3-3-0)

F	L	O	W
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In this course students will study Reconstruction; the new industrial society and the agrarian movement; the war with Spain; the United States as a world power; the progressive movement; the First World War; post war problems; the Depression and the New Deal; the Second World War and foreign and domestic post war problems. Three classroom hours per week. 3 semester hours credit. IAI: S2 901

HIS 2103 Illinois History (3-3-0)

F	L	O	W
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This course is a study of the history of the state of Illinois with emphasis on the political, economic, religious and cultural features. Three classroom hours per week. 3 semester hours credit.

HIS 2122 History of Vietnam War (3-3-0)

F	L	O	W
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This course will primarily cover the United States' involvement in Southeast Asia. Included is a detailed examination of the political regimes both in Saigon and Hanoi; the military aspects of the war; and the consequences of the struggle for the United States, both domestically and internationally. Three classroom hours per week. 3 semester hours credit.

HIS 2124 Contemporary History: U.S. Since 1945 (3-3-0)

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America enters the atomic age; a study of American society since the end of the second World War and the role played by the United States in the world. Three classroom hours per week. 3 semester hours credit.

HIS 2125 America During the 1960s (3-3-0)

F	L	O	W
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Survey of American culture, politics, economy, and society during the 1960s. Three classroom hours per week. 3 semester hours credit.

HIS 2126 American Indian History (3-3-0)

F	L	O	W
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A study of American Indian history, with emphasis on Indians of the American West. Consideration is given to Indian politics, social, and economic continuity and change. Developments in the nineteenth and twentieth centuries are featured in the course.

Three classroom hours per week. 3 semester hours credit.

HIS 2129 History of Modern Terrorism (3-3-0)

F	L	O	W
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This course is a historical overview of modern terrorism from the French Revolution to the attacks of September 11, 2001. Three classroom hours per week. 3 semester hours credit.

HIS 2198 Topics in History (1-0-2)

F	L	O	W
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This course is a seminar on a special topic or current issue in history. Two lab hours per week. 1 semester hour credit.

HLT 1201 Health Careers Orientation (2-1-2)

F	L	O	W
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Designed to assist students in the development of their self-concept and in matching personal abilities to a tentative career choice. Content will provide in-depth information into health careers, the occupational and educational opportunities and the attitudinal requirements needed by health care workers. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

HLT 1202 Health Careers Related Skills (2-1-2)V

F	L	O	W
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This course is designed to provide a core of knowledge related to skills utilized in many health occupations. The student will develop cognitive and affective skills necessary for a foundation for entry-level skills utilized in health care facilities.

PREREQUISITE: Concurrent enrollment in HLT 1201 Health Careers Orientation or consent of instructor. One classroom hour per week. Two lab hours per week. Variable 1 to 2 semester hours credit. Repeatable 3 times.

HLT 1203 Health Careers I (2-1-2)V

F	L	O	W
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This course will include those skills that would enable a person to give proper immediate care to those who have been injured or suddenly become ill, until competent medical care can be obtained. It will include how to recognize a serious medical emergency and knowledge of how to get help. First aid skills and cardiopulmonary resuscitation skills will be emphasized. Demonstration of skills will be required for completion of the course. PREREQUISITE: HLT 1201 Health Careers Orientation or consent of instructor. One classroom hour per week. Two lab hours per week. Variable 1 to 2 semester hours credit. Repeatable 3 times.

HLT 2198 Topics/Issues in Public Health (6-6-0)V

F	L	O	W
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This class provides enhanced study on a special topic or current issues in the areas of community health and wellness through the application of focused case studies, simulation, special projects, or problem solving procedures. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

HLT 2202 Health Careers Topics (3-1-4)V

F	L	O	W
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This course covers special topics in health care; it is offered for variable and repeatable credit so that a variety of health trends and issues can be offered. One classroom hour per week. Four lab hours per week. Variable 1 to 3 semester hours credit. Repeatable 3 times.

HLT 2204 Health Careers II (7-4-6)V  
F L O W

This course is part one of a two part course that will prepare students for a specific health occupation or cluster of closely related occupations. Students will complete occupational task lists in the classroom, lab, and clinical area as identified health occupations. PREREQUISITE: HLT 1201 Health Careers Orientation or consent of instructor. Four classroom hours per week. Six lab hours per week. Variable 1 to 7 semester hours credit. Repeatable 3 times.

HLT 2205 Health Careers III (7-4-6)V  
F L O W

This course is a continuation of the Health Careers II course content. The health occupation clusters provide the potential for employment immediately following high school-level instruction in a variety of health occupations. PREREQUISITE: HLT 1201 Health Careers Orientation and HLT 2204 Health Careers II, or consent of instructor. Four classroom hours per week. Six lab hours per week. Variable 1 to 7 semester hours credit. Repeatable 3 times.

HLT 2298 Topics/Issues in Health Care (6-6-0)V  
F L O W

This course provides incumbent health care workers or people pursuing a career in a variety of health care fields the opportunity to pursue enhanced study on a topic of interest or current issue in the health care industry through the application of focused case studies, simulation, special projects, or problem solving procedures. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

HRT 1201 Landscape Plant Identification (4-2-4)  
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This course presents the materials necessary for the identification of a collection of woody perennial plants that are used or commonly appear in the residential landscape. The plant's characteristics including: size, shape, fruit, fall color, flowers, and landscape value are included. The limitations and environmental requirements are discussed to assist in creation of optimum growing conditions. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

HRT 1202 Pest Control (3-2-2)  
L

This course will provide identification of major pests, their life cycles and the damage they cause. Feasibility and methods of pest control are covered including the proper use and identification and use of pesticides. At the conclusion of the course, students will be able to pass the Illinois Commercial Pesticide Operator Core Test and the Private Pesticide Applicator Test. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HRT 1203 Plant Propagation I (3-2-2)  
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This course is an introduction to the art and science of plant propagation. Basic theories essential to plant propagation will be discussed. Topics include: propagation by seed, leaf, root and stem cuttings, environmental control and growth regulators. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HRT 1204 Landscape Design and Installation (3-1-4)  
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This course presents the principles of landscape design, their application and use in solving specific landscape issues. Topics discussed include: identification and establishment of landscape needs, site analysis, landscape architectural sign language, selection of landscape materials and structures, steps involved in the backward process of design, plant material characteristics (with regard to form, texture, and color), plant material selection, and the identification of the architectural relationship of the plant materials to the structures in the public and private areas of the landscape. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

HRT 1205 Soils (2-1-2)  
L

This course will give the student an overall view of soil structure, horizons, textural classifications and chemical properties. It provides a basic knowledge of soil pH, nutrient, and water requirements. Concepts of soil analysis and recommendations for tilth improvement, fertility, and conservation practices are also covered. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

HRT 1206 Woody Plant Maintenance (3-2-2)  
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This course covers the practical application of grounds maintenance techniques. Topics include: Transplanting shade trees, fertilizing and watering shade trees, identifying and controlling tree and shrub insects and establishing the value of trees. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HRT 1207 Perennial, Biennial & Annual ID (3-2-2)  
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This course discusses the identification and characteristics of commercially produced and newly introduced perennials and some biennials. The plant's common and scientific name, and characteristics such as: hardiness zone, size, habit flower type, color and effective time; culture, propagation and cultivars, pests, and diseases are presented and discussed. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HRT 1208 Introduction to Horticulture (3-2-2)V  
F L O W

Introduction to Horticulture will acquaint the student with a basic understanding of plants' form and function. This course will cover employability opportunities and skills necessary for employment which will be reinforced throughout the remainder of the program. Two classroom hours per week. Two lab hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

HRT 1209 Greenhouse Operation (3-2-2)  
L

This course is an introductory course designed to give the student a basic understanding of the maintenance and proper use of greenhouse structures and equipment. Proper safety procedures, growing techniques, and management practices used in producing greenhouse crops are covered. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HRT 1601 Tree Maintenance for Lineworkers (1-1-0)V

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Course provides instruction for utility workers in the identification, care, and maintenance including pruning techniques for trees, shrubs, and vines growing around utility lines, poles, meters, etc. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

HRT 2201 Landscape Design & Construction (3-2-2)

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This course is a continuation of HRT 1204, Landscape Design and Installation. Students are exposed to landscape implementation and construction techniques. Materials covered include: landscape bed and edging installation, patio and deck installation as well as walks, steps and retaining walls. Other topics included are: pools, fountains, bridges, boulders, landscape containers and lighting. PREREQUISITE: HRT 1204 Landscape Design and Installation or concurrent enrollment in HRT 1204. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HRT 2202 Plant Propagation II (2-1-2)

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This course is a continuation of HRT 1203, Plant Propagation I. The effects of environmental factors, growth regulators, grafting, budding and tissue culture techniques are emphasized. Propagation of tunicate and non-tunicate bulbs, rhizomes, stolons and seedless vascular plants are discussed. PREREQUISITE: HRT 1203 Plant Propagation I. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

HRT 2203 Nursery Operations (3-2-2)

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This course is an introduction to the techniques and practices used in the commercial production of nursery crops. Topics included are: herbaceous perennials, ground covers, deciduous shrubs and trees, conifers and broadleaf evergreens. Greenhouse and nursery production techniques will be emphasized. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HRT 2204 Bedding Plant Production (3-1-4)

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This course is an introduction to the identification and commercial production of bedding plants. The material includes: media preparation, seed sowing, transplanting, plant growth & development, finishing and sale. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

HRT 2205 Turf Grass Management (3-2-2)

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This course material includes turfgrass identification, propagation, and maintenance for lawns, athletic fields, and golf courses. Topics include: irrigation, sodding techniques, weeds identification, insects and disease identification and control. Other topics presented are: selection of turfgrasses and equipment. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HRT 2206 Nursery Operations II (3-2-2)

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This course is a continuation of HRT 2203 Nursery Operations I. The study of commercial nursery stock production emphasizes plant growth patterns and responses in relation to the soil, water,

and fertility. Other topics included are: wholesale and retail marketing, inventory control and laws, regulations, and codes as they apply to the nursery industry. Financial management, nursery site selection and organization are introduced. PREREQUISITE: HRT 2203 Nursery Operations I. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HRT 2207 Landscape Plant Maintenance (3-2-2)

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This course will cover the practical application of grounds maintenance techniques. Topics presented include: pruning, marketing landscape maintenance, estimating, personnel management, water and fertilization management, the use of color and maintenance of equipment. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HRT 2209 Landscape Irrigation Des & Install (3-2-2)

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This course is an introductory course in permanent and temporary, automatically operated, landscape irrigation system design (sprinkler and drip irrigation), and installation. Topics include, but are not limited to: design techniques, practical methods of installation and components, hydraulics, pipe characteristics and uses, control systems, as well as the operation and management of irrigation systems. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HRT 2210 Special Topics in Horticulture (6-6-0)V

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This is a special topics class in horticulture. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

HRT 2212 Hort Computer Applications (3-3-0)

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This course is designed to provide horticulture major's basic computer skills needed to successfully function in the horticulture business environment. Basic applications in Microsoft Office will be covered including Word, Excel, Access and PowerPoint and how they apply to the Horticulture field. Entrepreneurial skill development and critical thinking are emphasized through horticultural applications, lab exercises and projects. Three classroom hours per week. 3 semester hours credit.

HRT 2216 Internship (3-0-30)V

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This course is an internship designed to specifically provide hands on work experience in the field of horticulture. The program coordinator and supervisor work together to document the work experience. The internship is based on 75 contact hours of work experience for each semester credit hour. PREREQUISITE: Completion of the first-year's program requirements or consent of the instructor. Thirty lab hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

HUM 1111 Intro to Art Music and Theatre (3-3-0)

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This course is a non-traditional, interdisciplinary course in the humanities. It focuses on the interrelationships and aesthetic commonalities in the visual and performing arts. Three classroom hours per week. 3 semester hours credit. IAI: F9 900

HUM 2111 Hispanic Culture Through Travel (5-4-2)V

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A field trip is taken in a Spanish speaking country. Orientation prepares students for an on-the-spot study of the country's history, government, and sociology. A total of 60 classroom hours will be spent in orientation and testing. Also mini-sessions will be held during the trip and there is a post-trip summary and evaluation. Four classroom hours per week. Two lab hours per week. Variable 0.5 to 5 semester hours credit. Repeatable 3 times.

HUM 2121 European Culture Through Travel (3-2-2)

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A field trip is taken in Europe to study European culture and history. Places visited are selected for their artistic beauty and historical significance. Orientation prepares participants for an on-the-spot study of the country's history, art, and culture. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

HUM 2131 Intro to Latin American Culture (3-3-0)

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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. This course partially fulfills the humanities graduation requirement. It may be repeated for up to six semester hours of credit. Field trips to significant regional museums is encouraged. Three classroom hours per week. 3 semester hours credit. Repeatable 1 time. IAI: S2 911N

HUM 2141 Topics in Humanities: Food & People (3-3-0)

F	L	O	W
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This course examines the national and international controversies concerning food consumption, production, and allotment. World hunger, agribusiness practices, food costs, and nutrition are put into social, historical, ethical, and economic perspectives. Three classroom hours per week. 3 semester hours credit.

HUM 2151 Introduction to Asian Culture (3-3-0)

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This multi-disciplined course is designed to give students the opportunity to understand Asian culture. History, literature, art, religion, economics, political science, and sociology of Asian cultures are studied. Three classroom hours per week. 3 semester hours credit. IAI: HF 904N

HUM 2161 Forging the American Character (3-3-0)

F	L	O	W
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History of the major developments in the United States from the colonial period to the present. Considers the ways in which American's have extended the Western tradition and America's distinctive cultural contributions. Three classroom hours per week. 3 semester hours credit. IAI: HF 906D

HUM 2198 Topics/Issues in the Humanities (6-6-0)V

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Seminar on a special topic or current issue in the humanities (literature, writing, speech, foreign languages, religion, philosophy, music, art history, photography, and art). Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

HUM 2199 Independent Study in the Humanities (6-6-0)V

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Advanced study, special project, or experiment on a topic in the humanities, which is not available in the college's course offerings, under supervision of a humanities instructor. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

IND 1201 Strategies of Success (2-2-0)

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Topic course focuses on specific management principles. Examples of topics include team building, industrial technology, business accounting, diversity, etc. Two classroom hours per week. 2 semester hours credit.

IND 1210 General Safety (3-3-0)V

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This course is an orientation to the safety parameters inherent in the diverse trades' related industry. Emphasis is on the range of safety issues inherent within various industry environments. This class will be taught with local business and industry professional involvement; therefore, specific content may vary based upon company involvement. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

IND 2210 Manufacturing Internship (5-0-25)V

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Students gain work experience in an appropriate training site under supervision. The academic coordinator and the training supervisor work together in establishing goals and work experiences for the student. PREREQUISITES: Successful completion of the Manufacturing Skills certificate program requirements or consent of instructor. Internship course provides supervised work experience at an appropriate training site. Twenty-five lab hours per week. Variable up to 5 semester hours credit. Repeatable 3 times.

IND 2212 Supervisory Internship (5-0-25)V

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Students gain work experience in an appropriate training site under supervision. The academic coordinator and the training supervisor work together in establishing goals and work experiences for the student. PREREQUISITES: Successful completion of the Supervisory Skills certificate program requirements or consent of instructor. Twenty-five lab hours per week. Variable up to 5 semester hours credit. Repeatable 3 times.

INM 1200 Mechanics (5-5-0)V

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This course includes basic mechanics, lubrication, drive components, and bearings, as related to industrial applications. PREREQUISITE: Concurrent enrollment in or completion of INM 1206 Introduction to Industrial Maintenance Tech. Five classroom hours per week. Variable 0.5 to 5 semester hours credit. Repeatable 3 times.

INM 1205 Fluid Power (6-6-0)V

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This course includes basic hydraulics, hydraulic troubleshooting, pumps and piping system, pneumatics and pneumatic trouble shooting, as related to industry. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

INM 1206 Introduction to Industrial Maintenance Technology (3-3-0)V

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Career exploration that provides an orientation to the field of Industrial Maintenance Technology. Employee qualifications and work-related characteristics, types of equipment, job duties, employment potential, career trends and safety operations will be explored. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

INM 1207 Instrumentation (3-3-0)V

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Development of electronic control and measurement systems and procedures. Includes instruction in instrumentation design and maintenance, calibration, design and production testing and scheduling, automated equipment functions, and applications of specific industrial tasks. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

INM 1208 Special Topics in Ind. Maintenance Technology (6-6-0)V

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Courses that apply principles to specific problems and/or training through case studies, simulation, special projects, or problem solving procedures. Can be taught as a seminar, training sessions, workshop, or class. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

INM 1209 Plastics Technology/Molding (3-3-0)V

		O	
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Includes instruction in principles of metallurgy, related manufacturing systems, laboratory techniques, testing and inspection procedures, instrument calibration, system and equipment maintenance and repair, applications to specific processes, and report preparation. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

INM 1220 Basic A/C & Refrigeration (4-3-2)

		O	
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Maintenance and repair of window type and central air conditioning. Emphasis on basic refrigeration theory, refrigeration components identification and operation, system charging and evacuation. Copper brazing and electrical troubleshooting residential A/C systems will also be covered. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

INM 1225 Basic Heating (3-2-2)

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Introduction to heating systems, gas forced air, medium and high efficiency, electric and hydronic system installation, control system operation, and troubleshooting. Emphasis on system service and troubleshooting. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

INM 1226 Workplace Cultural Diversity (3-3-0)V

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Understanding cultural diversity in the workplace topics include: define descriptive categories that contribute to diversity, including age, ethnic/racial status, socio-economic class, gender, physical abilities, sexual orientation, national origin, and religion; understanding that diversity means more than race and gender; understanding that each individual is unique and different; identifying common fears and barriers to diversity; avoiding

stereotypes and bias; communicating and solving conflict professionally; examine the diversity issues related to race and ethnicity in America; examine the diversity issues related to gender and sexual orientation in America; evaluate how diversity is represented in the media; and recognize the value of diversity. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

INM 2200 Electro-Mechanics I (5-5-0)V

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This course includes basic electricity, batteries, AC and DC circuits, transformers, and electrical measuring instruments. PREREQUISITE: Concurrent enrollment in or completion of INM 1206 Introduction to Industrial Maintenance Tech. Five classroom hours per week. Variable 0.5 to 5 semester hours credit. Repeatable 3 times.

INM 2205 Electro-Mechanics II (5-5-0)V

		O	
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This course includes electrical protective devices, AC and DC equipment controls, single-phase motors, three-phase systems and electrical troubleshooting. PREREQUISITE: INM 2200 Electro-Mechanics I or consent of instructor. Five classroom hours per week. Variable 0.5 to 5 semester hours credit. Repeatable 3 times.

INM 2206 Program Logic Controllers I (3-3-0)V

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Includes instruction in the history of machine automation, principles of robotics, design and operational testing, system maintenance and repair procedures, robot computer systems and control language, specific system types, applications to specific industrial tasks, and safety. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

INM 2207 Robotics Technology (3-3-0)

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A course that prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing and using stationary and mobile robotics. Instruction includes history of automation, safety, principles of robotics design and application, system types, control language and operation, mechanical functions, electrical wiring, remote control, sensors, mobility, robots tasking, pneumatic functions, and basics electronics, system maintenance and repair. Three classroom hours per week. 3 semester hours credit.

INM 2208 Program Logic Controllers II (3-3-0)V

		O	
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Includes instruction in the history of machine automation, principles of robotics, design and operational testing, system maintenance and repair procedures, robot computer systems and control language, specific system types, applications to specific industrial tasks, and safety. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

INM 2210 Occupational Safety (OSHA) (3-3-0)V

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This course is based on the Occupational Safety & Health Training Course in General Industry Safety & Health and the Illinois Onsite Safety & Health Consultation Program. In this course the student will learn what the OSH Act is and why it became necessary in protecting the workforce in the United States, what the Federal

Code of Regulations are and how to identify workplace hazards, and also how to work with industrial managers in eliminating these workplace hazards. PREREQUISITE: CIS 1104 Intro to Online Learning. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times to upgrade current safety skill levels and qualifications requirement.

INM 2220 Adv. A/C Commercial Refrig (4-3-2)

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Maintenance repair and troubleshooting of larger A/C 6 tons and up, walk-in coolers, freezers, ice machines, display cases, commercial refrigerators, and water coolers. Emphasis on refrigerant and refrigerant controls found mainly on commercial equipment. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

INM 2225 Air Distribution/Load Calc (4-3-2)

		O	
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This course covers heating and cooling load calculations needed to determine equipment size, airflow requirements, duct sizing, construction and materials, and different duct system types. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

INM 2230 Recovery & EPA Tech Cert (0.5-0.5-0)

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This course covers proper use and operation of refrigerant recovery equipment with an emphasis on taking the EPA technician certification exam. One-half classroom hour per week. 0.5 semester hour credit.

INS 1101 Class Instruments I (1-0-2)

F	L	O	W
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This course involves training in fundamentals of performance on a band or orchestral instrument. No prior knowledge of music or of the instrument is assumed. Two lab hours per week. 1 semester hour credit.

INS 1102 Class Instruments II (1-0-2)

F	L	O	W
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This course is a continuation of INS 1101. It provides further training in fundamentals of performance on the same instrument or initial training on another instrument. PREREQUISITE: INS 1101 Class Instruments I or the consent of the instructor. Two lab hours per week. 1 semester hour credit.

INS 1103 Class Instruments III (1-0-2)

F	L	O	W
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This course is a continuation of INS 1102. If the student chose the same instrument classification in INS 1102 as they did in INS 1101 they must now choose a different classification or if they chose a different classification in INS 1102 they may continue with that classification. PREREQUISITE: INS 1102 Class Instruments II or consent of instructor. Two lab hours per week. 1 semester hour credit.

INS 1104 Class Instruments IV (1-0-2)

F	L	O	W
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This course is a continuation of INS 1103. If the student chose the same instrument classification in INS 1103 as they did in INS 1102 they must now choose a different classification or if they chose a different classification in INS 1103 they may continue with that classification. PREREQUISITE: INS 1103 Class Instruments III or consent of instructor.

Two lab hours per week. 1 semester hour credit.

INS 1111 Instrumental Applied Music I (1-1-0)

	L	O	W
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This course involves one private lesson a week in string, brass, woodwind, or percussion. One classroom hour per week. 1 semester hour credit.

INS 1112 Instrumental Applied Music II (1-1-0)

	L	O	W
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This course is a continuation of INS 1111 and involves one private lesson per week in string, brass, woodwind, or percussion. PREREQUISITE: INS 1111 Instrumental Applied Music I or consent of instructor. One classroom hour per week. 1 semester hour credit.

INS 1113 Instrumental Applied Music III (1-1-0)

	L	O	W
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This course is a continuation of INS 1112 and involves one private lesson per week in string, brass, woodwind, or percussion. PREREQUISITE: INS 1112 Instrumental Applied Music II or consent of the instructor. One classroom hour per week. 1 semester hour credit.

INS 1114 Instrumental Applied Music IV (1-1-0)

	L	O	W
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This course is a continuation of INS 1113 and involves one private lesson per week in string, brass, woodwind, or percussion. PREREQUISITE: INS 1113 Instrumental Applied Music III or consent of the instructor. One classroom hour per week. 1 semester hour credit.

INS 1121 Concert Band I (2-1-2)

F	L	O	W
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This class forms a musical unit to study and perform all types of band literature. The band performs at concerts and special events. PREREQUISITE: Open to all students who have a basic knowledge of an instrument that is part of a concert band. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 1122 Concert Band II (2-1-2)

F	L	O	W
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This course is a continuation of INS 1121. The class forms a musical unit to study and perform all types of band literature. The band performs at concerts and special events. PREREQUISITE: INS 1121 Concert Band I or consent of the instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 1123 Stage Band I (2-1-2)

F	L	O	W
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The class forms a musical unit to study and perform all types of stage band literature. PREREQUISITE: Consent of the instructor only. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 1124 Stage Band II (2-1-2)

F	L	O	W
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This course is a continuation of INS 1123. The class forms a musical unit to study all types of stage band literature. PREREQUISITE: INS 1123 Stage Band I or consent of the instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.



INS 1131 String Ensemble I (2-1-2)  

F	L	O	W
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 The string ensemble functions as a musical unit to study and perform all types of string ensemble literature and performs at special events. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 1132 String Ensemble II (2-1-2)  

F	L	O	W
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 This course is a continuation of INS 1131. The string ensemble functions as a musical unit to study and perform all types of string ensemble literature and performs at special events. PREREQUISITE: INS 1131 String Ensemble I or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 1141 Jazz Band I (2-1-2)  

F	L	O	W
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 This class forms a musical unit to study and perform jazz literature. The band will perform for special events. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 1142 Jazz Band II (2-1-2)  

F	L	O	W
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 This class is a continuation of INS 1141. This class forms a musical unit to study and perform jazz literature. The band will perform for special events. PREREQUISITE: INS 1141 Jazz Band I or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 1143 Pep Band I (2-1-2)  

F	L	O	W
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 This class forms a musical unit to study and perform a variety of pep band literature. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 1144 Pep Band II (2-1-2)  

F	L	O	W
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 This class is a continuation of INS 1143. This class forms a musical unit to study and perform a variety of pep band literature. PREREQUISITE: INS 1143 Pep Band I or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 1151 Community Band (2-1-2)V  

F	L	O	W
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 This course brings together community members to form a musical unit to study and perform a variety of music literature. The band will perform for special events. One classroom hour per week. Two lab hours per week. Variable 0.5 to 2 semester hours credit.

INS 1152 Community Band II (2-1-2)V  

F	L	O	W
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 This course is a continuation of INS 1151. This course brings together community members to form a musical unit to study and perform a variety of music literature. The band will perform for special events. One classroom hour per week. Two lab hours per week. Variable 0.5 to 2 semester hours credit.

INS 2111 Instrumental Applied Music V (1-1-0)  

	L	O	W
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 This course is a continuation of INS 1114. This course involves one private lesson per week in string, brass, woodwind, or percussion. PREREQUISITE: INS 1114 Instrumental Applied Music IV or consent of instructor. One classroom hour per week. 1 semester hour credit.

INS 2112 Instrumental Applied Music VI (1-1-0)  

	L	O	W
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 This course is a continuation of INS 2111. It involves one private lesson per week in string, brass, woodwind, or percussion. PREREQUISITE: INS 2111 Instrumental Applied Music V, or consent of instructor. One classroom hour per week. 1 semester hour credit.

INS 2113 Instrumental Applied Music VII (1-1-0)  

	L	O	W
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 This course is a continuation of INS 2112. It involves one private lesson per week in string, brass, woodwind, or percussion. PREREQUISITE: INS 2112 Instrumental Applied Music VI or consent of instructor. One classroom hour per week. 1 semester hour credit.

INS 2114 Instrumental Applied Music VIII (1-1-0)  

	L	O	W
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 This course is a continuation of INS 2113. It involves one private lesson per week in string, brass, woodwind, or percussion. PREREQUISITE: INS 2113 Instrumental Applied Music VII or consent of instructor. One classroom hour per week. 1 semester hour credit.

INS 2121 Concert Band III (2-1-2)  

F	L	O	W
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 This course is a continuation of INS 1122. The band functions as a musical unit to study and perform all types of band literature and performs at athletic and special events. PREREQUISITE: INS 1122 Concert Band II or consent of the instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 2122 Concert Band IV (2-1-2)  

F	L	O	W
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 This course is a continuation of INS 2121. The band functions as a musical unit to study and perform all types of band literature and performs at concerts and special events. PREREQUISITE: INS 2121 Concert Band III or consent of the instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 2123 Stage Band III (2-1-2)  

F	L	O	W
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 The class forms a musical unit to study all types of stage and band literature. PREREQUISITE: INS 1124 Stage Band II or consent of the instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 2124 Stage Band IV (2-1-2)  

F	L	O	W
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 This course is a continuation of INS 2123. The class forms a musical unit to study all types of stage and band literature. PREREQUISITE: INS 2123 Stage Band III or consent of the instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 2131 String Ensemble III (2-1-2)

F	L	O	W
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This course is a continuation of INS 1132. The string ensemble functions as a musical unit to study and perform all types of string ensemble literature and performs at special events.

PREREQUISITE: INS 1132 String Ensemble II or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 2132 String Ensemble IV (2-1-2)

F	L	O	W
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This course is a continuation of INS 2131. The string ensemble functions as a musical unit to study and perform all types of string ensemble literature and performs at special events.

PREREQUISITE: INS 2131 String Ensemble III or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 2141 Jazz Band III (2-1-2)

F	L	O	W
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This class is a continuation of INS 1142. This class forms a musical unit to study and perform jazz literature. The band will perform for special events. PREREQUISITE: INS 1142 Jazz Band II or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 2142 Jazz Band IV (2-1-2)

F	L	O	W
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This class is a continuation of INS 2141. This class forms a musical unit to study and perform jazz literature. The band will perform for special events. PREREQUISITE: INS 2141 Jazz Band III or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 2143 Pep Band III (2-1-2)

F	L	O	W
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This class is a continuation of INS 1144. This class forms a musical unit to study and perform a variety of pep band literature. PREREQUISITE: INS 1144 Pep Band II or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 2144 Pep Band IV (2-1-2)

F	L	O	W
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This class is a continuation of INS 2143. This class forms a musical unit to study and perform a variety of pep band literature. PREREQUISITE: INS 2143 Pep Band III or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

INS 2151 Community Band III (2-1-2)V

F	L	O	W
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This course brings together community members to form a musical unit to study and perform a variety of music literature. The band will perform for special events. One classroom hour per week. Two lab hours per week. Variable 0.5 to 2 semester hours credit.

IQM 2202 Statistical Process Control II (3-3-0)

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This course is an advanced study in the various aspects and applications of statistical process control. Areas studied include process capability studies, control chart patterns, process control charts, quality control teams, and acceptance sampling.

PREREQUISITE: QAC 1202 Statistics/Productivity & Quality or consent of instructor. Three classroom hours per week. 3 semester hours credit.

IQM 2203 Geometric Tolerancing (3-3-0)

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This course presents the basic features and applications in geometric dimensioning and tolerancing. It reflects an international trend toward greater use of standards on this subject. Topics discussed include use and application of geometric dimensioning and tolerancing, tolerances of form and orientation, tolerances of location, profile of noncylindrical and coaxial features, position extended features, and concentricity. PREREQUISITE: QAC 1204 Dimen. Metrology & Blueprint Interp. or consent of instructor. Three classroom hours per week. 3 semester hours credit.

IQM 2204 Gauges and their Application (3-2-2)

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Measuring gauges, measuring standards, and the proper uses of various gauges are contained in this course. Topics included are basic linear instruments, fixed gauges, surface plate equipment and methods, dial indicators, pneumatic gauging, optical comparators, coordinate measurement machines, and surface texture measurement. PREREQUISITE: QAC 1204 Dimen. Metrology & Blueprint Interp. or consent of instructor. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

IQM 2205 Advanced Blueprint Interpretation (3-3-0)

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This is an advanced course in the reading and interpretation of blueprints. The coursework will focus on industrial and mechanical applications. Topics addressed will include: orthographic projection, surface texture, GEO-METRICS tolerances, identifying steels, structural steel shapes, and worm gearing. PREREQUISITE: QAC 1204 Dimen. Metrology & Blueprint Interp. or consent of instructor. Three classroom hours per week. 3 semester hours credit.

IQM 2206 Certified Quality Auditor Review (4-4-0)

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This course is an advanced level review of industrial quality auditing. The student will be exposed to a current review of quality auditing techniques and principles utilizing American Society for Quality Control standards and materials. Upon successful completion of the course, the student will be prepared to challenge the certification exam for the level of Certified Quality Auditor. PREREQUISITE: Consent of instructor. Four classroom hours per week. 4 semester hours credit.

IQM 2207 Certified Quality Manager Review (4-4-0)

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This course contains a broad description of quality management policies and principles. Additionally, the student is taught to apply quality management principles to practical situations in industry. Upon the successful completion of this course, the student will be prepared to challenge the American Society for Quality Control's exam for the level of Certified Quality Manager. PREREQUISITE: Consent of instructor. Four classroom hours per week. 4 semester hours credit.

IQM 2208 FMEA/Measurement Analysis Sys (4-4-0)

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This is an entry level course in Failure Mode and Effects Analysis (FMEA). The students will recognize and evaluate the potential failure of a product/process and its effects, and identify actions which could eliminate the chance of a potential failure occurring. The students will also study the documentation of the process by addressing Measurement Systems Analysis (MSA). Four classroom hours per week. 4 semester hours credit.

IQM 2209 Adv Ind Quality Management (4-4-0)

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This is an advanced course on the continuous improvement requirement that has been identified by a fundamental QS-9000 quality system. Addressed are the various elements to be considered when developing and implementing a continuous improvement program. Included are the various elements of QS-9000, selected TQM tools, and correlation between the tools and the elements. Four classroom hours per week. 4 semester hours credit.

IQM 2210 Part Approv Proc/Adv Prod Plan (4-4-0)

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This course addresses requirements for production part approval. It applies equally whether the commodities are produced internally or externally. Additionally, product quality planning as a structured method of defining and establishing the steps necessary to assure customer satisfaction is addressed. Four classroom hours per week. 4 semester hours credit.

ISM 1202 Computer Hardware Fundamentals (4-2-4)

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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 2009 A+ Exam objectives which prepares students for the A+ 220-701 and 220-702 exams.. This course structure is a comprehensive, step-by-step approach to learning the fundamentals of supporting and troubleshooting computer hardware. The course will cover the anatomy of popular personal computers including such elements as the microprocessor, motherboard, coprocessors, memory, displays, data and expansion buses, USB and hard disks, mass storage systems, and optical storage units. Two classroom hours per week. Four lab hours per week. Four semester hours credit.

ISM 1204 Computer Hardware & Maint. II (3-3-0)

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This course teaches more in-depth and advanced microcomputer components and their operations, including the anatomy of popular personal computers. Also includes elements such as microprocessor, motherboard, coprocessors, memory, displays, data and expansion buses, floppy and hard disks, mass storage systems, optical storage and tapes. PREREQUISITE: ISM 1202, Computer Hardware & Maint I. Three classroom hours per week. 3 semester hours credit.

ISM 2201 Systems Analysis & Design (3-3-0)

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This course provides a real-world understanding of information systems (ISs) for business and computer science students as well as providing students with a firm foundation in business-related

information technology (IT) on which they can build successful careers regardless of the particular field they choose. The fundamental principle guiding this course is that ISs are everywhere in business. Information systems are pervasive because information is the single most powerful resource in every business function in every industry. Knowledge of IT is not always explicitly stated as a job requirement but it is an essential element of success in virtually any position. Not everyone in business needs to have all the technical skills of an IT professional but everyone needs a deep enough understanding of the subject to know how to use IT in their profession. Three classroom hours per week. 3 semester hours credit.

ISM 2204 Business Prob Solving/Access (3-3-0)

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This course offers real-life cases which provide the context for the critical thinking and problem-solving needed to reinforce the advanced features of Microsoft Access 2002 when used as a problem solving tool for any business functioning in a global economy. Three classroom hours per week. 3 semester hours credit.

ISM 2206 Intro to JAVA Programming (3-3-0)

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This course uses a practical, step-by-step approach to provide comprehensive instruction on basic to advanced Java Script concepts. Through this course students will be creating web pages and sites featuring animated text, image rollovers, pull-down menus as well as drag and drop menus. Three classroom hours per week. 3 semester hours credit.

ISM 2212 ISM Internship (3-0-15)

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Students will work 5 hours per week in a chosen Information Technology position in private industry. Goals are determined as the internship coordinator and training supervisor discuss the work plan for each individual. Internship hours are based on 75 hours equated to 1 semester hour of credit. PREREQUISITE: Completion of first-year's program requirements or consent of instructor. Fifteen lab hours per week. 3 semester hours credit.

ISS 1201 Computer Support Fundamentals (2-1-2)

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This course is designed to provide an in-depth look at the business skills, soft skills, and self-management skills needed to provide effective customer service and support in a technical environment. In the demanding world of help desk analysis, it is no longer enough to only possess a solid technical background. Today's help desk analyst must also master "soft" and self-management skills. This course examines the skills needed to deliver excellent customer support at the help desk, including active listening, effective communication, problem-solving, handling difficult customer situations, stress-management, and team building to name a few. The course offers real-world examples, interactive activities such as role playing and support emulation to reinforce key concepts in preparation for a career as a desktop support technician. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

ISS 1202 Word Processing Support (5-3-4)

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This is a comprehensive course in which students will learn techniques of input, editing, and output specific to electronic word processors. This course begins as an introduction to word processing and then progresses to further refine the student's

skills through the Microsoft Word processing software package in more advanced documents. Special attention is given to multi-page documents, tables, and advanced editing procedures with an emphasis on productivity. This course also prepares the student to take the Microsoft Certified Application Specialist exam in Microsoft Word. Three classroom hours per week. Four lab hours per week. Five semester hours credit.

ISS 1203 Client Operating Systems (4-2-4)

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Students will gain a complete, step-by-step approach for learning the fundamentals of supporting and troubleshooting Microsoft Windows computer operating systems. This course maps fully to CompTIA's latest 2009 A+ 220-701 and 220-702 Exam objectives. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

ISS 1204 Productivity Applications (3-2-2)

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This course covers three Microsoft products: PowerPoint, Outlook, and Publisher. Students will begin with an introduction to each application and then move towards more advanced topics. Students will also learn how to support end-users in these applications from an information systems support standpoint. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

ISS 1205 Spreadsheet Support (5-3-4)

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This course introduces students to Microsoft Excel then progresses to more advanced features. In this course, students will use Microsoft Office Excel to manage, edit, and print data. Students will then learn to streamline repetitive tasks and display spreadsheet data in more visually effective ways. Next, students learn to enhance spreadsheets with templates, charts, graphics, and formulas. Finally, students will extend their knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications. This course also prepares the students to take the Microsoft Certified Applications Specialist exam for Excel. Three classroom hours per week. Four lab hours per week. 5 semester hours credit.

ISS 1206 A+ Preparation and Exam (2-2-0)

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This course prepares students for the Comp TIA A+ certification track that includes the A+ Essentials exam (220-701) and the Practical Application exam (220-702). This course consists of full coverage of all exam objectives in a systematic approach so the student is prepared for both exams. There will also be practical hands-on exercises to reinforce critical skills as well as real-world scenarios that will put what the student has learned in the context of actual job roles. PREREQUISITES: ISM 1202 Computer Hardware Fundamentals, or concurrent enrollment, and ISS 1203 Client Operating Systems. Two classroom hours per week. Two semester hours credit.

ISS 2200 Database Support (5-3-4)

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In this course, students will first be introduced to the concept of the relational database and the Microsoft Office Access relational database application and its information management tools. Students will then learn how to design and create a new Access

database, customize database components, and share Access data with other applications. Students will learn how to use a variety of complex query techniques, create more efficient forms and reports, and create and use macros to automate their forms. In addition, students will gain experience with Internet-related features, including hyperlinks and the Web toolbar. Students will learn how to develop an application and tie the objects together into a cohesive system by using macros and Visual Basic for Applications code. Three classroom hours per week. Four lab hours per week. 5 semester hours credit.

ISS 2201 Computer Support Techniques (3-3-0)

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This course is aimed at individuals specifically looking to enter the computer support industry. This course ties together customer support along with the computer skills required of a help desk computer support position. In depth discussion of troubleshooting, problem solving, communication with clients, determining a client's specific needs, and training end users will be discussed that are unique to the customer support of computer users. The course offers real-world examples, interactive activities such as role playing and support simulation to reinforce key concepts in preparation for a career as an information support technician. PREREQUISITES: ISM 1201 Computer Hardware Fundamentals, ISS 1201 Computer Support Fundamentals, and ISS 1203 Client Operating Systems. Three classroom hours per week. 3 semester hours credit.

ISS 2202 Applications Support Techniques (4-2-4)

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This course is intended for people getting started in information support who have experience with a Microsoft Windows operating system and Microsoft Office applications, in both home and corporate environments. The course offers real-world examples, interactive activities such as role playing and support emulation to reinforce key concepts in preparation for a career as a desktop support technician. Also featured is troubleshooting tips for solutions to common problems encountered by users. The intended focus of support is operating systems and office applications. PREREQUISITES: ISS 1201 Computer Support Fundamentals, ISS 1202 Word Processing Support, ISS 1204 Productivity Applications, ISS 1205 Spreadsheet Support, and ISS 2200 Database Support. A student may be concurrently enrolled in ISS 2200. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

ISS 2203 Microsoft MCDST Prep & Exam (2-2-0)

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This course prepares the student to take the 70-271 (Operating Systems) and 70-272 (Applications) Microsoft Certified Desk Top Support Technician exams. Objectives for both exams will be reviewed. Students will take computer based practice exams to simulate the actual exams. PREREQUISITES: ISS 2201 Computer Support Techniques and ISS 2202 Application Support Techniques or concurrent enrollment. Two classroom hours per week. Two semester hours credit.

ISS 2204 Network Systems Support (5-3-4)

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This course develops competencies in physically interconnecting multiple computers through network adapter cards and cabling which allow one computer to share specified resources, such as disk drives, printers, and modems, with other computers on the network. After learning how to design and create a network this course covers many topics of Microsoft's Windows Server and is

designed to introduce students to basic and advanced configuration of a Network Operating System and how it is implemented on a network. Students will be given the opportunity to learn in a hands-on environment from installing the OS, configuring and troubleshooting network services, configuring and troubleshooting hardware devices and their drivers, managing the system performance and its reliability, managing data storage, troubleshooting network connections, and implementing, monitoring, and troubleshooting network security. PREREQUISITES: ISS 1206 A+ Preparation and Exam or consent of instructor. Three classroom hours per week. Four lab hours per week. 5 semester hours credit.

ISS 2205 Net+ Preparation and Exam (2-2-0)

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This course prepares students for the Comp TIA Network+ certification. This course consists of a full coverage of all exam objectives in a systematic approach so the student is prepared for the exam. There will also be practical hands-on exercises to reinforce critical skills as well as real-world scenarios that will put what the student has learned in the context of actual job roles. PREREQUISITES: ISS 2204 Network Systems Support or concurrent enrollment. Two classroom hours per week. 2 semester hours credit.

ISS 2230 IS Support Internship (3-0-15)

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Students will work a minimum of five hours per week in an information systems support environment. The coordinator and the training supervisor will work together in establishing goals and experiences for the students. Internship hours are based on students working a minimum of 225 hours at 75 hours equated to one semester hour of credit. PREREQUISITE: Completion of the first year of the program requirements. Fifteen lab hours per week. 3 semester hours credit.

ISS 2231 IS Support Simulation (3-0-15)

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Students will work a minimum of five hours per week in an information systems support role at Frontier Community College. The coordinator and the training supervisor will work together in establishing goals and experiences for the students. This is a seminar course where the student will work in a simulated work environment where the student is exposed to real-world case studies. The instructor will play the role of the support manager and the student will play the role of the support technician. This course is ideal for the student currently working in the support industry who would prefer not to do an internship. Internship hours are based on 75 hours equated to one semester hour of credit. PREREQUISITE: Completion of the first year of the program requirements. Fifteen lab hours per week. 3 semester hours credit.

JLM 1111 Survey of Mass Media (3-3-0)

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This course is a broad survey of journalism with an emphasis upon mass media theories and functions, history, ethics, and current issues. Three classroom hours per week. 3 semester hours credit.

JLM 1121 Newswriting I (3-2-2)

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Principles and practices of evaluating, interviewing, and preparing copy for publication are examined. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

JLM 1131 Copy Editing and Makeup (3-2-2)

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Principles of editing are combined with graphic concepts and techniques. Typography, newspaper layout and design, news evaluation, headline writing, copy fitting, makeup and editorial problems are studied. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

JLM 1141 Student Publications (2-0-4)

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This course provides practical experience in working on the production of student publications. PREREQUISITE: Consent of instructor. Four lab hours per week. 2 semester hours credit.

JLM 2111 Newswriting II (3-2-2)

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This course is a study of the more difficult reporting assignments including interpretative and adversary writing. PREREQUISITE: JLM 1121 Newswriting I, or equivalent. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

JLM 2121 Photojournalism (3-2-2)

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This course is an introduction to the basic principles of news and magazine photography with emphasis on black and white photography, laboratory work in taking, developing, printing and marketing photographs. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

JUS 1200 Introduction to Criminal Justice (3-3-0)

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This course gives a general overview of the total system of justice in the United States with topical consideration of the functional areas of the Criminal Justice System, role of police, courts and corrections, nature of law, and the interrelationships of several components of the system. Three classroom hours per week. 3 semester hours credit.

JUS 1205 Ethics for Police Officers (3-3-0)

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The student will learn the importance of ethics as a part of law enforcement and everyday life. The student will understand the objective of ethical reflection, decision making and conduct as it relates to police officers. Students will learn the value of ethics as it relates to their future law enforcement career. Three classroom hours per week. 3 semester hours credit.

JUS 1210 Criminal Law I (3-3-0)

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This course introduces law as it applies to crime against persons, property, and the state with emphasis on laws of arrest. Special emphasis will also be placed on the elements of crimes and criminal law and procedures as applied in the Illinois Criminal Law Statutes and federal agency jurisdiction. Three classroom hours per week. 3 semester hours credit.

JUS 1211 Criminal Law II (3-3-0)

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This course reflects the law as it pertains to the suspect and defendant's rights as guaranteed under the United States Constitution. Special emphasis will be placed on search and seizure, also the first fourteen amendments of the United States Constitution. PREREQUISITE: JUS 1210 Criminal Law I. Three classroom hours per week. 3 semester hours credit.

JUS 1215 Introduction to Criminology (3-3-0)

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A study of the general and varied principles and other types of knowledge regarding the processes of law, crime and societal reactions to crime. A special emphasis is given to sociology of criminal law, the sociology of crime, and the social psychology of criminal behavior. Three classroom hours per week. 3 semester hours credit.

JUS 1220 Youth and Administration of Justice (3-3-0)

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This course will discuss the psychological, social, and environmental factors dealing with youth problems. Emphasis will be placed on the responsibilities and activities of law enforcement courts, correctional facilities, and other social agencies that deal with youth problems. Three classroom hours per week. 3 semester hours credit.

JUS 1225 Homeland Security (3-3-0)

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This course will give students knowledge of the role of local and state police in dealing with the threat of terrorism on our nation and the relationship between the federal government and those local units of law enforcement to maintain homeland security. Three classroom hours per week. 3 semester hours credit.

JUS 1226 Terrorism (3-3-0)

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The class will focus on terrorism today, as well as the history of terrorism, those involved in terrorism, and future threats of terrorism. Local law enforcement will be the front guard of defense against terrorism; students will need to know what to expect and to develop plans to counter terrorism. Three classroom hours per week. 3 semester hours credit.

JUS 1230 Substance Abuse Issues (3-3-0)V

F	L	O	W
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A survey of drug abuse in society. The role and relationship of community, legislation, and police in controlling vice, with emphasis on drugs will be discussed. Law enforcement intelligence and enforcement procedures will be studied. Three classroom hours per week. Variable up to 3 semester hours credit.

JUS 2200 Criminal Justice Internship (3-0-15)

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This structured work experience program strives to bring training and education into a meaningful relationship. The student will observe the operation of a criminal justice agency under general supervision of the agency. PREREQUISITE: JUS 1200 Introduction to Criminal Justice, JUS 1211 Criminal Law II, and consent of the Administration of Justice instructor and the Dean of the college. The student must be 21 years of age or have secured parental permission prior to the internship. Fifteen internship hours per week. 3 semester hours credit.

JUS 2201 Criminal Investigations I (3-3-0)

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An introductory course in the basic concepts of criminal investigations. The course will cover theory and procedures of criminal investigations and problems that can arise in criminal investigations. Emphasis will be focused on the preliminary criminal investigations, protection of the crime scene, protection of evidence, interviewing, and interrogations. PREREQUISITES:

JUS 1200 Introduction to Criminal Justice and JUS 1210 Criminal Law I. Three classroom hours per week. 3 semester hours credit.

JUS 2202 Criminal Investigation II (3-3-0)

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An advanced study in criminal investigations that helps a student to prepare an investigation from the beginning to final court preparation with emphasis on report writing and court preparation. PREREQUISITE: JUS 2201 Criminal Investigations I. Three classroom hours per week. 3 semester hours credit.

JUS 2220 Police Organization & Operations (3-3-0)

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A study of the historical, social, political and democratic aspects of administering police agencies. Topics such as police tasks, structures, principles and functions will be examined. Organizational interactions and managerial guidance mechanisms along with flow of information within the organization will be emphasized. PREREQUISITE: JUS 1200 Introduction to Criminal Justice. Three classroom hours per week. 3 semester hours credit.

JUS 2230 Institutional Corrections (3-3-0)

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This is an introduction to the functional, operational, and administrative aspects of institutional corrections. Topics such as treatment and rehabilitation programs, institutional security and discipline, supervision of inmates, institutional programming, counseling, case management, reports, internal affairs, treatment and the development of philosophy, theory, and practice at correctional institutions will be discussed. Three classroom hours per week. 3 semester hours credit.

JUS 2240 Traffic Administration (3-3-0)

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This course will present principles of traffic control, education, engineering and enforcement. It will also consider practical applications to traffic control and current research techniques. Three classroom hours per week. 3 semester hours credit.

JUS 2250 Current Issues in Corrections (4-4-0)V

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This course provides ideological and pragmatic justification for punishment and imprisonment; sentencing trends and alternatives to incarceration; organization and management of correctional institutions; inmate life, prisonization; treatment and custody; discharge and parole. Exploration of major issues facing correctional employees; socioeconomic, political, and other perspectives related to criminal justice and protective services. Four classroom hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

JUS 2251 Supervision of Inmates (3-3-0)

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This course assists the correctional officer to be an effective supervisor of inmates. This course includes other institutional assignments for inmates in housing units/cell houses, procedures for responding to inmates' requests, giving instructions to inmates, and responding to inmates who violate rules or administrative directives, disciplinary actions for inmate violations and inmate grievance procedures. Three classroom hours per week. 3 semester hours credit.

JUS 2252 Correctional Facility Operations (3-3-0)

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This course covers the operation of a correctional facility from the reception of an inmate to release. Included is the recognition of Administrative Directives of the Department of Corrections and of the institution as the basis of the operational policies. Three classroom hours per week. 3 semester hours credit.

JUS 2253 Probation and Parole (3-3-0)

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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. Three classroom hours per week. 3 semester hours credit.

JUS 2260 Criminalistics (3-3-0)

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This course gives students the knowledge needed to undertake a basic crime scene investigation. Students will learn about processing a crime scene, types of evidence and types of analysis. Three classroom hours per week. 3 semester hours credit.

KEY 1101 Class Piano I (1-0-2)

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This course is for the beginner who has little or no piano experience. It is intended to teach hand position, note readings and other basic fundamentals required in piano playing. Two lab hours per week. 1 semester hour credit.

KEY 1102 Class Piano II (1-0-2)

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This course is a continuation of KEY 1101 with more advanced music. Sight reading new material is stressed in this course. PREREQUISITE: KEY 1101 Class Piano I or consent of the department. Two lab hours per week. 1 semester hour credit.

KEY 1103 Class Piano III (1-0-2)

F	L	O	W
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This course is a continuation of KEY 1102 with more advanced music literature. Transposition is stressed in this course. PREREQUISITE: KEY 1102 Class Piano II or consent of instructor. Two lab hours per week. 1 semester hour credit.

KEY 1104 Class Piano IV (1-0-2)

F	L	O	W
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This course is a continuation of KEY 1103 with more advanced music literature. Improvisation is stressed in this course. PREREQUISITE: KEY 1103 Class Piano III or consent of instructor. Two lab hours per week. 1 semester hour credit.

KEY 1111 Keyboard Applied Music I (1-1-0)

	L	O	W
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This course involves one private lesson per week in piano, organ, or other keyboard instrument. One classroom hour per week. 1 semester hour credit.

KEY 1112 Keyboard Applied Music II (1-1-0)

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This course is a continuation of KEY 1111. It involves one private lesson per week in piano, organ, or other keyboard instrument. PREREQUISITE: KEY 1111 Keyboard Applied Music I or consent of the instructor. One classroom hour per week. 1 semester hour credit.

KEY 1113 Keyboard Applied Music III (1-1-0)

	L	O	W
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This course is a continuation of KEY 1112. It involves one private lesson per week in piano, organ, or other keyboard instrument. PREREQUISITE: KEY 1112 Keyboard Applied Music II or consent of the instructor. One classroom hour per week. 1 semester hour credit.

KEY 1114 Keyboard Applied Music IV (1-1-0)

	L	O	W
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This course is a continuation of KEY 1113. It involves one private lesson per week in piano, organ, or other keyboard instrument. PREREQUISITE: KEY 1113 Keyboard Applied Music III or consent of the instructor. One classroom hour per week. 1 semester hour credit.

KEY 2111 Keyboard Applied Music V (1-1-0)

	L	O	W
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This course is a continuation of KEY 1114. It involves one private lesson per week in piano, organ, or other keyboard instrument. PREREQUISITE: KEY 1114 Keyboard Applied Music IV or consent of the instructor. One classroom hour per week. 1 semester hour credit.

KEY 2112 Keyboard Applied Music VI (1-1-0)

	L	O	W
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This course is a continuation of KEY 2111. It involves one private lesson per week in piano, organ, or other keyboard instrument. PREREQUISITE: KEY 2111 Keyboard Applied Music V or consent of the instructor. One classroom hour per week. 1 semester hour credit.

KEY 2113 Keyboard Applied Music VII (1-1-0)

	L	O	W
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This course is a continuation of KEY 2112. It involves one private lesson per week in piano, organ, or other keyboard instrument. PREREQUISITE: KEY 2112 Keyboard Applied Music VI or consent of the instructor. One classroom hour per week. 1 semester hour credit.

KEY 2114 Keyboard Applied Music VIII (1-1-0)

	L	O	W
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This course is a continuation of KEY 2113. It involves one private lesson per week in piano, organ, or other keyboard instrument. PREREQUISITE: KEY 2113 Keyboard Applied Music VII or consent of the instructor. One classroom hour per week. 1 semester hour credit.

LBR 1201 Labor Craft Orientation (2-1-2)

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Work zone flagger training, sun sense, math review, back injury prevention, construction rigging and knot tying, hazard communication, drug and alcohol awareness. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

LBR 1202 Occupational Safety and Health (1-0.5-1.5)

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Occupational Safety and Health Act 29 CFR 1926, common causes of accidents and fatalities in industry. Students practice applications of standards. One-half classroom hour per week. One and one-half lab hours per week. 1 semester hour credit.

LBR 1203 Mason Tending (3-2-2)

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Practices and procedures of mason tending including scaffold erection, stocking techniques, mixing mortar and grout, and forklift operation. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

LBR 1204 Concrete Practices and Procedures (3-2-2)

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Concrete materials and mix proportions, tools and equipment used with concrete. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

LBR 1205 Asphalt Tech and Construction (3-2-2)

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Asphalt technology and construction, flagger certification, manual tape application, paint striping operator, carbide asphalt grinder. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

LBR 1206 Principles of Pipelaying (3-2-2)

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Principles of pipelaying, including gravity flow piping systems, batterboards, sewer lasers, utility lines and grades, review of metric system. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

LBR 1207 Highway Construction Plans (3-3-0)

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Reading and interpreting highway construction plans and specifications. Three classroom hours per week. 3 semester hours credit.

LBR 1208 Asbestos Abatement (3-2-2)

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Asbestos abatement principles and practice, approved by Illinois Department of Public Health/E.P.A. Accredited. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

LBR 1209 Basic Construction Surveying (2-2-0)

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Basic instrument methods and computations for leveling applications and site-level circuits, slope staking, baselines and offsets, building and utility layout. Two classroom hours per week. 2 semester hours credit.

LBR 1210 Apprenticeship I (3-0-24)

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On-the-job component of Laborer's Apprenticeship Program; work related to skills learned in the classroom including mason tending, concrete procedures and asphalt use. All work activities performed under direct supervision of journeyman. Twenty-four lab hours per week. 3 semester hours credit.

LBR 1211 Bridges (3-2-2)

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Methods of bridge construction, renovation, and demolition for the laborer. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

LBR 1212 Hazardous Waste (4-3-2)

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Hazardous waste training for the Laborer's Apprentice. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

LBR 1215 Apprenticeship II (3-0-24)

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On-the-job component of Laborer's Apprenticeship Program. Work related to skills learned in the classroom including mason tending, concrete procedures, asphalt use pipelaying, asbestos abatement, and blueprint reading. All work activities performed under direct supervision of journeyman. Twenty-four lab hours per week. 3 semester hours credit.

LBR 1220 Apprenticeship III (3-0-24)

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On-the-job component of Laborers Apprenticeship Program; work related to skills learned in the classroom including mason tending, concrete procedures, asphalt use, pipelaying, asbestos abatement, and blueprint reading, surveying, bridge construction and hazardous waste handling. All work activities performed under direct supervision of journeyman. Twenty-four lab hours per week. 3 semester hours credit.

LBR 2200 History of the Labor Movement (3-3-0)

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Effects of labor on economic, political, and social systems of the United States. Three classroom hours per week. 3 semester hours credit.

LBR 2201 Labor Management Development (3-3-0)

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Develops skills needed to serve as foreman on construction jobs. Includes leadership, motivation, documents, safety, planning and control, communication and conflict resolution. Three classroom hours per week. 3 semester hours credit.

LET 1101 Speed Reading (2-2-0)

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Emphasis is on increasing reading speed and comprehension. PREREQUISITE: ENG 1111 Composition I or consent of instructor. Two classroom hours per week. 2 semester hours credit.

LET 2111 Creative Writing (3-2-2)

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This course is an introduction to the principles, problems, and processes involved in writing creatively. The course includes a study of structure and stylistic elements in a variety of genres with emphasis upon directed writing assignments. The course partially fulfills the humanities degree program. PREREQUISITE: ENG 1111 Composition I or ENG 1121 Composition and Analysis. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.



LET 2112 Creating Poetry (3-2-2)  
F L O W

This course is an introduction to principles and processes of poetry writing with an emphasis on open and closed forms. It deals with the writing and critiquing of poetry. This course includes the methods for submitting the poems to publishers. PREREQUISITE: ENG 1111 Composition I or ENG 1121 Composition and Analysis. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

LET 2113 Creating Fiction (3-3-0)  
F L O W

This course is an introduction to the principles and processes of fiction writing with a major emphasis on the short story. It deals with the actual writing and critiquing of short fiction. Included will be a study of structure and stylistic elements of fiction. Prerequisites: ENG 1111 Composition I or ENG 1121 Composition & Analysis or consent of instructor. Three classroom hours. 3 semester hours credit.

LIB 1604 Computer Applications: Library (2-2-0)  
F L O W

Students examine how libraries use computers for public service and technical support. Micro and mini computers are stressed. The course also covers major regional and national databases. Hands on experience is given in operating the computer. Two classroom hours per week. 2 semester hours credit.

LIT 2101 Introduction to Literature (3-3-0)  
F L O W

Introduction to Literature presents the basic techniques of poetry, drama, and fiction. PREREQUISITE: ENG 1111 Composition I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: H3 900

LIT 2111 American Literature to 1855 (3-3-0)  
F L O W

American Literature to 1855 is a study of American authors from colonial times through the Romantic Movement, with emphasis on historical trends and major authors through analysis of representative texts. PREREQUISITE: ENG 1111 Composition I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: H3 914

LIT 2112 American Literature Since 1855 (3-3-0)  
F L O W

American Literature Since 1855 is a study of American authors from the Age of Realism through the Modern Period, with emphasis on literary trends and major authors through analysis of representative texts. PREREQUISITE: ENG 1111 Composition I. Three classroom hours per week. 3 semester hours credit. IAI: H3 915

LIT 2121 English Literature to 1800 (3-3-0)  
F L O W

A study of English prose, poetry, and drama from the Middle Ages through the Restoration is covered in this course with emphasis on literary trends and major authors through analysis of representative texts. PREREQUISITES: ENG 1111 Composition I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: H3 912

LIT 2122 English Literature Since 1800 (3-3-0)  
F L O W

A study of English prose, poetry, and drama from the Romantics to the present will be covered with emphasis on literary trends and major authors through analysis of representative texts. PREREQUISITE: ENG 1111 Composition I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: H3 913

LIT 2131 World Literature to 1620 (3-3-0)  
F L O W

World Literature to 1620 is a historical, critical, and analytical study of representative ancient and medieval literature. PREREQUISITE: ENG 1111 Composition I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: H3 906

LIT 2132 World Literature Since 1620 (3-3-0)  
F L O W

World Literature since 1620 is a historical, critical, and analytical study of representative literature from the Age of Neoclassicism to the present. PREREQUISITES: ENG 1111 Composition I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: H3 907

LIT 2135 Women in Literature (3-3-0)  
F L O W

This course will examine the ways in which women are represented in various genres of literature. The course will cover various time periods, focusing on a wide range of women's experiences. Women as writers and as characters will be examined. The historical and social considerations both within the texts and surrounding the writers and how they influence the role of women in literature will also be examined. PREREQUISITE: ENG 1111 Composition I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: H3 911D

LIT 2141 Understanding Poetry (3-3-0)  
F L O W

This course fosters understanding and enjoying poetry, with emphasis on reading and analyzing many poems, particularly the shorter forms, selected from old and new poetry. PREREQUISITE: ENG 1111 Composition I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: H3 903

LIT 2142 Understanding Drama (3-3-0)  
F L O W

This course emphasizes understanding and appreciating drama and includes reading and analyzing a variety of plays. PREREQUISITE: ENG 1111 Composition I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: H3 902

LIT 2143 Understanding the Short Story (3-3-0)  
F L O W

Reading and analysis of short stories from a variety of periods. Approaches to determining literary meaning, form, and value. PREREQUISITE: ENG 1111 Composition I or consent of the instructor. Three classroom hours per week. 3 semester hours credit. IAI: H3 901

LIT 2144 Understanding the Novel (3-3-0)

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This course emphasizes understanding and appreciating the novel. It includes an analysis of the novel as a literary form, with representative examples from the 18th, 19th, and 20th centuries. PREREQUISITE: ENG 1111 Composition I or instructor approval. Three classroom hours per week. 3 semester hours credit.

LIT 2151 Shakespeare (3-3-0)

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This course includes a study of Elizabethan theater and Shakespearean stage conventions. Representative tragedies, comedies, and histories will be studied with emphasis on Shakespeare's style, characterization, and philosophy. PREREQUISITE: ENG 1111 Composition I or instructor's approval. Three classroom hours per week. 3 semester hours credit. IAI: H3 905

LIT 2152 Shakespeare II (3-3-0)

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This course is an extension of LIT 2151 Shakespeare, and deepens that course's study of Elizabethan theater and Shakespearean stage conventions. Additional tragedies, comedies, and histories will be studied in terms of the Elizabethan idea of order and the Shakespearean norms of poetic drama. PREREQUISITE: ENG 1111 Composition I or instructor's approval. Three classroom hours per week. 3 semester hours credit.

LIT 2161 Contemporary Literature (3-3-0)

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LIT 2161 covers recent trends, developments, techniques, and philosophies in British and American literature from 1945 to the present. Authors studied vary from semester to semester, but are chosen for their style and the significance of their themes. PREREQUISITE: ENG 1111 Composition I or consent of the instructor. Three classroom hours per week. 3 semester hours credit.

LIT 2171 Topics in Literature (3-3-0)

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This course deals with topics and areas of literature not studied in survey or genre courses. Topics vary. PREREQUISITE: ENG 1111 Composition I or consent of instructor. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

LIT 2181 Mythology (3-3-0)

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The myths of cultures from around the world are included, focusing on gods and heroes. Types of myths read may include: creation, fertility, and hero, ranging from the classical mythology of Greece and Rome to more contemporary ones from North American Indians and African tribes. PREREQUISITE: ENG 1111 Composition I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: H9 901

LIT 2191 Introduction to American Folklore (3-3-0)

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Focuses on oral literature in America. The main forms of folklore (tale, legend, joke, myth, proverb, speech, riddle, belief, ballad, custom material) are studied, as well as major folk groups. Also the role of folklore in literature and culture is examined. PREREQUISITE: ENG 1111 Composition I or consent of instructor. Three classroom hours per week. 3 semester hours credit.

LSC 1101 General Biology I (4-3-2)

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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. Three classroom hours per week. Two lab hours per week. 4 semester hours credit. IAI: L1 900

General Biology II (4-3-2)

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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. PREREQUISITE: Two years of high school biology or completion of LSC 1101 General Biology I or its equivalent or permission of instructor. Three classroom hours per week. Two lab hours per week. 4 semester hours credit. IAI: L1 900L

LSC 1103 General Botany (4-3-2)

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This course will survey the plants and plant-like members of the Kingdoms Protista, Fungi, and Plantae that are typically incorporated into an introductory botany life science course. Each survey will include the economic, environmental, recreational, pharmaceutical, household, and health and well being implications of algae, fungi, avascular plants, and vascular plants. Laboratory exercise will be incorporated to enhance the development of the scientific method, formulating hypotheses, evaluating data, and recording of data from hands on laboratory investigations. No college prerequisite. Three classroom hours per week. Two lab hours per week. 4 semester hours credit. IAI: L1 901L

LSC 1104 General Zoology (4-3-2)

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This course will survey the protozoa of the Kingdom Protista and invertebrate animals and vertebrate animals of the Kingdom Animalia that are typically incorporated into an introductory zoology life science course. Each survey will include the economic, environmental, agricultural, recreational, household, and health and well being implications of the protozoa, invertebrate animals, and vertebrate animals. Laboratory exercises will be incorporated to enhance the development of the scientific method, formulating hypotheses, recording of data, evaluation of data, and informative dissections from hands on laboratory investigations. No college prerequisite. Three classroom hours per week. Two lab hours per week. 4 semester hours credit. IAI: L1 902L

LSC 1105 Environmental Biology (4-4-0)

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This course is a study of the relationships of natural resources to human's social and economic welfare. It is designed to make students aware of components, structures, and functions of ecological processes and human impacts on the environment. It includes the history and causes of present environmental problems and analysis of proposed solutions. Four classroom

hours per week. 4 semester hours credit. IAI: L1 905  
LSC 1150 Orchid Plant Biology (2-2-0)V

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This course is an introduction to the fascinating orchid family of plants. Students will learn the basic taxonomy and biology of this large group of flowering plants. Topics include names, potting media, growth/culture requirements, and hybridization techniques. Two classroom hours per week. Variable up to 2 semester hours credit. Repeatable 3 times.

LSC 1198 Topics/Issues Life Sciences (2-2-0)V

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This course is the application of various scientific principles to a special topic or current issue in the life sciences. Two classroom hours per week. Variable up to 2 semester hours credit. Repeatable 3 times.

LSC 2104 Field Biology (4-2-4)

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Students identify, catalog, and record information about flora and fauna in selected areas of North America. Analysis and presentation of this information follows extensive field work. PREREQUISITE: LSC 1105 Environmental Biology, or LSC 1101 General Biology I, or permission of instructor. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

LSC 2110 General Microbiology (4-3-2)

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This course is an introduction to microbiology and microorganisms. A survey of major viruses, mycoplasmas, chlamydiae, rickettsiae, eubacteria, protozoa, and fungi along with their morphologies, cytologies, structures, functions, and habitats will be included. Major emphasis will be placed on the roles of pathogenic microbes and their affects on the health and well being of human life. Asepsis, disinfection, bacterial culturing, staining, microscopy, standard universal precautions, human microbial diseases, and immunology will also be covered. Laboratory exercises will be incorporated to support these topics. PREREQUISITE: 2 years high school biology, OR LSC 1101 General Biology I or equivalent, OR consent of instructor. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

LSC 2111 Human Anatomy & Physiology I (4-3-2)

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This course will study the structures and functions and cells, tissues, organs, and some organ systems of the human body. These systems include: integumentary, skeletal, muscular, urinary, and reproductive. Fluids, electrolytes, acids, and bases are also discussed. Human cadavers or alternative selected mammal will be used to reinforce anatomical laboratory skills. Physiological mechanisms will also be emphasized. PREREQUISITE: Two years of high school biology or equivalent or consent of instructor. Three classroom hours per week. Two lab hours per week. 4 semester hours credit. IAI: L1 904L

LSC 2112 Human Anatomy & Physiology II (4-3-2)

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This course completes the study of the structure and function of human organ systems including nervous, endocrine, cardiovascular, lymphatic, respiratory, and digestive. Human cadavers or alternative selected mammal will be used to reinforce anatomical laboratory skills. Physiological mechanisms will be

emphasized. PREREQUISITE: LSC 2111 Human Anatomy and Physiology I or its equivalent, or consent of instructor. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

LSC 2113 Human Cadaver Anatomy (2-1-2)

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This course will include a complete dissection of the human body with directed learning experiences designed to enhance histology and human cadaver dissection competence. Included are the following systems: integumentary, reproductive, skeletal, muscular, circulatory, nervous, sensory, endocrine, respiratory, urinary, and digestive. PREREQUISITE: LSC 2111 Human Anatomy & Physiology I and LSC 2112 Human Anatomy & Physiology II, or permission of instructor. Can be taken concurrently with LSC 2112. Instructor's permission is required to enter class. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

LSC 2114 Intro to Human Pathophysiology (3-3-0)

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Underlying molecular mechanisms and causes of altered physiological states in the human body are covered. Major concepts emphasized in the course include maintenance of acid-base and body fluid balances, oxygenation, neuroendocrine regulation and control, immune defense mechanisms, cardiovascular mechanisms, and aging. Critical thinking and problem solving techniques will be used to study the interaction of body systems in the development of various disease states. This course is designed for Allied Health practitioners and preprofessional students. PREREQUISITES: LSC 2111 Human Anatomy & Physiology I, LSC 2112 Human Anatomy & Physiology II. Three classroom hours per week. 3 semester hours credit.

LSC 2264 Anatomy for Medical Secretaries (3-3-0)

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Systems of the human body are studied as a basis for understanding written and dictated medical material and increasing medical vocabulary. The course includes a study of diseases and operative and drug terms related to each system. Three classroom hours per week. 3 semester hours credit.

LSC 2265 Medical Assisting Anatomy (3-3-0)

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This course offers the basic understanding of how the human body operates on a daily basis from birth to death. This course will study the structure and functions of cells, tissues, and all organ systems of the human body. This very basic course is designed for allied health practitioners. Three classroom hours per week. 3 semester hours credit.

MAC 1203 Precision Measurement (3-3-0)

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This course is designed to provide students with an appropriate knowledge and skills in precision measurement, inspection methods, and quality control. Included will be the techniques of precision measurement and the theory of measurement calibration. These skills will be applied to industrial inspection equipment for measurement of production work. Three classroom hours per week. 3 semester hours credit.

MAC 1206 Basic Machine Shop Practice (3-2-2)  

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This course covers the nomenclature, care and use of machine tools with major emphasis on power saws and drill presses. The use of precision measuring instruments, such as layout tools, micrometer and gauges will be taught. Safety in the metal working shop is stressed. PREREQUISITE: Concurrent enrollment in MAC 1205 Introduction to Machine Shop. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

MAC 1207 Metallurgy (2-2-0)  

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This is an orientation course which includes metalworking processes, metallurgy, chip theory, cutting tools and materials. Also covered is basic machine tools and non-traditional machinery processes. Two classroom hours per week. 2 semester hours credit.

MAC 1208 Interm. Machine Processes (6-3-6)  

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An introduction to the proper operation of lathes, mills, and drill presses. The student will read and interpret blueprint and machine parts/stock to standard tolerances up to +/- .001". The student will also perform simple operations such as basic grinding, face, turn, bore, knurl, chamfer, center drill, tap, groove, cut tapers, adjust speeds and feeds, mill flat, square surfaces, and make slots. The use of layout tools and hand tools will be emphasized. The student will set up machines for simple operations and learn to adjust the machines to meet the quality requirement of the blueprint. Three classroom hours per week. Six lab hours per week. 6 semester hours credit.

MAC 1210 Basic Machine Shop Practice (4-4-0)  

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This is an introductory course covering bench work and hand operations, nomenclature, care and use of machine tools. Emphasized are operations performed on the power saws, drill presses, and engine lathe. Using precision measuring instruments, such as layout tools, micrometer and gauges is covered, and safety in the metal working shop is stressed. Four classroom hours per week. 4 semester hours credit.

MAC 1212 Lathe Operations (4-4-0)  

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This course covers the nomenclature, care and use of the most basic machine tools in industry, with emphasis on the primary operations performed in layout, power saw, drill presses and engine lathes. The use of precision measuring instruments such as layout tools, micrometers and gauges will be taught. Safety in the metal working shop will be stressed. Four classroom hours per week. 4 semester hours credit.

MAC 1213 Lathe Operations Lab (4-0-8)  

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This course is a continuation of MAC 1211 but with greater depth and scope. Tolerances and finishes are closer and operations more complex. Additional studies include learning to operate lathes, shapers, and milling machines. Also, covered are the various attachments used on all machinery. PREREQUISITE: MAC 1211 Basic Machine Shop Lab. Eight lab hours per week. 4 semester hours credit.

MAC 1221 Engine Lathe I (3-2-2)  

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This course is a continuation of MAC 1207 with major emphasis on learning how to run and operate a metal lathe. Major units to be covered include lathe nomenclature, lathe safety, accessories, and cutting tools. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

MAC 1222 Engine Lathe II (3-2-2)  

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This course is a continuation of MAC 1221, but with greater depth and scope. The operations will be more complex and require closer tolerances and finishes. PREREQUISITE: Concurrent enrollment in MAC 1221 Engine Lathe I. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

MAC 1223 Milling Machine I (3-2-2)  

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This course is a continuation of MAC 1207 which involves many aspects of the milling machine. Training will be given on horizontal and vertical milling machines. Important elements of the course include milling nomenclature, set-up procedures, work holding devices, and milling operation. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

MAC 1225 Internship (6-0-30)V  

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This is an internship experience in which the student receives practical experience in an industrial area. A training agreement will be developed for each student cooperatively between the employer, student, and college coordinator. The student will be supervised by the employer and the college coordinator. Variable internship hours based on 75 hours equated to 1 semester hour of credit will be given. Thirty lab hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

MAC 1226 Machine Shop Seminar (1-1-0)  

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This course is designed to correlate with the supervised work experience. Student reports, panel discussion, and class discussion pertinent to on-the-job training experience will be presented. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

MAC 2203 Manufacturing Processes (6-6-0)V  

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This course introduces the student to basic manufacturing processes. An understanding of the relationship between the product and the method of production is studied. The major areas of study are materials, casting and forming processes, machining processes, welding processes, and techniques related to manufacturing processes. Six classroom hours per week. Variable up to 6 semester hours credit. Repeatable 3 times.

MAC 2210 Milling Machine (4-4-0)  

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This course is a continuation of MAC 1212, which involves many aspects of the milling machine. Advanced training will be given in horizontal and vertical milling machines. Important elements of the course will include milling operation, set-up procedures, work holding devices, and milling machine operations. This course will also provide grinders and surface grinders. This course must be taken concurrently with MAC 2211 Milling Machine Lab. PREREQUISITE: MAC 1212 Lathe Operations. Four classroom

hours per week. 4 semester hours credit.

MAC 2211 Milling Machine Lab (4-0-8)  

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This is a continuation of MAC 1213, being concerned with the operation of the milling machine. Advanced training will be given in horizontal and vertical mill, jig borer and grinding machines. PREREQUISITE: MAC 1213 Lathe Operations Lab. Eight lab hours per week. 4 semester hours credit.

MAC 2212 Machine Tool & Die (4-4-0)  

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This is an advanced class which facilitates the student to utilize the skills and knowledge learned in previous machine shop courses. Work is brought in from industry and the student has an opportunity to run real jobs. Rapid completion and accuracy are very important. The construction of small jigs, fixtures and permanent 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. This course must be taken concurrently with MAC 2213 Machine Tool and Die Lab. PREREQUISITE: MAC 2210 Milling Machine. Four classroom hours per week. 4 semester hours credit.

MAC 2213 Machine Tool & Die Lab (4-0-8)  

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This is an advanced class which facilitates the student to utilize the skills and knowledge learned in previous machine shop courses. Work is brought in from industry and the student has an opportunity to run real jobs. Rapid completion and accuracy are very important. The construction of small jigs, fixtures and permanent dies and molds will also be taught. Successful completion of the course requires the student to be proficient with the standard machine tools, attachments, and appropriate procedures. This course must be taken concurrently with MAC 2212 Machine Tool and Die. PREREQUISITE: MAC 2211 Milling Machine Lab. Eight lab hours per week. 4 semester hours credit.

MAC 2221 Special Machine Process EDM (2-2-0)  

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This course introduces the student to nontraditional machining practices. Operation and set up of EDM machines are the primary emphasis of the course. Two classroom hours per week. 2 semester hours credit.

MAC 2223 Milling Machine II (3-2-2)  

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This course is a continuation of MAC 1223, being concerned with all aspects of the milling machine. Advanced training will be given in horizontal, vertical and jig boring machines. PREREQUISITE: MAC 1223 Milling Machine I. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

MAC 2224 Precision Machining Processes (3-2-2)  

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This is a continuation of MAC 2223, being concerned with the operation of grinding machines. Advanced training will be given in surface grinding. Tool and cutter grinders will be emphasized. PREREQUISITE: MAC 2223 Milling Machine II. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

MAC 2225 Machine Tool & Die (3-2-2)  

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This is an advanced class in which the student utilizes the skills and knowledge learned in previous machine shop courses. Projects from industry are secured and the student has an opportunity to perform machining tasks in a controlled environment. Speed of completion and accuracy are very important. The construction of small jigs, fixtures, and permanent die and molds will also be taught. PREREQUISITE: MAC 2224 Precision Machining Processes. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

MAC 2231 Introduction to CNC (3-2-2)  

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This course is a comprehensive introduction to the operation of numerical control (NC) systems with emphasis on computer numerical control (CNC) systems, their programming capabilities, advantages, operation, and maintenance. Laboratory experience includes programming and operating CNC machine tools. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

MAC 2232 Advanced CNC Training (3-2-2)  

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The major emphasis of this course is the programming and operating of computer numerically controlled (CNC) machine tools. Laboratory experiences include writing and editing programs. Students will produce parts on both CNC milling machines and lathes. Also, the student will incorporate CAD-CAM. This technology eliminates the need for the CNC programmer to master the traditional M and G codes and dramatically shortens CNC programming time. PREREQUISITE: MAC 2231 Introduction to CNC. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

MAC 2242 Adv. Design and Manufacturing (6-2-8)V  

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This course provides the individual with an advanced application of the methods, materials, processes, design, fabrication and engineering techniques developed throughout their previous Machine Shop coursework. CAD, CNC, teamwork, safety and advance machining techniques will be emphasized. The individual will complete an approved project from initial design through final implementation. PREREQUISITE: Completion of one year Machine Shop Technology coursework or with special permission of the Machine Shop Technology Lead Instructor. Two classroom hours per week. Eight lab hours per week. Variable up to 6 semester hours credit. Repeatable 2 times.

MAN 1201 Introduction to Machining (5-2-6)  

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This course is designed to give students a basic understanding of the operation of a machine shop. The course covers the nomenclature, care, and use of most basic machine shop tools. Some of the machines covered will be the drill press, lathe, milling machine, saws, and various grinders. Precision measuring instruments will also be used. Safety in the shop is stressed. Two classroom hours per week. Six lab hours per week. 5 semester hours credit.

MAN 1202 Industrial Safety (2-2-0)V  

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Focuses upon the nature, background, importance, and needs in industrial safety. Major emphasis is placed on regulatory aspects

of industrial safety, identification and controlling safety hazards, accident and injury analysis, development of safety goals, material handling, and fire prevention and protection. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

**MAN 1204 Manuf Materials & Processes (4-4-0)**

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This course introduces the student to various types of industrial materials, their properties and how the materials themselves are manufactured. Materials will include: ferrous metals, non-ferrous metals, powder metallurgy, composites, plastics, ceramics and other materials as technology progresses. Further study will be given to the manufacturing processes that use these materials to create products and goods. Major areas of concentration in manufacturing processes include: casting, molding, forging, machining processes, welding/joining processes and other techniques related to modern manufacturing. Four classroom hours per week. Four semester hours credit.

**MAN 1205 Predictive Maintenance (4-2-4)**

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Predictive maintenance techniques provide data that defines servicing and inspection periods so that maintenance departments can determine, in advance, when equipment should be shut down for overhaul. This course provides training in laser alignment, vibration analysis, oil analysis, infrared thermography, motor testing and power quality. Computer based maintenance management systems will be introduced. Two classroom hours per week. Four lab hours per week. Four semester hours credit.

**MAN 1206 Hydraulics & Pneumatics (4-2-4)**

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This course covers the operating principles of hydraulic components of stationary industrial hydraulic & pneumatic systems. Various hydraulic circuits are studied with laboratory exercises involving repairs, adjustments, and troubleshooting of pumps, cylinders, control valves, motors, reservoirs, and accumulators. Two classroom hours per week. Four lab hours per week. Four semester hours credit.

**MAN 1207 Introduction to HVAC (3-2-2)**

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This course is designed to provide introductory training and skills for efficient, cost-effective and current methods in choosing, installing, maintaining, troubleshooting, servicing and repairing today's AC and refrigeration equipment. Two classroom hours per week. Two lab hours per week. Three semester hours credit.

**MAN 1210 Industrial Materials (3-3-0)**

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This is an introduction to types and uses of industrial materials. Topics include the three general classifications of materials: ferrous metals, nonferrous metals, and composites. Emphasis will be placed on the manufacture, properties, and applications of these materials in contemporary industry. Corrosion and powder metallurgy will also be covered. Three classroom hours per week. 3 semester hours credit.

**MAN 1211 Industrial Electricity (4-2-4)**

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This course provides instruction in industrial electricity including atomic structure, metric system, electrical qualities, series circuits, parallel circuits, combination circuits, simple control

devices, and control relays. Emphasis is placed on applying classroom theory to lab reality and basic troubleshooting of electrical circuits is taught. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

**MAN 1215 Mechanical Drives (3-2-2)**

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This course deals with the physics of power transmission. It is an introductory course in gear types and ratios, bearings, clutches, p.t.o., differential, final drives, and brakes. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

**MAN 1216 Principles of Industrial Mgt (3-3-0)V**

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This course provides an overview of management in an industrial setting. Topics include operations analysis, research and development, physical facilities, production planning, productivity improvement, product flow, quality control, jobs and wages, and employee motivation. Three classroom hour per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

**MAN 1221 Motors/Motor Controls (4-2-4)V**

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This course will teach the operational theories and troubleshooting techniques of DC and AC single- and three-phase motors and motor controls as found in industrial and manufacturing settings. Topics to be covered include safety, magnetism and electromagnetism, Lorentz forces, single phase AC motor operations and construction, three phase AC motor operations and construction, DC motor operations and construction, industrial voltages, motor starters, overload contacts, reversing motor contacts, and variable frequency drives. PREREQUISITE: ELC 1604 Basic Electricity or instructor consent. Two classroom hours per week. Four lab hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

**MAN 2201 Quality Concepts & Techniques (2-2-0)V**

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This course is designed to emphasize lean manufacturing, to analyze and improve present management and operational work methods. As a learning partner, the student will be introduced to traditional industrial engineering tools for method improvement. The objective is to utilize various charting techniques, modern time study methods, ergonomics, incentives and alternative methods of improving present operational management processes. Emphasis will be placed on value-added and non-value-added activities and their relationship to the financial success of an organization. Two classroom hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

**MAN 2202 Leadership (3-3-0)V**

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The primary focus of the course is the development of leadership skills. It provides a basic understanding of leadership principles and group dynamics and helps students develop a personal leadership philosophy and style. Issues of diversity, personal growth and interpersonal relationships are explored within the context of leadership development. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

MAN 2203 Organizational Behavior (3-3-0)  

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Organizational Behavior is the people-centered study of the relationships, interactions and behaviors within the individual, group and organizational levels of an organization functioning in the global environment. Focus of study will be placed on managing diversity, social processes and decision making, organizational behavior, change leadership and organizational design. Three classroom hours per week. 3 semester hours credit.

MAN 2206 Intro to Design Concepts (4-4-0)  

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This course introduces the student to the principles of designing for manufacturing. Topics include: material selection, tool design, workholding, gaging, and tolerancing. Design software will be used to produce designs similar to those used in industry. PREREQUISITES: EGR 1131 Engineering Graphics and Design or consent of the instructor. Four classroom hours per week. 4 semester hours credit.

MAN 2208 3D Contouring (3-2-2)  

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The major emphasis of this course is the programming and operating of computer numerically controlled (CNC) machine tools to produce parts from multi-axis simultaneous tool paths. Three dimensional bosses and pockets used in industries such as molding will be produced using advanced solid modeling and CAD-CAM techniques. PREREQUISITE: MAC 2232 Advanced CNC Training. Two classroom hours per week. Two lab hours per week. Three semester hours credit.

MAN 2210 Stamping and Molding (6-3-6)  

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This is an advanced class which facilitates the student to utilize the skills and knowledge learned in previous machine shop courses. Theory of stamping dies, molds, and EDM processes will be covered. The construction of small jigs, fixtures, dies and molds will also be taught. Successful completion of the course requires the student to be proficient with the standard machine shop tools, attachments, and appropriate procedures. PREREQUISITES: MAN 1201 Intro. to Machining and MAC 1208 Interm. Machine Processes or consent of instructor. Three classroom hours per week. Six lab hours per week. 6 semester hours credit.

MAN 2211 Programmable Logic Controllers (4-2-4)  

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This course provides instruction in the theory and application of industrial logic control circuits involving relays and programmable logic controllers. Control relays, time delay relays, latching relays, as well as basic and advanced PLC commands are discussed in theory and applied in lab with an emphasis on safety. PREREQUISITE: MAN 1211 Industrial Electricity or instructor consent. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

MAN 2212 Industrial Automation I (3-2-2)  

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This course provides an introduction to various sensor and process control concepts used in manufacturing systems. It provides instruction concerning the use, testing and repair of sensing units and in the use and basic programming of microcontrollers. Sensing concepts include, but are not limited

to: proximity, optical, ultrasonic, flow, temperature and pressure. An introduction to vision systems will also be covered in the course. Course material is intended to evolve with technological trends. PREREQUISITES: MAN 1211 Industrial Electricity or consent of instructor. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

MAN 2214 Industrial Automation II (4-2-4)  

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This course provides instruction that builds on concepts practiced in both MAN 2212 Industrial Automation I and MAN 2211 Programmable Logic Controllers. Students will implement design techniques and industrial networks to design and build increasingly advanced automated systems. Course will include, but is not limited to: PLC networks, communication with various field devices, vision inspection, pneumatic systems, sensing concepts and data logging. Students will be required to troubleshoot bugged automation devices and/or PLC programs with appropriate tools and documentation. As students progress in the course, robotic systems will also be added. PREREQUISITES: MAN 2211 Programmable Logic Controllers and MAN 2212 Industrial Automation I or consent of instructor. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

MAN 2215 Robotics & Vision Systems (4-2-4)  

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This course provides the theory and technology of robots as used in manufacturing and production. Various configurations of robotic manipulators, power supplies, and effectors and programming devices/methods will be discussed. Students will be introduced to vision guidance and inspection as it applies to robotics. During instructional laboratory sessions the student will receive hands-on knowledge based on text and lectures as students program the robot controllers to achieve useful robotic movements. Tests and analyses are performed on these student generated programs. PREREQUISITES: MAN 1211 Industrial Electricity and MAN 2211 Programmable Logic Controllers or consent of instructor. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

MAN 2221 Automated Process Control (4-2-4)  

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This course deals with the various devices and techniques used to control automated processes. The course includes theory and lab practice involving limit switches, proximity switches, and photo sensors, as well as temperature sensors, flow control circuits, and pressure sensors. Techniques used in relay and PLC control circuits are also discussed and the students are expected to implement these techniques in their own designs. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

MAN 2222 Topics in Computer Graphics (3-3-0)  

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This course applies principles to specific problems through case studies, simulation, special projects, or problem-solving procedures. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

MED 1201 Intro to Clinical Lab (3-2-2)  

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Intro to Clinical Lab will acquaint the MLT student with the profession of Medical Laboratory Technology. The course will give the student fundamentals of the clinical laboratory including

safety regulations, collection and handling of clinical specimens, laboratory mathematics, basic Quality Assurance, laboratory measurements, and the handling and care of laboratory instrumentation, including laboratory microscopes. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

MED 1202 Serology (2-1-2)

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This course covers an introduction to immunology with an emphasis on applied serology. The immune response, properties, and synthesis of antibodies, antigens, antibody reactions and serological procedures most widely performed in the clinical laboratory are the major topics for discussion. One classroom hour per week. Two lab hours per week. Two semester hours credit.

MED 1205 Clinical Microbiology (3-2-2)

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A study of the theory and microscopic examination of urine and other body fluids (i.e., synovial fluid, thoracentesis fluid, semen, and gastric fluid). Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

MED 2201 Immunohematology (4-3-2)

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This course covers the blood groups of humans and the significance in immunohematology and transfusion services. Also included are the inheritance and properties of blood group and antigens and the corresponding antibodies, methods of detection and identification; hemolytic disease processes; processing of group immunology; record keeping regulations; standard control. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

MED 2202 Hematology and Homeostasis (5-4-2)

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This course offers an introduction to the study of clinical hematology and homeostasis, which emphasizes the basic procedures performed in most clinical laboratories as well as their uses in the diagnosis and follow up to hematological and coagulation disorders. The role of the laboratory in the diagnosis of anemias, leukemias, myeloproliferative disorders, and other diseases affecting the hematopoietic system is stressed along with the hemostatic component, coagulation factors, coagulation cascade mechanism, heredity and acquired bleeding disorders, coagulation factor deficiencies, therapeutic regimes, and laboratory methods for the analysis of clinical conditions. PRE-REQUISITES: MED 1201 Intro to Clinical Lab, MED 1205 Clinical Microbiology, PHB 1220 Phlebotomy Theory, MED 1202 Serology. Four classroom hours per week. Two lab hours per week. 5 semester hours credit.

MED 2203 Clinical Chemistry (4-3-2)

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This course offers an introduction to the study of clinical chemistry, emphasizing the basic procedures performed in most clinical laboratories and the use of these procedures in the diagnosis and follow-up of chemical disorders. This course includes normal physiology, laboratory principles, analysis techniques, quality control, quality assurance and interpretations of test results. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

MED 2205 Clinical Rotation I (3-0-15)

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Clinical Rotation I is a supervised clinical experience in hematology/coagulation and in blood banking. The supervision is done by the clinical site coordinator/lab director/instructor. Fifteen lab hours per week. 3 semester hours credit.

MED 2210 Applied Clinical Microbiology (5-4-2)

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This course is a study of the normal and pathogenic microflora of man with an emphasis on the methods used for isolation, recognition and used for culturing microorganisms, of medical significance. Included are the types of media used for culturing microorganisms, descriptive cellular and colonial morphology, stains and staining reactions, drug susceptibility testing and procedures used for species identification. Emphasis on host parasite relationships, medical bacteriology, virology, parasitology, and Mycobacteria is also stressed. Four classroom hours per week. Two lab hours per week. 5 semester hours credit.

MED 2215 Clinical Rotation II (3-0-15)

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Clinical Rotation II is supervised clinical experience in chemistry/urinalysis and in microbiology/serology. The supervision is done by the clinical site coordinator/lab director/instructor. Fifteen lab hours per week. 3 semester hours credit.

MSS 1201 Maintenance and Diagnostics I (3-3-0)

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This course is designed to train students to maintain and diagnose personal computer hardware. This would include installing and upgrading computer components and diagnosing problems using the latest available techniques. Topics will include such things as storage devices, motherboards, memory, and input devices. PREREQUISITE: DAP 1201 Business Computer Systems or MSS 1203 Small Systems Architecture. Three classroom hours per week. 3 semester hours credit.

MSS 1203 Small Systems Architecture (3-3-0)

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This course is designed to introduce students to the basic and advanced microcomputer components and their operations. The course will cover the anatomy of popular personal computers such as the IBM PC and Compatibles, and PS/2. Elements include microprocessors, motherboard, coprocessors, memory, displays, data and expansion buses, floppy and hard disks, mass storage systems, optical storage and tapes. Three classroom hours per week. 3 semester hours credit.

MSS 2201 Maintenance and Diagnostics II (3-3-0)

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This course is a continuation of Microcomputer Maintenance and Diagnostics I and is designed to train students to maintain and diagnose personal computer hardware, notebooks, components, and software. This would include installing and upgrading computer components and diagnosing problems using the latest available techniques. Topics will include controller cards, multimedia, fax modems, monitors, printers, scanners, notebooks, software, and other miscellaneous hardware. Three classroom hours per week. 3 semester hours credit.



MSS 2202 Microcomputer Operating Systems (3-3-0)  

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This course is designed for the student desiring knowledge of operating systems from DOS to Windows 2000. In addition to theoretical background, the course is designed to give the students hands-on experience with sophisticated Windows command prompt commands, batch-file techniques, and installation, configuration and optimization of Windows. Three classroom hours per week. 3 semester hours credit.

MSS 2203 Data Communications (3-3-0)  

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This course is designed to expose students to the different types of data communication equipment. Data communication has a language of its own; this course is designed to provide students the foundation needed for speaking the language of data communication. Topics will include such things as standards and standard organizations, data communication codes, digital/analog conversion, error checking, multiplexers, voice and image transmissions. Three classroom hours per week. 3 semester hours credit.

MSS 2204 Local Area Networks (3-3-0)  

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This course will present the fundamentals of today's Local Area Network (LAN) technologies and data communication equipment. Topics will include basics of computer networks, network structure, network architecture, The OSI reference model, network services, network standards, transmission media, local area network protocols, LAN operating system, bridges, routers, and gateways, LAN security, and LAN applications. Three classroom hours per week. 3 semester hours credit.

MSS 2205 Field Project/Internship (3-0-15)  

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This course will consist of individual assignments in a local microcomputer processing installation or in-school assignment simulating real-life situations. PREREQUISITE: MSS 2201 Maintenance and Diagnostics II, MSS 2206 Microcomputer Operating Systems II, or consent of instructor. Fifteen lab hours per week. 3 semester hours credit.

MSS 2206 Microcomputer Operating Systems II (3-3-0)  

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This course is a continuation of Microcomputer Operating Systems. This course is designed for the student desiring knowledge of Windows XP and Linux operating systems. In addition to theoretical background, the course is designed to give students hands-on experience with sophisticated command prompt commands, batch file techniques, and installation, configuration, and optimization of Windows and Linux. Three classroom hours per week. 3 semester hours credit.

MSS 2214 Network Security (3-3-0)  

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This course addresses security issues for TCP/IP-based networks. Access Control and communications security issues will be covered as well as Internet and Internet security. PREREQUISITES: MSS 2204 Local Area Networks or CNS 1201 Networking Fundamentals and MSS 2202 Microcomputer Operating Systems, or consent of instructor. Three classroom hours per week. 3 semester hours credit.

MSS 2215 Introduction to E-Commerce (3-3-0)  

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This course's coverage will offer a balance between the business and technology elements of electronic commerce. This will include the descriptions of electronic commerce infrastructure, technologies used to implement online business activities, different business strategies, actual business applications, an overview of international, legal, ethical, and tax issues and project planning and management techniques to make online business initiatives successful. The instructor must approve repeating the course. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

MSS 2216 Wide Area Network (3-3-0)  

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This course will present the fundamentals of today's Wide Area Network (WAN) technologies and data communication equipment. Topics will include the OSI reference model, VPNs, RBOCs, ISDN, frame relay, other WAN protocols, and WAN hardware. Three classroom hours per week. 3 semester hours credit.

MSS 2221 WIN Design Network Infrastructure (3-3-0)  

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This course is designed to teach students information relating to the Microsoft Certified Systems Engineer (MCSE) battery of tests. Students are responsible for analyzing business requirements for a network infrastructure and designing a network infrastructure that meets business requirements. PREREQUISITES: MSS 2204 Local Area Networks and MSS 2223 Windows Server. Three classroom hours per week. 3 semester hours credit.

MSS 2222 WIN Professional (3-3-0)  

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This course is designed to serve the needs of those individuals and information systems professionals who are interested in learning more about Microsoft Windows 2000 Professional as well as individuals who are interested in obtaining Microsoft certification in this area. This course prepares students to take the Microsoft Exam 70-120 certification test. PREREQUISITES: MSS 2202 Microcomputer Operating Systems I or consent of instructor. Three classroom hours per week. 3 semester hours credit.

MSS 2223 Windows Server (3-3-0)  

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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 as well as individuals who are interested in obtaining Microsoft certification in this area. PREREQUISITES: MSS 2204 Local Area Networks. Three classroom hours per week. 3 semester hours credit.

MSS 2224 Security Design I (4-3-2)  

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This course is designed to address the setup, configuration, and maintenance of security packages including Virtual Private Networks (VPNs), Intrusion Detection Systems (IDSs), and Honeypots/Honeynets. In conjunction with these defensive programs, students will learn practices and methodologies to protect against hacker attacks. PREREQUISITES: MSS 2214 Network Security or consent of instructor. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

MSS 2225 Security Design II (4-3-2)

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This course is designed to address the setup, configuration, and maintenance of security packages including Demilitarized Zones (DMZ's), Firewalls, and Public Key Infrastructures (PKI). In conjunction with these defensive programs, students will learn practices and methodologies to protect against hacker attacks. PREREQUISITES: MSS 2224 Security Design I. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

MSS 2226 Computer Ethics (3-3-0)

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This course is designed to address the ethical and legal issues surrounding computers and networking. This includes things such as computer privacy, email privacy, online music swapping, white-hat hacking, grey-hat hacking, and black-hat hacking. Three classroom hours per week. 3 semester hours credit.

MSS 2227 Computer Forensics (4-3-2)

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This course is designed to address the steps and tools required to do an investigative report using computer forensics. PREREQUISITES: MSS 2225 Security Design II. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

MSS 2228 Podcasting (3-1-4)V

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Podcasting is a way to distribute downloadable digital audio and video files via the Internet for use on the listener's computer, MP3 player, or other devices that play audio and video files. This course is designed to give students hands-on experience in the creation, implementation, and distribution of a podcast. One classroom hour per week. Four lab hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

MTH 1102 College Algebra (4-4-0)

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This is an advanced course in algebra. It includes a review of algebraic concepts and skills; first and second degree equations and inequalities; complex numbers; systems of equations and inequalities, including matrices and determinants; functions; graphing; the theory of equations; sequences, series; and binomial expansion. Additional topics may be selected from mathematical induction, permutations and combinations, probability. This course requires the use of appropriate technology, such as graphics calculators and/or computers. PREREQUISITE: The equivalent of 2 years of high school algebra and 1 year of geometry with grades of C or better, or PRE 0420 Intermediate Algebra and PRE 0415 Elementary Geometry, with grades of C or better, or a sufficient score on a placement test. Four classroom hours per week. 4 semester hours credit.

MTH 1103 Liberal Arts Math (3-3-0)

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This course is designed to fulfill general education requirements. This course focuses on mathematical reasoning and problem-solving strategies with real-life applications. Four topics, chosen from the following list, will be studied in depth: Counting techniques and probability, game theory, geometry, graph theory, linear programming, logic/set theory, mathematical modeling, mathematics of finance, statistics. The use of calculators and other technology is strongly encouraged. PREREQUISITE: PRE

0420 Intermediate Algebra and PRE 0415 Elementary Geometry with a grade of C or better, or two years of college preparatory algebra and one year geometry with a grade of C or better, or sufficient score on the placement test, or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: M1 904

MTH 1105 Trigonometry (3-3-0)

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This course develops the theory and applications of trigonometry. Topics include systems of angle measurement, trigonometric functions, inverse trigonometric functions; application to triangle solutions, law of sines and cosines, trigonometric identities, trigonometric equations and complex numbers. PREREQUISITE: PRE 0420 Intermediate Algebra and PRE 0415 Elementary Geometry or three years of college preparatory math with a grade of C or better, or a sufficient score on placement test, or consent of instructor. Three classroom hours per week. 3 semester hours credit.

MTH 1121 Mathematics for Elementary Majors (4-4-0)

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This course, along with MTH 1122, is designed to meet the requirements of the state certification of elementary teachers. Students are strongly encouraged to complete both courses in sequence at the same institution and should check the specific requirements at the senior institution. The sequence fulfills the general education requirement only for students with a declared major in elementary and/or special education. This course focuses on mathematical reasoning and problem solving. Topics will be selected from the following list: integers, irrational numbers and the real number system, number theory, probability, rational numbers, sets, function, logic, whole numbers, and statistics. The use of calculators and other technology is strongly encouraged. PREREQUISITE: PRE 0420 Intermediate Algebra and PRE 0415 Elementary Geometry with a grade of C or better or two years of college preparatory algebra and one year geometry or placement test score, or consent of instructor. Four classroom hours per week. 4 semester hours credit.

MTH 1122 Geometry for Elementary Majors (3-3-0)

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This course is designed for elementary and special education majors. Course content shall include one-, two-, and three-dimensional point set geometry, constructions, congruence, similarity, transformational geometry, measurement, and coordinate geometry. Calculators and computers will be used in this course. This course is the second semester of a two semester sequence designed to meet state certification in elementary teaching. It fulfills the general education requirement only for students seeking state certification as elementary and/or special education teachers. PREREQUISITE: Two years college prep algebra and one year geometry with C or better and MTH 1121 Mathematics for Elementary Majors or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: M1 903

MTH 1131 Introduction to Statistics (3-3-0)

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This course is designed to introduce beginning students to the basic concepts, techniques, and applications of statistics. The main objective of the course is the development of statistical reasoning. The course is intended to meet the general education requirements. Graphing calculators and computer software packages used for calculation and analysis of data are strongly

encouraged. Topics include organization, presentation, and description of data, percentiles, measures of central tendency, measures of dispersion, standard normal distribution, correlation and regression, probability, hypothesis testing, confidence intervals, sampling, and sampling distributions. PREREQUISITE: PRE 0420 Intermediate Algebra and PRE 0415 Elementary Geometry with a grade of C or better, or two years of college preparatory algebra and one year geometry with a grade of C or better, or sufficient score on the placement test, or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: M1 902

MTH 1141 Mathematical Modeling (3-3-0)

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Provides the opportunity for students to be active participants in the solution of important, interesting and challenging problems. The emphasis on learning mathematics by doing mathematics will allow students to build their own knowledge base of algebraic and geometric models and also to acquire the mathematical "habits of mind" necessary to use mathematics in their subsequent course work, their jobs, and their personal lives. PREREQUISITE: C or better in PRE 0420 Intermediate Algebra (or high school equivalent) and PRE 0415 Elementary Geometry (or placement by exam). Three classroom hours per week. 3 semester hours credit. IAI: M1 907

MTH 1151 Finite Mathematics (3-3-0)

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This course is designed primarily for those students majoring in business, social and behavioral sciences, and nonphysical sciences. It is not designed to be taken by mathematics majors. This course emphasizes the concepts and applications of mathematics rather than mathematical structures. The following topics are covered: sets and set theory; Venn diagrams; permutations; combinations; probability theory; dependent, independent and complementary events; systems of equations; Linear programming; Markov chains, game theory, stochastic processes, mathematical modeling, mathematics of finance. Technology will be used throughout the course. PREREQUISITE: PRE 0415 Elementary Geometry and MTH 1102 College Algebra with a grade of C or better or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: M1 906

MTH 1152 Applied Calculus (4-4-0)

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This course emphasizes topics that are useful to students in business and economics, life sciences, and social sciences. Topics covered include polynomial calculus including derivatives and integrals of algebraic functions, with applications. Multivariable calculus and applications will also be covered. Technology will be used throughout the course. PREREQUISITE: Four years of college preparatory mathematics with grades of C or better or MTH 1102 College Algebra and PRE 0415 Elementary Geometry with grades of C or better or consent of instructor. Four classroom hours per week. 4 semester hours credit. IAI: M1 900

MTH 1161 Discrete Mathematics (3-3-0)

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This course will introduce the student to analysis of finite collections and mathematical foundations of sequential machines, computer system design, data structures, and algorithms. It includes the following topics: sets, functions, relations on sets, logic, logic circuits, subscripts, arrays, number systems, counting, recursion, combinatorics, graph theory, trees, nets, and Boolean algebra. It is recommended for computer

science majors but can also be used as a mathematics elective for the non-science student. PREREQUISITE: Three years of college preparatory mathematics including geometry or MTH 1102 College Algebra and PRE 0415 Elementary Geometry with a C or better, or consent of the instructor. Three classroom hours per week. 3 semester hours credit. IAI: M1 905

MTH 1171 Calculus and Analytic Geometry I (5-5-0)

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A first course in calculus and analytic geometry. Topics include: basic techniques of differentiation and integration with applications including curve sketching, anti differentiation, the Reimann integral, the fundamental theorem of calculus, transcendental functions and applications of the definite integral. Technology will be used throughout the course. Students are strongly advised to complete this sequence at one institution. PREREQUISITE: Four years of college preparatory mathematics including geometry, trigonometry, and algebra, or MTH 1102 College Algebra and MTH 1105 Trigonometry, with grades of C or better, or the consent of the instructor. Five classroom hours per week. 5 semester hours credit. IAI: M1 900-1

MTH 1172 Calculus and Analytic Geometry II (5-5-0)

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A second course in calculus and analytic geometry. Topics include: applications of integration, exponential, logarithmic and other transcendental functions, techniques of integration, infinite series, polar coordinates, parametric equations, and conic sections. Technology will be used throughout the course. Students are strongly advised to complete this sequence at one institution. PREREQUISITE: MTH 1171 Calculus and Analytic Geometry I, or its equivalent with a grade of C or better, or consent of instructor. Five classroom hours per week. 5 semester hours credit.

IAI: M1 900-2

MTH 1201 Technical Mathematics (4-4-0)V

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This course 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 beg. algebra level on placement exam. Four classroom hours per week. Variable 0.5 to 4 semester hours credit.

MTH 1202 Math for Nursing (3-3-0)

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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. Three classroom hours per week. 3 semester hours credit.

MTH 2101 Linear Algebra (3-3-0)

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This is a first course in vectors, matrices, vector spaces, and linear transformations. The ideas discussed in this course not only serve as an introduction to the more abstract courses a mathematical student needs at the junior/senior level, but also may have many useful applications outside of mathematics, including engineering. This course is not intended to replace a more complete linear algebra course at the junior/senior level. The use of graphing calculators and/or computer algebra systems is strongly recommended. PREREQUISITE: MTH 1172 Calculus and Analytical Geometry II or consent of instructor. Three classroom hours per week. 3 semester hours credit.

MTH 2173 Calculus and Analytic Geometry III (4-4-0)

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A third course in calculus and analytic geometry. Topics will include: two- and three-dimensional spaces, functions of several variables, vectors, line integrals, surface integrals, differential and integral calculus of multivariate functions including partial derivatives and multiple integrals, as well as applications of these topics. Technology will be used throughout the course. Students are strongly advised to complete this sequence at one institution. PREREQUISITES: MTH 1172 Calculus and Analytic Geometry II with a grade of C or better, or consent of instructor. Four classroom hours per week. 4 semester hours credit. IAI: M1 900-3

MTH 2181 Differential Equations (3-3-0)

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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. PREREQUISITE: MTH 2173 Calculus and Analytic Geometry III or consent of the department. Three classroom hours per week. 3 semester hours credit.

MUL 1198 Topics/Issues in the Sciences (6-6-0)V

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Seminar on a special topic or current issue in one or more of the biological or physical sciences. PREREQUISITE: Consent of the instructor. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

MUS 1101 Music Appreciation (3-3-0)

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A study is made of types and forms of music to increase understanding. Selections from great masterpieces are made familiar through listening and analysis. Three classroom hours per week. 3 semester hours credit. IAI: F1 900

MUS 1102 History of American Music (3-3-0)

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This course is designed to create interest in American music, its media and basic concepts of form and style. Emphasis is placed upon appreciating and understanding trends in music of the United States through use of representative selections. Three classroom hours per week. 3 semester hours credit. IAI: F1 904

MUS 1103 Music in Multicultural America (3-3-0)

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This course is a study of the role of music in the social and cultural life of the United States. The focus is on the varied and complex

roles of music making in community life. Emphasis is given to the diversity of musical styles, genres, and repertoires that make up the American soundscape. Three classroom hours per week. 3 semester hours credit. IAI: F1905D

MUS 1104 World Music (3-3-0)

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This course is a study of representative music of the non-western world using an active-listening approach. It will emphasize its function within world cultures. Three classroom hours per week. 3 semester hours credit. IAI: F1 903N

MUS 1111 Music Fundamentals (3-3-0)

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This course is designed particularly for students in elementary and special education curricula who have had limited experience in music. This course provides the student with understanding of musical notation and with training in chord structure. Three classroom hours per week. 3 semester hours credit.

MUS 1112 Beginning Theory (3-3-0)

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This is a course in elementary music theory which does not presuppose a previous background in music. Music fundamentals, ear training, and introduction to harmony are covered. Three classroom hours per week. 3 semester hours credit.

MUS 1113 Music for Elementary Majors (3-3-0)

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Specifically for those with little or no musical background. Three classroom hours per week. 3 semester hours credit.

MUS 1114 Conducting (3-3-0)

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A course designed to study the language and gestures of effective choral directing and the study of baton technique and score reading for instrumental organizations. Students will serve as lab ensemble. Three classroom hours per week. 3 semester hours credit.

MUS 1115 Introductory to Music Therapy (3-3-0)

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This class orients the student to music therapy, an established healthcare profession utilizing music to promote physical, emotional, cognitive, and social health of individuals of all ages. This course will include an introduction to music therapy, including the theoretical foundations of music therapy, models and methods, and client assessment. Three classroom hours per week. 3 semester hours credit.

MUS 1116 Processing in Music Therapy (2-2-0)

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This course will help students understand the documentation process from referral to termination of services. Special emphasis will be given to assessment and evaluation skills, in addition to addressing the dynamics and processes of music therapy group work. Two classroom hours per week. 2 semester hours credit.

MUS 1121 Music Theory, Sight Singing & Ear Training I (4-3-2)

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This course is a beginning study of the fundamentals of music and musicianship including written harmony, analysis, sight singing, ear training and dictation. Topics include scales and intervals,

triads, harmonic progression, tonality and modality, chords of the sixth-the figured bass, and the harmonic structure of the phrase. Melodic organization, voice leading, style analysis and the major-minor dominant seventh chord are also studied. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

MUS 1122 Music Theory, Sight Singing & Ear Training II (4-3-2)

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This course is a continuing study of the fundamentals of music and musicianship including written harmony, analysis, sight singing, ear training and dictation. Topics include full and half-diminished seventh chords, modulation, non-dominant seventh chords, secondary dominants, binary and ternary form, popular songs, blues, boogie and jazz. PREREQUISITE: MUS 1121 Music Theory, Sight Singing & Ear Training I or consent of the instructor. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

MUS 1131 Music Literature (4-3-2)

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Compositions of major composers of the past and present are examined. Form and style are studied. This course is required of freshmen in music and is also offered to students who have had music appreciation. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.:

MUS 2121 Music Theory, Sight Singing & Ear Training III (4-3-2)

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This course is a continuing study of the fundamentals of music and musicianship including ear training, sight singing and dictation. Topics include sixteenth century polyphony, eighteenth century counterpoint, variation technique, Romanticism and altered chords. PREREQUISITE: MUS 1122 Music Theory, Sight Singing & Ear Training II or consent of the instructor. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

MUS 2122 Mus Theory, Sight Singing & Ear Training IV (4-3-2)

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This course is an advanced study of the fundamentals of music and musicianship including written harmony, analysis, sight singing, ear training and dictation. Topics include the sonata allegro form, rondo form, Post-Romantic & Impressionistic music, atonal music, and twelve tone set techniques. PREREQUISITE: MUS 2121 Music Theory, Sight Singing & Ear Training III or consent of the instructor. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

MUS 2131 Music History I (4-3-2)

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This course is a study of music from Ancient Greece through the Baroque Period. Emphasis is placed on compositions, styles and trends in light of their historical backgrounds. Three classroom hours per week. Two lab hours per week. 4 semester hours credit. IAI: F1 901

MUS 2132 Music History II (4-3-2)

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This course is a study of music from the 1750 Classical period through the present Contemporary Period. Emphasis is placed on

compositions, styles and trends in light of their historical backgrounds. PREREQUISITE: MUS 2131 Music History I. Three classroom hours per week. Two lab hours per week. 4 semester hours credit. IAI: F1 902

MUS 2140 Music Therapy Field Work (3-0-25)V

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The coordinator and the training supervisor work together in establishing goals and work experiences for the student. Students work a minimum of 10 hours a week, and variable internship hours are based on 75 hours equated to 1 semester hour of credit. PREREQUISITE: MUS 1115 Introduction to Music Therapy or consent of instructor. Twenty-five lab hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

NUR 1200 Applied Nursing Pharmacology (3-3-0)

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The purpose of this course is to introduce the student to simulated nursing application of pharmacology using the nursing process as a framework. Conversions and calculation formulas are applied to simulated nursing practice situations. The focus of the course is the study of major medication classifications as used in clinical practice by the registered nurse. Topics to be discussed include: preadministration assessment, actions of medication, evaluation of effects of medication, nursing implications of selected medications, the importance of client teaching, problem-solving skills for PRN decisions, documentation, and legal implications of medication administration for the registered nurse. Three classroom hours per week. 3 semester hours credit.

NUR 1201 Nursing I (10-5-10)

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Admission into the nursing program is required prior to enrollment in this course. This course introduces person, health, and nursing. The concepts of basic needs, growth and development, wellness-illness, and the nursing process are presented. The course focuses on the person's basic needs in order to maintain optimal health throughout the life cycle, and related therapeutic nursing interventions. The course progresses to simple alterations in basic needs which have a minimal impact on other basic needs and growth and development throughout the life cycle. The activities of the nursing process are utilized to promote and maintain wellness. Learning experiences in various health care settings are correlated with classroom and nursing laboratory instruction. PREREQUISITE: Current CPR Certification. Five classroom hours per week. Ten lab hours per week. 10 semester hours credit.

NUR 1202 Nursing II (10-5-10)

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This course focuses on basic needs of a person throughout the life cycle in order to maintain optimal health. This course progresses from simple alterations in basic needs which have a minimal impact on other basic needs and growth and development throughout the life cycle to moderately complex alterations in basic needs which have a greater impact on other basic needs and growth and development throughout the life cycle. The activities of the nursing process are used to promote and maintain wellness and restore to optimal health. Learning experiences in various healthcare settings are correlated with classroom and nursing laboratory instruction. PREREQUISITES: NUR 1201 Nursing I, LSC 2111 Human Anatomy & Physiology I, PSY 1101 General Psychology I, and current CPR Certification. Five classroom hours per week. Ten lab hours per week. 10 semester hours credit.

NUR 1203 Clinical Nursing (6-2-8)

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This course includes an overview of the transition from the role of student to practical nurse. The course continues to focus on moderately complex alterations in basic needs which have a greater impact on other basic needs and growth and development throughout the life cycle. The activities of the nursing process are utilized to promote and maintain wellness, restore to optimal health or support through the dying process. Learning experiences in various health care settings are correlated with classroom and nursing laboratory instruction. Upon satisfactory completion, the graduate is eligible to write the NCLEX-PN. Upon passing the NCLEX-PN, the graduate is eligible to apply for practical nurse licensure. PREREQUISITES: NUR 1201 Nursing I, NUR 1202 Nursing II, LSC 2111 Human Anatomy & Physiology I, PSY 1101 General Psychology I, LSC 2112 Human Anatomy & Physiology II, PSY 2109 Human Growth & Development, ENG 1111 Composition I, and current CPR Certification. Two classroom hours per week. Eight lab hours per week. 6 semester hours credit.

NUR 1204 Nursing Constructs (3-2-2)

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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: NUR 1201 Nursing I, NUR 1202 Nursing II or valid practical nurse license, LSC 2111 Human Anatomy & Physiology I, PSY 1101 General Psychology I, LSC 2112 Human Anatomy & Physiology II, PSY 2109 Human Growth & Development, and ENG 1111 Composition I. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

NUR 1205 Transition to Nursing (4-3-2)V

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The course is designed to orient advanced placement students to Illinois Eastern Community Colleges, District 529, OCC Associate Degree Nursing Program. The course introduces the philosophy and curriculum design of the nursing program. Emphasis is placed on roles of the Associate Degree Nurse and the activities of these roles. Essential knowledge and skills related to drug administration are reviewed. Other content requirements are individualized based on evaluation of student transcript. Three classroom hours per week. Two lab hours per week. Variable 0.5 to 4 semester hours credit.

NUR 1206 Practical Nurse Review Course (1-1-0)

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This course provides a comprehensive review of nursing content needed to take the National Council Licensure Exam for Practical Nurses (NCLEX-PN). The course reviews knowledge, skills, and abilities essential for the safe and effective practice of nursing at the entry level for the practical nurse. The nursing process and client needs are addressed in health care situations that practical nurses commonly encounter. Strategies for managing test anxiety are discussed. Computer adaptive testing is reviewed as the technology for the NCLEX-PN. PREREQUISITES: NUR 1201 Nursing I, NUR 1202 Nursing II, LSC 2111 Human Anatomy & Physiology I, PSY 1101 General Psychology I, LSC 2112 Human Anatomy & Physiology II, PSY 2109 Human Growth & Development, ENG 1111 Composition I, current CPR Certification

or concurrent enrollment or completion of NUR 1203 Clinical Nursing. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

NUR 1207 Fundamental Nursing Skills (2-1.5-1)V

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The purpose of this course is to provide the student with knowledge and skills necessary to provide safe, efficient direct care services to clients. The course focuses on fundamental nursing skills that assist the client to meet basic needs to maintain and/or restore optimal health. Modification of procedures is addressed to provide age-specific care and the concept of culturally congruent care is introduced. This course is for any person interested in developing direct client care skills and may be used as a bridge course for the nursing program for qualified health care workers. One and one-half classroom hours per week. One lab hour per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

NUR 1208 Independent Study in Nursing (6-6-0)V

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Independent study of a specialized nursing practice topic, which is not available in the college's course offerings, with instructor approval and supervision. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

NUR 1209 Adv Topics Nursing & Health Care (6-6-0)V

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This course provides information and skills related to health care professions, which is not available in the college's course offerings. Information focuses on enhancing current knowledge, updating information and introducing new information, skills and technology related to health care. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

NUR 2201 Nursing III (10-5-10)

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This course continues to focus on moderately complex alterations in basic needs which have a greater impact on other basic needs and growth and development of a person throughout the life cycle. Complex alterations in basic needs which have a greater impact on other basic needs and growth and development of a person throughout the life cycle are initiated. Emphasis on utilization of the activities of the nursing process to promote and maintain health and restore to optimal health is continued. The course includes an overview of trends in nursing and introduces concepts to begin the transition from the role of student to associate degree nurse. Learning experiences in various health care settings are correlated with classroom and nursing laboratory. PREREQUISITES: NUR 1201 Nursing I, NUR 1202 Nursing II, or LPN admitted to the nursing program, LSC 2111 Human Anatomy & Physiology I, PSY 1101 General Psychology, LSC 2112 Human Anatomy & Physiology II, PSY 2109 Human Growth & Development, ENG 1111 Composition I, and current CPR Certification. Five classroom hours per week. Ten lab hours per week. 10 semester hours credit.

NUR 2202 Nursing IV (10-5-10)

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This course focuses on complex alterations in basic needs which have a severe impact on other basic needs and growth and development of a person throughout the life cycle. The activities of the nursing process are utilized to promote and maintain wellness, restore optimal health, or support the person through the dying process. This course continues to emphasize transition

from the role of student to associate degree nurse. Learning experiences in various health care settings are correlated with classroom and nursing laboratory instruction. Upon satisfactory completion of this course and all other required courses, the graduate is eligible to take the NCLEX-RN. Upon successfully passing the NCLEX-RN, the graduate may apply for Registered Nurse Licensure. PREREQUISITES: NUR 1201 Nursing I, NUR 1202 Nursing II or LPN admitted to the nursing program, NUR 2201 Nursing III, LSC 2111 Human Anatomy & Physiology I, PSY 1101 General Psychology I, LSC 2112 Human Anatomy & Physiology II, PSY 2109 Human Growth & Development, ENG 1111 Composition I, LSC 2110 General Microbiology, SOC 2101 Principles of Sociology, current CPR Certification. Five classroom hours per week. Ten lab hours per week. 10 semester hours credit.

NUR 2203 Health Assessment for Nurses (3-2-2)

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The purpose of this course is to increase health assessment skills of nurses. The course will focus on skills necessary to perform a complete health assessment. The holistic approach to assessment will be utilized including: health history, developmental assessment across the life span, nutritional assessment, sleep assessment, cultural considerations in health assessment, and assessment of special populations. Application to the clinical laboratory will be included. Students will be required to demonstrate appropriate cognitive and psychomotor skills necessary to health assessment. PREREQUISITES: NUR 1201 Nursing I, NUR 1202 Nursing II, LSC 2111 Human Anatomy & Physiology I, and LSC 2112 Human Anatomy & Physiology II. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

NUR 2204 Pharmacology for Nurses (3-3-0)

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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. PREREQUISITES: NUR 1201 Nursing I and NUR 1202 Nursing II, or equivalent. Three classroom hours per week. 3 semester hours credit.

NUR 2205 Registered Nurse Review Course (2-2-0)

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This course provides a comprehensive review of nursing content needed to take the National Council Licensure Exam for Registered Nurses (NCLEX-RN). This course reviews knowledge, skills, and attitudes essential for the safe and effective practice of nursing at the entry level for the registered nurse. Situations are given to review application and analysis of nursing knowledge. The nursing process and client needs are addressed in health care situations that registered nurses commonly encounter. Strategies for managing test anxiety are discussed. Computer adaptive testing is reviewed as the technology for the NCLEX-RN. PREREQUISITE: NUR 1201 Nursing I, NUR 1202 Nursing II or LPN admitted to the nursing program, NUR 2201 Nursing III, LSC 2111 Human Anatomy & Physiology I, PSY 1101 General Psychology I, LSC 2112 Human Anatomy & Physiology II, PSY 2109 Human Growth and Development, ENG 1111 Composition I, LSC 2110 General Microbiology, SOC 2101 Principles of Sociology, and current CPR Certification or concurrent enrollment or completion of NUR 2202. Two classroom hours per week. 2 semester hours

credit. Repeatable 3 times.

NUR 2210 Strategies for Nursing Educators (3-2-2)V

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The purpose of this course is to enhance the instructional skills of individuals who teach concepts of nursing theory and practice. The course focuses on integrating technology, computer informatics and interactive classroom and laboratory strategies to facilitate student learning. Use of online technology is emphasized, including development and implementation of web based course content. Use of discussion board for reflection, problem solving, and clinical reasoning, and for post conference is included. This course is designed for those teaching nursing students and/or licensed and registered nurses in formal education settings or in agency based staff development or staff education settings. Two classroom hours per week. Two lab hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

PEG 1125 Social Dance (1-0-2)

F	L	O	W
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This course develops skills in social dancing. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEG 1128 Folk and Square Dancing I (1-0-2)

F	L	O	W
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This course is a study of the basic fundamentals and skills necessary to take part in folk and square dancing. A minimum of fifty basic steps of western style square dancing will be learned by couples. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEG 1129 Folk and Square Dancing II (1-0-2)

F	L	O	W
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This is an intermediate course in Folk and Square Dancing. It will involve more complex square dance movements. PREREQUISITE: PEG 1128 Folk and Square Dancing I or prior approval of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEG 1130 Round Dance I (1-0-2)

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This course is a study of the basic fundamentals and skills necessary to "round dance". Individually performed dances will be taught first, stressing body movement to the rhythm of the music. Mixed dances will come second. The focus will be teaching the dancer to dance with another person using exact steps to the music while changing partners frequently. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEG 1131 Round Dance II (1-0-2)

F	L	O	W
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This is a course in "couple dancing". Approximately 20 two-step basics will be taught. PREREQUISITE: PEG 1130 Round Dance I or consent of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEG 1132 Modern Dance (1-0-2)

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This course is a study of the basic fundamentals and skills necessary to take part in a variety of modern dances. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEG 1136 Basic Physical Education (1-0-2)

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Activities to improve the general fitness and motor ability as related to individual needs. Requires participation in gym activities, calisthenics, sports and games. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEG 1137 First Aid & Safety Education (3-3-0)V

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A complete study of the Regulation American Red Cross First Aid methods and a general study of safety practices to be utilized by the community population. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

PEG 1138 Prescribed Activities (1-0-2)

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This course consists of corrective exercises and adapted activities for students whose physical condition will not permit participation in a regular program. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEG 1141 Camping I (1-0-2)

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Camping skills, including camp craft, equipment and clothing selection, food selection and preparation, trailing, primitive camping, survival skills and safety are studied. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEG 2113 Folk and Square Dancing III (1-0-2)

F	L	O	W
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This is an advanced course in Folk and Square Dancing. Focus will be on learning advanced square dance movements and developing smooth and precise techniques. PREREQUISITE: PEG 1128 Folk and Square Dancing I and PEG 1129 Folk and Square Dancing II or prior approval of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEG 2114 Round Dance III (1-0-2)

F	L	O	W
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In this course couples will perform two-step round dance. Waltz basics will also be introduced. Precision of movement is stressed. PREREQUISITE: PEG 1130 Round Dance I and PEG 1131 Round Dance II or consent of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEG 2120 Introduction to Physical Education (3-3-0)V

F	L	O	W
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A study of the background and rise of physical education. Principles in related fields applied to physical education, aims, objectives, scope, and general significance of physical education. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

PEG 2121 Water Safety Instructor (2-1-2)

F	L	O	W
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The Water Safety Instructor course includes instruction and analysis of swimming and lifesaving skills. Teaching methods and organizational teaching are included for all levels of swimming. Successful completion includes American Red Cross Water Safety Instructor (W.S.I.) certification. PREREQUISITE: Advanced Swimming and Lifesaving Skills, Lifesaving Certification. Student must be 17 years or older. Proficiency in nine swimming strokes. One classroom hour per week. Two lab hours per week. 2

semester hours credit. Repeatable 3 times.

PEI 2122 Athletic Performance (3-3-0)V

F	L	O	W
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A study of the background and rise of athletic performance. Principles in related fields applied to physical education, physical conditioning, and athletic performance. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

PEI 1100 Circuit Fitness Training (1-0-2)

F	L	O	W
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Introduction to and participation in a multi-station aerobic super-circuit utilizing submaximal weights with multiple repetitions. After cardiovascular and other physiological testing, an individualized program will be developed to provide the student opportunities to increase cardiovascular efficiency, improve muscle tone, and reduce the percent of body fat, by rotating through a 23-station circuit going from a stationary bike to universal equipment every 30 seconds. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1109 Karate I (2-0-4)

F	L	O	W
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A practical study of the origin, history and basic fundamental skills of Korean Karate including analysis and practice of blocking, punching and kicking. Four lab hours per week. 2 semester hours credit. Repeatable 3 times.

PEI 1110 Karate II (2-0-4)

F	L	O	W
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A practical study of the rules, regulations, and terminology of Korean Karate with emphasis on the offensive and defensive skills and strategies of free-sparring and self-defense. PREREQUISITES: PEI 1109 Karate I or permission of the instructor. Four lab hours per week. 2 semester hours credit. Repeatable 3 times.

PEI 1111 Bowling (1-0-2)

F	L	O	W
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A study of the basic fundamentals and skills necessary to take part in bowling. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1113 Tennis I (1-0-2)

F	L	O	W
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A practical study of the origin, history, and basic fundamental skills of tennis including analysis and practice of forehand, backhand, serving, lobs, net strokes, and an introduction to rules, scoring and play. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1114 Tennis II (1-0-2)

F	L	O	W
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The course includes a review of Tennis I including the skills, rules and scoring with an emphasis on strategies and practice drills for playing singles and doubles. PREREQUISITE: PEI 1113 Tennis I or permission of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1115 Spring Board Diving (1-0-2)

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This course deals with the fundamentals and techniques of springboard diving. The course includes required dives from each of the five competitive categories plus optional dives of individual



choice. Two lab hours per week. 1 semester hour credit.  
Repeatable 3 times.

PEI 1121 Judo I (2-0-4)  
F L O W

A practical study of the origin, history, philosophy, and basic fundamental skills of Judo, including breakfalls, throws, mat techniques and chokes. Four lab hours per week. 2 semester hours credit. Repeatable 3 times.

PEI 1123 Weight Training I (1-0-2)  
F L O W

This is an introductory course to weight-training and includes the following: types and uses of weight-training equipment, weight-lifting terminology, muscles, muscle groups and actions, body position and movement, weight-training systems, performance charts, recording sheets and specific lifts. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1124 Weight Training II (1-0-2)  
F L O W

This course introduces the student to international competitive weight lifting such as power lifting and the Olympic lifts. This course places an emphasis on strength, conditioning for specific sports or activities. It also reviews Weight Training I.  
PREREQUISITE: PEI 1123 Weight Training I or permission of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1132 Beginning Swimming (1-0-2)  
F L O W

Beginning Swimming is an introduction into the fundamentals of basic water safety. The course will follow the American Red Cross standards. Basic water safety skills such as floating, beginner strokes, the combined stroke on the back, and some deep-water experiences will be provided. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1133 Competitive Swimming (1-0-2)  
L O W

This is a course in the fundamentals and techniques of competitive swimming. Analysis and practice experience in competitive strokes, starts, theory of swim-meet management with emphasis on preparation for the competitive season.  
PREREQUISITE: PEI 2115 Intermediate Swimming or prior approval from the instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1134 Yoga I (1-0-2)  
F L O W

A practical study of history, philosophy, terminology and benefits of Hatha Yoga including basic postures and routines. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1135 Yoga II (1-0-2)  
F L O W

A practical study of combining the basic postures and routines learned in Yoga I and new postures for more body control and improved physical fitness. PREREQUISITE: PEI 1134 Yoga I and/or permission of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1136 Aerobics I (1-0-2)  
F L O W

This course is designed as an introductory to an exercise program incorporating knowledge and exercise beneficial to the health of the individual. Movement experiences which utilize strength, endurance, neuromuscular coordination, body control and cardiorespiratory endurance will be stressed. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1137 Aerobics II (1-0-2)  
F L O W

This course is a continuation of PEI 1136 Aerobics I and consists of good experiences in aerobic activities to improve physical well-being of the individual. Students will establish fitness goals and contract a program of aerobic exercises to accomplish these goals.  
PREREQUISITE: PEI 1136 Aerobics I or prior approval from the instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1138 Aqua Aerobics I (1-0-2)  
F L O W

This course will provide a fun, high-energy physical conditioning program consisting of continuous, rhythmic movements performed in the water in order to improve your overall fitness level. Aqua aerobics provides an excellent workout for your heart and lungs and therefore will improve your cardiovascular condition. Aqua Aerobics allows you to strengthen and tone your muscles with the effects of gravity greatly reduced. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1139 Aqua Aerobics II (1-0-2)  
F L O W

This course is a continuation of PEI 1138 Aqua Aerobics I and consists of increased activities in aqua aerobic exercises to continue improving physical well-being. An increased emphasis on cardiovascular endurance and flexibility will be stressed. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1140 Aquatic Therapy (1-0-2)  
F L O W

This is recommended for students who are limited by impaired joints and/or to strengthen athletes recovering from injury, postoperative patients and senior citizens. Exercise will be taught in a heated pool. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 1141 Amer. Red Cross Lifeguard Trng (2-1-2)  
F L O W

This course will teach students about the duties and responsibilities of a lifeguard and how to carry them out in compliance with the requirements of the American Red Cross Lifeguard Training program. Additionally, students will receive training and certification in American Red Cross First Aid and American Red Cross CPR. PREREQUISITE: Students must be at least 15 years of age and pass the following skills test given in the first session of the course: Swim 500 yards continuously using each of the following strokes for at least 50 yards; crawl, breaststroke, elementary backstroke, sidestroke; surface dive to minimum depth of 9 feet and bring a 10-pound diving brick to the surface; surface dive to a minimum depth of 5 feet and swim underwater for a minimum of 15 yards; and tread water for one minute. One classroom hour per week. Two lab hours per week. 2 semester hours credit. Repeatable 3 times.

PEI 1142 Fitness for Police Officers (3-2-2)

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This course provides students knowledge required to successfully pass the physical agility entrance test for police officers. This course will place an emphasis on the need to be physically fit incorporating knowledge and exercise beneficial to the health of a police officer. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

PEI 2100 Advanced Circuit Fitness Training (1-0-2)

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A continuation of PEI 1100. It is designed for those students who wish to continue to benefit from the Universal Aerobic Super-Circuit workouts. Cardiovascular and other physiological testing will be readministered, programs will be evaluated, and new individual goals will be set. PREREQUISITE: PEI 1100 Circuit Fitness Training. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 2102 Karate III (2-0-4)

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A course designed to practice the skills learned in Karate I and II in a combat situation with an introduction in teaching basic skills and concepts to beginning students which is a requirement necessary for attaining black belt proficiency. PREREQUISITE: PEI 1110 Karate II and/or permission of instructor. Four lab hours per week. 2 semester hours credit. Repeatable 3 times.

PEI 2103 Karate IV (2-0-4)

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A course which gives the students in Karate I, II and III an opportunity to continue to advance in skills by teaching lesser skilled students, practicing forms, sparring and competing in tournaments. PREREQUISITE: PEI 2102 Karate III and/or permission of instructor. Four lab hours per week. 2 semester hours credit. Repeatable 3 times.

PEI 2113 Tennis III (1-0-2)

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The course includes a review of Tennis I and II with an emphasis on practice of strategy in game situations and tournament play. PREREQUISITE: PEI 1113 Tennis I and/or PEI 1114 Tennis II or consent of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 2114 Tennis IV (1-0-2)

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This course includes a review of Tennis I, II and III with an emphasis on practice of strategy in game situations and tournament play. PREREQUISITE: PEI 1113 Tennis I and/or PEI 1114 Tennis II and/or PEI 2113 Tennis III or consent of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 2115 Intermediate Swimming (1-0-2)

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An intermediate course which follows the American Red Cross standards. Skills include the elementary backstroke, front crawl, breaststroke, sidestroke, diving and deep water experience. PREREQUISITE: Beginning Swimming skills or PEI 1132 Beginning Swimming. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 2116 Advanced Lifesaving (1-0-2)

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This is an advanced course in the fundamentals and techniques of lifesaving. This course follows the YMCA and American Red Cross standards in self rescue and lifesaving techniques that may lead to certification. PREREQUISITE: PEI 2115 Intermediate Swimming and must be 15 years of age or older. Must pass a pre-swimming test. Special projects: One hour of outside study for each hour of laboratory activity. Final: Swimming exam. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 2117 Skin and Scuba Diving (1-0-2)

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This is an introductory course in the fundamentals and techniques of skin and scuba diving. This course will include theory, physical principals, safety considerations and diving experience in both pool and open water. Prerequisite: PEI 2115 Intermediate Swimming and deep-water experience. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 2118 Yoga III (1-0-2)

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A course designed to improve balance and endurance of postures learned in Yoga I & II, and advanced postures in addition to previous ones. PREREQUISITE: PEI 1135 YOGA II and/or consent of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 2119 Yoga IV (1-0-2)

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A course designed to improve upon the postures learned in Yoga I, II, and III, and to develop individual routines to meet specific physical and mental needs. PREREQUISITE: PEI 2118 Yoga III or consent of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 2120 Aerobics III (1-0-2)

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This course is a continuation of PEI 1137 Aerobics II and consists of additional guided experiences in aerobic activities to maintain selected levels of health and fitness. Students will utilize established fitness levels to program a maintenance exercise contract and utilize scheduled assessment plans to monitor maintenance levels of fitness. PREREQUISITE: PEI 1137 Aerobics II or prior approval from the instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 2123 Weight Training III (1-0-2)

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This course stresses body-building techniques. It places an emphasis not only on strength, but on muscular definition, body beautification, endurance, and routines for competition in body-building contests. It also includes a review of Weight Training I and II. PREREQUISITES: PEI 1123 Weight Training I, PEI 1124 Weight Training II, and/or consent of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 2124 Weight Training IV (1-0-2)

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This course allows for continued individual progression through a weight-training system selected from Weight Training I, II or III with an emphasis on conditioning, competition in lifting and body-building contests. PREREQUISITES: PEI 1123 Weight Training I, PEI 1124 Weight Training II, PEI 2123 Weight Training III,

and/or consent of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEI 2125      Aerobics IV      (1-0-2)

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This course is a continuation of PEI 2120 Aerobics III and consists of additional guided experiences in aerobic activities to improve physical well-being of the individual. Emphasis will be placed on floor exercises benefiting the legs and abdominal region. Students will utilize established fitness levels to program a maintenance exercise contract and utilize scheduled region. Students will utilize established fitness levels to program a maintenance exercise contract and utilize scheduled assessment plans to monitor maintenance levels of fitness. PREREQUISITE: PEI 2120 Aerobics III or prior approval from the instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PEO 2101      Sports Officiating: Baseball      (2-1-2)

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This course is designed for the student interested in learning the rules and mechanics for officiating baseball. Special emphasis will be given to the official, their public relations and techniques of communication along with interpretations, professional ethics, preparation for certification, and practical experience. One classroom hour per week. Two lab hours per week. 2 semester hours credit. Repeatable 3 times.

PEO 2102      Sports Officiating: Basketball      (2-1-2)

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This course is designed for the student interested in learning the rules and mechanics for officiating basketball. Special emphasis will be given to the official, their public relations and techniques of communication along with interpretations, professional ethics, preparation for certification, and practical experience. One classroom hour per week. Two lab hours per week. 2 semester hours credit. Repeatable 3 times.

PEO 2104      Sports Officiating: Football      (2-1-2)

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This course is designed for the student interested in learning the rules and mechanics for officiating football. Special emphasis will be given to the official, their public relations and techniques of communication along with interpretations, professional ethics, preparation for certification, and practical experience. One classroom hour per week. Two lab hours per week. 2 semester hours credit. Repeatable 3 times.

PEO 2107      Sports Officiating: Volleyball      (2-1-2)

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This course is designed for the student interested in learning the rules and mechanics for officiating volleyball. Special emphasis will be given to the official, their public relations and techniques of communication along with interpretations, professional ethics, preparation for certification, and practical experience. One classroom hour per week. Two lab hours per week. 2 semester hours credit. Repeatable 3 times.

PEO 2109      Sports Officiating: Soccer      (2-1-2)

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This course is designed for the student interested in learning the rules and mechanics for officiating soccer. Special emphasis will be given to the official, their public relations and techniques of communication along with interpretations, professional ethics, preparation for certification, and practical experience. One

classroom hour per week. Two lab hours per week. 2 semester hours credit. Repeatable 3 times.

PHB 1220      Phlebotomy Theory      (3-2-2)

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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. PREREQUISITES: BOC 1225 Introduction to Medical Terminology, or equivalent or consent of instructor, CIS 1101 Intro to Computers & Their Applications, or CIS 1103 Discovering Computers, or DAP 1203 Microcomputer Applications in Business, or equivalent or consent of instructor. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

PHB 1222      Phlebotomy Procedures      (3-2-2)

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This course emphasizes the role of the phlebotomist within the health care delivery system. Interpersonal skills with laboratory personnel, other members of the health care team and patients are stressed. Commonly used laboratory techniques in specimen collection, transport and processing are demonstrated and practiced. Additional safety issues concerning patients and phlebotomists are addressed. Lifespan considerations are integrated. Competencies expected of the phlebotomist are tested in preparation for a clinical practicum. Prerequisite: PHB 1220 Phlebotomy Theory. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

PHB 1224      Phlebotomy Externship      (4-0-8)

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This course provides a clinical externship for students in laboratory facilities. Clinical experiences provide opportunity for students to utilize knowledge and skills in direct care situations. Schedules are developed by the instructor and student in collaboration with affiliating clinical sites. Successful completion of this course requires the student to complete all hours and to complete a minimum of 100 successful unaided venipunctures, 25 successful unaided skin punctures and orientation in a full service laboratory. PREREQUISITES: PHB 1220 Phlebotomy Theory and PHB 1222 Phlebotomy Procedures. Eight lab hours per week. 4 semester hours credit.

PHB 1298      Phlebotomy/Health Professional      (3-2-2)V

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This course provides progressive information for persons in the medical field that need to hone their skills in phlebotomy and the preparation of specimens for testing. This course also includes the Clinical Laboratory Standards Institute and Occupational Safety and Health Association regulations. The text includes information about customer service and phlebotomy procedures in multiple health care environments or situations in addition to the traditional clinic setting. Emphasis is made on regulatory agencies, standards, and certification. Quality control and reporting / treatment procedures for accidental injuries are addressed in the text. Patient education and troubleshooting techniques are prominent features of the text. The instruction in the text is directly linked to the CD-ROM included in the text to reinforce skills and techniques. PREREQUISITE: Currently working in the medical field as a phlebotomist, RN, LPN, MLT, or any other

medical positions drawing blood. Two classroom hours per week. Two lab hours per week. 3 semester hours credit. Repeatable 3 times.

PHI 1101 The Bible: Old and New Testaments (2-2-0)

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This course is an introductory survey study of the Bible, both Old and New Testaments, with emphasis on historical, cultural, and intellectual settings; literary genres; scholarship; and relationship to modern Christianity and Western Culture. Two classroom hours per week. 2 semester hours credit.

PHI 1102 Survey of the Old Testament (3-3-0)V

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This course is an introductory survey study of the Old Testament of the Bible, with emphasis on historical, cultural, and intellectual settings; literary genres; scholarship; and relationship to modern Christianity and Western Culture. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

PHI 1103 Survey of the New Testament (3-3-0)V

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This course is an introductory survey study of the New Testament with emphasis on historical and cultural contexts, past and present. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

PHI 1111 Introduction to Philosophy (3-3-0)

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This course is an introduction to the principles and problems in Philosophy. Major philosophers and schools of philosophical thought are studied. Three classroom hours per week. 3 semester hours credit. IAI: H4 900

PHI 2101 Introduction to Ethics (3-3-0)

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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. Three classroom hours per week. 3 semester hours credit.

PHI 2111 Introduction to Logic (3-3-0)

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This course is an introduction to formal reasoning and includes studies in language and meaning, deduction and induction, evidence, syllogistic argument and propaganda. Three classroom hours per week. 3 semester hours credit. IAI: H4 906

PHI 2121 Philosophy of Religion (3-3-0)

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This course is a philosophical analysis of selected religious concepts and beliefs such as the existence of God, nature of good and evil, after-life and ethics. Three classroom hours per week. 3 semester hours credit. IAI: H4 905

PHI 2141 Ethics in the Medical Community (3-3-0)

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This course covers ethical issues related to health science professions. Topics include professional ethics, science and the person, morality, consumer protection, euthanasia, abortion, human experimentation, biotech, cloning, organ transplant, fetal tissue research, the criteria for death, and the rights of patients. Three classroom hours per week. 3 semester hours credit.

PHM 1201 Orientation to Pharmacy Tech (3-3-0)

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This course highlights the practice and role delineation of pharmacists and pharmacy technicians. Also included are educational requirements, issues related to credentialing, and an overview of pharmacy law, pharmacy ethics, pharmacy math, pharmaceutical operations and pharmacology. Field trips to pharmacy facilities are included. Three classroom hours per week. 3 semester hours credit.

PHM 1202 Pharmacology (3-3-0)

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This course provides practical knowledge of pharmacology including pharmaceutical nomenclature and classification, mechanisms of drug actions, interactions, indications and contraindications, side effects, and methods of administering therapeutic agents primarily in the nervous, endocrine, skeletal, muscular, cardiovascular, respiratory, and gastrointestinal systems. Also includes methods of administration of therapeutic agents with an emphasis on the renal, reproductive, vascular, sensory, dermatology, immunology and hematology systems. Benefits and disadvantages of over-the-counter or nonprescription medication will also be addressed. Three classroom hours per week. 3 semester hours credit.

PHM 1203 Pharmacy Calculations (3-3-0)

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This course teaches students the basic terminology, abbreviations, and units needed to perform pharmaceutical calculations. Apothecary, avoirdupois, and metric systems are an essential component of this course. Review of calculations dealing with ratio and proportion, percentages, ratio strength, reducing and enlarging formulas and dilution and concentration problems are presented. Three classroom hours per week. 3 semester hours credit.

PHM 1204 Pharmacy Operations (3-1-4)

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This course simulates daily activities in the pharmaceutical practice settings. Topics include: order entry processes, medication distribution systems, inventory, prescription processing, billing, repackaging, floor stock and controlled substance distribution, pharmaceutical computer systems, utilization of drug information resources, and proper communication techniques. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

PHM 2201 Pharmacy Technician Internship (6-2-8)V

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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. Two classroom hours per week. Eight lab hours per week. Variable 3 to 6 semester hours credit. Repeatable 3 times.

PHM 2202 Certification Review (1-1-0)

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This course covers standardized test-taking tips, PTCB Certification FAQ's, and provides an overall exam focus. One classroom hour per week. 1 semester hour credit.

PHY 1110 Survey of Physics (4-3-2)

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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. No prerequisite. Three classroom hours per week. Two lab hours per week. 4 semester hours credit. IAI: P1 901L

PHY 1111 Technical Physics I (4-3-2)

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This is a course in mechanics and fluids for the vocational-technical student. It covers Newton's Laws, conditions for equilibrium, torque, momentum, motion in one and two dimensions, work, energy, power, and fluids. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

PHY 1112 Technical Physics II (4-3-2)

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This is a lecture-laboratory course for the vocational-technical student. It is a continuation of PHY 1111 Technical Physics I, with emphasis on sound, thermal expansion, thermodynamics, and electric circuits. PREREQUISITE: PHY 1111 Technical Physics I. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

PHY 1120 Physics I (5-4-2)

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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 thermal dynamics and sound. PREREQUISITE: MTH 1105 Trigonometry or current registration in MTH 1105. Four classroom hours per week. Two lab hours per week. 5 semester hours credit. IAI: P1 900L

PHY 1122 Physics II (5-4-2)

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This trigonometry-based course is the second of a two-semester sequence structured for students in pre-professional curricula. It covers electricity, magnetism, light, geometrical and physical optics, wave motion, relativity, quantum theory, atomic and nuclear physics. Prerequisite: PHY 1120 Physics I or consent of instructor. Four classroom hours per week. Two lab hours per week. 5 semester hours credit.

PHY 2110 General Physics I (5-4-2)

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This is a calculus-based course in mechanics and heat. It covers kinematics in one and two dimensions, Newton's laws, gravitation, work, energy, impulse, momentum, torque, equilibrium, rotation of rigid bodies, elasticity, simple harmonic motion, fluid statics and dynamics, heat transfer, thermal properties of matter, first and second laws of thermodynamics, and the kinetic theory of gases. PREREQUISITE: MTH 1171 Calculus and Analytic Geometry I. Four classroom hours per week.

Two lab hours per week. 5 semester hours credit. IAI: P2 900L

PHY 2112 General Physics II (5-4-2)

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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. Four classroom hours per week. Two lab hours per week. 5 semester hours credit

PHY 2114 Modern Physics (3-2-2)

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A course for students in engineering, mathematics, physics and chemistry. Topics include the following: atomic view of matter, electricity and radiation; origin of quantum theory; special relativity; nuclear energy; radioactivity; nuclear structure. PREREQUISITE: PHY 2112 General Physics II AND CO-REQUISITE: MTH 2173 Calculus and Analytic Geometry III. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

PHY 2120 Analytical Mechanics I (Statics) (3-3-0)

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Analysis of force systems by means of vector algebra; analysis of forces acting on members of trusses, frames, and machines; calculation of shear and moment diagrams in beams; determination of centroids and moments of inertia. For engineering, physics, and mathematics majors. PREREQUISITE: PHY 2110 General Physics I and co-requisite: MTH 2173 Calculus and Analytic Geometry III. Three classroom hours per week. 3 semester hours credit.

PHY 2122 Analytical Mechanics II (Dynamics) (3-3-0)

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Application of vector calculus to mechanics, kinematics of three-dimensional motion of a particle, motion relative to translating and rotating reference frames, kinetics of particles, kinetics of systems of particles, kinematics of rigid bodies, kinetics of rigid bodies, vibration and time response. For engineering, physics, and mathematics majors. PREREQUISITE: PHY 2120 Analytical Mechanics I and co-requisite: MTH 2181 Differential Equations. Three classroom hours per week. 3 semester hours credit.

PLS 2101 Government of the United States (3-3-0)

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This course is a survey of the Constitutional government of the United States, civil rights, organizational procedures of national government, the media and public interest groups. Three classroom hours per week. 3 semester hours credit. IAI: S5 900D

PLS 2103 State and Local Government (3-3-0)

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This course is a survey of the structure and functions of American states and local government. Three classroom hours per week. 3 semester hours credit. IAI: S5 902

PLS 2105 Political Assassinations (3-3-0)

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This course will explore the history, political implications and controversies behind the assassinations of John Kennedy, Martin Luther King, and Robert Kennedy. Three classroom hours per week. 3 semester hours credit.

PLS 2198 Topics in Political Science (3-3-0)V

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This course is a seminar on a special topic or current issue in political science. Three classroom hours per week. Variable 0.5 to 3 semester hours credit.

PNC 1211 Practical Nursing I (5-2.5-5)

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Admission into the practical nursing program is required prior to enrollment in this course. This course introduces person, health, and nursing. The concepts of basic needs, growth and development, wellness-illness, and the nursing process are presented. The course focuses on the person's basic needs in order to maintain optimal health throughout the life cycle, and related therapeutic nursing interventions. The course progresses to simple alterations in basic needs. The activities of the nursing process are utilized to promote and maintain wellness. Learning experiences in various health care settings are correlated with classroom and nursing laboratory instruction. PREREQUISITE: Current CPR (healthcare provider) Certification. Two and one-half classroom hours per week. Five lab hours per week. 5 semester hours credit.

PNC 1212 Practical Nursing II (5-2.5-5)

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This course continues the introduction to person, health, and nursing. The concepts of basic needs, growth and development, wellness-illness, and the nursing process are continued. The course focuses on the person's basic needs in order to maintain optimal health throughout the life cycle, and related therapeutic nursing interventions. The course progresses to simple alterations in basic needs, and growth and development throughout the life cycle. The activities of the nursing process are utilized to promote and maintain wellness. Learning experiences in various health care settings are correlated with classroom and nursing laboratory instruction. PREREQUISITES: PNC 1211 Practical Nursing I, Current CPR (healthcare provider) Certification. Two and one-half classroom hours per week. Five lab hours per week. 5 semester hours credit.

PNC 1213 Practical Nursing III (5-2.5-5)

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This course focuses on basic needs of a person throughout the life cycle in order to maintain optimal health. This course progresses from simple to moderate alterations in basic needs and growth and development throughout the life cycle. The activities of the nursing process are used to promote and maintain wellness and restore to optimal health. Learning experiences in various healthcare settings are correlated with classroom and nursing laboratory instruction. PREREQUISITES: PNC 1211 Practical Nursing I, PNC 1212 Practical Nursing II, LSC 2111 Human Anatomy & Physiology I, PSY 1101 General Psychology I, and current CPR Certification. Two and one-half classroom hours per week. Five lab hours per week. 5 semester hours credit.

PNC 1214 Practical Nursing IV (5-2.5-5)

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This course focuses on basic needs of a person throughout the life cycle in order to maintain optimal health. This course progresses from simple to moderate alterations in basic needs and growth and development throughout the life cycle. The activities of the nursing process are used to promote and maintain wellness and restore to optimal health. Learning experiences in various healthcare settings are correlated with classroom and nursing laboratory instruction. PREREQUISITES: PNC 1211 Practical Nursing I, PNC 1212 Practical Nursing II, PNC 1213 Practical Nursing III, LSC 2111 Human Anatomy & Physiology I, PSY 1101 General Psychology I, and current CPR Certification. Two and one-half classroom hours per week. Five lab hours per week. 5 semester hours credit.

PNC 1215 Practical Nursing V (6-2-8)

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This course includes an overview of the transition from the role of student to practical nurse. The course continues to focus on moderately complex alterations in basic needs which have a greater impact on other basic needs and growth and development throughout the life cycle. The activities of the nursing process are utilized to promote and maintain wellness, restore to optimal health or support through the dying process. Learning experiences in various health care settings are correlated with classroom and nursing laboratory instruction. Upon satisfactory completion, the graduate is eligible to write the NCLEX-PN. Upon passing the NCLEX-PN, the graduate is eligible to apply for practical nurse licensure. PREREQUISITES: PNC 1211 Practical Nursing I, PNC 1212 Practical Nursing II, PNC 1213 Practical Nursing III, PNC 1214 Practical Nursing IV, LSC 2111 Human Anatomy & Physiology I, PSY 1101 General Psychology I, LSC 2112 Human Anatomy & Physiology II, ENG 1111 Composition I, PSY 2109 Human Growth and Development, and current CPR Certification. Two classroom hours per week. Eight lab hours per week. 6 semester hours credit.

PNC 1216 Practical Nurse Review Course (1-1-0)

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This course provides a comprehensive review of nursing content needed to take the National Council Licensure Exam for Practical Nurses (NCLEX-PN). The course reviews knowledge, skills, and abilities essential for the safe and effective practice of nursing at the entry level for the practical nurse. The nursing process and client needs are addressed in health care situations that practical nurses commonly encounter. Strategies for managing test anxiety are discussed. Computer adaptive testing is reviewed as the technology for the NCLEX-PN. PREREQUISITES: NUR 1201 Nursing I, NUR 1202 Nursing II, LSC 2111 Human Anatomy & Physiology I, PSY 1101 General Psychology I, LSC 2112 Human Anatomy & Physiology II, PSY 2109 Human Growth & Development, ENG 1111 Composition I, current CPR Certification or concurrent enrollment or completion of NUR 1203 Clinical Nursing. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

PRA 1201 Survey of Psychiatric Rehabilitation (3-3-0)

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This course is the first in the series for the Psychiatric Rehabilitation Certificate. Courses in the series focus on a rehabilitative approach to serving individuals with severe mental illness. This approach is based on the premise that consumers set the goals for the rehabilitation team. The survey course has four major themes: 1) Understanding psychiatric disability and

current approaches to treatment; 2) The mental health system and surrounding legal issues; 3) Psychiatric rehabilitation through vocational and skills training; and 4) Family and community support systems. The orientation of the course is more practical than theoretical, and there is considerable opportunity to observe and practice relevant skills. Consumers serve as guest speakers to highlight issues of empowerment and stigma, and to increase understanding of consumer experiences with the mental health system. This course is appropriate for students planning careers in mental health. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

PRA 1202 Psychiatric Rehabilitation Skills (3-3-0)

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This course is the second in the series for the Psychiatric Rehabilitation Certificate. The orientation of the course is more practical than theoretical, and there is considerable opportunity to observe and practice relevant skills. Students learn basic techniques for conducting interviews, training groups and apply behavioral techniques for implementing programs that promote desired skills. Techniques for intervening in crisis situations, and preventing and managing aggression are presented.

PREREQUISITE: PRA 1201 Survey of Psychiatric Rehabilitation. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

PRA 1203 Psychiatric Rehab Health Skills (3-3-0)

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This course is the third in the series for the Rehabilitation Certificate. The PRCP is a four course, plus internship, program targeting paraprofessionals working in the psychiatric rehabilitation field. Courses in the series focus on a rehabilitative approach to serving individuals with severe mental illness. This approach is based on the premise that consumers set goals for the rehabilitation team. The Health Skills course examines three dimensions of wellness: Physical, Emotional, and Environmental. This organization uses a multidimensional model of health based on wellness continua in each dimension. This view that wellness is more than the absence of illness guides students through discussions and skill development designed to improve the overall well-being of persons with severe mental illness. The orientation of the course is more practical than theoretical, and there is considerable opportunity to observe and practice relevant skills. Students will learn the fundamentals of physical wellness, including diet, nutrition, exercise, sanitation, disease prevention and control, and special health considerations for persons with severe mental illness. The emotional dimension of wellness includes social support, physical and sensory accommodations, and geriatric and developmental disabilities. Students will learn the essentials of environmental safety, including use of safety equipment and proper body mechanics. Students will develop and practice skills for determining vital signs and documenting their observations. PREREQUISITE: PRA 1201 Survey of Psychiatric Rehabilitation. Three classroom hours per week. 3 semester hours credit.

PRA 2204 Voc. and Community Living Skills (3-3-0)

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This course is fourth in the series for the Psychiatric Rehabilitation Certificate. Courses in the series focus on a rehabilitation approach to serving individuals with severe mental illness. This approach is based on the premise that consumers set the goals for the rehabilitation team. The Vocational and Community Living Skills course examines vocational rehabilitation and community living skills. Both themes address skills for working with

community, state, and federal agencies that serve people with severe mental illness. The orientation of the course is more practical than theoretical and there is considerable opportunity to observe and practice relevant skills. Students will learn the fundamental of vocational rehabilitation, including duties and tasks commonly required in vocational settings (e.g. mediation, negotiation, job coaching, job analysis) and the development of employment sites. Practical application of current policies (e.g. Americans with Disabilities Act) impacting employment sites are presented. Networking skills, common state and federal benefit programs and community-based service provision are presented in the community living skills portion of the course. Three classroom hours per week. 3 semester hours credit.

PRA 2210 Survey of Psych Rehab Internship (0.5-0-2.5)

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This internship requires a minimum of 38 clock hours of field experience by the student. Experiences are a combination of observation and participation/interaction with consumers of mental health services. The 38 hours will include four of the following areas: inpatient milieu and general activities, case management activities, vocational training activities, skills training activities, and consumer-led activities. All experiences should focus on a rehabilitative approach to serving individuals with severe mental illness. Group or individual supervision with on-site clinical staff and/or supervision by field placement director is also required. Two and one-half lab hours per week. 0.5 semester hours credit.

PRA 2211 Psych Rehab Skills Internship (0.5-0-2.5)

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This internship requires a minimum of 38 clock hours of field experience by the student. Experiences are a combination of observation and participation/interaction with consumers of mental health services. The 38 clock hours will include interviewing skills and leading skills training groups, and at least one of the following: behavior definition and task analysis, aggression management, assessment and treatment planning, or crisis intervention. All experiences should focus on a rehabilitative approach to serving individuals with severe mental illness. Group or individual supervision with on-site clinical and/or supervision by field placement director is also required. Two and one-half lab hours per week. 0.5 semester hour credit.

PRA 2212 Psych Rehab Health Skills Internship (0.5-0-2.5)

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This internship requires a minimum of 38 clock hours of field experience by the student. Experiences are a combination of observation and participation/interaction with consumers of mental health services. The 38 hours will include eight activities in the following areas: physical wellness, emotional and social wellness, environmental wellness, and documentation. All experiences should focus on a rehabilitative approach to serving individuals with severe mental illness. Group or individual supervision with on-site clinical staff and/or supervision by field placement director is also required. PREREQUISITE: PRA 1201 Survey of Psychiatric Rehab and completion of, or current enrollment in PRA 1203 Psychiatric Rehab Health Skills. Two and one-half lab hours per week. 0.5 semester hour credit.

PRA 2213 Voc & Community Living Skills Internship (0.5-0-2.5)

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This internship requires a minimum of 38 clock hours of field experience by the student. Experiences are a combination of

observation and participation/interaction with consumers of mental health services. The 38 hours will include two areas: Vocational Rehabilitation and Case Management. All experiences should focus on a rehabilitative approach to serving individuals with severe mental illness. Group or individual supervision with on-site clinical staff and/or supervision by field placement director is also required. PREREQUISITES: PRA 1201 Survey of Psychiatric Rehabilitation and completion of, or current enrollment in PRA 1203 Psychiatric Rehab Health Skills and completion of, or current enrollment in PRA 2204 Vocational and Community Living Skills. Two and one-half lab hours per week. 0.5 semester hour credit.

PRE 0410 Preparatory English (3-3-0)  

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This course prepares students for ENG 1111. It develops understanding, training, and practice in grammar and composition. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

PRE 0415 Elementary Geometry (4-4-0)  

F	L	O	W
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An introduction to elementary topics from plane and solid geometry. Emphasis will be placed on the following concepts: 1) Congruence, 2) Similarity, 3) Ration and Proportion, 4) Variation, 5) Inductive, deductive and indirect proof, and 6) Basic ideas from two- and three-dimensional geometric figures. Entry into this class is based on testing and/or recommendation of instructor. PREREQUISITE: A grade of C or better in first-year high school algebra or REM 0421 Beginning Algebra. Four classroom hours per week. 4 semester hours credit. Repeatable 3 times.

PRE 0420 Intermediate Algebra (5-5-0)V  

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Topics covered in this course include: properties and operations of whole numbers, integers, rational numbers and real numbers; operations with polynomials, including factoring; operations with algebraic fractions; exponents, roots' radicals and complex numbers; solving first-degree equations and inequalities; quadric equations; functions; graphing; systems of equations and inequalities. This course may not be used to fulfill any degree or certificate requirements. PREREQUISITE: Grade of C or better in the first year of high school algebra, or a grade of C or better in REM 0421 Beginning Algebra and PRE 0415 Elementary Geometry or a sufficient score on the placement test. Five classroom hours per week. Variable 0.5 to 5 semester hours credit. Repeatable 3 times.

PRE 0810 Life Science (4-3-2)  

F	L	O	W
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Life Science is a course designed for students with little background in physical and biological sciences. It emphasizes the metric system and basic principles of chemistry, physics, and biology. Three classroom hours per week. Two lab hours per week. 4 semester hours credit. Repeatable 3 times.

PSC 1101 Intro to Physical Science (4-3-2)  

F	L	O	W
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This course will provide the students with an introduction to the physical sciences discipline. The subjects that will be covered in this course will include: astronomy, chemistry, physics, and earth science. This course is designed for students wanting a general education background in the physical sciences. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

PSC 1111 Introduction to Astronomy (3-3-0)  

F	L	O	W
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This course is a survey of astronomical facts, concepts, and relationships. Topics include the solar system, stars and galaxies, planetary motions, comets and meteors, star distances, atoms and radiation, and the origin and evolution of the universe. This course is designed for the non-science major. Three classroom hours per week. 3 semester hours credit. IAI: P1 906

PSC 1112 Introduction to Astronomy Lab (1-0-2)  

F	L	O	W
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This course gives students experience using various instruments to make astronomical observations. The fundamental measurements of astronomy (angles, brightness and time) will be undertaken. Observations will be made during bright and dark sky conditions. Meeting times will be arranged according to almanac and weather conditions. PREREQUISITE: Concurrent registration (or successful completion) of PSC 1111 Introduction to Astronomy or permission of instructor. Two lab hours per week. 1 semester hour credit. IAI: P1 906L

PSY 1101 General Psychology I (3-3-0)  

F	L	O	W
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A survey of the study of human and animal behavior with emphasis on the scientific nature of contemporary psychological investigation. Topics may include the biology of behavior, sensation, motivation, emotion, life-span development of behavior, personality, abnormal behavior and its therapies, social behavior, and individual differences. Three classroom hours per week. 3 semester hours credit. IAI: S6 900D

PSY 1102 General Psychology II (3-3-0)  

F	L	O	W
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A continuation of the study of human and animal behavior. Topics may include the biology of behavior, sensation and perception, learning, memory, cognition, motivation, emotion, life-span development of behavior, personality, abnormal behavior and its therapies, social behavior, and individual differences. PREREQUISITES: PSY 1101 General Psychology I. Three classroom hours per week. 3 semester hours credit.

PSY 1103 Business Psychology (3-3-0)  

F	L	O	W
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This course centers on those human relations skills that students need to successfully interact in today's changing world: communication, motivation, authority, leadership styles and strategies, attitude adjustment and coping. Students will learn the fundamentals necessary for adjusting to cultural diversity, economic fluctuations and changes in responsibility. Three classroom hours per week. 3 semester hours credit.

PSY 1105 Psychology of Group Behavior (3-2-2)  

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This course is a study of human behavior in group situations. It includes structure and interaction of groups, structure of successful groups, and leadership qualities. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

PSY 1106 Humanistic Psychology (3-3-0)  

F	L	O	W
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This course is an understanding of human behavior, attitudes, and personality. It includes concepts of adjustment, maturity, and social adequacy; psychology of work environment and the physical, emotional, aesthetic, and mental functioning of human



beings. Three classroom hours per week. 3 semester hours credit.

PSY 1107 Topics in Psychology (1-1-0)  
L O W

Seminar on a specific topic in the field of psychology. Topic will be on current issues in psychology. One classroom hour per week. 1 semester hour credit.

PSY 1108 Psychological Aspects of Aging (3-3-0)  
F L O W

An introduction to the subject of human aging as a stage of life covering such facets as the psychological, emotional, cognitive, and interpersonal. PREREQUISITE: PSY 1101 General Psychology I, or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: S6 905

PSY 1109 Human Relations (3-3-0)  
F L O W

This course is designed as an introduction to the basic principles of sociology and general psychology. Major emphasis is placed upon such topics as the origin and development of the social body, group behavior, and the problems attached to contemporary living. The study is proposed to develop a thorough understanding of good human relationships and to aid in the formation of sound citizenship. Three classroom hours per week. 3 semester hours credit.

PSY 1201 Introduction to Counseling (4-3-2)V  
F L O W

This course will describe the scientific study of human behavior and include instruction on psychological principles as applied to various occupational fields. Topics covered might include industrial psychology, psychology of supervision, crises intervention, criminal behavior, empathy training, helping skills, career and human resource management, disaster counseling, and psychology of illness and grief. Includes applied learning in a practicum setting. Three classroom hours per week. Two lab hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

PSY 2104 Child Psychology (3-3-0)  
F L O W

This course is designed to give a comprehensive approach to theory of child development. Topics may include prenatal development, genetics, motor, language, cognitive, emotional, and social development from infancy to adolescence. This course will emphasize the integration of biological, psychological, and social/cultural factors in the development of the child. Theoretical material, research, and an introduction to research methodology applied to the study of childhood will be presented. PREREQUISITE: PSY 1101 General Psychology I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: S6 903

PSY 2105 Adolescent Psychology (3-3-0)  
F L O W

This course studies the adolescent in relation to family, friends, the opposite sex, delinquent behavior, growth and development, attitudes, interests and values. PREREQUISITE: PSY 1101 General Psychology I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: S6 904

PSY 2107 Social Psychology (3-3-0)  
F L O W

This course investigates the behavior of the individual, as influenced by others. Topics include characteristics of groups, group dynamics, the nature of culture, effective leadership, methods of negotiation, inner-group relations, propaganda and other forms of persuasive communication. PREREQUISITE: PSY 1101 General Psychology I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: S8 900

PSY 2108 Current Issues in Psychology (2-2-0)  
F L O W

Seminar on salient issues in the field of psychology. Two classroom hours per week. 2 semester hours credit.

PSY 2109 Human Growth and Development (3-3-0)  
F L O W

This course is a study of the physical, social, emotional, and cognitive development of the individual across the entire human lifespan. Emphasis is placed upon development of emotional states, typical patterns of adjustments, principles of human growth, and practical applications of research findings to everyday life. PREREQUISITE: PSY 1101 General Psychology I or consent of instructor. Three classroom hours per week. 3 semester hours credit. IAI: S6 902

PSY 2110 Introduction to Personality Dynamics (3-3-0)  
F L O W

This course is designed to orient the student to influences that have an impact upon personality development and adjustment. Topics include basic terminology and concepts which are essential to the study of the literature and research about human personality. Exploration of human motivations, personality patterns, and ways of coping with the stresses of modern life are also covered. Emphasis will be primarily upon "normal" behavior, although examples of "abnormal" behavior will also be studied. PREREQUISITE: PSY 1101 General Psychology I or consent of instructor. Three classroom hours per week. 3 semester hours credit.

PSY 2111 Abnormal Psychology (3-3-0)  
F L O W

This is a survey course in abnormal behavior or psychopathology. Areas studied include: cross-cultural views of psychopathology, psychological perspectives of deviant behavior, the D.S.M. #4 classification, etiological determinants, treatment for behavioral disorders, and prognostic estimates for various mental illnesses. PREREQUISITE: PSY 1101 General Psychology I or consent of instructor. Three classroom hours per week. 3 semester hours credit.

PSY 2112 Sports Psychology (3-3-0)  
L O W

This course is designed for students contemplating vocations or avocations dealing with youth and participating in sports. Emphasis is on socialization, motivation and personality development. Factors affecting athletic performance such as feedback, anxiety and team/group cohesiveness will be discussed. PREREQUISITE: PSY 1101 General Psychology or consent of instructor. Three classroom hours per week. 3 semester hours credit.

PTE 1111 Golf I (1-0-2)  
F L O W

A study of the basic fundamentals and skills necessary to take part in the game of golf. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 1112 Golf II (1-0-2)  
F L O W

A study of the basic fundamentals and skills necessary to take part in the game of golf. The course includes a review of Golf I and places an emphasis on putting, chipping, and club selection for shot making. PREREQUISITE: PTE 1111 Golf I or consent of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 1113 Softball I (1-0-2)  
F L O W

A study in nature, fundamental skills, rules and knowledge necessary to play softball. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 1114 Softball II (1-0-2)  
F L O W

A review of Softball I with an emphasis on offensive strategies in playing softball. PREREQUISITE: PTE 1113 Softball I or permission of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 1117 Volleyball I (1-0-2)  
F L O W

This course is a practical study of the origin, history and basic fundamental skills of volleyball including passing, set-ups, serving, spiking, blocking, and net recovery. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 1118 Volleyball II (1-0-2)  
F L O W

This course is a practical study of the rules, scoring, and terminology of volleyball with an introduction to the offensive and defensive skills and strategies for playing the game of volleyball. PREREQUISITE: PTE 1117 Volleyball I or approval from instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 1119 Baseball I (1-0-2)  
F L O W

A study in the nature, fundamental skills, rules and knowledge necessary to play baseball. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 1120 Baseball II (1-0-2)  
F L O W

A review of Baseball I with an emphasis on offensive and defensive strategies in playing baseball. PREREQUISITE: PTE 1119 Baseball I or permission of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 1121 Flag Football (1-0-2)  
L O W

A study of the basic fundamental skills, rules and strategy of flag football. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 1122 Soccer (1-0-2)  
F L O W

A study in the basic fundamentals and skills necessary to take part in soccer. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 1136 Basketball I (1-0-2)  
F L O W

A practical study of the origin, history, and basic fundamental skills of basketball including analysis and practice of catching, passing, shooting, rebounding, and dribbling. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 1137 Basketball II (1-0-2)  
F L O W

A practical study of the rules, regulations, and terminology of basketball with an introduction to the offensive and defensive skills and strategies for playing. PREREQUISITE: PTE 1136 Basketball I or permission of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 2103 Golf III (1-0-2)  
F L O W

A study of the basic fundamentals and skills necessary to take part in the game of golf. The course includes a review of Golf II and places an emphasis on hitting sand and rough shots and up, down, and side hill lies, and in wind conditions. PREREQUISITE: PTE 1112 Golf II or consent of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 2104 Golf IV (1-0-2)  
F L O W

A study of the basic fundamentals and skills necessary to take part in the game of golf. The course includes a review of Golf III and places an emphasis on playing the total game on the course under conditions of competition. PREREQUISITE: PTE 2103 Golf III or consent of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 2107 Volleyball III (1-0-2)  
F L O W

This course is designed to practice the skills learned in Volleyball I and II in a game situation. An introduction into officiating will also be covered. PREREQUISITES: PTE 1117 Volleyball I & PTE 1118 Volleyball II, or approval of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 2113 Softball III (1-0-2)  
F L O W

A review of Softball I and II and an emphasis on "Slow Pitch" softball and record keeping, statistical analysis and scorebook procedures during and after softball games. PREREQUISITES: PTE 1113 Softball I and PTE 1114 Softball II or permission of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 2114 Softball IV (1-0-2)  
F L O W

Review of Softball I, II, and III with an emphasis on the use of previously learned skills and knowledge in game situations and tournaments. PREREQUISITES: PTE 1113 Softball I, PTE 1114 Softball II and PTE 2113 Softball III, or permission of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 2115 Basketball III (1-0-2)

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A course designed to practice the skills learned in Basketball I and II in a game situation with an introduction of officiating.

PREREQUISITES: PTE 1136 Basketball I and PTE 1137 Basketball II or permission of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 2116 Basketball IV (1-0-2)

F	L	O	W
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A review of Basketball I, II, & III with an emphasis on organizing, conducting, and playing in tournaments. PREREQUISITES: PTE 1136 Basketball I, PTE 1137 Basketball II, and PTE 2115 Basketball III or permission of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 2119 Baseball III (1-0-2)

F	L	O	W
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A review of Baseball I & II and an emphasis on record keeping, statistical analysis scorebook procedures during and after baseball games. PREREQUISITES: PTE 1119 Baseball I and PTE 1120 Baseball II or permission of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 2120 Baseball IV (1-0-2)

F	L	O	W
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A review of Baseball I, II and III culminating in practice of the skills, knowledge and strategies learned in game situations. PREREQUISITES: PTE 2119 Baseball III or permission of instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTE 2121 Volleyball IV (1-0-2)

F	L	O	W
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A review of Volleyball I, II, and III culminating in practice of the skills, knowledge and strategies learned in game situations. PREREQUISITE: PTE 2107 Volleyball III or approval from instructor. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

PTT 1200 Intro to Process Technology (3-3-0)

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An overview of the process technology industry including power generation, oil and gas, chemical, food and beverage, pharmaceutical, water and waste water treatment, pulp and paper, and mining. Industry specific equipment, total quality management, and team environment are discussed. Three classroom hours per week. 3 semester hours credit.

PTT 1201 Process Tech Instrumentation (4-2-4)

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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. Four classroom hours per week. Two lab hours per week. 4 semester hours credit.

PTT 1202 OSHA Training (3-3-0)V

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OSHA training for industry or construction environments. Topics defined by the Occupational Safety and Health Administration

(OSHA) for OSHA 10 or OSHA 20 certification. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

PTT 1204 P-Tech Safety & the Environment (3-3-0)

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Training for safety, health, and environment issues in industrial settings; including ergonomic, physical, biological, chemical, and environmental hazards. Safety will be paramount through understanding of Personal Protective Equipment (PPE) utilization, emergency equipment operation, and first aid skill implementation. Governmental agencies and regulations that impact process industries will be discussed. Three classroom hours per week. 3 semester hours credit.

PTT 1205 Tech Reading/Writing/Reporting (3-3-0)

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This course will address the basic principles of reading and writing technical documents and reports within industry settings. Students will receive training and practice in the preparation, writing, and the revision of technical reports, as well as develop skill in the comprehension of industry documentation (reports, procedural plans, blueprints, etc.). PREREQUISITE: College level reading and writing placement scores. Three classroom hours per week. 3 semester hours credit.

PTT 2201 P-Tech Equipment (4-2-4)

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Process Technology Equipment reviews the basic piping, valves, pumps, compressors, generators, motors, and more advanced equipment such as cooling towers, heat exchanges, furnaces, boilers, dryers, filters, etc., found in industrial process settings. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

PTT 2205 P-Tech Quality Control (3-3-0)

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Process Technology Industry Quality Control concepts and applications are discussed including multiple industry applications of quality control methods and techniques. Students will be introduced to a variety of tools applicable to process management, process flow charting, process monitoring, and problem solving. PREREQUISITE: MTH 1201 Technical Mathematics. Three classroom hours per week. 3 semester hours credit.

PTT 2206 P-Tech Systems (4-2-4)

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Process Technology Systems reviews the various process systems found within the industry. Understanding systems processes and responding to abnormal occurrences will be addressed. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

PTT 2207 P-Tech Operations (4-2-4)

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Process Technology Operations combines the areas of equipment, systems, and instrumentation in order to address the complete function of a process industry setting. This includes normal and abnormal situations which might occur and issues such as turnarounds. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

PTT 2208 Process Troubleshooting (4-2-4)

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Process Technology Troubleshooting by individuals and collaborative group efforts; application of problem solving techniques including case studies, simulations, and equipment analysis. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

PTT 2212 Process Technology Internship (6-0-30)V

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Students gain a minimum of 450 hours of work experience in an appropriate process technology related training site under supervision. The academic coordinator and the training supervisor work together in establishing goals and work experiences for the student. PREREQUISITE: Successful completion of all other Process Technology program requirements or consent of instructor. Variable internship hours are based on 75 clock hours equated to one semester hour credit. 30 internship hours per week. Variable 1 to 6 semester hours credit. Repeatable 3 times.

PTT 2298 Topics in Process Technology (6-6-0)V

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Study of a specialized topic within the field of process technology, which is not available in the established course offerings. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

QAC 1202 Statistics/Productivity & Quality (2-2-0)

F	L	O	W
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This course covers statistical methods for quality improvement and productivity. The course focuses on concepts, needs, process charts, normal distribution curves, process simulation, p-charts, attribute charts, etc. Two classroom hours per week. 2 semester hours credit.

QAC 1203 Total Quality Assurance-Q. A. Management (2-2-0)

F	L	O	W
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This course covers quality subsystems from product design and development through testing, manufacturing, marketing, delivery, use, and field service. The course also includes quality system engineering and managing the quality system. Two classroom hours per week. 2 semester hours credit.

QAC 1204 Dimen. Metrology & Blueprint Interp. (6-6-0)V

F	L	O	W
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The purpose of this course is to develop dimensional measurement ability for skilled workers, technicians, and students in engineering and science. Communicative and manipulative aspects are stressed. The course also covers reading and interpreting blueprints and making shop sketches. Six classroom hours per week. Variable up to 6 semester hours credit. Repeatable 3 times.

QAC 1205 Quality Planning and Analysis (6-6-0)V

F	L	O	W
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This course provides an overview of quality planning and excellence analysis. It emphasizes the relationship between product excellence in management, technology, and measurement. Quality control, quality assurance, reliability, and product integrity are covered along with motivation, safety and liability, quality costs, and information systems for quality. Six classroom hours per week. Variable up to 6 semester hours

credit. Repeatable 3 times.

QAC 1601 Quality Control I MOD-A (0.5-0.5-0)

F	L	O	W
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This course deals with the organization and methods for establishing and maintaining quality control. Included are statistical methods, analysis and control techniques, and in-process and final inspection principles and techniques. One-half classroom hour per week. 0.5 semester hour credit.

QAC 1602 Quality Control I MOD-B (1-1-0)

F	L	O	W
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This course addresses organization and methods for establishing and maintaining industrial quality control. Included are statistical methods analysis and control techniques and in-process and final inspection principles and techniques. One classroom hour per week. 1 semester hour credit.

QAC 1603 Quality Control I MOD-C (1.5-1.5-0)

F	L	O	W
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This course deals with the organization and methods for establishing and maintaining industrial quality control. Included are statistical methods analysis and control techniques, and in-process and final inspection principles and techniques. One and one-half classroom hours per week. 1.5 semester hours credit.

RAD 1201 Introduction to Radiography (3-2-2)

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This course will familiarize students with terms, positions, anatomical structures, anatomical relationships, movements, body planes, radiographic terms, imaging equipment, organization and operation of an x-ray department, basic principles of x-ray protection and biological effects of x-ray, and a historical perspective of radiology. These topics will be covered in greater detail in other courses. This course will also cover the anatomy and positioning for the chest and abdomen. PREREQUISITE: Admission to Radiography Program. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

RAD 1204 Radiographic Procedures I (4-3-2)

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Procedures I covers the terminology, anatomy and radiographic positioning of the upper extremity, shoulder girdle, lower extremities, vertebral column, and pelvic girdle. Basic anatomy will be reviewed and correlated to optimal radiographic exams. Lectures and radiographic positioning demonstrations will be complimented by lab assignments and media presentations. Students will have the opportunity to practice skills to insure proficiency prior to patient contact. PREREQUISITES: RAD 1201 Introduction to Radiography, RAD 1207 Intro to Radiographic Processing, RAD 1208 Radiology Patient Care. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

RAD 1206 Applied Clinical Radiology I (2-0-14)V

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During this course the student will have the opportunity to apply the theoretical practices of patient positioning, radiation, protection, patient care and radiology department procedures in a supervised educational environment. The student is required to successfully complete a minimum of thirteen competencies, five proficiencies, 45 performance objectives, two room checklists, seven semester checklists, and five image evaluations in order to

progress to the next clinical level. PREREQUISITES: RAD 1201 Introduction to Radiography, RAD 1208 Radiology Patient Care, RAD 1207 Introduction to Radiographic Processing. Fourteen lab hours per week. Variable 0.5 to 2 semester hours credit.

RAD 1207 Introduction to Radiographic Processing (2-1-2)

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This course covers techniques and equipment used in processing radiographs. Film structure, speed and sensitivity followed by intensifying screen composition and effect will lay the foundation for understanding the underlying components affecting development. The role of chemicals and processor characteristics will be thoroughly investigated to understand optimal development of the latent image. PREREQUISITE: Admission into OCC Radiography Program. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

RAD 1208 Radiology Patient Care (3-2-2)

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This course is designed to acquaint the radiology student with the proper methods of interacting with a patient so that the delivery of health care to the patient will be maximized. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

RAD 1209 Radiologic Science (3-2-2)

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This course covers concepts of physics related to x-ray generation and control. Topics studied include measurement, physical concept of energy, structure of matter, electrostatics and rectification, production and control of x-rays. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

RAD 1210 Clinical Observation (0.5-0.5-0)

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This course is a practicum observation. It is designed to develop the student's knowledge and understanding of a radiology department, the demands of a radiographer, and the variety of modalities in a radiology department. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

RAD 1211 Radiography Orientation (0.5-0.5-0)

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This is a course designed to develop the student's knowledge and understanding of the policies of the OCC Radiography Program, the history of radiology and health care and provide an understanding of radiology advanced modalities. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

RAD 1215 Radiographers Mathematics (2-2-0)V

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This course is intended for students who are enrolled in the Radiography program. Students will prepare for radiography concepts through arithmetic and algebraic applications, working with proportions and square laws and interpreting graphical and statistical information. PREREQUISITE: Mathematics placement score in accordance with OCC admission standards or REM 0420 Basic Mathematics with a grade of C or better. Two classroom hours per week. Variable 0.5 to 2 semester hours credit.

RAD 1221 Clinical Radiographic Pathology (3-2-2)

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This course covers pathological processes of the various systems of the human body. Included in this course is the differentiation and film critique of specific pathological conditions. PREREQUISITES: ARRT Certificate or LSC 2111 Human Anatomy & Physiology I and LSC 2112 Human Anatomy & Physiology II. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

RAD 1222 Principles of Radiographic Exposure (3-2-2)

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This course covers the prime factors of exposure, density and contrast, definition and detail, image sharpness, magnification and distortion, beam restrictors and body habitus, grids, half value layer, technique charts and automatic exposure control. PREREQUISITE: RAD 1207 Introduction to Radiographic Processing, RAD 1209 Radiologic Science. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

RAD 1223 Quality Improvement (2-2-0)

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This course will serve as an introduction to the role of quality assurance in the radiology department. Radiographic quality will be analyzed according to the photographic and geometric properties balanced to achieve optimal radiographs. Each student will perform basic equipment tests to demonstrate proper equipment function. Emphasis will be placed on the value of established QA routines and documentation to maintain accuracy and consistency within the department. PREREQUISITES: RAD 1209 Radiologic Science and RAD 1222 Principles of Radiographic Exposure. Two classroom hours per week. 2 semester hours credit.

RAD 1224 Radiographic Procedures II (4-3-2)

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This course covers bony thorax, skull, facial bone and sinus procedures with immobile and trauma adaptations. The student will learn the terminology, anatomy and positioning for contrast exams and for common cranial, mandible, sinuses, facial bones, orbits, optic foramina, petrous pyramid exams and some immobile and trauma exams. Basic anatomy will be reviewed and correlated to optimal radiographic exams. Lectures and radiographic positioning demonstrations will be complimented by lab assignments and media presentations. Students will have the opportunity to practice skills to insure proficiency prior to patient contact. Radiographic positioning demonstrations will be complemented by lab assignments on radiographic phantoms. PREREQUISITES: RAD 1201 Introduction to Radiography, RAD 1207 Introduction to Radiographic Processing, RAD 1208 Radiology Patient Care, RAD 1204 Radiographic Procedures I. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

RAD 1226 Applied Clinical Radiology II (2-0-14)

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This course is a continuation of the skills and training acquired in Applied Clinical Radiology I. The student is required to use both cognitive and psychomotor skills simultaneously. The student is required to successfully complete a minimum total of 27 competencies, five proficiencies, 90 performance objectives, two room checklists, seven semester checklists, and five image evaluations in order to progress to the next clinical course. PREREQUISITES: RAD 1201 Introduction to Radiography, RAD 1208 Radiology Patient Care, RAD 1207 Intro to Radiographic

Processing, RAD 1206 Applied Clinical Radiology I. Fourteen lab hours per week. 2 semester hours credit.

RAD 1227 Contrast Procedures (2-2-0)

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This final positioning course covers contrast exams. The student will learn the terminology, anatomy and positioning for contrast exams. Basic anatomy will be reviewed and correlated to optimal radiographic exams. Lectures and radiographic positioning demonstrations will be complimented by media presentations. Students will have the opportunity to practice skills to insure proficiency prior to patient contact. PREREQUISITES: RAD 1201 Introduction to Radiography, RAD 1204 Radiographic Procedures I, RAD 1207 Introduction to Radiographic Processing, RAD 1208 Radiology Patient Care, RAD 1224 Radiographic Procedures II. Two classroom hours per week. 2 semester hours credit.

RAD 1228 Radiation Biology and Protection (3-2-2)

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This course covers human responses to ionizing radiation, self-structure, self-function, and self-proliferation. Also covered are the effects of radiation, radiation dose, molecular and cellular and radiobiology including protein and DNA synthesis and production of free radicals. Single target - single hit and multi target - single hit theories, relationship between intracellular response, early and late effects of radiation, cytogenetic effects, clinical implications of radiographs for the pregnant female, sources of exposure, cardinal principle of radiation protection and radiation control, occupational exposure and classification of warning signs are also covered. PREREQUISITES: RAD 1209 Radiologic Science and RAD 1222 Principles of Radiographic Exposure. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

RAD 1229 Research in Radiology (1-0-2)

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The purpose of this course is to develop a scientific display or essay for submission to the Illinois State Society of Radiologic Technologists Educational Conference. Other than classes and deadlines, the student is encouraged to seek guidance as often as necessary. PREREQUISITE: ARRT Certification or one year in a Radiography Program. Two lab hours per week. 1 semester hour credit.

RAD 1236 Applied Clinical Radiology III (2-0-14)

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This course is a continuation of the skills and training acquired in Applied Clinical Radiology I and II. The student is required to use both cognitive and psychomotor skills simultaneously. The student is required to successfully complete a minimum total of 41 competencies, five proficiencies, 135 performance objectives, three semester checklists, and five image evaluations in order to progress to the next clinical course. RAD 1201 Introduction to Radiography, RAD 1208 Radiology Patient Care, RAD 1207 Intro to Radiographic Processing, RAD 1206 Applied Clinical Radiology I, RAD 1226 Applied Clinical Radiology II. Fourteen lab hours per week. 2 semester hours credit.

RAD 1246 Applied Clinical Radiology IV (3-0-21)

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This course is a continuation of the skills and training acquired in Applied Clinical Radiology I, II and III. The student is required to use both cognitive and psychomotor skills simultaneously. The student is required to successfully complete a minimum total of 55 competencies, five proficiencies, 180 performance objectives,

three semester checklists, and five image evaluations in order to progress to the next clinical course. PREREQUISITES: RAD 1201 Introduction to Radiography, RAD 1208 Radiology Patient Care, RAD 1207 Intro to Radiographic Processing, RAD 1206 Applied Clinical Radiology I, RAD 1226 Applied Clinical Radiology II, RAD 1236 Applied Clinical Radiology III. Twenty-one lab hours per week. 3 semester hours credit.

RAD 1256 Applied Clinical Radiology V (3-0-21)V

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This course is a continuation of the skills and training acquired in Applied Clinical Radiology I, II, III and IV. The student is required to use both cognitive and psychomotor skills simultaneously. The student is required to successfully complete a minimum total of 68 competencies, five proficiencies, 180 performance objectives, three semester checklists, and three image evaluations. PREREQUISITES: RAD 1201 Introduction to Radiography, RAD 1208 Radiology Patient Care, RAD 1207 Intro to Radiographic Processing, RAD 1206 Applied Clinical Radiology I, RAD 1226 Applied Clinical Radiology II, RAD 1236 Applied Clinical Radiology III, RAD 1246 Applied Clinical Radiology IV. Twenty-one lab hours per week. Variable 1.5 to 3 semester hours credit.

RAD 1601 Radiologic Technology Refresher (4-3-5)

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This self-study course is designed for the unemployed ARRT registered technologist returning to the work place. The student will complete a comprehensive package of 18 slide/tape presentations on anatomy and positioning. This includes one unit on basic radiation protection for the patient and the radiographer. After the student reviews his/her completed worksheets from each unit with the Radiography Program Director, seventy-five internship hours will be arranged with the hospital radiology department. Upon completion, the student will be awarded a certificate of participation. PREREQUISITE: ARRT Registered Technologist. Three classroom hours per week. Five lab hours per week. 4 semester hours credit.

RAD 1603 Radiologic Technology Seminar (0.5-0.5-0)

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The Radiologic Technology Seminar is designed of ARRT registered technologists. This one-day workshop focuses on professional development, educational methodologies, refresher topics, and new technology. Presenters include OCC faculty, technical representatives, and guest speakers with specific expertise. Each seminar is approved by the Illinois Department of Nuclear Safety for continuing education credit. All technologists and clinical supervisors are encouraged to attend. Radiography students may attend for no credit. PREREQUISITES: Completion of 2 semesters in a Radiography Program or ARRT Certification. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 2 times.

RAD 2201 Advanced Imaging and Modalities (3-2-2)

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This course enhances the knowledge of radiology imaging and radiation science by developing the student's application and problem-solving skills to imaging equipment in a radiology department. Rapid advancements in technology and applied to the medical field are most prevalent in advanced modalities. Also this course is to introduce and familiarize the student with advanced radiology modalities. This course will also facilitate an understanding of the use of computers in Radiology. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

RAD 2203 Radiologic Sectional Anatomy (3-1-4)  

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This is an independent study course designed to develop the student's knowledge and understanding of sectional anatomy of the head, neck, thorax, abdomen, pelvis and extremities. PREREQUISITES: ARRT Certificate or LSC 2111 Human Anatomy & Physiology I, and LSC 2112 Human Anatomy and Physiology II. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

RAD 2204 Registry Review (1-0-2)  

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This course is designed to prepare the radiography student for the American Registry Examination by reviewing the radiography curriculum, developing test-taking strategies, and completing several simulated registry examinations. PREREQUISITES: Completion of a minimum of 5 semesters in a Radiography Program. Two lab hours per week. 1 semester hour credit. Repeatable 3 times.

RAD 2205 Radiology Supervisor Skills (1-1-0)  

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This course prepares the radiology student to enter the work place. Students explore basic management strategies, develop a resume, practice interviewing techniques, and discuss current issues in radiology and health care management. PREREQUISITE: Minimum of 5 semesters in a Radiography Program or ARRT Certification. One classroom hour per week. 1 semester hour credit.

REM 0401 Basic Reading Skills I (3-3-0)  

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This course is designed to increase ability in phonics and other word-recognition skills and to stimulate growth in reading interests, tastes, and appreciation. The course includes diagnosis of reading problems. Emphasis is placed on individual approach to vocabulary, speech and comprehension. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

REM 0402 Basic Reading Skills II (3-3-0)  

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This course is designed for students whose linguistic and reading abilities are insufficient for success in college. Emphasis is placed on comprehension, vocabulary and study skills. PREREQUISITE: REM 0401 Basic Reading Skills I or equivalent. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

REM 0409 Basic Writing Skills (3-3-0)V  

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This course covers very basic writing skills. This course is designed to teach students the skills necessary to enter REM 0410 Remedial English I. It focuses on writing complete sentences, correct grammar, punctuation and basic paragraph development. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

REM 0410 Remedial English I (3-3-0)  

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Remedial English I stresses grammar and mechanics and their relation to sentence construction. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

REM 0411 Remedial English II (3-3-0)  

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Remedial English II stresses grammar, punctuation, mechanics, sentence and paragraph structure. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

REM 0419 Math Preparation (3-3-0)V  

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This course is a review of basic arithmetic principles. It is designed to prepare students for Basic Mathematics. Focus will be on arithmetic operations with whole numbers, decimals, fractions, measurement, geometric concepts as well as graphs, charts and maps. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

REM 0420 Basic Mathematics (4-4-0)  

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This course is a review of basic arithmetic principles. It is designed to strengthen computational skills and improve problem-solving techniques. Topics may include arithmetic operations with whole numbers, decimals, fractions, and percents; ratios and proportions; measurement; basic geometric concepts; and signed numbers. Four classroom hours per week. 4 semester hours credit. Repeatable 3 times.

REM 0421 Beginning Algebra (4-4-0)  

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This course is designed for students who have had little or no algebra. Topics include sets of numbers, properties of real numbers, operations with signed numbers, problem solving, solve and graph linear equations, operations with polynomials, factoring, operations with algebraic fractions, and solving systems of linear equations in two variables. PREREQUISITE: REM 0420 Basic Mathematics. Four classroom hours per week. 4 semester hours credit. Repeatable 3 times.

REM 0425 Fast Track Math Review I (1-1-0)  

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This course is designed to provide a quick review of basic math and pre-algebra. This course is designed for students who have had these courses previously. This course is NOT designed to replace REM 0420 or REM 0421. Completion of this course requires the student to take the math placement exam. One classroom hour per week. 1 semester hour credit.

REM 0426 Fast Track Math Review II (1-1-0)  

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This course is designed to provide a quick review of basic algebra or two years of high school level algebra. This course is designed for students who have had these courses previously. This course is NOT designed to replace REM 0421 or PRE 0420. Completion of this course requires the student to take the math placement exam. One classroom hour per week. 1 semester hour credit.

REM 0430 Basic Online Communication (3-3-0)  

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Basic Online Communication provides students with experience using the Internet and the WebCT platform for online coursework. It stresses writing and online communication skills. This course is intended to assist under prepared students for online learning. PREREQUISITE: ABE 0735 Basic Computer Skills or ABE 0736 Basic Computer Skills II. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times.

RST 1601 Sanitation and Safety (3-3-0)V

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A study of the causes and prevention of foodborne illness in all phases of the flow of food through the food service operation with an emphasis on the HACCP system. Accident prevention, emergency action, and crisis management highlighted. Stresses food service manager's responsibility to train, motivate, and supervise food service workers in sanitary food practices which will protect the public from foodborne illness. Course meets the Illinois Department of Public Health requirements for certification of sixteen (16) hours of classroom instruction in specific food safety areas. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

SHM 1201 Sheet Metal I (3-1-4)

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This course introduces the student to the sheet metal occupation by showing the use of drawings, blueprints, and the application of mathematics to the use of seamers, breaks, box breaks, hand seamers, hand folding, and other sheet metal shop tools. Galvanized and uncoated sheet metal products by gauge and the method of purchase are studied. Sheet metal safety is stressed. PREREQUISITE: Mathematics class. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

SME 1602 Small Gas Engine Repair 4-Cycle (3-2-2)

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Small Gas Engine Repair - 4 Cycle is a basic course designed for individuals interested in the functioning, maintenance, and repair of small gas engines. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

SME 1603 Small Gas Engine Repair 2-Cycle (3-2-2)

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This course is a basic course designed for individuals interested in the functioning, maintenance, and repair of small gas engines. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

SOC 1106 Topics in Sociology (1-1-0)

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Seminar on a selected topic in Sociology. One classroom hour per week. 1 semester hour credit.

SOC 1107 The Sociology of Sex & Gender (3-3-0)

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This course introduces students to sociological perspectives on sex and gender as a factor in social stratification, gender role acquisition, and individual and social consequences of changing social definition of gender roles. The human relations/cultural diversity requirement is satisfied by this course. Three classroom hours per week. 3 semester hours credit. IAI: S7 904D

SOC 1108 Race and Ethnic Relations (3-3-0)

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This course provides a sociological overview of the racial and ethnic relations in America from both an historical and contemporary perspective. Current theories and research relating to the formation of racial/ethnic identities, sources of prejudice and discrimination, social interaction, and persistence of ethnic and racial divisions will be examined. Three classroom hours per week. 3 semester hours credit. IAI: S7 903D

SOC 1192 Rural Sociology (3-3-0)

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This course is designed to meet the requirements for transfer credit to a four-year institution. A study of farm and rural social relations and institutions as pertaining to communications, functional patterns, changes, problems of adjustment, and effects on civilization. Three classroom hours per week. 3 semester hours credit.

SOC 2101 Principles of Sociology (3-3-0)

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This course is designed to introduce students to the study of social relations, institutions and cultural diversity. It includes a systematic coverage of basic concepts and principles, terminology, and elements of important social institutions. Three classroom hours per week. 3 semester hours credit. IAI: S7 900D

SOC 2102 Social Problems and Trends (3-3-0)

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This course examines the nature of social problems: adjusting to nature, population, control and care of defectives, family and child welfare, crime, ethnicity, and sexual variance. Agencies of social control are discussed along with the origins, improvement, and finding workable solutions to social problems. Three classroom hours per week. 3 semester hours credit. IAI: S7 901D

SOC 2103 Marriage & Family (3-3-0)

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This course is designed to give students a better understanding of the interrelationships and cross-cultural perspectives between the family and society as well as to give the students a better understanding of him or herself and their positions in the family. Three classroom hours per week. 3 semester hours credit. IAI: S7 902

SOC 2104 Death & Dying (3-3-0)

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This course covers death and dying and how it is analyzed in the social, biological, and physical sciences, and humanities. Cultural diversity is emphasized. Lecture and discussion on a wide range of literature. Three classroom hours per week. 3 semester hours credit.

SOC 2106 Issues in Sociology (2-2-0)

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Seminar on various issues in Sociology. Issues selected will be relevant to current problems in the field of Sociology. Two classroom hours per week. 2 semester hours credit.

SOC 2108 Sociology of Aging (3-3-0)

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This course is a scientific study of the aging process covering its psychological, social, and cultural aspects. Contemporary problems such as health care and finances will be emphasized. Three classroom hours per week. 3 semester hours credit.

SOC 2198 Topics/Issues in the Social Sciences (4-4-0)V

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Seminar on a special topic or current issue in one or more of the social behavioral sciences. Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 1 time.



SPE 1101 Fundamentals of Effective Speaking (3-3-0)

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Short informative and persuasive speeches are prepared and presented. This course places emphasis on selection and organization of materials, methods of securing interest and attention, and elements of delivery as well as characteristics of effective criticism and listening. Three classroom hours per week. 3 semester hours credit. IAI: C2 900

SPE 1111 Interpersonal Communications (3-3-0)

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This is an introductory course in interpersonal and intrapersonal communication. Verbal and nonverbal communication are emphasized as they relate to conversation between individuals, small group discussions, short speeches, and oral reports. Three classroom hours per week. 3 semester hours credit.

SPE 1121 Small Group Communication (3-3-0)

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Principles, theories, models, methods of group formation, discussion, and decision-making. Current problems used as focus for exploring group behavior. Three classroom hours per week. 3 semester hours credit.

SPE 2102 Advanced Public Speaking (3-3-0)

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A continuation of Fundamentals of Effective Speaking (SPE 1101). Emphasis is placed on honing skills in research, organization, and delivery. A variety of speeches is given and longer speaking assignments are mastered. Emphasis is also placed on the development of critical listening and constructive criticism of speakers. PREREQUISITE: SPE 1101 Fundamentals of Effective Speaking. Three classroom hours per week. 3 semester hours credit.

SPE 2111 Persuasion (3-3-0)

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A study of attention, credibility, emotion, identification, motivation, rationalization, and suggestion as a means of influencing the beliefs and actions of other persons. PREREQUISITE: SPE 1101 Fundamentals of Effective Speaking. Three classroom hours per week. 3 semester hours credit.

SPE 2121 Debate (3-3-0)

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The responsibility of the advocate in investigation and analysis of evidence, structure of argument, reasoning and reputation are covered in this course. The student will use the application of these principles in practice debates. PREREQUISITE: SPE 1101 Fundamentals of Effective Speaking. Three classroom hours per week. 3 semester hours credit.

SPE 2131 Introduction to Broadcasting Media (3-3-0)

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This course is a survey of the origin and growth of broadcasting, the social and legal bases of mass communications operations, broadcasting economics, and the physical nature of radio and television equipment. Three classroom hours per week. 3 semester hours credit.

SPN 1111 Elementary Spanish I (4-3-2)

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This course is the first of a one-year introductory sequence in beginning Spanish. It is designed to develop basic skills in

conversation, grammar and reading. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

SPN 1121 Elementary Spanish II (4-3-2)

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This course is the second of a one-year introductory sequence in beginning Spanish designed to develop basic skills in conversation, grammar and reading. PREREQUISITE: SPN 1111 Elementary Spanish I or equivalent. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

SPN 1161 Spanish for Health Providers (3-3-0)V

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This course will introduce health care providers and administrators to the Spanish language with an emphasis on medical terminology. It is designed for those with limited or no Spanish experience. Along with medical terms and useful phrases, this course will provide instruction in pronunciation, elementary grammar and cultural considerations important to Spanish speaking populations. Topics will include basic needs, taking patient and family histories, giving instructions, and nutrition. The primary focus of this course is improving oral communication skills and promoting a positive health care provider/patient relationship while learning the fundamentals of the Spanish language. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

SPN 2112 Intermediate Spanish I (4-3-2)

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This course is the first of a second-year series in intermediate Spanish designed to augment and improve basic conversation, grammar, and reading. Spanish culture is also studied as well as some work in composition in Spanish. PREREQUISITE: SPN 1111 Elementary Spanish I and SPN 1121 Elementary Spanish II or equivalent. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

SPN 2121 Intermediate Spanish II (4-3-2)

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This course is the second of a second-year series in intermediate Spanish designed to augment and improve basic conversational and reading skills. Hispanic culture is also studied as composition in Spanish. There is a greater utilization of the Spanish language in the classroom. PREREQUISITE: SPN 2112 Intermediate Spanish I or equivalent. Three classroom hours per week. Two lab hours per week. 4 semester hours credit. IAI: H1 900

SRV 1212 Introduction to Surveying (3-1-4)

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This is a course in the theory and application of plane surveying. It includes instruction in the care and use of conventional surveying instruments, theory of measurements, reading and writing legal descriptions, mapping, survey computations, differential leveling and traverse problems. PREREQUISITE: MTH 1201 Technical Mathematics or equivalent. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

SSC 2106 Introduction to International Relations (3-3-0)

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This course discusses how a nation's foreign policy is developed. Political leaders, industrial and military potential, and strategic location are stressed along with a study of the United Nations. Three classroom hours per week. 3 semester hours credit. Repeatable 3 times. IAI: S5 904N

SSC 2107 Current Issues Forum (2-2-0)

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Current political, social, and economic issues are explored. Requirements: Participation in discussion, completion of papers, projects, and readings as assigned, passing scheduled tests. Two classroom hours per week. 2 semester hours credit. Repeatable 3 times. SSS 1201 Introduction to Social Services

(3-3-0)

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This course is designed to introduce students to the career of social services. It includes an introduction to the historical background of social services, current models of service delivery, issues addressed in the area, and the responsibilities of the social service worker. Three classroom hours per week. 3 semester hours credit.

SSS 1202 Social Services and Welfare Dev (3-3-0)

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This course is designed to introduce social service students to the functions, purpose, operations, and interrelations of community social services agencies. Three classroom hours per week. 3 semester hours credit.

SSS 1203 Social Service Organizations (3-3-0)

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This course provides intensive concentration on the developing role of community resources and the role of the social services specialist worker as a supportive person. Three classroom hours per week. 3 semester hours credit.

SSS 1298 Special Topics in Public/Social Services (6-6-0)V

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Application of public/social service principles to specific problems through case studies, simulation, special projects, or problem-solving procedures. Six classroom hours per week. Variable 1 to 6 semester hours credit. Repeatable 3 times.

SSS 2201 Internship I (5-0-25)V

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This internship specialization requires on-the-job training. The work experience is designed to give the social service specialist worker the experience and skills needed in the performance of job descriptions. An individual training agreement will be developed for each student. Variable credit based on seventy-five hours equated to one semester hour credit. Twenty-five internship hours per week. Variable 0.5 to 5 semester hours credit.

SSS 2202 Seminar I (1-1-0)

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The seminar accompanies the on-the-job internship. It provides individual assessment and development of related skills necessary to job competence. One classroom hour per week. 1 semester hour credit.

SSS 2203 Internship II (5-0-25)V

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This second internship specialization requires on-the-job training. The work experience is designed to give the social specialist worker additional experience and skills needed in the performance of job descriptions. An individual training agreement will be developed for each student. Variable credit based on seventy-five hours equated to one semester hour credit. Twenty-five lab hours per week. Variable 0.5 to 5 semester hours credit.

SSS 2204 Seminar II (1-1-0)

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The seminar accompanies the second on-the-job internship. It provides additional individual assessment and development of related skills necessary to job competence. One classroom hour per week. 1 semester hour credit.

SSS 2205 Social Services Intervention (3-3-0)

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This course is designed to provide an introduction to various types of disadvantaged groups and the problems they face; socially, economically, and environmentally in the modern world. Three classroom hours per week. 3 semester hours credit.

SSS 2206 Human Behavior & Social Envir (4-4-0)

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This course is to integrate required courses for Social Services Specialist Degree students. To help students understand the biological, psychological, life span and spiritual aspects of individuals, cultures and minority groups. This course will also assist students in understanding the "person-in-the-environment" and systems concept when working with individuals, families, and groups. PREREQUISITES: SSS 1201 Intro. to Social Services, SSS 1202 Social Services and Welfare Dev., PSY 1101 Gen. Psychology I, PSY 2109 Human Growth and Dev., SOC 2101 Principles of Sociology, and LSC 1101 General Biology I. Four classroom hours per week. 4 semester hours credit.

SSS 2281 Home Health Aide I (3-3-0)V

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This seminar is designed for those who provide home health care services under the supervision of a registered nurse for the elderly, convalescing mentally ill, retarded, and disabled. Topical areas would include, but not limited to communicating with speech-impaired and non-verbal clients, dealing with difficult clients, understand the daily living needs of clients suffering diseases/disabilities that are focused on the population. (Parkinson, Alzheimers, diabetes, incontinence, and dementias). Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

SSS 2282 Home Health Aide II (3-3-0)V

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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. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

SSS 2283 Home Health Aide III (3-3-0)V

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This topics and issues class is designed to meet the continuing education requirement of health care workers. State guidelines require home health professionals to attend quarterly training sessions on such topics as Alzheimers, prescription drugs, diabetes, care worker training, etc. The course will be used repeatedly to provide continuing education training on a variety

of topics for workers in the health care industry. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

SSS 2284 Home Health Aide IV (3-3-0)V

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This topics and issues class is designed to meet the continuing education requirement of health care workers. State guidelines require home health professionals to attend quarterly training sessions on such topics as Alzheimers, prescription drugs, diabetes, case worker training, etc. The course will be used repeatedly to provide continuing education training on a variety of topics for workers in the health care industry. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

SSS 2299 Independent Study in Human Services (6-6-0)V

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This course allows the independent study of a specialized public/social service topic, which is not available in the college's course offerings. Six classroom hours per week. Variable 1 to 6 semester hours credit. Repeatable 3 times.

TEL 1261 Introduction to Outside Plant (3-3-0)

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This course presents a history of telecommunications in the Outside Plant, from open wire to fiber optics. Technical terms and the Telecom color code are explained, followed by physical descriptions of various types of cable. Samples are brought to the classroom for student inspection. Other topics to be discussed are splicing procedures, types of connectors, categories of terminals and closures, classes of splices, setups, and print reading. A working knowledge of the Telecom color code is required to complete this course. Three classroom hours per week. 3 semester hours credit.

TEL 1262 Introduction to Interconnect Services (3-3-0)

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This introductory course will familiarize the student with various types of equipment and services provided through the interconnect industry. In addition, Category 1, 3, and 5e wiring will be discussed and demonstrated. Three classroom hours per week. 3 semester hours credit.

TEL 1263 Introduction to Switching Technology (3-3-0)

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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. Three classroom hours per week. 3 semester hours credit.

TEL 1264 Common-Control Switching (1-1-0)

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This course presents an overview of telecommunications switching. Topics include transitional studies of manual, electro-mechanical, solid state and digital switching systems. Emphasis will be placed on IP switching systems and their capabilities to handle voice, data, and video simultaneously. One classroom hour per week. 1 semester hour credit.

TEL 1265 Introduction to Computers (3-2-2)

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This is an introductory course in computers and software. The class explains computer systems and their uses. Content explores computer history, computer hardware devices, and software. Office productivity software and other types of applications and utilities will be demonstrated and used in this course. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

TEL 1266 Fundamentals of Telecom (4-4-0)

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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. Four classroom hours per week. 4 semester hours credit.

TEL 1271 OSP Cable Splicing (3-1-4)

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This course provides a hands-on approach to outside plant cable splicing. Students will apply free-breathing, pressurized, and buried closures. Pedestal splicing will also be performed. Students will gain hands-on experience in the use of splicing machines as well as cable testing equipment and troubleshooting techniques. Optical fiber splicing is also covered. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

TEL 1272 Business Comm Systems I (3-1-4)

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This course provides hands-on instruction in the installation of multi-line telephone equipment and various types of electronic key telephone systems. Students will install, program, and demonstrate a system complete with features. Routing, termination, and testing of category 5e and category 6 cabling and wiring devices will be addressed with punch down skills to be practiced. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

TEL 1273 Electronics in Telecom (3-3-0)

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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. Three classroom hours per week. 3 semester hours credit.

TEL 1274 Station Installation (3-1-4)

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This hands-on course instructs students in the skills of installing residential communication system wiring from the cable terminal to the jack. Topics covered include planning the install, aerial and buried drop services, cat 3, 5e and 6 cabling, fishing walls, terminating jacks, testing various telecom services, and troubleshooting POTS loops. The installation of "Triple Play" vdv services is also covered. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

TEL 1275 Computer Applications (4-2-4)V

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This is the second of two computer courses designed to educate the student about computers and their use. The focus of instruction is on application software. Spreadsheet, database, and communications software will be covered during this course. The lecture portion will explain what these applications are and what they can do, while the lab section will require the student to actually use the software to do work. Two classroom hour per week. Four lab hours per week. Variable 1-4 semester hours credit. Repeatable 3 times.

TEL 1276 Working Aloft (2-1-2)

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This course is an introduction to the methods, materials, tools and safety practices used in various aspects of working aloft in telecommunications industry outside plant. It includes experiences in pole climbing, splicer's platform, and the ladder sling, seat and 28-ft. ladder. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

TEL 2200 Internship in Telecommunications (5-0-25)

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The student will be placed with a firm in the Telecommunications field for on-the-job training. Interns will receive technical instruction and counseling in various aspects of the telecom business. Job health and safety will be stressed. 75 on-the-job hours per credit. 375 on-the-job hours equal 5 semester hours credit. Twenty-five lab hours per week. 5 semester hours credit.

TEL 2204 Fiber Optic Test Equipment (0.5-0.5-0)

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This course will provide hands-on instruction in the use of fiber optic test equipment. Both acceptance testing and troubleshooting are discussed. Testing is accomplished with the OTDR, Light Source and Power Meter. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2205 Fiber Optic Cable Restoration (0.5-0.5-0)

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This course varies from one company to another and year to year depending on company specifications and technological developments. It will guide the craftsman in pre-cut preparation, damage assessment, temporary restoration, and eventual permanent repair and/or section replacement. Mechanical splice restoration is stressed. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2206 Fiber Terminating for LANs (1-1-0)

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This course will provide hands-on instruction in the installation of various fiber optic connectors such as SC, ST and FC. Additional topics include LAN configurations, installation and testing using power meters and the OTDR. One classroom hour per week. 1 semester hour credit.

TEL 2217 Load Coils And Line Treatments (0.5-0.5-0)

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This course will provide the student with the background and theory of the operation of cable load coils and other line treatments. The applications of load schemes and load systems as well as build-out capacitors and lattices are discussed. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2218 Buried Cable Locating (0.5-0.5-0)

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This course will utilize state-of-the-art cable locating equipment to provide instruction for locating the path and depth of buried telephone cables. Theory and background of test equipment is discussed. PREREQUISITE: Equivalent industry experience. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2221 Cable Fault Analysis (0.5-0.5-0)

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A common sense approach to cable fault analysis, this course will provide the technician with the knowledge and skills to identify and analyze faults in communications cables. Topics covered include electrical properties of cable, faults caused by splicer's errors, and the four electrical defects to be found in existing cables. Also discussed are methods for cable acceptance testing. Various test equipment is utilized including the VOM, open and resistive fault analyzers and the TDR. Techniques such as section analysis and cable halving are compared. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2250 T-1 Primer (0.5-0.5-0)

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This course is designed to give an introductory exposure to T-1 Carrier Systems, which is one of the fundamental digital carrier systems used in Telephony today. The student will be shown why digital carrier systems are preferred over analog and how analog signals can be digitized as to be transmitted over digital systems. The multiplexed digital signal structure is discussed along with some of the equipment used in processing and transmitting such signals. A brief examination of system faults and troubleshooting techniques for both ISP and OSP is also included. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2251 Cable Pressurization (3-3-0)

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This industry-oriented course will provide instruction necessary to engineer and develop a complete cable pressurization system. Topics include air dryers, air dams, pressure, flow, C-gage readings, graphing and leak detection. The air flow method of calculation is used to determine leak locations. Three classroom hours per week. 3 semester hours credit.

TEL 2252 Developments in Telecom I (1-1-0)

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This course will provide students an opportunity to visit telecommunications locations having new or experimental equipment and/or materials. Students will be able to observe new methods and ask questions of telecom employees. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

TEL 2253 Developments in Telecom II (1-1-0)

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This course will provide students an opportunity to hear guest speakers from industry as they relate education to new telecommunications techniques. Students are encouraged to question industry representatives regarding emerging technologies. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

TEL 2254 Fiber Optic Splicing (1-1-0)  

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This industry-orientated course will provide hands-on instruction in the various splicing and closure methods used for fiber optic cables. Fusion as well as mechanical splicing techniques will be stressed. Use of fiber strippers and cleavers is covered. One classroom hour per week. 1 semester hour credit.

TEL 2255 Electronic Key Programming (1-1-0)  

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This industry-oriented course deals with using software and programming electronic key telephone systems. One classroom hour per week. 1 semester hour credit.

TEL 2257 Home Phone Systems (1-1-0)  

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This course is designed to let the individual users of telephone equipment exercise the right of ownership of their telephone equipment and to become aware of deregulation laws and conditions. One classroom hour per week. 1 semester hour credit.

TEL 2258 EPABX Programming (1-1-0)  

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This industry-oriented course will provide instruction in the programming of various types of EPABXs. Both strapping and remote programming are discussed. One classroom hour per week. 1 semester hour credit.

TEL 2259 Modular Cable Splicing (1-1-0)  

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This industry-oriented course will provide instruction in the set-up and use of modular splicing techniques using the 3M-MS2, and AT&T 710 splicing rigs. Both aerial and pedestal splices are considered. One classroom hour per week. 1 semester hour credit.

TEL 2260 Communications Systems Design (2-2-0)  

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This course will provide an in-depth look into the requirements of telephone service personnel to develop and relate to potential customers the feasibility and practicality of telephone system planning and layouts as they pertain to both residential and business systems. Two classroom hours per week. 2 semester hours credit.

TEL 2261 Bonding and Grounding (0.5-0.5-0)  

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This course will present the theory and practices involved in the bonding and grounding of communications systems. Particular attention is given to outside plant cables, and C.O. grounding. National Electric Safety Code specifications are used where applicable. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2262 Analog Subscriber Carrier Systems (0.5-0.5-0)  

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This course provides theory and practical applications for the planning, installation and maintenance of analog multichannel subscriber carrier systems. Plant attenuation and dB loss readings are discussed. Troubleshooting is covered in depth. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2263 Structured Cabling Systems (1-1-0)  

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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. One classroom hour per week. One semester hour credit.

TEL 2264 Introduction to Fiber Optics (3-2-2)  

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This course will study the aspects of fiber optics as they relate to telecommunications and computer interconnect. Topics such as connectors, fusion and mechanical splicing, splice closures, cable installation, and maintenance will be covered. the theory and technology involved in the use of fiber optics is also covered. This course will give the student the opportunity to achieve industry certification from the Fiber Optic Association. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

TEL 2281 Outside Plant Construction (5-3-4)  

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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. Three classroom hours per week. Four lab hours per week. 5 semester hours credit.

TEL 2282 TDM Switching Technology (5-3-4)  

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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. Three classroom hours per week. Four lab hours per week. 5 semester hours credit.

TEL 2283 Digital Electronics (1-1-0)  

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Digital technology is dominating the telecommunications industry so students will need to understand basic digital fundamentals and devices. In this course students will learn the basic principles of commonly used digital circuits and how they apply to the Telecommunications Industry. One classroom hour per week. 1 semester hour credit.

TEL 2284 Data Communications I (4-4-0)  

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This course 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 by the use of modems, digital transmission, and computer networking. Four classroom hours per week. 4 semester hours credit.

TEL 2287 Telecom VDV Convergence (1-1-0)  

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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. One classroom hour per week. 1 semester hour credit.

TEL 2288 Computer Telephony I (5-3-4)

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This is an introductory course that addresses the technology, equipment, and procedures used to transmit data from one location to another, including the central office. Starting with the basics, the class progresses through analog transmission through the use of modems, digital transmission, and computer networking. Three classroom hours per week. Four lab hours per week. 5 semester hours credit.

TEL 2291 OSP Cable Maintenance (4-2-4)

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This course is designed to teach the student the skills needed to troubleshoot, repair and maintain OSP telecom cables. Topics covered will include electrical parameters, fault analysis, test equipment selection, fault locating, section analysis, pressurized cables, and cable repair techniques. Two classroom hours per week. Six lab hours per week. 5 semester hours credit.

TEL 2292 Business Comm Systems II (4-2-4)

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This course addresses the installation, programming, demonstration, and maintenance of electronic key telephone systems. A variety of brands and models of electronic key systems will be covered with each student completing the installation and demonstration of several systems. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

TEL 2293 Advanced Switching Technology (5-3-4)

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This course is an extension of the Introduction to Switching Technology course and discusses Central Office technology in greater detail. The lecture portion of the class focuses on the various types of equipment found in the Central Office, including their functionality, installation, setup and administration. In the lab section students actually install, set up, and administer Central Office equipment. Maintenance and troubleshooting of the equipment is also highlighted. Three classroom hours per week. Four lab hours per week. 5 semester hours credit.

TEL 2294 Digital Transmission Networks (4-4-0)

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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. Four classroom hours per week. 4 semester hours credit.

TEL 2295 Telecommunications Conspectus (3-3-0)

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This course highlights the major areas of technological updates as they pertain to the Inside Plant, Outside Plant, and Interconnect

Industries. A brief review of each area of concern will allow the student to recall previous training and apply it to current and upgraded telecommunications systems and devices. Three classroom hours per week. 3 semester hours credit.

TEL 2296 Emerging Technologies (1-1-0)

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The Telecommunications Industry undergoes constant change as new technologies are developed. This course introduces students to new technologies as they emerge. As technological advances occur, discussions will focus on how they will affect the Telecommunications Industry. The functions and impact of each new technology will be explored. One classroom hour per week. 1 semester hour credit.

TEL 2297 Data Communications II (3-2-2)

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This course is the second of two and will go into selected data communications systems in greater depth. The design, equipment, setup and software programming of actual systems will be taught. Verification of correct operation and troubleshooting will also be covered. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

TEL 2298 Computer Telephony II (4-2-4)

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This is the second of two computer telephony courses and will allow students to gain hands-on experience with selected data communications equipment used in the telephony industry. The design, equipment, setup, and software programming of actual systems will be taught. Verification of correct operation and troubleshooting will also be covered. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

TEL 2299 OSP Advanced Cable Splicing (3-2-2)

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This course will study advanced tasks assigned to telecom cable splicers. Topics will include cable transfers, qualifying pairs for ADSL, cable pair treatments, application of advanced closures, and fiber splicing & testing. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

TEL 2601 Fiber Optics in Outside Plant (0.5-0.5-0)

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This course will present an overview of fiber optic equipment and materials as used in telephone outside plant. Background and theory are discussed. Long-haul fiber systems are stressed. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2602 Fusion Splicing Optical Fibers (0.5-0.5-0)

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This course will provide hands-on instruction in the use of the single mode fusion splicer. Manual, semi-auto, and fully automatic fusers are covered. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2603 Mechanical Splicing Optical Fibers (0.5-0.5-0)

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This course will provide hands-on instruction in the application of a variety of mechanical fiber optic splices. Testing will be accomplished with the OTDR. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2611 Introduction to OSP Cable Splicing (0.5-0.5-0)

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An overview of telephone cable splicing is presented. Topics include color code, connectors, closures, and cable types. This course is designed for those students with no previous knowledge of cable splicing. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2612 Cable Splicing in Pedestals (0.5-0.5-0)

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This course will discuss the techniques, tools, and materials used to splice buried telecom cable in pedestals. A wide variety of specifications and methods are studied, including shield bonding, grounding and the sealed plant concept. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2613 Buried Splice Closures (0.5-0.5-0)

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This course provides instruction in the current techniques and materials used in completing a buried cable splice. Both re-entenable and non-reentenable closures are discussed. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2614 Aerial Splice Closures (0.5-0.5-0)

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This course will familiarize the student with current practices and materials used in closing aerial cable splices. Both pressurized and free-breathing closures are examined. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2615 Aerial Terminal Splicing (0.5-0.5-0)

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This course is designed to provide instruction in the application of pressurized and free-breathing terminals. Discussed are ready access, limited access and fixed-count terminals. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2616 Connectors for Cable Splicing (0.5-0.5-0)

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This course will provide instruction in the application of many state-of-the-art paired conductor connectors. Pair-at-a-time as well as modular connections are studied. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2619 Buried Cable Fault Location & Repair(0.5-0.5-0)

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This course will familiarize the student with the various methods and equipment used in locating and repairing faults in buried telephone cables. PREREQUISITE: Equivalent industry experience. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2620 Aerial Cable Fault Loc & Repair (0.5-0.5-0)

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This course will familiarize the student with the various methods, tools and equipment used in locating and repairing faults in aerial telephone cables. Free-breathing and pressurized cables are discussed. PREREQUISITE: Equivalent industry experience. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2631 Fundamentals of Wireless I (0.5-0.5-0)

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This course provides an introduction to the basic aspects of wireless telephony. It provides an overview from the historical

and regulatory aspects to control and voice channel structure, antenna systems, mobile units, and health issues. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

TEL 2632 Fundamentals of Wireless II (1-1-0)

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This course provides a thorough introduction to the basic aspects of wireless telephony, including cellular and PCS systems. It provides an overview from the historical and regulatory aspects to control and voice channel structure, antenna systems, mobile units and health issues. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

TEL 2633 Fundamentals of Wireless III (2-2-0)

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This course provides a detailed introduction to the basic aspects of wireless telephony, including cellular, PCS and satellite systems. It provides an overview from the historical and regulatory aspects to control and voice channel structure, antenna systems, mobile units, and health issues. It includes extensive information on mobile installations. Two classroom hours per week. 2 semester hours credit. Repeatable 3 times.

TEL 2641 Intro to Data Communications (1-1-0)

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This course is designed to provide a basic understanding of Data Communications. The course begins with an explanation of the concepts and theory behind data communications. Because a basic understanding of digital methods is necessary to keep up with today's technology these methods will also be discussed. Further topics covered include: Terminology, Hardware, Network Architecture, Protocols, and Communications Media. Digital Multiplexing Systems such as T-1, ISDN, and SONET will be discussed as they apply to Data Transmission. One classroom hour per week. 1 semester hour credit.

TEL 2642 How Computer Hardware Works (1-1-0)

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Computers are becoming ubiquitous in our society and many people don't have the time or inclination to read technical publications to gain an understanding of how they work. This course is designed to take a student from knowing almost nothing about computer hardware to being cognizant of the fundamentals of its operation. The class will explore most all areas of hardware from the CPU chip to network equipment. Disk drivers, memory, keyboards, monitors, the mouse, modems and printers are some of the devices covered. One classroom hour per week. 1 semester hour credit.

TEL 2643 How Computer Software Works (1-1-0)

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Computer software is an almost mysterious collection of ordered instructions that tell computer hardware what to do. Though intangible to us, software can control the computer's hardware, accomplishing miraculous things. The purpose of this course is to break down the mysterious workings of commonly used software. Word processing, spreadsheet, database, communication and graphics software operation are covered in an easy-to-understand way. This course will provide a basic understanding of how software works, eliminating some of the mystery and fear of computers. One classroom hour per week. 1 semester hour credit.

TEL 2644 Basic Computer Hardware (0.5-0.5-0)

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This course is designed to educate people, with little or no knowledge of computers, about the basics of the machine. The focus of the course will be on the hardware aspects of computers and will cover most all hardware types. Disk drive, memory, keyboards, monitors, the mouse, modems and printers are some of the devices covered. After a student takes this course, they should feel more at ease around computers and be more inclined to use them as computers are put to use in our world. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2651 Fundamentals of Electricity/  
Telecom (0.5-0.5-0)

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This course is designed to familiarize the technician with the basic units of electrical measurement such as amps, ohms, volts and watts. Specialty telecom circuits are also studied. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2653 T-1 Fundamentals (1-1-0)

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This course is designed to give a student with very little prior exposure a working knowledge of T-1 digital carrier systems. The course begins with a discussion of the history of the T-1 carrier and why it proves to be superior to analog systems of transmission. Analog to digital signal conversion is explained, as well as how multiple digital signals are multiplexed into a T-1 signal. The equipment that is used to implement and test T-1 carrier systems will also be discussed. The course finishes with procedures used to test, troubleshoot and maintain T-1 transmission facilities. One classroom hour per week. 1 semester hour credit.

TEL 2654 T-1 Digital Carrier Systems (3-3-0)

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This course is designed to give a student with very little prior exposure a working knowledge of T-1 digital carrier systems. The course begins with a discussion of the history of the T-1 carrier and why it proves to be superior to analog systems of transmission. Analog to digital signal conversion is explained, as well as, how multiple digital signals are multiplexed into a T-1 signal. Various pieces of equipment that are used to implement and test T-1 carrier systems will also be discussed. Procedures used in testing, troubleshooting and maintaining T-1 transmission facilities are covered. The student will receive practical demonstrations and exercises dealing with the installation and maintenance of T-1 carrier systems. Three classroom hours per week. 3 semester hours credit.

TEL 2663 Exposing Buried Cable (1-1-0)

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This course will provide an overview of what must be considered when excavation is required to repair, replace or newly install telecommunications cable. Safety awareness is a top priority, as well as maintaining telecommunications system integrity. A trencher/backhoe demonstration may be performed. One classroom hour per week. 1 semester hour credit.

TEL 2664 Excavation for Cable Work (1-1-0)

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This course will provide a detailed look at what needs to be considered when excavation is required to repair, replace or newly install telecommunications cable and/or duct lines. Safety

awareness is a top priority, as well as maintaining telecommunications system integrity. Facility locating procedures and requirements will be discussed for telcos and other utilities that may be involved in the excavation. A cable excavation and trenching demonstration may be performed. Different types of machinery and digging methods will be discussed. One classroom hour per week. 1 semester hour credit.

TEL 2665 Digging Up Buried Cable (0.5-0.5-0)

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This course will familiarize the students with the techniques and procedures that can and should be used when digging up buried telecommunications cable. Safety is a top priority as well as following regulation guidelines. A digging demonstration will be performed. One-half classroom hour per week. 0.5 semester hour credit.

TEL 2670 Defensive Driving (0.5-0.5-0)

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This course is designed to promote safe driving habits and instruct drivers in methods of collision avoidance. The two-second rule and use of restraint systems are stressed. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

TEL 2691 Telecom Industry Internship I (5-0-25)V

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The student is supervised in an on-the-job training experience. Safety on the job will be stressed. Each intern will receive instruction and counseling in various technical aspects of the employer's business. Twenty-five internship hours per week. Variable 1 to 5 semester hours credit.

TEL 2692 Telecom Industry Internship II (5-0-25)V

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The student is supervised in an on-the-job training experience. Safety on the job will be stressed. Each intern will receive instruction and counseling in various management aspects of the employer's business. Twenty-five internship hours per week. Variable 1 to 5 semester hours credit.

TEL 2693 Developments in Telecom III (0.5-0.5-0)

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This course will provide an opportunity for students to receive exposure to the latest emerging technologies in telecommunications through demonstrations of experimental equipment and use of new materials. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

TEL 2694 Developments in Telecom IV (1-1-0)

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This course will provide an opportunity for students to receive exposure to new methods and materials through visiting lecturers and new product testing. One classroom hour per week. 1 semester hour credit. Repeatable 3 times.

TEL 2695 Developments in Telecom V (2-2-0)

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This course will provide an opportunity for students to receive exposure to the latest telecom technologies through field trips to industry-related field trial sites, guest speakers and exploration of new techniques in telecommunications. Two classroom hours per week. 2 semester hours credit. Repeatable 3 times.



THM 1201 Intro to Massage Therapy (1-0.5-1)

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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 hour per week. One lab hour per week. 1 semester hour credit.

THM 1205 Foundations of Massage Therapy (2-2-0)

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This course exposes the student to major concepts, terminology, and the legal and ethical issues involved in therapeutic massage. Topics include history, contemporary development, various massage systems, professional ethics, scope of practice, and contemporary issues in the profession. PREREQUISITE: BOC 1225 Introduction to Medical Terminology, LSC 2111 Human Anatomy & Physiology I, THM 1201 Intro to Massage Therapy. CO-REQUISITE: LSC 2112 Human Anatomy & Physiology II, THM 1210 Massage Therapy I. Two classroom hours per week. 2 semester hours credit.

THM 1210 Massage Therapy I (4-2-4)

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Basic theory and techniques of massage therapy are introduced and expanded in this beginning course. Course content includes benefits, indications, contraindications, draping, body mechanics, client interviews, chair massage, equipment and supplies. Massage techniques combine to culminate in a full body massage. PREREQUISITES: BOC 1225 Introduction to Medical Terminology, LSC 2111 Human Anatomy & Physiology I, THM 1201 Intro to Massage Therapy. CO-REQUISITE: LSC 2112 Human Anatomy & Physiology II, THM 1205 Foundations of Massage Therapy. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

THM 1211 Massage Therapy Anatomy/Physiology I (4-3-2)

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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 the therapeutic massage and bodywork is explored. Kinesiology and biomechanics are introduced with the muscular system. Heavy emphasis is placed on the musculoskeletal system, including origin, insertion, action and anatomical landmarks, and other components such as tendons, joints and ligaments. Identification of anatomical structures is practiced through use of visualization, palpation and examination. PREREQUISITES: THM 1201 Intro to Massage Therapy and BOC 1225 Introduction to Medical Terminology or equivalent or consent of instructor. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

THM 1212 Massage Therapy Anatomy/Physiology II (4-3-2)

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This course continues to introduce the massage therapy student to the structure and function of the systems of the human body. These systems include: nervous, endocrine, cardiovascular, lymphatic, respiratory and digestive. Emphasis continues on the

relationship of the function and structure of these systems as they relate to application of therapeutic massage and bodywork. Special focus is placed on peripheral nerves and cranial nerves most relevant to the massage therapist. Effects of massage on the autonomic nervous system and its impact on cardiovascular, lymphatic and digestive functions will be specifically addressed. PREREQUISITES: THM 1201 Intro to Massage Therapy and BOC 1225 Introduction to Medical Terminology or equivalent or consent of instructor. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

THM 1214 Massage Therapy Pathophysiology (4-3-2)

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This course focuses on the nature and causes of diseases which result in functional or physiologic changes in the body. Psychosocial conditions will also be addressed. Signs and symptoms, prognosis and treatment will be discussed with consideration to complementary therapies and indications/contraindications for massage therapy. PREREQUISITES: THM 1211 Massage Therapy Anatomy/Physiology I or LSC 2111 Human Anatomy & Physiology I and THM 1212 Massage Therapy Anatomy/Physiology II or LSC 2112 Human Anatomy & Physiology II or consent of instructor. Three classroom hours per week. Two lab hours per week. 4 semester hours credit.

THM 1215 Massage Therapy II (4-2-4)

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This course introduces the massage therapy student to intermediate level therapeutic techniques. Joint movements, body mobilizations, hydrotherapy, muscle energy techniques, 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 2112 Human Anatomy & Physiology II, THM 1205 Foundations of Massage Therapy, THM 1210 Massage Therapy I - concurrent enrollment allowed for accelerated certificate. CO-REQUISITE: THM 1250 Massage Therapy Clinical I. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

THM 1220 Massage Therapy III (4-2-4)

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Asian bodywork traditions are presented in this course including Acupressure, Shiatsu and Jin Shin Do. Reiki and Cranial-Sacral Therapy are also covered. Nutrition, stress reduction, assessment, treatment planning, and specific conditions addressed by massage therapy complete this course. PREREQUISITE: THM 1215 Massage Therapy II, THM 1250 Massage Therapy Clinical I. CO-REQUISITE: LSC 2114 Intro to Human Pathophysiology and THM 1255 Massage Therapy Clinical II. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

THM 1230 Massage Therapy Bus Practices (3-3-0)

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This course provides an introduction to the major aspects of building and maintaining a successful massage therapy practice. Topics covered include starting a new practice, establishing a bookkeeping system, maintaining client records, and delivering a business plan. PREREQUISITE: THM 1201 Intro to Massage Therapy. Three classroom hours per week. 3 semester hours credit.

THM 1250 Massage Therapy Clinical I (2-0.5-2.5)

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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 spend eight hours in seminar discussing clinical situations. 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. One-half classroom hour per week. Two and one-half lab hours per week. 2 semester hours credit.

THM 1255 Massage Therapy Clinical II (2-0.5-2.5)

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This course is a supervised clinical experience designed to provide training and practical experience in therapeutic massage. Students must spend 30 hours at on- or off-campus locations experiencing real-life application of massage techniques. In addition, students will spend eight hours in seminar discussing clinical situations. PREREQUISITES: THM 1215 Massage Therapy II and THM 1250 Massage Therapy Clinical I. CO-REQUISITE: LSC 2114 Intro to Human Pathophysiology and THM 1220 Massage Therapy III. One-half classroom hour per week. Two and one-half lab hours per week. 2 semester hours credit.

THM 1260 Massage Therapy Review (1-1-0)V

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This course provides a comprehensive review of content needed to take the massage therapy licensing exam. This course reviews knowledge, skills, and attitudes essential for entry-level massage therapy practice. Self-assessment of knowledge and skills is emphasized. Test-taking skills are addressed and evaluated through practice tests. PREREQUISITE: Instructor consent only. One classroom hour per week. Variable 0.5 to 1 semester hour credit. Repeatable 3 times.

THM 1298 Topics and Issues in Massage Therapy (6-3-6)V

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Seminars are presented that address professional and practice issues of therapeutic massage and application of massage in diverse settings with varied populations. Through presentations, discussion, and hands-on experiences students develop knowledge and skills in therapeutic massage and body work. Topics may include licensing, certification and ethics of practice, updates on health conditions that benefit from massage therapy and specific techniques for the condition. Other topics may include teaching massage to caregivers. Three classroom hours per week. Six lab hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

THM 1601 Massage Advanced Modalities (6-5-2)V

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This course is designed to refresh or upgrade knowledge and skills of practicing massage therapists and to advance knowledge and skills of massage therapy students. An in-depth course is provided which covers indications, contraindications, techniques and adaptations for life-span considerations of the therapeutic massage/body work modality. Through demonstration and return demonstration application of the modality is practiced. Five classroom hours per week. Two lab hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

TQM 1201 Quality: An Organizational Strategy (3-3-0)

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This is an introductory course in Total Quality Management. Topics covered in this course include: a rationale for quality in business, an examination of second-wave gurus; industry, and agencies; the history of quality; trends in the quality movement; national quality awards and criteria; Hoshin planning; approaches to quality; and the future of quality management. Three classroom hours per week. 3 semester hours credit.

TQM 1202 Covey's Seven Habits (3-3-0)

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This class examines the teachings of Dr. Stephen R. Covey as outlined in the book The Seven Habits of Highly Effective People with additional material from his books First Things First and Principle Centered Leadership. The student will be invited to compare current practices in their personal and professional life to the models presented with an emphasis on developing action plans for improving personal leadership and effectiveness in all their relationships. Comparison and contrasts are drawn between the seven habits and the teaching of other personal leadership authors. Three classroom hours per week. 3 semester hours credit.

TQM 1203 Customer and Quality Improvement (3-3-0)

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This course is designed to teach students techniques of focusing the organization on the needs of the customer. Topics include: listening to the customer; service strategies; standards and performance measurements; empowerment and training; recognition and reward for success; service culture; introduction to quality functions; process planning and control; and failure analysis. Three classroom hours per week. 3 semester hours credit.

TQM 1204 Process Improvement (3-3-0)

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This course is an in-depth survey of the tools of process improvement. Topics in this course include: introduction to improvement processes; voice of the process and voice of the customer; elements of a process; the Deming cycle; basic process improvement concepts; mapping processes; process improvement models; making quality management work; and people, culture, and process improvement. Three classroom hours per week. 3 semester hours credit.

TQM 1205 Internal/External Quality Standards (3-3-0)

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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 9000; common elements of Q90 series; selecting appropriate standards; and benefits and detriments of auditing. Three classroom hours per week. 3 semester hours credit.

TQM 1206 Project Management (3-3-0)

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In this course, students use tools and techniques to organize, plan, implement, manage and evaluate short and long-term projects. Topics in this course include: an introduction to project management; project mission and objectives; work breakdown; scheduling resources; resource allocation and constraints;

capacity planning; organization and staffing; and project management software. Three classroom hours per week. 3 semester hours credit.

**TQM 1208 Continuous Improvement Strategies (3-3-0)V**

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This course reviews the basic assumptions underlying the movement toward quality improvement and introduces skills and techniques of process management and quality planning. Participants examine a Total Quality Management (TQM) model and challenge previously held assumptions about how organizations should be managed. The elements described in the model include customer service, group process, scientific methods, and leadership. Participants are introduced to tools of process management, process flowcharting, process monitoring and problem solving. They will spend time learning how to improve and develop a process. They will use the seven management and planning tools within a planning process and identify the positive outcomes of applying quality improvement strategies. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

**TQM 1210 Managing Customer Service (4-4-0)V**

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Attracting and keeping customers in a highly competitive business environment is challenging. Consistently delivering the "service edge" that keeps customers coming back distinguishes the successful business from the rest. The manager plays a critical role in working with staff to identify customers and define methods to effectively communicate with those customers. The major emphasis of this course is on empowerment, working with staff to ensure that they are: knowledgeable about their customers and how to best serve them, familiar with techniques to handle complaints, and comfortable with their role as "the company" in each moment of truth. Four classroom hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

**TQM 1211 Managing Customer Service II (0.5-0.5-0)**

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Attracting and keeping customers in a highly competitive business environment is challenging. Consistently delivering the "service edge" that keeps customers coming back distinguishes the successful business from the rest. The manager plays a critical role in working with staff to identify customers and define methods to effectively communicate with those customers. The major emphasis of this course is on empowerment, working with staff to ensure that they are: knowledgeable about their customer and how to best serve them, familiar with techniques to handle complaints, and comfortable with their role as "the company" in each moment of truth. One-half classroom hour per week. 0.5 semester hour credit. Repeatable 3 times.

**TQM 1212 Team Leader and Facilitator Training (6-6-0)V**

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Facilitators and team leaders hold key positions within the total quality improvement (TQI) structure. They handle a variety of administrative and promotional duties necessary for the successful operation of the team. A highly skilled facilitator or leader must have comprehensive knowledge of TQI concepts, methods, tools, and techniques. In addition, they must have an in-depth knowledge of group dynamics and group processes. The facilitator and leader must be able to resolve conflicts and assist the team in reaching consensus. This course prepares the student for the challenging role as either the team facilitator or the team

leader. During this course the students will learn to function as team leaders and team facilitators. The work begins with an overview of quality concepts and a review of team development. In-depth involvement in problem-solving techniques, decision making, conflict resolution, and presentation skills help prepare the student to facilitate or lead cross-functional and work unit teams. Six classroom hours per week. Variable 0.5 to 6 semester hours credit.

**TQM 1213 Team Leader and Facilitator II (6-6-0)V**

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Facilitators and team leaders hold key positions within the total quality improvement (TQI) structure. They handle a variety of administrative and promotional duties necessary for the successful operation of the team. A highly skilled facilitator or leader must have comprehensive knowledge of TQI concepts, methods, tools, and techniques. In addition, they must have an in-depth knowledge of group dynamics and group processes. The facilitator and leader must be able to resolve conflicts and assist the team in reaching consensus. This course will review the skills necessary for the challenging role as either the team facilitator or the team leader. During this course the students will review the function of team leaders and team facilitators. The work begins with an overview of quality concepts and a review of team development. In-depth involvement in problem-solving techniques, decision making, conflict resolution, and presentation skills help upgrade the skills of the student to facilitate or lead cross-functional and work unit teams. Six classroom hours per week. Variable 0.5 to 6 semester hours credit.

**TQM 1214 Team Building and Development (1.5-1.5-0)V**

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Teams are groups of people that work together toward common ends, and they are the cornerstone of the Total Quality Improvement process. Teams can best solve problems because they have the expertise and are closest to the unit of work itself. They solve problems by using tools and techniques to study, measure, and build consensus around issues. The multitude of interests and opinions they represent makes team involvement essential to long-term elimination of problems and errors. Teamwork can be defined as a joint action by a group wherein each individual subordinates his or her interests and opinions to the unity and interest of the group. In the team environment open communication, respect for opinions, and rights of others are paramount. In this context, teamwork is not only desired--it is required if meaningful changes are to occur in the organization. This course prepares participants to be effective members of teams. It fosters active involvement of members using appropriate tools and strategies that make the team processes efficient & effective. One and one-half classroom hours per week. Variable 0.5 to 1.5 semester hours credit. Repeatable 3 times.

**TQM 1216 Conflict Resolution & Consensus Building (4-4-0)V**

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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 a positive way to approach conflict. The student will learn the two main reasons conflicts occur, and whether it is really a conflict or a misunderstanding. They will develop techniques to deal with dirty tactics and unreasonable requests. Four classroom hours per week. Variable up to 4 semester hours credit. Repeatable 3 times.

TQM 2204 4 Roles of Leadership (3-3-0)

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In this course, students examine leadership and management skills which are consistent with total 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; and seven habits of highly effective people. Three classroom hours per week. 3 semester hours credit.

TQM 2205 Leadership in Management (4-4-0)V

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This course may be taught in conjunction with local business and industry. Students examine leadership and management skills which are consistent with total quality management. Topics include: interpersonal skills, managing individual performance, developing team performance, making organizational impact, managing change and innovation, problem solving for individuals and teams, and developing front-line leaders. Four classroom hours per week. Variable 0.5 to 4 semester hours credit. Repeatable 3 times.

TRA 1221 Electrical Wiring (3-2-2)

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Electrical Wiring involves studying house plans, determining the number of circuits required, switch control of lighting circuits, special purpose outlets, and the use of electrical heat cable. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

TRA 1298 Special Topics in Mechanics & Repair (6-6-0)V

F	L	O	W
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Application of mechanical principles to specific problems in mechanics and repairs technology through case studies, simulation, special projects or problem-solving procedures. PREREQUISITE: Approval of instructor. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

TRA 1601 Instrument Flying I (2-2-0)

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This course is designed to provide the student with information necessary to understand instrument flying. Topics include aircraft instruments, piloting, geography, Federal Aviation Regulations, medical and safety factors, meteorology, and federal airways and controlled airspace. The course will be useful to instrument and non-instrument pilots. Students must hold either a private pilot's license or have passed the private pilot written exam, or have completed TRA 1611 with a grade of C or better. PREREQUISITE: TRA 1611 Introduction to Aviation Ground School. Two classroom hours per week. 2 semester hours credit.

TRA 1602 Instrument Flying II (2-2-0)

F	L	O	W
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This course is a continuation of TRA 1601. Topics covered include federal regulations, ATC structure, functions, operations and procedures, navigational instruments, communications, charts, planning, and emergencies. Emphasis is directed toward the needs of the local pilot's community and aviation environment. A private pilot's license is required. PREREQUISITE: TRA 1601 Instrument Flying I. Two classroom hours per week. 2 semester hours credit.

TRA 1603 Introduction to Metalworking (3-2-2)

F		O	W
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Function, care, and use of lathes, mills, shapers, drills, and grinders are emphasized. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

TRA 1604 Woodworking I (6-5-2)V

F	L	O	W
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The purpose of this course is to teach the fundamental skills of machine tools. Students have an opportunity to work in the following areas: furniture construction, furniture repair, cabinet making, wood burning. Students complete at least one major project. Five classroom hours per week. Two lab hours per week. Variable 1 to 6 semester hours credit. Repeatable 3 times.

TRA 1605 Woodworking II (6-5-2)V

F	L	O	W
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This course covers procedures, processes and materials involved in finishing wood and furniture. Five classroom hours per week. Two lab hours per week. Variable 1 to 6 semester hours credit. Repeatable 3 times.

TRA 1606 Woodworking III (6-5-2)V

F	L	O	W
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The course covers furniture of different periods concentrating on identification and restoration of antiques. Five classroom hours per week. Two lab hours per week. Variable 1 to 6 semester hours credit. Repeatable 3 times.

TRA 1611 Intro to Aviation Ground School (3-3-0)

F	L	O	W
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This course provides the information needed to pass the FAA written test for the private pilot's license. Topics include physics of flight (aerodynamics), aircraft and engine operation, instruments, meteorology, navigation, radio procedures, flight computer and flight planning, and FAA regulations. Three classroom hours per week. 3 semester hours credit.

TRA 1612 Advanced Aviation Ground School (2-2-0)

F	L	O	W
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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. Two classroom hours per week. 2 semester hours credit.

TRA 2299 Independent Study In Mechanics & Repair(6-6-0)V

F	L	O	W
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Independent study of a specialized mechanics and repair topic, which is not available in the college's course offerings. Six classroom hours per week. Variable 0.5 to 6 semester hours credit. Repeatable 3 times.

TRK 1201 Truck Driving (7-5-4)

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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. Five classroom hours per week. Four lab hours per week. 7 semester hour's credit. Repeatable 3 times.

TRK 1210 CDL Exam Preparation (1-1-0)

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This course is designed to prepare a student for the written portion of the Commercial Driver's License exam and will follow the curriculum as set forth by the Secretary of the State of Illinois. One classroom hour per week. 1 semester hour credit.

VOC 1101 Class Voice I (1-0-2)

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This course provides training in the fundamentals of voice. Special attention is given to correct breathing and breath control, posture, vowel formation, consonant articulation, song interpretation and musicianship. Two lab hours per week. 1 semester hour credit.

VOC 1102 Class Voice II (1-0-2)

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This course is a continuation of VOC 1101 and also provides training in the fundamentals of voice. Special attention is given to correct breathing and breath control, posture, vowel formation, consonant articulation, song interpretation and musicianship. PREREQUISITE: VOC 1101 Class Voice I or consent of instructor. Two lab hours per week. 1 semester hour credit.

VOC 1111 Vocal Applied Music I (1-1-0)

	L	O	W
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This course involves one private lesson per week in voice. One classroom hour per week. 1 semester hour credit.

VOC 1112 Vocal Applied Music II (1-1-0)

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This course is a continuation of VOC 1111. It involves one private lesson per week in voice. PREREQUISITE: VOC 1111 Vocal Applied Music I or consent of the instructor. One classroom hour per week. 1 semester hour credit.

VOC 1113 Vocal Applied Music III (1-1-0)

	L	O	W
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This course is a continuation of VOC 1112. It involves one private lesson per week in voice. PREREQUISITE: VOC 1112 Vocal Applied Music II or consent of the instructor. One classroom hour per week. 1 semester hour credit.

VOC 1114 Vocal Applied Music IV (1-1-0)

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This course is a continuation of VOC 1113. It involves one private lesson per week in voice. PREREQUISITE: VOC 1113 Vocal Applied Music III or consent of the instructor. One classroom hour per week. 1 semester hour credit.

VOC 1121 Choir I (2-1-2)

F	L	O	W
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Musical literature from various periods of choral writing is performed. A balance is maintained between a capella and accompanied works. Recommendation from certified music teacher or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

VOC 1122 Choir II (2-1-2)

F	L	O	W
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This course is a continuation of VOC 1121 and involves performing musical literature from various periods of choral writing. A balance is maintained between a capella works and accompanied works. PREREQUISITE: VOC 1121 Choir I or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

VOC 1131 Choral Ensemble I (2-1-2)

F	L	O	W
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This course is a practicum in the performance of choral music from early times to present. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

VOC 1132 Choral Ensemble II (2-1-2)

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This course is a continuation of VOC 1131 and is a practicum in the performance of choral music from early times to present. PREREQUISITE: VOC 1131 Choral Ensemble I or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

VOC 2111 Vocal Applied Music V (1-1-0)

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This course is a continuation of VOC 1114. It involves one private lesson per week in voice. PREREQUISITE: VOC 1114 Vocal Applied Music IV or consent of the instructor. One classroom hour per week. 1 semester hour credit.

VOC 2112 Vocal Applied Music VI (1-1-0)

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This course is a continuation of VOC 2111. It involves one private lesson per week in voice. PREREQUISITE: VOC 2111 Vocal Applied Music V or consent of the instructor. One classroom hour per week. 1 semester hour credit.

VOC 2113 Vocal Applied Music VII (1-1-0)

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This course is a continuation of VOC 2112. It involves one private lesson per week in voice. PREREQUISITE: VOC 2112 Vocal Applied Music VI or consent of the instructor. One classroom hour per week. 1 semester hour credit.

VOC 2114 Vocal Applied Music VIII (1-1-0)

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This course is a continuation of VOC 2113. It involves one private lesson per week in voice. PREREQUISITE: VOC 2113 Vocal Applied Music VII or consent of the instructor. One classroom hour per week. 1 semester hour credit.

VOC 2121 Choir III (2-1-2)

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This course is a continuation of VOC 1122 and involves performing musical literature from various periods of choral writing. A balance is maintained between a capella works and accompanied works. PREREQUISITE: VOC 1122 Choir II, or consent of instructor only. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

VOC 2122 Choir IV (2-1-2)

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This course is a continuation of VOC 2121 and involves performing musical literature from various periods of choral writing. A

balance is maintained between a capella works and accompanied works. PREREQUISITE: VOC 2121 Choir III or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

VOC 2131 Choral Ensemble III (2-1-2)

F	L	O	W
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This course is a continuation of VOC 1132 and is a practicum in the performance of choral music from early times to present. PREREQUISITE: VOC 1132 Choral Ensemble II or consent of the instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

VOC 2132 Choral Ensemble IV (2-1-2)

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This course is a continuation of VOC 2131 and is a practicum in the performance of choral music from early times to present. PREREQUISITE: VOC 2131 Choral Ensemble III or consent of the instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

WEL 1201 Basic Welding (3-2-2)

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This course introduces basic welding equipment and provides students lab experience in performing basic welding skills. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

WEL 1203 Practical Welding (4-2-4)

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This course is designed to provide students instruction in specialized welding. Individual projects are designed and completed. Welding safety is stressed. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

WEL 1205 Fuel Gas Welding (2-1-2)

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A study of the basic applications of oxygen fuel gas welding and brazing. PREREQUISITE: Concurrent enrollment in or completion of WEL 1260 Combination Welding I or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

WEL 1210 Gas Metal Arc Welding (2-1-2)

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A study of the basic applications of gas metal arc welding with standard solid filler wire. PREREQUISITE: Concurrent enrollment in or completion of WEL 1260 Combination Welding I or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

WEL 1215 Shielded Metal Arc Welding I (2-1-2)

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Basic theory and laboratory activities for shielded metal arc welding, including electrode selection, types of welding joints, and application of shield metal arc welding (SMAW). PREREQUISITE: Concurrent enrollment in or completion of WEL 1260 Combination Welding I or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

WEL 1220 Metal Cutting and Preparation (3-2-2)

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This course covers metal cutting, forming and finishing processes that are related to welding industry. Metal cutting forming processes such as oxy-fuel cutting, plasma arc cutting, shearing, punching, gouging, metal shears, metal break, roll forming, casting, sawing and grinding are studied and performed. Forming, finishing and fabricating of metal projects are also included in this course. PREREQUISITE: Concurrent enrollment in or completion of WEL 1260 Combination Welding I or consent of instructor. Two classroom hours per week. Two lab hours per week. 3 semester hours credit.

WEL 1225 Welding Blueprint Reading (4-4-0)

F	L	O	
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A practical course consisting of basic sketching, dimensioning material shapes and welding blueprint interpretation. Four classroom hours per week. 4 semester hours credit.

WEL 1230 Shielded Metal Arc Welding II (2-1-2)

		O	
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A study of intermediate applications of shielded metal arc welding, specifically in the horizontal and vertical positions on butt, tee and lap joint designs on mild steel plate. PREREQUISITE: WEL 1215 Shielded Metal Arc Welding I and concurrent enrollment in or completion of WEL 1260 Combination Welding I, or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

WEL 1235 Flux Cored Arc Welding (2-1-2)

		O	
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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 or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

WEL 1240 Welder Certification I (2-1-2)

		O	
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A theory and laboratory course that prepares the student to take structural steel welder certification tests according to the code specified by the American Welding Society. PREREQUISITE: WEL 1230 Shielded Metal Arc Welding II or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

WEL 1245 Gas Tungsten Arc Welding (2-1-2)

		O	
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A study of the basic applications of gas tungsten arc welding. Study includes welding of aluminum and mild steel plate and sheet metal. PREREQUISITE: WEL 1230 Shielded Metal Arc Welding II or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

WEL 1250 Welding Metallurgy (2-2-0)

		O	
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An introductory metallurgy course which explores physical properties of metals, heat treatment, metal identification, metal classification and welding procedures for carbon and alloy steel. Two classroom hours per week. 2 semester hours credit.

WEL 1260 Combination Welding I (2-1-2)V

F	L	O	
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A combination of introductory level lectures and laboratory activities in gas metal arc welding, shielded metal arc welding, fuel gas welding, brazing and cutting. One classroom hour per week. Two lab hours per week. Variable 0.5 to 2 semester hours credit. Repeatable 3 times.

WEL 1265 Combination Welding II (2-1-2)

		O	
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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 or consent of instructor. One classroom hour per week. Two lab hours per week. 2 semester hours credit.

WEL 1602 Special Projects in Welding (3-2-2)V

F	L	O	W
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This course is designed to provide students instruction in specialized welding. Individual projects are designed and completed. Welding safety is stressed. Two classroom hours per week. Two lab hours per week. Variable up to 3 semester hours credit. Repeatable 3 times.

WEL 2210 Welding Design & Fabrication (5-3-4)

		O	
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A study of strength of materials, and the principles involved in the analysis of structures as to stress and strain, equilibrium of forces, moment of inertia. PREREQUISITE: WEL 1240 Welder Certification I or consent of instructor. Three classroom hours per week. Four lab hours per week. 5 semester hours credit.

WEL 2225 Pipe Welding Certification (3-1-4)

		O	
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This is a combination lecture-laboratory course designed to develop skill in the technique of cross-country pipeline welding. Both vertical-up and vertical-down are practiced. API welder qualification tests are given. Advanced skills with oxy-fuel gas torch cutting and joint design are covered. PREREQUISITE: Concurrent enrollment or completion of WEL 1240 Welder Certification I or consent of instructor. One classroom hour per week. Four lab hours per week. 3 semester hours credit.

WEL 2230 Welding Maintenance & Repair (4-2-4)

		O	
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This course acquaints the student with the operation principles, troubleshooting maintenance and repair of electric arc welding power sources and supplies as required by industry. Students are also required to select specialized welding projects which require repair or maintenance of structural components. PREREQUISITE: WEL 2210 Welding Design & Fabrication or consent of instructor. Two classroom hours per week. Four lab hours per week. 4 semester hours credit.

WKM 0403 Work Keys Math - Level 3 (3-3-0)V

F	L	O	W
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This course is designed for students who test below level three in Work Keys Math. Upon completion of this course, students should have mastered the skills necessary for replacement in careers which are profiled for Level 3 math skills. Level 3 includes basic mathematical operations including addition, subtraction, multiplication, division, and conversions from one form to

another using whole numbers, fractions, decimals and percentages. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

WKM 0404 Work Keys Math - Level 4 (3-3-0)V

F	L	O	W
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This course is designed for students who test below level four in Work Keys Math. Upon completion of this course, students should have mastered the skills necessary for placement in careers which are profiled for Level 4 math skills. Level 4 includes positive and negative numbers, the addition of fractions, decimals and percentages, averages, simple ratios, proportions and rates. Simple charts and/or graphs will be used. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

WKM 0405 Work Keys Math - Level 5 (3-3-0)V

F	L	O	W
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This course is designed for students who test below level five in Work Keys Math. Upon completion of this course, students should have mastered the skills necessary for placement in careers which are profiled for Level 5 math skills. Level 5 includes conversions with English and non-English measurements, the calculation of mixed units, and steps of logic and calculation such as perimeters and percentage discounts. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

WKM 0406 Work Keys Math - Level 6 (3-3-0)V

F	L	O	W
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This course is designed for students who test below level six in Work Keys Math. Upon completion of this course, students should have mastered the skills necessary for placement in careers which are profiled for Level 6 math skills. Level 6 includes negative numbers, fractions, ratios, percentages, and mixed numbers in calculations. Level 6 may require translation from verbal form to mathematical expression. Multiple-step calculations or conversions are required. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

WKM 0407 Work Keys Math - Level 7 (3-3-0)V

F	L	O	W
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This course is designed for students who test below level seven in Work Keys Math. Upon completion of this course, students should have mastered the skills necessary for placement in careers which are profiled for Level 7 math skills. Level 7 includes multiple steps of logic and calculations. Content may include nonlinear functions, applications of basic statistical concepts and location of errors in multiple step calculations. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

WKM 1205 Work Keys Tech Math - Level 5 (3-3-0)V

F	L	O	W
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This course is designed for students who test below level five in Work Keys Tech Math. Level 5 includes conversions with English and non-English measurements, the calculation of mixed units, and steps of logic and calculation such as perimeters and percentage discounts. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

WKM 1206 Work Keys Tech Math - Level 6 (3-3-0)V

F	L	O	W
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This course is designed for students who test below level six in Work Keys Tech Math. Level 6 includes negative numbers, fractions, ratios, percentages, and mixed numbers in calculations. Level 6 may require the translation from verbal form to mathematical expression. Multiple-step calculations or conversions are required. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

WKM 1207 Work Keys Tech Math - Level 7 (3-3-0)V

F	L	O	W
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This course is designed for students who test below level seven in Work Keys Tech Math. Level 7 includes multiple stages of logic and calculations. Content may include nonlinear functions, applications of basic statistical concepts and location of errors in multiple step calculations. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.

WKM 1208 Work Keys Tech Math - Level 8 (3-3-0)V

F	L	O	W
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This course is designed for students who test below level eight in Work Keys Tech Math. Level 8 includes questions that may involve more than one unknown, multiple steps of logic and calculations, and charts and graphs. Content may include nonlinear functions, applications of basic statistical concepts and location of errors in multiple step calculations. Three classroom hours per week. Variable 0.5 to 3 semester hours credit. Repeatable 3 times.



# Cooperative Agreements

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# COOPERATIVE AGREEMENTS

## EXPANDED OFFERINGS THROUGH COOPERATIVE AGREEMENTS

Expanded career opportunities are available to students residing in Illinois through cooperative agreements entered into by the Boards of Trustees of Illinois Eastern Community Colleges, John A. Logan College, Kaskaskia College, Lake Land College, Lewis and Clark Community College, Lincoln Land Community College, Southeastern Illinois College, and Southwestern Illinois College.

Students who are interested in enrolling at Illinois Eastern Community Colleges or another college in a cooperative agreement program must request a letter of certification of residency from their respective community college district. Students, who are approved on a space-available basis, will be eligible for the in-District tuition rate and must meet all entrance requirements at the college where they enroll.

Cooperative Agreements (C = Certificate; D = Degree) between:

<b>Illinois Eastern Community Colleges</b>	<b>John A. Logan College</b>
Agricultural Technology/Production (D) Coal Mining Maintenance I and II (C) Coal Mining Technology (C & D) Coal Mining Technology Production Management (C) Diesel Equipment Technology (D) Horticulture (C & D) Industrial Quality Management (C & D) Radio/TV Broadcasting (D) Telecommunications Technology (C & D)	ASL/Deaf Studies (D & C) Architecture Technology (D) Cardiac Medical Sonography (C) Construction Management Technology (D) Dental Assisting (C) Dental Hygiene (D) Educational Interpreting Professional-Online (C) Interpreter Preparation (D & C) Residential Construction Management (D) Tourism Management (D)

<b>Illinois Eastern Community Colleges</b>	<b>Kaskaskia College</b>
Advanced Manufacturing (D) Biofuels (C) Coal Mining Technology (C & D) Diesel Equipment Technology (D) Horticulture (D) Pharmacy Technician (C) Radio/TV Broadcasting (D) Telecommunications Technology (C & D)	Dental Assisting (C) Diagnostic Medical Sonography (C) Nail Technology (C) Network Security (C) Occupational Therapy Assistant (D) Personal Fitness Trainer (C) Physical Therapy Assistant (D) Respiratory Therapy (D) Veterinary Tech (D)

<b>Illinois Eastern Community Colleges</b>	<b>Lake Land College</b>
Collision Repair Technology (D) Pharmacy Technician (C)	Civil Engineering Technology (D) Dental Hygiene (D) Intro to GIS (C) Physical Therapy Assistant (D)

<b>Illinois Eastern Community Colleges</b>	<b>Lewis and Clark Community College</b>
Coal Mining Maintenance I and II (C) Coal Mining Technology (D) Coal Mining Technology Production Management (C) Diesel Equipment Technology (D) Health Information Management (C) Horticulture (C & D) Industrial Management (D) Telecommunications Technology (C & D)	Dental Assisting (C) Dental Hygiene (C & D) Exercise Science (D) Occupational Therapy Assistant (D) Paralegal (C & D)

<b>Illinois Eastern Community Colleges</b>	<b>Lincoln Land Community College</b>
Coal Mining Maintenance I and II (C) Coal Mining Technology (D) Coal Mining Technology Production Management (C)	Aircraft Maintenance (D)

<b>Illinois Eastern Community Colleges</b>	<b>Southeastern Illinois College</b>
Coal Mining Maintenance I and II (C) Coal Mining Technology (D) Coal Mining Technology Production Management (C)	

<b>Illinois Eastern Community Colleges</b>	<b>Southwestern Illinois College</b>
Agricultural Technology/Business (D) Agricultural Technology/Production (D) Automotive Service Specialist (C) Automotive Service Tech II (C) Automotive Service Technology (C & D) Computer Telephony (C) Diesel Equipment Technology (D) Electrical Distribution Systems (C) Engine Performance Specialist (C) Industrial Management (D) Interconnect Technician (C) OSP Technician (C) Pharmacy Technician (C) Professional Ag Applicator (C) Radio-TV Broadcasting (D) Telecommunications Technology (D)	Aviation Maintenance Technology (D) Aviation Pilot Training (C & D) Construction Management Technology (D) Fire Science (C & D) Industrial Pipefitting (C & D) Paralegal Studies (D) Paramedic (D) Physical Therapist Assistant (D) Respiratory Care (D) Sign Language/Basic Communications (C) Sign Language/Interpreter (D) Ward Clerk (Certificate of Completion)

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# APPENDICES

This section serves as "official" notification to students regarding the following policies:

## **APPENDIX A**

### **Transfer Degree Educational Guarantee Policy (500.18)**

Illinois Eastern Community Colleges, hereinafter referred to as "IECC," as an expression of confidence in the faculty and staff and as a commitment to the students, shall guarantee to the public the educational effectiveness of the technical programs of instruction.

IECC shall guarantee the transferability of pre-baccalaureate/university-parallel credit courses to public senior Illinois colleges and universities for each student who completes the Associate in Arts, Associate in Science, or Associate in Science and Arts degree. If such Illinois Community College Board-approved courses and credits do not fully transfer for lower-division level (freshman/sophomore) credit, IECC shall refund to the degree completion student the tuition actually paid by the student for the non-transferring credits or, at the student's option, offer additional IECC course work at no cost to the student, subject to the following criteria:

1. The application for a refund or additional course work must be submitted within one (1) calendar year of graduation with an Associate in Arts degree, Associate in Science degree, or Associate in Science and Arts degree from IECC;
2. The course must have been completed with a grade of C or better;
3. The tuition refund will be based upon the tuition actually paid by the student at the time of enrollment;
4. The student must have met with an authorized IECC advisor, declared a major, identified the public Illinois transfer college or university prior to taking courses, and taken only those IECC courses approved in writing by the IECC advisor. Unapproved courses and courses taken for personal interest are not guaranteed;
5. The student must have transferred to the declared college or university in the State of Illinois within one (1) year of having graduated from IECC with an Associate in Arts, an Associate in Science, or an Associate in Science and Arts degree, and,
6. The student must submit a claim within sixty (60) days of being notified by the transfer institution that a course had been refused for credit stating reasons

for the refusal offered by the institution, and include the name, position, address, and telephone number of the person notifying the student of the refusal, and include copies of all correspondence or documentation provided by the transfer institution.

The college will first attempt to resolve the issue with the transfer institution. If favorable resolution is not achieved within ninety (90) days, the reimbursement of tuition or additional IECC course work will be authorized. Furthermore, the sole recourse available to participants enrolled pursuant to this guarantee shall be limited to an amount equal to the course tuition at the time of enrollment or enrollment in course work equal in credit hours to unacceptable credit hour courses, not to exceed a total of fifteen (15) credit hours. There shall be no recourse for damages, court costs, or any associated costs of any kind or right to appeal beyond those specified by IECC. This guarantee is given in lieu of any other guarantee expressed or implied.

### **Technical Degree/Certificate Educational Guarantee Policy (500.19)**

Illinois Eastern Community Colleges, hereinafter referred to as "IECC," as an expression of confidence in the faculty and staff and as a commitment to the students, shall guarantee to the public the educational effectiveness of the technical programs of instruction.

IECC shall guarantee that students graduating with an Associate in Applied Science degree or certificate, or upon completion of all program requirements of an occupational program, be guaranteed competency in the technical skills represented in the degree program. Should the student be unable to demonstrate the basic skills expected by his/her employer, the student would be offered additional IECC training, not to exceed fifteen (15) credit hours, subject to the following criteria:

1. The application for additional training at no cost to the student must be submitted within one (1) calendar year of graduation or completion of program requirements for an Associate in Applied Science degree or certificate from IECC;
2. The course must have been completed with a grade of C or better and the student must have graduated or completed all program requirements within three (3) years of initial program enrollment at IECC;
3. The student must be employed full-time in a job directly related to his/her program of study within one (1) year of graduation or completion of all

program requirements from the approved program at IECC;

4. The employer must verify in writing within ninety (90) days of the graduate's initial employment that the graduate lacks competencies in specific technical skills, as represented in the degree program;
5. Specific competencies must be identified and verified by the employer in written documentation submitted to IECC;
6. The retraining shall be limited to courses regularly offered by IECC and completed within one (1) calendar year.
7. A written retraining plan must be developed by the employer, the graduate, and the appropriate IECC dean specifying the courses needed and all other costs that might be associated with taking the course;
8. The Board of Trustees will waive tuition and lab fees for those courses identified in the retraining plan, but the student shall be responsible for all other costs that might be associated with taking the course(s); and,
9. In case of licensure, the student must attempt to pass the licensure exam at least two (2) times within fourteen (14) months of graduation and submit documentation from the licensing entity of the unsuccessful attempts at passing the licensure exam. This guarantee entitles the student to a maximum of fifteen (15) semester hours of IECC instruction regardless of the number of times the test is taken or failed. However, no guarantee is made that the student will meet other educational licensure requirements.

Furthermore, the sole recourse available to participants enrolled pursuant to this guarantee shall be limited to fifteen (15) credit hours of additional IECC training, with no recourse for damages, court costs, or any associated costs of any kind or right to appeal beyond those specified by IECC. This guarantee is given in lieu of any other guarantee expressed or implied.

## **APPENDIX B**

### **Sexual Harassment Policy (100.17)**

Sexual harassment of or by students or employees participating in college-sponsored functions is a violation of federal and state law and contrary to the policy of Illinois Eastern Community Colleges. Violation of this policy shall be grounds for disciplinary action up to and including discharge or expulsion.

Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a

sexual nature when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational development, 2) submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual, or 3) such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment includes, but is not limited to, gender-specific comments, verbal innuendo, insults, threats and jokes of a sexual nature, sexual propositions, making sexually suggestive noises, leering, whistling, obscene gestures, touching, pinching, brushing the body, coercing sexual intercourse, sexual assault, or any behaviors or actions which might create a sexually hostile environment. Sexual harassment also includes, but is not limited to, occurrences where a student, District employee or representative, either explicitly or implicitly, treats submission to or rejection of sexual conduct as a condition for determining:

1. whether a student will be admitted to a college, or a person will be employed by the District;
2. the educational or work performance required or expected;
3. the attendance or assignment requirements applicable to a student or employee;
4. to what courses, fields of study, or programs including honors, a student will be admitted;
5. what placement or course proficiency requirements are applicable to a student and professional advancement opportunities are available to an employee;
6. the quality of instruction a student will receive;
7. what tuition or fee requirements are applicable to a student;
8. what scholarship opportunities are available to a student;
9. what extracurricular teams a student will be a member of or in what extracurricular competitions a student may participate;
10. any grade a student will receive in any examination or in any course or program of instruction in which a student is enrolled;
11. any performance evaluation, promotion, or other employment benefit an employee may receive;
12. the progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled; or,

13. what degree, if any, the student will receive.

The chief executive officer has designated a minimum of two (2) persons to hear and investigate cases of alleged sexual harassment. A student or staff member who believes that he/she has been the victim of sexual harassment should immediately report such conduct to one of these designated persons and complete the Sexual Harassment Allegation form. An appropriate investigation of each complaint received will be conducted.

Investigations will be initiated within one (1) working day of receiving the complaint. The investigator will schedule a conference within five (5) working days from the date of receipt of the complaint. Complainants may choose to be accompanied by a co-worker, another student, or other individual of their choice when attending meetings to discuss the allegations. Every reasonable effort will be made to determine the facts pertinent to the allegations. The investigator will submit a written report to the college president, including a recommendation for appropriate disciplinary action where deemed necessary. If the allegation is against the president, the report will be submitted to the chief executive officer. At the District level, the report will be submitted to the chief executive officer. If the allegation is against the chief executive officer, the report will be submitted to the chair of the Board of Trustees.

If the complaint can be resolved to the satisfaction of all parties, the matter will be considered closed, subject to reopening upon further complaint or additional information.

If the complainant is dissatisfied with the decision of the president, he/she may appeal to the chief executive officer. A written response shall be provided within five (5) working days of receipt of the appeal. Then, if dissatisfied, the complainant may appeal to the chair of the Board of Trustees or his/her designee. The chair of the Board of Trustees will provide the complainant with a written response within five (5) working days of receipt of the appeal. The chair of the Board of Trustees shall have final appeal authority.

In cases of recurrent complaints, or in cases of flagrant unlawful behavior, immediate action may be taken by the president and/or chief executive officer.

The administration will take all necessary steps to protect the rights of both the complainant and alleged harasser.

Any employee found to have committed sexual harassment while participating in an Illinois Eastern-sponsored program or service will be subject to disciplinary action up to and including discharge. Any student found to have committed sexual harassment while participating in an Illinois Eastern-sponsored program or service will be subject to disciplinary action up to and including expulsion.

Those who feel they have been sexually harassed or discriminated against may seek assistance from the Illinois Department of Human Rights. The Department of Human Rights is a state agency which will investigate the charge without cost to the individual. If the Department of Human Rights determines that there is evidence of harassment or discrimination, it will attempt to conciliate the matter or will file a complaint on behalf of the individual with the Illinois Human Rights Commission. The Human Rights Commission will hear the complaint pursuant to its rules and procedures. The agencies may be contacted at the following addresses:

**Illinois Department of Human Rights**

State of Illinois Center  
100 West Randolph Street, Suite 10-100  
Chicago, IL 60601  
Telephone: 312/814-6245  
Telephone TDD: 312/263-1579

**Illinois Human Rights Commission**

State of Illinois Center  
100 West Randolph Street, Suite 5-100  
Chicago, IL 60601  
Telephone: 312/814-6269

**Illinois Department of Human Rights**

222 South College, Room 101  
Springfield, IL 62704  
Telephone: 217/785-5100  
Telephone TDD: 217/785-5125

Persons found to have retaliated or discriminated against an employee or student for complaining about sexual harassment will be subject to appropriate disciplinary action.

The rights to confidentiality, both of the complainant and of the alleged harasser, will be respected consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

If an investigation results in a finding that the complainant falsely accused another of sexual

harassment knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, up to and including discharge or expulsion.

For the names of the individuals appointed by the chief executive officer to receive and investigate sexual harassment allegations, request a copy of Appendix A (Board of Trustees Policy 100.17) in the Student Services Office or in the District Office.

## **APPENDIX C**

### **Family Educational Rights and Privacy Act Policy (500.11)**

#### **A. Purpose**

Illinois Eastern Community Colleges respects the rights of students and their educational records regarding privacy, confidentiality, inspection and review, amendment, and disclosure. The intent of this policy is to be in accord with the Act, 34 CFR Part 99, and other existing requirements and to ensure that every endeavor is made to keep the student's records confidential and out of the hands of those who would use them for other than legitimate purposes.

#### **B. Definitions**

1. *Act* means the Family Educational Rights and Privacy Act of 1974, as amended, enacted as section 438 of the general education Provisions Act.
2. *Eligible student* means a student who has reached 18 years of age or is attending an institution for purposes of obtaining post-secondary education. When a student becomes an eligible student, the rights accorded to and consent required of parents under 34 CFR Part 99 transfer from the parents to the student.
3. *Eligible parent* means either parent of a student less than 18 years of age who is attending Illinois Eastern for purposes other than obtaining post-secondary education, unless the institution has been provided with evidence that there is a court order, State statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.
4. *Educational record* means any record directly related to a student and maintained by the colleges or by a party acting for the colleges. The following documents are not considered educational records: i) records that are kept in the sole possession of the maker and are not

accessible or revealed to any other person; ii) records of any law enforcement unit of the colleges; iii) employment records of individuals employed by the colleges other than as student employees; iv) records on a student who is 18 years of age or older made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity and made, maintained, or used only in connection with treatment of the student, and disclosed only to individuals providing the treatment; and, v) records that only contain information about an individual after he or she is no longer a student at that agency or institution.

5. *Directory information* means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy, if disclosed. It includes, but is not limited to, the student's:
  - a) name, date of birth;
  - b) address and telephone number;
  - c) email electronic address;
  - d) program area;
  - e) dates of attendance;
  - f) degrees earned and dates;
  - g) participation in sports programs;
  - h) weight, height, and athletic accomplishments of members of athletic teams, and,
  - i) most recent educational institution attended.

#### **C. Rights of Students and Eligible Parents**

1. *Annual Notification*: Each college shall give students or eligible parents annual notification by such means as are reasonably likely to inform them of their rights under this policy and of the right to file complaints with the U.S. Department of Education.
2. *Inspection and Review of Education Records*: An eligible parent or student may inspect and review his/her education record by making written request to the college's Records Office. The college president or his/her designee will comply with this request within a reasonable period of time, but generally not to exceed seven (7) working days, after the request has been made. Records requested and approved for release may be inspected at the college during normal office hours, Monday through Friday, except on designated holidays or otherwise



posted at the college. A form for providing this information is available from the college's Records Office. The request must be received in writing and include, at a minimum, the:

- a) name, address, social security number, and telephone number of person submitting the request for information;
- b) description of the information requested;
- c) an indication of whether the records are to be inspected at the college or mailed to the requestor and, if sent, whether or not copies are to be certified; and,
- d) date of the request and when a response is required.

3. **Cost of Copies of Records:** The student has the right to a response from the college as well as the right to obtain copies of these records, except transcripts, at a cost of 25 cents per page plus postage. The cost per transcript is specified in the college catalog. Except as limited under CFR 34 Part 99.12, the college may not deny access to education records without providing a description of the circumstances in which the college feels it has a legitimate cause to deny request for a copy of such records. Circumstances under which the college feels it has a legitimate cause to deny requests for a copy of such records includes, but is not limited to, students owing fees or having other indebtedness to the college.

4. **Types of Location of Records:**

<b>Types of Records</b>	<b>Location of Records</b>
Transcripts	Student Services
Matriculation	Student Services
Occupational Credentials	Student Services
Financial Aid	Student Services
Directory Information	Student Services

5. **Officials Responsible for Records**

**Frontier Community College**

Coord. Registration & Records  
2 Frontier Drive  
Fairfield, IL 62837  
Telephone: 618/842-3711

**Lincoln Trail College**

Director of Admissions  
11220 State Highway 1  
Robinson, IL 62454  
Telephone: 618/544-8657

**Olney Central College**

Asst. Dean, Student Services  
305 North West Street  
Olney, IL 62450

Telephone: 618/395-7777

**Wabash Valley College**

Asst. Dean, Student Services  
2200 College Drive  
Mt. Carmel, IL 62863  
Telephone: 618/262-8641

**Wabash Valley College/Industrial Technology**

Director, Admissions & Financial Aid  
C/O John A. Logan College  
Route 2  
Carterville, IL 62918  
Telephone: 618/985-3741, xt. 378

**D. Release of Information**

1. Illinois Eastern will not disclose personally identifiable information from the education records of a student without prior written consent of the student except:
  - a) to other school officials, including teachers and administrative personnel within Illinois Eastern, or to other education agencies who can be determined by Illinois Eastern to have legitimate educational interests in such records;
  - b) to officials of another school or school system in which the student seeks or intends to enroll;
  - c) in connection with financial aid for which a student has applied or which a student has received, provided that personally identifiable information from the education records of the student may be disclosed for such purposes as:
    - 1) to determine the eligibility of the student for financial aid;
    - 2) to determine the amount of financial aid;
    - 3) to determine the conditions of the financial aid; or,
    - 4) to enforce the terms or conditions of the financial aid;
  - d) to eligible parents of a student, as defined in CFR 34 Part 99;
  - e) to appropriate parties in health or safety emergencies;
  - f) to other parties, agencies, and persons as designated by 34 CFR Part 99; and,
  - g) directory information may be released.
2. The college will not release any student information to anyone other than the student or eligible parent without the prior signed and

dated written consent of the student or eligible parent, as specified in 34 CFR Part 99.30(2), except under one or more of the conditions as described in 34 CFR Part 99.31. The college will maintain a record of disclosures as required by 34 CFR Part 99.332 and a student or eligible parent may inspect and review that record.

E. Corrections of Records

The student or eligible parent who believes that information contained in the student's education record is inaccurate, misleading, or violates the privacy or other rights of the student, may request amendment of the student's education records under 34 CFR Part 99.20, by applying in writing to the college's Records Office. The college shall decide whether to amend the records of the student in accordance with the request within ten (10) working days from the receipt of the request. If the college decides to refuse to amend the education record of the student in accordance with the request, it shall inform the student or eligible parent of the right to a hearing. The student or eligible parent has the right to add a statement to the student's record.

F. Dissemination

All employees will be given a copy of this policy. Students and eligible parents will be made aware of this policy through freshmen orientation, college catalogs, bulletin boards, and in "handouts" distributed by the college's Records Office. A copy of this policy will be made available on request to any student or eligible parent.

Students who elect to restrict the release of student information must complete the Directory Information Restriction Notification form and file it with the Student Records Office at the primary college of attendance.

This request will be valid for one (1) academic year and must be renewed annually during the first two (2) weeks of fall semester.

## **APPENDIX D**

### **Appropriate Use of Information Technology Resources Policy (200.2)**

In pursuit of its mission to provide educational opportunities and public services to the colleges of southeastern Illinois, the Board of Trustees of Illinois Eastern Community Colleges ("IECC" or the "District") provides access to "information technology and

resources" (as defined in IECC Policies and Procedures 200.2) for students, faculty and staff members and other authorized users within institutional priorities and financial capabilities.

**Access to the District's information technology and resources is a privilege granted to District students, faculty and staff members and other authorized users. Access to District information technology and resources may be granted by the data owners of that information based on their judgment of the following factors: relevant laws and contractual obligations, the requestor's need to have access to the information technology and resources, the information technology and resources' sensitivity and the risk of damage to or loss by the District which could result from its disclosure.**

The District reserves the right to extend, limit, restrict or deny privileges and access to its information technology and resources. Data owners--whether departments, units, students, faculty or staff members--may allow individuals other than District students, faculty and staff members access to information which they own or for which they are responsible, so long as such access does not violate any license or contractual agreement, District policy or any federal, state, county or local law or ordinance.

IECC information technology and resources are to be used for the District-related activities for which they are intended and authorized. District information technology and resources are **not** to be used for commercial purposes or non-college related activities without written authorization from the District. In these cases, the District will require payment of appropriate fees. This policy applies equally to all District-owned or District-leased computers and peripherals.

All members of the college community who use IECC's information technology and resources must act responsibly in their use of the resources. All users of District-owned or District-leased information technology and resources must respect the rights of other users and comply with all pertinent licenses and contractual agreements. IECC's policy requires that all students, faculty and staff members and other authorized users act in accordance with these responsibilities, relevant laws and contractual obligations and the highest standard of ethics. Each user must remember that his/her freedom to access, display or publish information is constrained by the rights of others who have the right not to be subjected to material that they find offensive.

Information posted and/or published on the Internet may be accessible by any computer on the Internet.

Authorized users and system administrators must all guard against abuses that disrupt or threaten the viability of any and all systems, including those at the college campuses and those on networks to which the District's systems are connected. Access to information technology and resources without proper authorization from the data owner(s), unauthorized use of District computing facilities, and intentional or negligent corruption or misuse of information technology and resources are direct violations of the District's standards for conduct as outlined in IECC Policies and Procedures, District collective bargaining agreement and the Faculty Handbook and may also be considered civil or criminal offenses.

### **Privacy and Content**

**Users should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the District computer network or stored in his/her directory. The District computer network's system operator, or other District employees, may, at any time, review the subject, content, and appropriateness of electronic communications or other computer files, and remove them if warranted, reporting any violation of rules to the District administration and/or law enforcement officials.**

### **Email – Information Exchange – Security**

User IDs and passwords are provided only for personal use. Users should not share passwords with anyone and should not use anyone else's password regardless of how the password was obtained. If a user suspects someone has discovered their password, the password should be changed immediately. Users shall not intentionally modify files, data, or passwords belonging to other users. When sending electronic communications, users should be cautious when including personal information. IECC is not responsible for personal information which is obtained by unauthorized recipients or interceptors of electronic communications. Use of personal credit cards on an IECC owned computer is done at the user's own risk and IECC is not responsible for any loss or damages resulting from this use.

### **Copyrighted Material**

Users shall not: copy and forward, download, and/or upload to the IECC network or Internet server any copyrighted, trademarked, and other intellectual property without express authorization from the owner

of the trademark, copyrights or intellectual property right.

Unauthorized copying, use or distributions of software is illegal, strictly prohibited, and subject to criminal penalties. Similarly, other intellectual property content owners may take criminal or civil action against a user for unauthorized copying, use or distribution of intellectual property materials. All the content transmitted via e-mail and web publishing must either be the users' own or must be transmitted with express authorization for distribution by IECC or by the individual who owns the trademark, copyright or intellectual property right.

### **Inappropriate and Illegal Use of Computers**

Examples of inappropriate and illegal use include:

1. Accessing, e-mailing or web publishing of material, including text or images, determined to be obscene and/or pornographic.
2. Use of information technology to facilitate, engage in and/or encourage academic dishonesty.
3. Email distribution or web publishing of derogatory statements intended to offend other individuals, groups, or organizations or which violate IECC's anti-discrimination/harassment policy and procedures. (See policy 100.8 and procedure 100.8 for more information.)
4. Use of the computer network system in a manner that violates the IECC Computer Use Policy or Procedures, any other District/College policy, and/or local, state or federal law.
5. Intentionally infiltrate, or "hack," IECC or outside computing systems and/or networks.
6. Release viruses, worms, or other programs that damage or otherwise harm IECC's network, or an outside computing system, or network.
7. Knowingly disrupt a system or interfere with another student's, staff or faculty member's or other authorized user's ability to use that system (e.g., by sending "e-mail bombs" that cause disk fill up, a network to bog down, or software application to crash).
8. Willfully damage or destroy computer hardware, software, or data belonging to IECC or its users.

### **Priority Usage of Computer Hardware, Software and/or Facilities**

Priority shall be given to classroom activities, assignments and/or research and to IECC faculty, staff, and students.

### Lab User Age Restriction

Patrons under the age of 18 who are not enrolled students are not permitted to use the open lab computers without obtaining authorization from the college's Learning Resource Director or Lab Supervisor.

### Saving Work

Users are not allowed to store personal work and/or software on the hard disk drives in the open lab and all users should have a personal data disk for saving their work. Any files or software found on the hard drives will be deleted. IECC is not responsible for data lost for any reason including but not limited to: power failure, computer failure, or any other unplanned or unavoidable event or emergency.

### Software

Students are not allowed to install any software onto any IECC computers.

### Network Bandwidth

Network capacity is limited and users must not exceed reasonable usage. Recreational network activities such as: downloading large files, viewing streaming video and listening to streaming audio are prohibited unless pre-approved by the Director of Information and Communications Technology.

### Internal Network

Only authorized IECC technical staff are allowed to connect personal computers or other devices to the internal IECC network.

### Public Internet Access

Public Internet access areas have been established in some areas to provide Internet connectivity for personal computing devices. **Please be advised that the public network does not enforce any security or encryption.** Transmissions of secure information such as ID's, credit card numbers, passwords, etc. may be intercepted by wireless users in or near the open networks. **IECC is not responsible for damage to personal property or other injury, including damage to computers resulting from software/hardware installation or Internet use.**

### Commercial Use

Users shall not use the District's computer network to set up web pages to advertise or sell products or services, solicit sales or conduct business (e.g., by posting an advertisement to a news group) without prior written approval and, if required, the payment of an appropriate fee.

### Sanctions

Alleged violations of this policy will be processed according to the disciplinary policies outlined in the IECC Policies and Procedures Manual, the IECC collective bargaining agreement and the college's catalog. IECC treats access and use violators of information technology and resources seriously. IECC computing resources may also be subject to prosecution by state or federal authorities.

IECC has the right to remove, without notice, any material from its system found to be threatening, obscene, pornographic or which violates the District's anti-discrimination/harassment policy or any other District policy. Such action may result in the termination of the user's account.

### Policy Adoption – Administration – Liability

This policy will be reviewed and updated periodically and the current policy, inclusive of any revisions, will be electronically posted on the IECC Internet and web servers.

### Implementation

The Chief Executive Officer, Presidents and Director of Information and Communications Technology are responsible for supervising adoption of guidelines to implement this policy.

### Enforcement

Alleged violations of this policy will be processed according to the processes outlined in the IECC Policies and Procedures Manual, IECC collective bargaining agreement and the college's catalog. IECC treats access and use violations of information technology and resources seriously. IECC will pursue criminal and civil prosecution of violators as it deems necessary.

## APPENDIX E

### Military Credit

Credit toward graduation may be granted to a veteran for certain armed forces military service experiences. All claims for experience, including armed forces service schooling, must be documented.

1. If a student has completed Basic Military Training and has been honorably separated, or currently serving, the student may obtain seven (7) semester hours of credit as follows:

EDU	1107	Health (3 semester hours)
PEG	1137	First Aid and Safety (1 semester hour)
PEI	1100	Fitness Center (1 semester hour)

PEI 2100 Advanced Fitness Center (2 semester hours)

Total – 7 semester hours

2. Up to six (6) semester hours of elective credit will be available for veterans who request an evaluation of military training programs they have completed while in the service. The request should be made to the Office of Veterans Affairs. Credit will be available according to the American Council of Education's *Guide to the Evaluation of Educational Experiences in the Armed Services*.
3. A veteran may ask the Director of Veterans Affairs to evaluate all military service training programs completed if the training content is directly related to his/her major field of study at any of the four colleges of this District. The same source of credit evaluation as listed in two above would be used, and the same documentation will be required from the veteran.

Veterans may also request advanced standing for college-level courses completed through correspondence study with the United States Armed Forces Institute (USAFI). Again, the credit hours awarded will be based on the recommendation of the American Council of Education. It will be the veteran's obligation to furnish the Director of Veterans Affairs with the proper transcripts from USAFI.

## **APPENDIX F**

### **Persistence and Degree Completion**

Illinois Eastern Community Colleges recognizes the diverse needs of students for educational opportunities for lifetime learning. It is the goal of Illinois Eastern Community Colleges to assist students and support

statewide initiatives for the completion of educational goals.

In an effort to improve persistence and degree completion, Illinois Eastern Community Colleges will implement the following strategies:

Expand access and opportunity, to maintain affordability while accommodating the diversity of students that have jobs and family responsibilities, Recognize diverse educational objectives, attendance patterns, and support needs of all academically under-prepared students, immigrants, under-represented racial and ethnic populations, and economically disadvantaged students.

Recognize diverse educational objectives, attendance patterns, and support needs of all students, and to emphasize the values of life-long learning.

Strengthen and expand partnerships and cooperative agreements among colleges and universities and between higher education and elementary and secondary schools to improve preparation, expand opportunities for advanced placement, dual-enrollment, program articulation, capstone programs, and improving retention in the higher education system and facilitating re-entry of former students.

Support and strengthen communication, coordination, budget development, information collection, program approval and review, and grant administration functions among institutions serving students to provide continuous supportive services to students in order to achieve educational goals.

## APPENDIX G

### Advanced Placement Testing

Students who achieve the following test scores on the advanced placement test will be granted the following IAI course equivalencies.

ILLINOIS EASTERN COMMUNITY COLLEGES ADVANCED PLACEMENT				
EXAM TITLE	COURSE	TITLE	SCORE	SEMESTER HOURS
Biology	LSC 1101	General Biology I	5, 4, 3	4
Chemistry	CHM 1130	General Chemistry I	5, 4, 3	5
Computer Science A	CIS 1130	Introduction to Computer Science	5, 4, 3	3
Computer Science AB	CIS 2170	Advanced Programming Techniques	5, 4, 3	3
Economics: Macro	ECN 2101	Principles of Macroeconomics	5, 4, 3	3
Economics: Micro	ECN 2102	Principles of Microeconomics	5, 4, 3	3
English Language and Composition	ENG 1111	Composition I	5, 4, 3	3
English Literature and Composition	LIT 2101	Introduction to Literature	5, 4, 3	3
French Language	FRE 1111	Elementary French I	5, 4, 3	4
German Language	GER 1111	Elementary German I	5, 4, 3	4
Government and Politics: United States	PLS 2101	Government of the United States	5, 4, 3	3
History	S2 900, S2 901	United States History I, II (IAI)	5, 4	6
	HIS 2101, 2102	U.S. History to 1877, U.S. History Since 1877	5, 4	6
	H2 904, H2 905	U.S. History/Civilization I, II (IAI)	5, 4	6
Mathematics Calculus AB and BC	MTH 1171	Calculus and Analytic Geometry I	5, 4, 3	5
Music: Listen/Literature	MUS 1131	Music Literature	5, 4, 3	4
Music Theory	MUS 1112	Beginning Theory	5, 4, 3	4
Physics B	PHY 1120	Physics I	5, 4	5
Physics C	PHY 2110	General Physics I	5, 4, 3	5
Psychology	PSY 1101	General Psychology I	5, 4, 3	3
Spanish Language	SPN 1111	Elementary Spanish I	5, 4, 3	4

**Note: These are IECC equivalencies only. Credit awarded may vary at other institutions. Credit awarded for Advanced Placement will be recorded on the student's transcript. (For example, AP-Biology Credit – 4 semesters)**

## APPENDIX H

### Time to Completion for Career and Technical Education Curricula Policy (800.5)

For CTE programs that have been withdrawn by the district, students will be given a specified length of time to complete their program of study or may be transferred to another similar program.

- 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.
- 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.
- Students failing to meet the deadlines set forth above will not be eligible to graduate from a withdrawn degree or certificate program.
- 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.

- 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.

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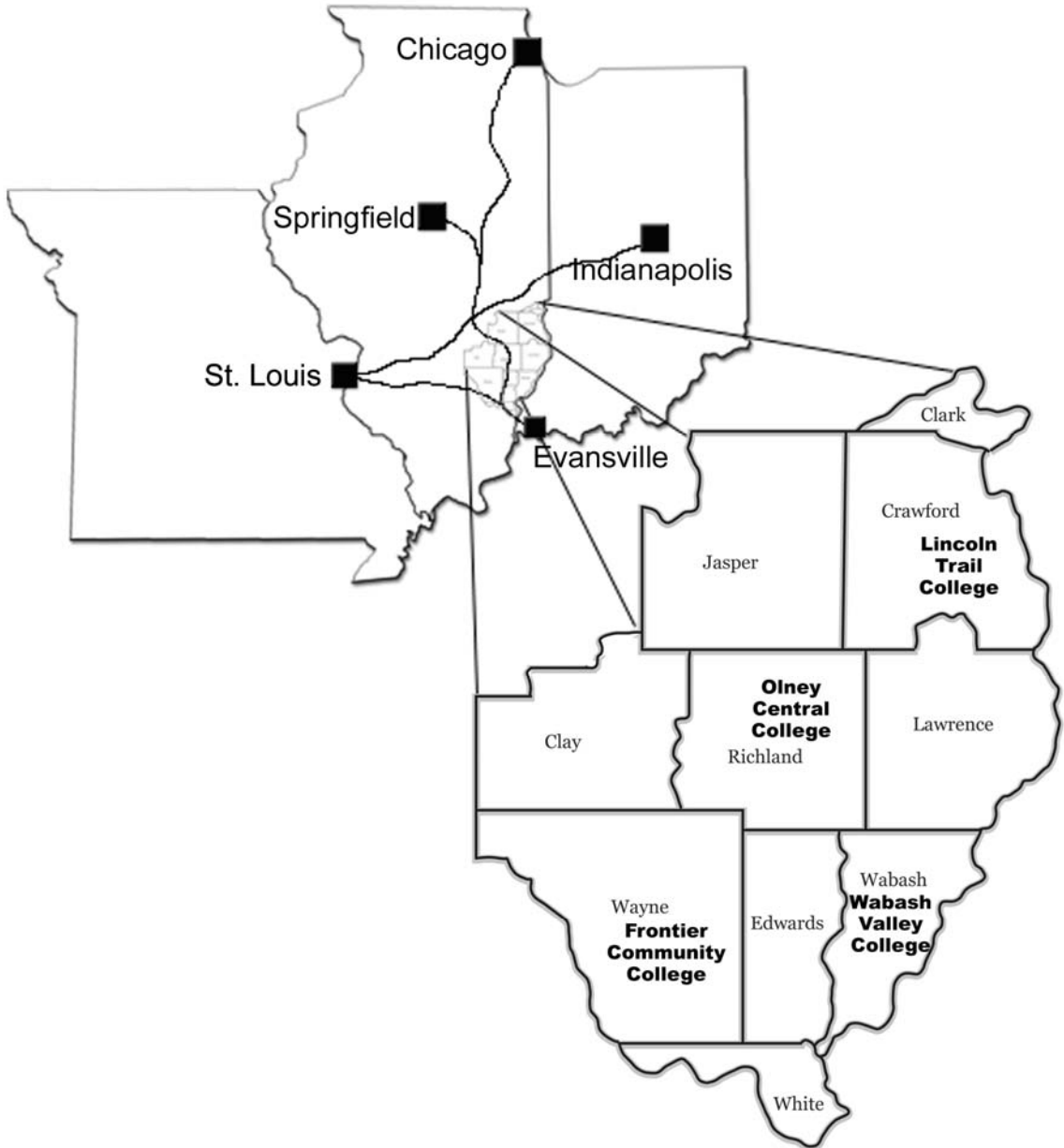
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## Tri-State / District Region



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